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वित्त मंत्रालय / Ministry of Finance
राजस्व विभाग / Department of Revenue

मुख्य आयुक्तकार्यालय / Office of the Chief Commissioner
सीमा शुल्क तथा केंद्रीय वस्तु एवं सेवा कर/ Customs, Central Goods and Services Tax
मेरठ परिक्षेत्र, मेरठ / Meerut Zone, Meerut.

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TRANSFER & POSTING POLICY FOR GROUP 'B' (GAZETTED AND NON-GAZETTED) EXECUTIVE OFFICERS IN CUSTOMS, CENTRAL GOODS & SERVICES TAX, MEERUT ZONE, MEERUT

1.0 The objective of Transfer & Posting Policy (T&P Policy, in short) for Group 'B' Gazetted and Non Gazetted Executive Officers in the CGST Meerut Zone is to lay down standard norms in order to ensure transparency, objectivity & uniformity in transfers/postings, and also to increase the perception of fairness and clarity in transfers/postings. This T&P Policy is formulated in consultation of all the concerned stakeholders and based on the past experiences. This T&P Policy is aimed at promoting integrity and efficiency, keeping in view the various instructions / advices issued from time to time by the DoPT/CVC/CBIC. This T&P Policy would supersede all previous T&P Policies issued in respect of the posting and transfer of Group 'B' Gazetted and Non Gazetted Executive Officers in the CGST Meerut Zone. T&P Policy will be applicable to all transfers and postings w.e.f. date of issue of this policy.

2.0 **REGION :** For the purpose of Transfer and Posting in the Customs & CGST, Meerut Zone, following four Regions in Meerut Zone are being formed:

- (1) **REGION-A - Noida-Ghaziabad Region:** Consisting of all CGST & Customs postings in the areas falling in the jurisdiction of Commissionerates of :
- CGST Ghaziabad
 - CGST Noida
 - CGST Gautam Budh Nagar (except areas in Region-D),
 - Customs Noida (except in Region-B & C),

- v) Appeals Noida,
- vi) Audit Noida
- vii) Ghaziabad Circle of Audit Meerut
- viii) CPC Noida of CCO.

(2) **REGION-B - Meerut Region**: Consisting of all CGST & Customs postings in the areas falling in the jurisdiction of Commissionerates of :

- i) CGST Meerut
- ii) HQ and Meerut Circle of Audit Meerut
- iii) CCO (including CPC-Meerut)
- iv) Customs Noida (ICD Moradabad)
- v) Appeals Meerut.

(3) **REGION-C - Dehradun Region**: Consisting of all CGST & Customs postings in the areas falling in the jurisdiction of Commissionerates of :

- i) CGST Dehradun (except areas in Region -D)
- ii) Audit Dehradun
- iii) Appeals Dehradun
- iv) Customs Noida (Pantnagar & Kashipur station).

(4) **(i) REGION-D – G B Nagar**: Consisting of all CGST & Customs postings in the areas falling in the jurisdiction of Commissionerates of :

All ranges & Division office of Division Bareilly-I, Bareilly-II and Badaun of CGST G B Nagar Commissionerate

(ii) REGION-D – Dehradun (*): Consisting of areas falling in the jurisdiction of CGST Dehradun Commissionerates:

Ranges- New Tehri, Rudraprayag, Uttarkashi, Kotdwar & Srinagar of Division Rishikesh and Range III (Ramnagar), IV (Nainital) & V (Almora) of Division Haldwani

(*)- At present all Ranges falling in "**Region-D-Dehradun**" of CGST Dehradun Commissionerate are either functioning from Rishikesh or Haldwani (both in Region C), therefore as long as these offices are functioning from Rishikesh or Haldwani, they will be part of Region-C. In future, if any of these ranges start functioning from their original locations, region of officers working in these ranges will be decided at that time, as per above classification.

3.0 **TENURE** : For the purpose of this transfer policy –

Maximum tenure of stay in –

- (i) **Region-A** - will be 08 years
- (ii) **Region-B** - will be 05 years extendable upto 08 years (1 year at a time)
- (iii) **Region-C** - will be 05 years extendable upto 08 years (1 year at a time)
- (iv) **Region-D** - will be for 01 year extendable upto 2 years. However, priority will be given to those officers who will freshly opt Region-D i.e. if an officer is posted at Region D stations already for one year and seeks extension for one more year and another officer freshly opts for Region-D, preference will be given to the officer freshly opting for Region-D.

