



भारत सरकार

GOVERNMENT OF INDIA

KOLKATA NORTH, GST, CENTRAL EXCISE COMMISSIONERATE

केंद्रीय उत्पाद शुल्क भवन : 180 शांतिपल्ली, राजडांगा मेन रोड : कोलकाता-700107.

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CIRCULAR

In response to the Office Order No. 32/2018 dated 25.01.18, issued by the Joint Commissioner, CCO, CGST & C. Ex., Kolkata Zone, communicated under C. No. II(3)18-CCA/CC/CE/Kol/2017/2100-11 dated 25.01.18, the revised Transfer & Posting Policy in the grade of Superintendent of CGST & C. Ex., Kolkata Zone, has been prepared and hereby published with the approval of the Principal Chief Commissioner, CGST & C.Ex, Kolkata Zone with immediate effect and until further order.

As directed by the Competent Authority, the same is attached herewith for conveying the revised Transfer & posting guidelines (in the grade of Superintendent) to all the officers of CGST & C.Ex zone as well as the staff associations.


16/04/18
(Tapash Biswas)

Assistant Commissioner (P&V)
Kolkata North Commissionerate

F. No. II(39)-27-ET/Policy Matters/CGST & C.Ex./Kol-North/2018/ / Date: .04.18
Copy forwarded for information and necessary action to: /14553-68

1. The Commissioner, CGST & C.Ex., Kolkata South / Howrah / Bolpur / Audit Durgapur / Siliguri / Appeal Siliguri / Haldia / Appeal Kolkata - (I / II) / Audit Kolkata-(I / II) & CCP (WB).. *may be uploaded in official website please.*
2. The Joint Commissioner, CCO, CGSt & C.Ex., Kolkata Zone.
3. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assocn-5/Kol/2012/44-48 dated 09.04.18
4. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assoc-1/AIACEGEO/Kol/172/2018 dated 10.04.18
5. Notice Board.


16/04/18
(Tapash Biswas)

Assistant Commissioner (P&V)
Kolkata North Commissionerate

Revised Transfer Policy Of Superintendents (GR. B Gazetted)

A. General Principles:

1. The advantage and disadvantages, hazards and pleasures of posting / duties of a cadre shall be equally distributed among/ shared by members to the extent possible.
2. Nobody is indispensable and no posting is sacrosanct.
3. If one is suitable for strenuous job in customs, there is no reason why one is not suitable for less strenuous Excise posting.
4. At the time of preparation of any Transfer Order for the Superintendents following principal shall be followed:
 - (i) In case of inter-commissionerate transfer order, a committee consisting of the Commissioner, the Joint Commissioner (P&V) and the Assistant Commissioner (P&V) of the cadre controlling Commissionerate shall be constituted for making recommendations before the Principal Chief Commissioner, for approval.
 - (ii) In case of Intra-Commissionerate transfer order, a committee consisting of the Additional/ Joint Commissioner and two Deputy/Assistant Commissioners of the Commissionerate shall be constituted by the Commissioner for making recommendations before the Commissioner for approval.
 - (iii) The Principal Chief Commissioner reserves the right to override the decisions made by any of the aforesaid Committees on administrative/ vigilance ground.
5. Working strength in each Commissionerate shall never be less than 70% of the sanctioned strength at any given time.
(Association proposal: To fill up all sanctioned posts. They have not appreciated the words "not less than 70% of the working strength"; it's a saving clause and applicable only when all posts cannot be filled due to reasons beyond control. Not acceptable.)

6. General Transfer Order comprising:

- i) Posting in **NON-CCA** areas, (where HRA is at present less than 24% as per the recommendations of 7th CPC) from **CCA** areas, (where HRA is at present 24%) and vice versa within the extant jurisdiction of CGST & Central Excise formation of West Bengal Zone.
- ii) Posting in CC(P), WB formation from CGST & C.Ex. and vice-versa and
- iii) Inter-Commissionerate transfer within CGST & C.Ex. Commissionerates, situated in Kolkata and its agglomerated areas as well as within the **NON CCA** category Commissionerates.

