



मुख्य आयुक्तकाकार्यालय, जीएसटी, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क, भुवनेश्वर क्षेत्र
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3rd AMENDMENT to TRANSFER/PLACEMENT GUIDELINES, 2018.

Consequent upon the suggestions of Service Associations and recommendation of the Committee, the Cadre Controlling Authority of GST, Central Excise & Customs, Bhubaneswar Zone has decided to effect the following further amendments in Transfer/ Placement guidelines, issued vide C. No. I(22)38/CC/Admn/BBSR/2017/13015-034A dated 20.04.2018 as amended.

2. Para 4.2 of the Transfer/Placement Guidelines, 2018 may be read as under:

Contents of Old Para 4.2	New Para 4.2 may be read as under:
To provide transparency, objectivity, fair play and exposure to varied fields of work to all the officers and also bring clarity in the Annual General Transfers (AGT);	To provide transparency, objectivity, fair play and exposure to varied fields of work to the officers and also bring clarity in the Annual General Transfers (AGT);

3. Para 5.2 of the Transfer/Placement Guidelines, 2018 may be read as under:

Contents of Old Para 5.2	New Para 5.2 may be read as under:
Sensitive Postings in GST & Central Excise / Customs / Audit / Appeals Commissionerates: a) Headquarters Anti-Evasion/Preventive Section in GST & Central Excise Commissionerates; b) Headquarters Pre-audit and Post-audit Sections; c) All Divisional Technical Sections dealing with Rebate/Refund claims, LUT/Bonds and Registrations; d) Audit Groups/ Circles of, Audit Commissionerate; e) Airport/Sea ports / ICDS/ Air Cargo Complex / Customs Divisions; f) Deputations and postings on loan basis to DGGSTI/DRI/Directorate of Enforcement/SEZ; g) All Ranges of GST & Central Excise Commissionerates.	Sensitive Postings in GST & Central Excise / Customs / Audit / Appeals Commissionerates: a) Headquarters Anti-Evasion/Preventive Section in GST & Central Excise Commissionerates; b) All Divisional Technical Sections dealing with Rebate/Refund claims, LUT/Bonds and Registrations; c) Audit Groups/ Circles of, Audit Commissionerate; d) Airport/Sea ports / ICDS/CFS/ Air Cargo Complex / Customs Divisions; e) Deputations and postings on loan basis to DGGSTI/DRI/Directorate of Enforcement/SEZ; f) All Ranges of GST & Central Excise Commissionerates.

4. Para 6 of the Transfer/Placement Guidelines, 2018 may be read as under:

Contents of Old Para 6			New Para 6 may be read as under:		
The following stations are hereby declared as Hard places of posting:			The following stations are hereby declared as Hard places of posting:		
S.I. No.	Station	Commissionerate	S.I. No.	Station	Commissionerate
1	Jeypore	GST & Central Excise, Bhubaneswar	1	Rayagada Division and its Ranges	GST & Central Excise, Bhubaneswar
2	Bhawanipatna	GST & Central Excise, Bhubaneswar	2	Titlagarh	GST & Central Excise, Rourkela
3	Damanjodi	GST & Central Excise, Bhubaneswar	3	Rairangpur	GST & Central Excise, Rourkela
4	Titlagarh	GST & Central Excise, Rourkela	4	Belpahar	GST & Central Excise, Rourkela
5	Rairangpur	GST & Central Excise, Rourkela			
6	Belpahar	GST & Central Excise, Rourkela			
7	Barbil	GST & Central Excise, Rourkela			
8	Joda	GST & Central Excise, Rourkela			

5. Para 7.3 of the Transfer/Placement Guidelines, 2018 as amended may be read as under:

Contents of Old Para 7.3	New Para 7.3 may be read as under:
The Annual General Transfer Order in respect of Inter Commissionerate Transfer, shall be issued by the CCO by 15th May of every year. Subsequent Transfer/Posting orders assigning specific charges to the officers shall be issued by the jurisdictional Commissioners, by 31 st May of the year	The Annual General Transfer Order in respect of Inter Commissionerate Transfer, shall be issued by the CCO by 31st March of every year. Subsequent Transfer/Posting orders assigning specific charges to the officers shall be issued by the jurisdictional Commissioners, by 15 th April of the year

6. Para 8.1 of the Transfer/Placement Guidelines, 2018 as amended may be read as under:

Contents of Old Para 8.1	New Para 8.1 may be read as under:
The cut-off date for counting of tenure for transfer shall be 31st May of the year. The length of the period of stay at a station shall be counted from the actual date of joining.	The cut-off date for counting of tenure for transfer shall be 31st March of the year. The cut off period for counting of 1 tenure year shall be any period of posting beyond 9 months or from AGT of the previous year to the current year whichever is earlier.