The extension of the tenure in Region B, C & D is either on the request of the officer or on the administrative necessities.

Subject to administrative feasibility, the request of officer for transfer to a different Region opted by him can be considered only after he has completed a minimum tenure of two years in a particular Region except Region D.

4.0 **POLICY OF ROTATION-**

- 4.1 After completion of tenure in any Region, an officer will be transferred to other Region. After transfer from Region C & D, as the case may be, the officer will be given preferential place of posting in his/ her due region to the extent possible.
- 4.2 To the extent possible, all the officers due for transfers will be considered for rotation on the basis of requests/preferences and FIFO method in conjunction with administrative exigencies.
- 4.3 When a certain number of officers are due for moving to a new Region, but cannot be so moved due to inadequate number of vacancies available, the

officer who has served for the longest period will be moved first. The next parameters for transfer will be seniority and then age of the officer i.e. the junior most and youngest officers will be moved out in case of transfer of otherwise similarly placed officers.

Illustration : If there are more officers due for transfer from Region A after 8 years but there is few vacancies in Region B or C, the criteria for transfer out from Region A will be a) longest stay in Region A ; b) seniority (juniors to be moved out) and then c) age (younger to be moved out).

- 4.4 There should be rotation from sensitive posting to non-sensitive posting at an interval of two years. In Customs Commissionerate, rotation between sensitive posting to non-sensitive posting will be done at an interval of one year.
- 4.5 Normal tenure of postings in CGST/Audit/Appeals/ Customs Commissionerate shall be 2 years.

The tenure of CGST Commissionerate may be extended upto 4 years (01 year at a time) subject to vacancies as well as administrative necessities. However, no extension in Customs/ Audit/ Appeals beyond 2 years will be allowed.

- 4.6 A **roster for posting in Customs/ Audit** will be made on the following order :

- (a) The officers who have never worked will be given priority on FIFO basis.
- (b) In case of sufficient officers, as mentioned above, are not available, the officer who has the longest interval (in the combined grade of Inspector + Superintendent) since his last posting in these formation.
- (c) For similarly placed officers, the following will be criteria for their placement in the Roster :
 - i) seniority as per long settled seniority list
 - ii) year of joining
 - iii) Date of birth
 - iv) The senior/older will be placed higher in the Roster.

- 4.7 For the purpose of exposure to different departmental functioning, the officers should be rotated amongst the different wings as mentioned in Para-4.5 above (not necessarily in that order), as far as possible.
- 4.8 As far as possible, **an officer will not be posted twice in Customs, Audit and Appeals in one stint of tenure** in particular Region so that maximum number of officers gets equitable chance to be posted in these formations. **No transfer from Customs to Audit will be allowed.** However, transfer from Audit to Customs is allowed if the officer has already worked in CGST/ Appeals formation.
- 4.9 In case where sufficient number of officers are not available due to administrative/vigilance reasons for posting to sensitive charges, officers may be rotated from one sensitive charge to another sensitive charge.
- 4.10 The posting at Export Promotions Circles (EPCs) will be considered as sensitive posting.
- 4.11 The station at which the officer is posted **on deputation/loan basis in DGGI/DGRI/NSEZ/SEZ/ED/NCB/Airport** will be taken into account for counting his/her tenure at the station/ Region.
- 4.12 To the extent possible and keeping administrative exigencies in consideration, officers whose **children are scheduled to appear in Board** Exams for Class-X or Class-XII, in the forthcoming year, could be considered for retention/transfer at the station where his/her ward is appearing for Board' exam for a period of **one year** only with the rider of posting in a non-sensitive charge. After completion of one year, the officer will invariably be transferred back to the previous region and he would complete his tenure of remaining period in that region.
- 4.13 **Posting of husband and wife at** one station will be considered in terms of guidelines contained in DoP&T office Memorandum No.28034/7/86-Esst (A) dated 03.04.1986 read with O.M. No. DoPT-1669289899529 dated 24.11.2022, subject to administrative requirements/ exigencies till their children attain 18 years of age.

