
 सत्यमेव जयते	भारतसरकार/GOVERNMENT OF INDIA मुख्य आयुक्तकाकार्यालय/OFFICE OF THE CHIEF COMMISSIONER CENTRAL GOODS AND SERVICES TAX & CX RANCHI ZONE केन्द्रीय राजस्व भवन)एनेक्सी (वीर चंद पटेल पथ पटना -८००००१ C. R. BUILDING (ANNEXE), BIR CHAND PATEL PATH, PATNA -800001 Telephone No. 0612-2504246, Email ccu-cexranchi@nic.in	
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GCCO/II/39/OTH/49/2022-ESTT-1-O/o CC-CGST-ZONE-RANCHI Dated :-05.04.2023

To,
 The Principal Commissioner/Commissioner.
 CGST & CX Commissionerates,
 Patna-I/Patna-II/Ranchi/Jamshedpur/
 Audit Patna/Audit Ranchi/Appeals Patna/Appeals Ranchi/Customs(P) Patna

Sir,

Sub:-Zonal Transfer Policy-2023 of CGST & CEX Ranchi Zone Patna for officers/staff of Group B & C -Reg.

Please find enclosed herewith Zonal Transfer Policy-2023 of CGST & CEX Ranchi Zone Patna for officers/staff of Group B & C duly approved by Committee for information and necessary action.

This issues with the approval of competent authority

Yours faithfully

Aslam Hasan
 05/04/2023
 (Aslam Hasan)

Additional Commissioner
 CGST & CX Ranchi Zone Patna

C.No. As above /3934-3947

Dated : 05/04/2023

1. The General Secretary, All India Association of Superintendent of Central Tax, Bihar and Jharkhand Unit;
2. The General Secretary, All India Central Excise Inspectors' Association, Patna Circle;
3. The General Secretary, All India Central Excise & Service Tax, Ministerial Officers Association Bihar and Jharkhand Unit;
4. The General Secretary, All India Group 'C' Officers Association [Head Havildar/Havildar], Bihar & Jharkhand Unit;
5. The General Secretary, All India Customs & Central Excise Drivers Association, Bihar & Jharkhand Unit.

Aslam Hasan
 05/04/2023
 (Aslam Hasan)

Additional Commissioner
 CGST & CX Ranchi Zone Patna

“ZONAL TRANSFER POLICY, 2023 OF CGST & C.EX., RANCHI ZONE,
PATNA IN RESPECT OF GROUP B & C OFFICERS”

In supersession of all earlier transfer policies issued by the Chief Commissioner Office, following transfer policy will hereafter determine the guidelines for transfer and rotation of Group 'B' & 'C' officers of Ranchi Zone, Patna.

1. Aim of Policy: -

The aim of the transfer policy is to provide transparency, objectivity, fair play and clarity in the Annual General Transfer and promote integrity, efficiency and improved performance following the principle of PATH (Professional, Accountable, Transparent and Honest). The new policy shall come in force with immediate effect.

2. Periodicity: -

The Annual General Transfer of all grades should be effected once in a year. The due list of the officers will be put on website by the end of every calendar year. The process shall be initiated by the end of every Calendar Year and may normally be completed by the end of academic year i.e. by the end of March but not beyond the end of May except for any natural calamity or any other unforeseen circumstances.

3. Cut-off date: -

The cut-off date for deciding tenure shall be 30th June of the AGT year.

4. Division of vacancies: -

Vacancies in all grades as far as possible should be filled up proportionately in all Commissionerates so as to maintain proportionate working strength in all the Commissioners.

5. Allocation of Commissionerate/ Charge: -

- (i) The Group B Gazetted and non-Gazetted Officers/ Staff will be rotated within the Jurisdiction of this Zone comprising of CGST & CEX Commissionerates, Patna-I/Patna-II/Ranchi/Jamshedpur/ Audit Patna/ Audit Ranchi / Appeals, Patna/


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Appeals, Ranchi and Customs (Prev.), Commissionerate, Patna, every year by the Chief Commissioner. The Chief Commissioner may constitute a Zonal Placement Committee for this purpose.

