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	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST &amp; CENTRALEXCISE केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क अंचल : तमिलनाडु एवं पुदुच्चेरी CENTRAL GST &amp; CENTRAL EXCISE ZONE : TAMILNADU &amp; PUDUCHERRY जी एस टीभवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST BHAWAN, No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034 ई-मेल/ E-mail:cca.estt.section@gmail.com / ccaestt-prcco@gov.in दूरभाष/ Ph. No.: 044-28335061/62 फेक्स / Fax No.: 044-28331113</p>	
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## TRANSFER POLICY 2022 FOR MINISTERIAL OFFICERS

### 1. Introduction

This policy is formulated in consultation of all the concerned, by reviewing the earlier transfer policy based on the past experience, request of the concerned to consider certain changes like the norms for deployment of officers to Groups out of Chennai etc.

1.1 These transfer policy guidelines are applicable to the officers in the cadre of Senior Private Secretaries & Private Secretaries; Ministerial (Gazetted & Non-Gazetted); Stenographers (all grades); Drivers and Group C (non-ministerial); under Chennai Cadre Controlling Authority and would supersede all the previous Transfer Policy guidelines.

1.2 The jurisdiction of the Chennai Cadre Controlling Authority (CCA), headed by the Principal Chief Commissioner of CT & Central Excise, Chennai Zone spreads over Tamil Nadu & Puducherry covering two Zones viz (i) GST & Central Excise, Chennai Zone and (ii) Customs Preventive Zone, Tiruchirappalli.

1.3 The Chennai GST & Central Excise Zone consists of 14 (fourteen) Commissionerates viz. Chennai North, Chennai South, Chennai Outer, Puducherry, Audit Chennai-I, Audit Chennai-II, Appeals Chennai-I, Appeals Chennai-II, Coimbatore, Madurai, Salem, Tiruchirappalli, Audit Coimbatore and Appeals Coimbatore.

1.4 The Customs Preventive Zone (CCP), Tiruchirappalli consists of two Commissionerates viz: Trichy Customs and Tuticorin Customs. The policy for deployment of officers within CCP is governed by the policy formulated by the Chief Commissioner of Customs (Prev.), Tiruchirappalli.

1.5 In addition to the above-mentioned Zones / Commissionerates, the officers in certain specified grades are also deployed, on local rotational transfer (loan) basis, to the specified Directorates located in Tamilnadu & Puducherry from the sanctioned strength of the office of the PCCO.

### 2. Objective of the Policy :-

2.1 The objective of these Transfer policy guidelines is to ensure adequate exposure to the officers in various spheres of working in the department; provide transparency, objectivity and fairness in the Annual General Transfers, besides protecting the interests of the administration which, in fact, would prevail over any other aspect.

2.2 Further, these policy guidelines are subject to instructions/guidelines issued, from time to time, by CBIC, DOPT and CVC.

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### **3. Applicability:**

3.1 These guidelines are applicable to Inter Zonal transfers between the two zones covered by para 1.2 of this policy; deployment to formations within CT & C.Ex.Zone; Directorates in Tamilnadu and Puducherry on loan basis; rotation of officers within a station from one formation to another within the Commissionerates under Chennai CT & C.Ex. Zone.

### **4 Annual General Transfer:**

4.1 The Annual General Transfer will be normally issued by 30<sup>th</sup> April and the transfer orders within Commissionerates may be issued by 15<sup>th</sup> May of every year subject to other circumstances and administrative exigencies.

4.2 All the officers under orders of transfer should be relieved by due date and the officers then join their nominated place of posting as prescribed in the order. Representations, if any, arising out of the transfers effected could be addressed only after the officer joins his/her new place of posting.

4.3 As per the extant guidelines, while the officers are also liable for transfers, like executive officers, routine transfers from one station to another station, will be avoided, except for administrative reasons or on representation.

4.4 The officers are liable for transfer on promotion from one cadre to the higher cadre. However, the officers on promotion will be accommodated in the same station, to the extent possible, subject to administrative exigencies and availability of vacancies.

4.5 The officers may submit their options/representations for transfer, through proper channel or over the IT platform devised for this purpose, as the case may be, by the due date prescribed.

### **5. Tenure of Postings**

5.1 The tenure of posting of officers in a Commissionerate is 4 years. But if a Commissionerate has formations spread across different stations, the tenure at any station will be 4 years. However, the male officers would be considered for transfer back to their choice station on completion of a minimum of 2 Years (660 days) i.e: 50% of the prescribed tenure; and the lady officers on completion of 1 (one) year (330 days), with the condition that such officers submit an undertaking to forego their transfer benefits and would serve for a minimum of 1(one) year in non-sensitive charge. This norm would be applicable to the officers who were posted to mofussil formations, in the past, as well.

5.2 The cutoff date for counting of tenure for Transfer will be 31<sup>st</sup> May of the year. The tenure of posting at a formation/station will be counted from the actual date of joining.

5.3 For the purpose of counting of tenure:-

- (i) Periods spent on any leave, exceeding 30 days, in a year, whether in the same formation/station, will not be counted towards computation of the tenure.
- (ii) An officer under orders of transfer may be granted any kind of admissible Leave only after the officer joins the new place of posting.