- 4.14 **In case of person with disability(PWD)**, a lenient view would be taken in terms of DoPT guidelines issued vide OM 36035/3/2013-Estt.(Res) dated 31.03.2014 and as far as possible, PWD request of any of his/ her three choice of places of posting may be considered subject to administrative constraints.
- 4.15 As regards the transfer of **office bearers of recognized Unions/ Associations**, the instructions contained in DOPT's O.M. No. 27/03/69-Estt (D) dated 08.04.69 read in consonance with its O.M. No. 27 (7)88-CS-IV dated 19.08.1988 should be observed as far as possible. **It is further clarified that for the said clause, the administrative Headquarters will be considered only "Meerut".**
- 4.16 The officer posted in any of the charges as mentioned below, on completion of his/her normal tenure, will not be posted to any of the said formation/organization/assignment again before completion of **cooling off period of two years-**
- (a) Airport, (b) DGRI, (c) DGGI, (d) NCB/ED & (e) NSEZ/SEZ
- The officers, who returned from deputation or loan from any of the Directorate / formations, will not be considered for deputation/ loan posting for a minimum period of 2 years. As far as possible, officers shall be given exposure to a deputation postings and their requests may be forwarded on FIFO basis in conjunction with administrative exigencies.
- 4.17 No Inspector will be considered **eligible for deputation/loan posting**, unless he has completed **four years** of service as an Inspector.
- 4.18 The officers joining CGST Meerut Zone on loan or deputation basis from other Zones shall be considered for posting in Non-sensitive charge for one year upon joining but their exposure to Customs in previous Zone should be counted for preparing Roster for posting in Customs in Meerut Zone.

- 4.19 All requests for transfer/posting/retention shall be considered on the basis of documentary evidence submitted by the officers and in accordance with extant DoPT guidelines/administrative feasibility.
- 4.20 Those officers who are within **two** years of **their superannuation** shall, as far as possible, will be accommodated at **region of their choice**, subject to administrative requirements/exigencies.
- 4.21 For the purpose of transfers, the **cutoff dates** for computation of tenure/stay at one Region will be AGT to AGT. If any officer joins his new place of posting after 1st December of the year, his period of stay shall be counted only from the AGT of the following year. In case Earned Leave is availed without joining the new place of posting, that period of Earned Leave will not count towards computation of tenure in that new station.
- 4.22 The period of **leave/absence of total** period of 60 days or more during a non-sensitive posting/ in Region D will not be counted for computing the non-sensitive tenure.
- 4.23 Normally on **promotion to Group 'B'** (Gazetted/Non Gazetted), the officer will be transferred out of his present Commissionerate. The officer may, however, be posted in the same Commissionerate in case of administrative exigencies. His/her past period of posting will also be taken into account for deciding the place of the posting/station/region.
- 4.24 In case of suspension during **disciplinary proceedings**, the period of suspension, if any, will be taken into account for computing stay in at the Commissionerate /region concerned. An officer against whom the CVC has recommended initiation of vigilance proceedings, should not normally be posted or remain posted at the formation where the cause of the vigilance proceedings originated. He shall also not be posted in a 'sensitive' charge. This restriction will remain in operation until the vigilance matter is closed.
- 4.25 Notwithstanding anything contained in this Policy, the Principal Chief/ Chief Commissioner may, if considers necessary to do so in public interest and /or in view of administrative exigencies, transfer, retain or post any officer

to any Region /station or a specific post. Further, any officer may be transferred in respect of whom the Principal Commissioner or Commissioner, under whom the officer is working, has made recommendations in writing that the continuance of a particular officer at a particular post / Commissionerate is not in public interest.

4.26 Superintendents/Inspectors shall be placed at the disposal of the Pr. Commissioner /Commissioner concerned for further deployment under their respective charge, who shall follow the provisions of these T&P Policy and other guidelines issued by DoPT/CVC and shall decide the posting of officers among formations under his jurisdiction.

4.27 **Any deviation from this policy** can be made only with the approval of the Principal Chief /Chief Commissioner.

4.28 The administration reserves the right to transfer/post any officer in this Zone keeping in view administrative exigencies.

4.29 This Transfer & Posting Policy supersedes all earlier Transfer & Posting Policies for Group-B (Gazetted and Non Gazetted) Executive Officers in Meerut Zone.

Per 5.4.24

Chief Commissioner

C.No. II(3)CCO/MRT/ADMN/T&P/Cadre Rest.42/14/ 211(514) Dated: 05.04.2024

Copy to:

1. The Principal Commissioner/Commissioner (All), Customs, Central Goods & Services Tax of Meerut Zone.
2. PS to the Principal Chief/Chief Commissioner Customs, Central Goods & Services Tax, Meerut Zone /Lucknow Zone.
3. The President, AIACEGEO/ AICEIA, Meerut Zone.
4. Notice Board/ Guard File.

Per 5-4-24

Joint Commissioner (CCO)

Per