- (ii) History of postings of all Group 'B' & 'C' officers should be maintained by the concerned Commissionerates. Further, each Commissionerate should ensure that the same is put up on the website to ensure transparency in administration. All the Commissionerates should forward the HOP of all the officers posted under their jurisdiction along with specific posting availed by the officers to the CCO as and when required.
- (iii) One officer/staff of the Commissionerate should be given specific charge to maintain HOP of all the officers posted in the Commissionerates. Each Commissionerate should strictly ensure that the same is put up on the website to ensure transparency in administration. The Office bearer of all the associations will be posted in Welfare Sections of the concerned Comm'rte to look after all the welfare measures/grievance of their cadre as well as updation of HOP of their respective cadre.
- (iv) The specific place/ charge of the officer/ staff in the respective Commissionerate shall be decided by the jurisdictional Commissioner.
- (v) After promotion in AO cadre, the charge of AO will be allocated as far as possible subject to availability of vacancy.
- (vi) Mandatory Training of all Inspectors shall be conducted upon joining/promotion and after completion they shall be allocated Commissionerate/charges. However on account of delay in organizing the training by NACIN, the above stipulation may be relaxed. Attempt should be made to organize the training as early as possible.

6. Tenure of Commissionerate/ Station:-

- (i) Maximum continuous tenure at a stretch in a CGST & CX Commissionerate will be 10 years, Audit Commissionerate will be 04 years and Commissioner (Appeals) will be 03 years.
- (ii) The maximum continuous combined tenure at a station shall be as under:-

Sl. No.	Station	Tenure at a Station (excluding posting at Audit Commissionerates, Commissioner (Appeals) and Directorates)

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a.	Patna	6 Years
b.	Jamshedpur	8 Years(However it can be extended two years case to case basis on the recommendation of Commissioner , CGST & CX, Jamshedpur with approval of Chief Commissioner, CGST & CX, Ranchi Zone Patna
c.	Ranchi	6 Years
d.	All other stations	4 Years

However, necessary administrative arrangements may be considered subject to available vacancies, proportionate allocation amongst Commissionerates and longest tenure served by the officers in Commissionerate/ stations.

- (iii) For any CGST & C.EX Commissionerate, the minimum tenure will be 2 years before considering any request for transfer. In other words, any officer joining a Commissionerate of CGST & Central Excise/ Audit may represent for transfer from any Commissionerate/ station, only after completion of two years of posting, in the said Commissionerate/ station.
- (iv) All representations must be routed through respective Commissionerates and forwarding Commissionerate will sent the same to CCO on initial examination with recommendation\ comments.
- (v) While considering the representations, the officers who are going to retire within 02 years, suffering from serious ailment, Son & daughter studying in 10th/ 12th classes, spouse working in Central/ State Government and PSUs, differently abled and physically challenged and Lady officers with infants upto 3 years will be given preference.
- (vi) While counting continuous tenure of posting at a station or Commissionerate, the gap of period of less than 01 year on account of leave/ training deputation/ transfer etc. will also be included in the tenure.
- (vii) While counting continuous combined tenure of posting at a station/ Commissionerate ex-cadre deputation posting at the same station or posting in the non-executive cadre will not be considered.
- (viii) On promotion the officers/ staff will normally be transferred out from the current place of posting.

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7. Release of Names of Officers/ Staff in Customs side: -

Release of name of the Officers/ Staff in Customs side will be done on the basis of following guidelines subject to observance of the condition stipulated at para 6 above: -