7. Para 8.4 of the Transfer/Placement Guidelines, 2018 may be read as under:

Contents of Old Para 8.4			New Para 8.4 may be read as under:		
The maximum continuous tenure in a particular Commissionerate/CCO shall be as follows:			The maximum continuous tenure in a particular Commissionerate/CCO shall be as follows:		
Sl. No.	Commissionerate	Tenure	Sl. No.	Commissionerate	Tenure
1	GST & CX, Bhubaneswar Commissionerate	4 years	1	GST & CX, Bhubaneswar Commissionerate	4 years
2	GST & CX, Rourkela Commissionerate	6 years	2	GST & CX, Rourkela Commissionerate	4 years
3	Customs (Prev) Commissionerate, Bhubaneswar	3 years	3	Customs (Prev) Commissionerate, Bhubaneswar	4 years
4	Audit Commissionerate, Bhubaneswar	4 years	4	Audit Commissionerate, Bhubaneswar	4 years
5	Appeals Commissionerate, Bhubaneswar	2 years	5	Appeals Commissionerate, Bhubaneswar	2 years
6	CCO	2 years	6	CCO	2 years

8. Para 8.8 of the Transfer/Placement Guidelines, 2018 may be read as under:

Contents of Old Para 8.8	New Para 8.8 may be read as under:
In Customs (Prev.) Commissionerate, the officer will be rotated/posted in any Port/ICD or BPI Airport or any other formation/ Hqrs. Office appropriately. However, ordinarily, total tenure will be 2 years for sensitive charge and 1 year for non-sensitive charge, subject to overall tenure ceiling of 3 years for the Commissionerate.	In Customs (Prev.) Commissionerate, the officer will be rotated/posted in ports for two years(maximum 1 year for paradeep) and their posting may not be continuous and 2 year for non-sensitive charge including Airport, ICD, CFS, HQ etc. subject to overall tenure ceiling of 4 years for the Commissionerate. For effective continuity of works and implementation of overall tenure posting, the HoD can transfer/rotate the officers and staff as and when required.

9. Para 14.1(vii) of the Transfer/Placement Guidelines, 2018 as amended may be read as under:

Contents of Old Para 14.1(vii) as amended	New Para Para 14.1(vii) as amended may be read as under:
Applications for posting by Superintendents, who have attended 55 years of age, may be considered for preferred place of posting.	Applications for posting by Superintendents, who have attended 57 years of age, as far as possible he may be considered station of his choice.

10. Two more clause i.e. 8.13 & 8.14 is hereby added to Para 8, as under:

“8.13 Posting in Customs (Prev.) Commissionerate is on Roster cum seniority basis. Preference will be given to those who never get chance in Customs formations.” However, the Chief Commissioner (Cadre Controlling Authority) may, if necessary, in public interest and/or administrative reasons, transfer or post any officer to Customs (Prev.) Commissionerate. Further, the Roster will be published every year along with the due list figuring the name of officers chronologically following the principle that the officers having the longest duration of service outside Customs(Prev.) Commissionerate will be placed at the top of the said Roster.

“8.14 Posting in any SEZ shall not be more than two years.”

11. The Transfer/Placement Guidelines with the present amendment will be carried out prospectively i.e, from AGT, 2025.
12. This issues with the approval of the Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone.


07 March 2025

(S.K. Mishra)
Joint Commissioner (CCO),
GST, Central Excise & Customs,
Bhubaneswar Zone

C.No.I(22)38/CC/Admn/BBSR/2017/Pt.I / 3755-70A Dated: 07 03.2025.

Copy to:

1. The Commissioner, GST & Central Excise, Bhubaneswar Commissionerate /Rourkela Commissionerate/Audit Commissionerate/Customs (Prev.) Commissionerate/Appeals Commissionerate, with a request to circulate the Transfer Policy among all the Officers/Staff of the concerned Commissionerate.
2. Sr.P.S. to the Chief Commissioner, GST, Central Excise & Customs, Bhubaneswar Zone.
3. The Additional Director General, DGGI, Bhubaneswar Zonal Unit, Bhubaneswar
4. The Deputy Director, Directorate of Revenue Intelligence, Bhubaneswar Regional Unit, Plot No. 206, 206/474, Gajapati Nagar, Post-Sainik School, Bhubaneswar-751 005
5. The Pr. Additional Director General, ZTI NACIN, Bhubaneswar
6. President/General Secretary of Officers/Staff Associations of Bhubaneswar Zone.
7. Assistant Commissioner (Systems), GST & Central Excise, Bhubaneswar to arrange for uploading the Transfer Policy-2017 on the Zonal website.
8. Assistant Commissioner (CCO-ET), Bhubaneswar Zone.
9. Notice Board.
10. Guard File.

