



**Office of the Chief Commissioner of GST, Central Excise & Customs, Nagpur Zone**

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I(22)08/CCO/NZ/2020/A4/Estt

Nagpur, dated 20-07-2020

To,

The Commissioner,  
CGST & CX,  
Nagpur-I/ Nagpur-II/  
Appeals-Nashik/ Audit-Nagpur/  
Customs-Nagpur.

Sir,

**Sub: Transfer / Placement Policy for Group 'B' Gazetted and Non-Gazetted Executive Officers in Nagpur Customs, GST and Central Excise Cadre- reg.**

Please find enclosed herewith a copy of Transfer / Placement Policy for Group 'B' Gazetted and Non-Gazetted Executive Officers in Nagpur Customs, GST and Central Excise Cadre, for information and necessary action.

Encl.: As above.

Yours faithfully,

(MUKUL S. PATIL)  
JOINT COMMISSIONER (CCO)

**Copy to:-**

- 1) The President, All India Association of Central Excise Gazetted Executive Officers, Vidarbha Unit.
- 2) The President, All India Central Excise Inspectors Association, Nagpur Unit.
- 3) ✓ The Superintendent (Systems), for uploading the above mentioned policy on the website.

**Transfer / Placement Policy for Group 'B' Gazetted and Non-Gazetted  
Executive Officers in Nagpur Customs, GST and Central Excise Cadre**

**Aim of the policy:**

The aim of the transfer and posting policy for Gr „B“ Gazetted and Non Gazetted Executive Officers in the Nagpur Customs, GST and Central Excise Cadre is to lay down standard norms with a view to provide transparency, objectivity, and increased perception of fairness and clarity in Annual General Transfers. These policies are also aimed at promoting integrity, efficiency, efficacy, and improved performance, keeping in view the various instructions/ advice issued from time to time by the Government/CBIC/CVC.

**Note:** “Nagpur Customs, GST and Central Excise Cadre” shall comprise of the officers posted in CGST & Central Excise Commissionerate, Nagpur I (*including the office of Commissioner (Appeals) and the office of the Chief Commissioner, Customs, CGST and Central Excise, Nagpur Zone*), CGST & Central Excise Commissionerate, Nagpur II, CGST & Central Excise Commissionerate, Nagpur Audit and Nagpur Customs Commissionerate (*Nagpur Customs Chapter only*).

2. This Posting and Transfer policy for Group “B” Gazetted and Non-Gazetted Executive Grades for Central Excise would supersede all previous policies issued in respect of the posting and transfer of Executive officers to Central Excise formations.

3. (a) General Transfers in Group “B” Gazetted and Non-gazetted Executive grades, and in particular involving a change of station, should be carried out once in a year, at the end of the academic year.

**(b) Allocation/Posting of Officers:-**

- i) Allocation of officers to the office of Commissioner (Appeals) will be in consultation with the concerned Commissioner.
- ii) Posting of officers within a Commissionerate should be done by the Commissioner in-charge of the Commissionerate.
- iii) Deviation: Commissioner shall take approval of the Zonal Chief Commissioner in cases of deviation from this policy or any other guidelines prescribed by the Zonal Chief Commissioners.

**(c) Rotation between Sensitive and Non-sensitive postings:-**

- i) There should be strict rotation and adherence to tenure of postings in case of all the posts-sensitive as well as non-sensitive to ensure all round exposure and efficiency. However, in case where sufficient number of officers are not available due to administrative/vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge.
- ii) As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive charge.
- iii) There should be a gap of minimum one year between one sensitive posting to another. Officer shall be transferred according to their length of tenure in the non-sensitive posting.
- iv) On transfer from a sensitive Posting, as far as possible, officers would be posted to a non-sensitive charge for a minimum period of one year.
- v) Posting to a sensitive charge should normally not exceed two years for each posting.
- vi) First posting of the officers to the Commissionerate should be, as far as administratively possible, to a non-sensitive charge.



(d) **Minimum tenure in a charge:-**

Minimum tenure for each charge shall normally be not less than two years, subject to Para 3 (c) (iii), Para 3 (c) (iv) and Para 3 (c) (v).

(e) **Tenure at a Station:**

The tenure of the officer at a Station shall be computed with reference to the continuous stay of the officer in that station in all Executive grades. The normal tenure at Nagpur Station shall be six years and at Stations outside Nagpur Station, except for Hardship stations, the tenure shall not be less than two years. The normal tenure at Hardship Stations shall be one year. However, the officers posted at Nagpur Station shall be liable to be transferred to Stations outside Nagpur Station, including to Hardship stations, before completing their tenure of six years if there are vacancies in Stations outside Nagpur Station.