- i. Officers/ Staff represented for posting in Customs side would be preferred 'FIRST'.
- ii. If sufficient numbers of representations are not received, then 'FIFO' (First-in First-out) for those who are presently posted in CGST & C.EX. side will be applicable.
- iii. In case when representations are more than the vacancy available in Customs then the officers with longest stay in CGST & C.EX. would be preferred.
- iv. Once an officer/ staff returns to CGST & CEX from Customs, two years cooling-off will apply for going to Customs again.
- v. All Superintendents who get promotion from Inspector during posting in Customs Patna will be repatriated to Cadre Controlling Authority i.e. CGST & CX, Ranchi Zone, Patna immediately as far as possible in promotion order itself, with prospective effect.
- vi. All EA who get promotion to Inspector, during posting in Customs Patna will be repatriated to Cadre Controlling Authority i.e. CGST & CX, Ranchi Zone, Patna immediately as far as possible in promotion order itself, with prospective effect.
- vii. The vacancy in the grade of Inspector/Superintendent in Customs side, created due to promotion of Inspectors shall be filled up, subject to maintaining of proportionate strength in the grade of Inspectors and Superintendents on both sides i.e. CGST & Customs from the waiting list of the panel of officers maintained for this purpose;
- viii. The normal tenure of Inspectors and Superintendents, deputed to Customs, will be 5 years and for Ministerial and Havildars/ Head Havildars will be 6 years. However, they may be repatriated prematurely, by mutual consent of CCP (PZ) and the CC (RZ).
- ix. The name of the officers for Customs will be released only after considering the current representation along with representations given in the previous 03 years at the time of Inter Commissionerate Transfer within CGST or for Customs. In case any deviation or modification of reasons cited in previous representation the same may be justified accordingly otherwise previous representation will also be taken into account.



8. Officer returning from Deputation: -

The officer coming back from deputation from sensitive charges, such as DRI, DGGI, DG Vigilance, SEZ and Airport or any other formation treated as sensitive by that formation will neither be posted to Customs side till cooling-off period of 2 years is over nor should be given any sensitive posting in CGST & CEX /Audit.

9. Classification of charges: -

9.1 The entire posting in the Zone shall be bracketed in two groups- Sensitive & Non-Sensitive. In CGST & CEX/ Audit the under mentioned branches/ posting shall be considered as sensitive posting.

i. Hqrs. Prev./Anti Evasion

ii. Divisional Preventive

iii. Audit Group/ Circle of Audit Commissionerate

iv. CGST & CX Ranges, except those specifically declared non-sensitive by the concerned Commissioners.

9.2 Apart from above all other branches in Chief Commissioners Office/Commissionerate/Division/ Commissioner (Appeals) Office would be treated as Non-Sensitive Posting.

10. Rotation between Sensitive and non-sensitive postings: -

(i) The normal tenure of an officer in a sensitive charge should not be more than two years.

(ii) No officer shall be posted to the same sensitive charge after a non-sensitive charge.

(iii) The officer must be clear from Vigilance angle for sensitive posting.

(iv) First posting of an officer on Appointment/ Promotion/ Inter Zonal Transfer (ICT)/returning from Deputation shall be to a Non-sensitive charge

(v) While allocating a sensitive/non-sensitive charge past sensitive/non-sensitive tenure of the officer in CGST & CEX Commissionerate/ Audit Commissionerate/ Commissioner (Appeals)/ Customs (Prev.) Commissionerate will be taken into account.


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11. Transfer and posting of Group C staff (Ministerial Cadre, Drivers, Havildars and Head Havildar: -

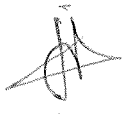
As far as possible, transfer of Group 'C' Staff should be kept to minimum. However, to fill up the vacancies proportionately, willingness/ representations/ mutual transfer basis would be given preference. In case no option left, to proportionately fill up the vacancies among all the Commissionerates, the staff having longest stay will be transferred.


12. The above provisions of policy are also applicable to staff/ officers being transferred on loan basis to NACIN, DRI and DGGI.

13. Any grievance arising out of AGT or other transfer and posting order should be submitted to the Chief Commissioner, CGST & CX, Ranchi Zone, Patna for redressal of the same."

14. Zonal Transfer Policy will be reviewed after every 03 years of gaping. If required, necessary amendments will be made in view of major structural change, if any.

15. The Committee is empowered to overrule all the guidelines of ZTP, 2023 mentioning the reasons recorded in the file.


JY
(Jagat Narayan)
Inspector (ET)
CEO, RZP


(A.K. Gupta)
Superintendent
CEO, RZP