**Stations outside Nagpur Station**

- (i) Division Headquarters and all Ranges of Division Bhandara and Division Chandrapur of CGST & Central Excise Commissionerate, Nagpur I
- (ii) Division Headquarters and all Ranges of Division Amravati and Division Akola of CGST & Central Excise Commissionerate, Nagpur II
- (iii) Division Headquarters and all Ranges of Division Hingna, CGST & Central Excise Commissionerate, Nagpur I, **except Range Hingna and Range Umrer**
- (iv) All Ranges of Division Kalmeshwar of CGST & Central Excise Commissionerate, Nagpur I, **except Range Kamptee**
- (v) ICD, Wardha and ICD, Borkhedi of Customs Commissionerate, Nagpur

**Hardship Stations**

- (i) Range Tumsar, Range Gondia and Range Deoli of Division Bhandara of CGST & Central Excise Commissionerate, Nagpur I
- (ii) Range Yavatmal I and Range Yavatmal II of Division Amravati of CGST & Central Excise Commissionerate, Nagpur II
- (iii) Range Washim and Range Khamgaon of Division Akola of CGST & Central Excise Commissionerate, Nagpur II

(f) Transfer and rotation would generally be done once in a year. However, redeployment as a consequence of administrative measures would not be treated as rotational transfer and may be carried out at any time during the year. To the extent possible, such redeployment should not involve station transfer during mid-session.

(g) i) In case an officer requests for retention in/ transfer to, at his/her own cost, a particular station on the ground that his/ her child is studying in Class-X or Class-XII, such requests may be considered. However, the said officer will be repatriated to the original posting/transferred at the end of the academic year of Class X/XII at his/her own cost.

ii) In case an officer requests for retention in a particular station on Extreme Medical ground, such requests may be considered on case to case basis after examining the medical certificates. However, the said



Officers who are due for superannuation within two years should be, as far as feasible, posted to the station of his/ her choice or, to the nearest station.

(i) **Posting of spouses at same station:-**

If the spouse of an officer is also working in a Central/ State Government Office, he/she should be posted to the station where spouse is working or a nearby station as far as administratively possible, in terms of the DOP&T's extant guidelines in this regard.

- (j) Cut-off date for the purpose of counting tenure at particular station shall be 30<sup>th</sup> June. As far as possible the officers under order of posting are to be relieved by 30<sup>th</sup> June. Date of joining of the officer should be taken as due date for purpose of counting ten years at a particular station. The officer shall normally be relieved within two weeks of the transfer order.
- (k) On Administrative/ Vigilance grounds, the above Policy will not be applicable.
- (l) Officers can stay in a Station outside Nagpur Station on their own option except for Administrative reasons and when there are no other requests for the same station;
- (m) The tenure of an officer in a Charge/Station shall be counted from the date of joining in that Charge/Station. The officer should normally work for the entire tenure in a Charge/Station but in exceptional circumstances, the tenure can be reduced by the competent authority for reasons to be recorded in writing. However, the period of posting of less than nine months at a Station shall not be reckoned as tenure of one year at that station under any circumstances.
- (n) The posting at the International Airport, Nagpur is difficult to some officers due to the odd timing of arrival of International aircrafts. Therefore, to reduce the problem, the tenure at Airport should be kept as one year.
- (o) Those officers, who request for continuing in Non-Sensitive Postings beyond two years, may be allowed to continue in Non-Sensitive Postings subject to administrative feasibility.
- (p) **Common Pool:** For the purpose of transfers, the officers working in CGST & Central Excise Commissionerate, Nagpur I (*including the office of Commissioner (Appeals) and the office of the Chief Commissioner, Customs, CGST and Central Excise, Nagpur Zone*), CGST & Central Excise Commissionerate, Nagpur II, CGST & Central Excise Commissionerate, Nagpur Audit and Nagpur Customs Commissionerate (*Nagpur Customs Chapter only*) shall be considered as a common pool from which officers may be transferred from Nagpur Station to Stations outside Nagpur Station, and vice versa, as well as from one Commissionerate to another;
- (q) The tenure in Audit Commissionerate shall normally be for a period of three years, except if the officer is liable to be transferred out of Nagpur Station.
- (r) **Posting on promotion:** On promotion the officer will be transferred out of his/her parent Commissionerate. Further, the officer will normally be transferred out of the station, except where they have not completed a minimum of 2 years at that station (in case of 2 years outstation posting), subject to the administrative feasibility.

4. **Sensitive and Non-Sensitive Charges**

a. **Sensitive Charges**

- i) In CGST & Central Excise Commissionerates = Hqrs. Preventive/  
Anti-Evasion, All CGST & Central Excise Ranges
- ii) In Nagpur Customs Chapter of Nagpur Customs Commissionerate  
= All ICDs, International Airport, Air Cargo Complex, All SEZs
- iii) In CGST & Central Excise Nagpur Audit Commissionerate = All  
Field Groups

b. **Non-Sensitive Charges** = All Charges other than Sensitive Charges

5. This Policy shall be applicable to Transfers made in **FY 2020-2021** onwards.

6. This Policy is issued with the approval of the Chief Commissioner, Customs, GST and Central Excise, Nagpur Zone, Nagpur.



(MUKUL PATIL)

JOINT COMMISSIONER (CCO)