Annual General Transfer (AGT) Order shall be issued by the Cadre Controlling Authority preferably by 30th April for both Non-CCA & CCA and by October of the same year for only Non-CCA postings. Intra Commissionerate rotation Order in respect of each Commissionerate shall be issued by each Commissionerate within a month following the AGT order.

All the Officers, whose names are featured either in the Annual General Transfer Order or in the Intra Commissionerate Transfer Order, will be *relieved positively by the end of the*

respective month, in which the Orders have been issued and all the Transfer Orders should contain specific instruction related to the relieving effect.

7. Options for CC(P), WB shall be processed well in advance, so that Cadre Controlling Authority issue Transfer Order to CC(P), WB formation by the stipulated date. Accordingly, appropriate circular seeking options shall be circulated by the cadre controlling authority well in advance..
8. All representations for any transfer/ posting with valid ground shall be made through proper channel once the circular seeking option is issued and well before the schedule date of issuance of the Order.
9. Posting in Non CCA areas means any posting in CGST & C. EX, CCP formations outside the agglomerated area under Kolkata Municipal Corporation meaning the 24% HRA area, as amended time to time (*present status of which is mentioned under serial no. (5 (i))*).
10. Completion of "NON CCA" tenure means that the Officer has precisely/exactly served for one and half years of posting availing of leave period not exceeding the usual 45 days of earned leave and 15 days of medical leave. In case, the leave period exceeds, the concerned officer shall be relieved after completion of such excess leave period. If any officer opts to continue at a Non-CCA posting beyond the stipulated norm of Non-CCA tenure, then s/he has to continue for the full tenure of 4 years in that Commissionerate.
11. An Officer, who is due for retirement/superannuation, will be posted to a particular Commissionerate for the last two years of his/her service. If possible, the officer may be posted nearest to his home town.
12. For all Transfer & Posting, sensitive posting should not be made for more than two (2) years and there should be a gap of at least two (2) years between two consecutive sensitive postings.

B. Posting in NON CCA category area in CGST & Central Excise:

1. Tenure of *NON CCA category posting* for Officers from CCA category posting area will be of one and a half years.
2. NON CCA posting in CGST & C. Ex. shall be primarily filled in by the local officers, if they do not opt otherwise. The officers who are residents at Non-CCA category stations shall be rotated in that division or headquarter and from sensitive to non-sensitive, once every two years.
3. Remaining posting shall be filled up from Officers having continuous longest stay in CCA posting area (*combined service period in the grade of Superintendent and Inspector*) with the exception that:
 - i) Officers aged 54 years or above shall not be sent to Siliguri Commissionerate or Siliguri formation.

ii) Officers aged 55 years or above will not be considered for transfer to NON CCA area.

4. Option/willingness for posting at CC(P), WB will not be entertained while the officer is serving his tenure of NON CCA posting in CGST & Central Excise formations.
5. The officer, who is due for NON CCA posting, should not be sent to any deputation / loan posting, when his turn for *Outstation* posting is due.

C. Posting in CCA category Area in CGST & Central Excise :

1. Tenure: four (4) Years for each Commissionerate. *[While calculating the tenure period, service rendered in both the erstwhile Comm'te and the new one, with which the erstwhile formation is merged, will be taken into account. Needless to say, this clause also covers the erstwhile and newly formed Audit commissionerates.]*

2. Inter-Commissionerate Transfer:

During the tenure in City Commissionerates, which includes Audit and Appeal commissionerates, there shall be a rotation on completion of every four (4) years from one Commissionerate to the other.

3. Intra-Commissionerate rotation:

During the tenure of four (4) years in a Commissionerate, posting shall be two (2) years in sensitive and two (2) years in non sensitive posting as categorized below:

Type A (Sensitive)

- i) All Range Offices and Technical Sections / units under Divisions
- ii) Anti-Evasion under HQ
- iii) Audit Groups under Audit units

Type B (Non sensitive)

- i) Divisional/ Head Quarters posting other than mentioned under Gr. A

This is not an exhaustive list and nature of sensitive and non-sensitive postings shall be considered as the nature of work evolves.

D. Posting in CC(P), WB Formation:

16/06/18
तापस बिश्वास
TAPASH BISWAS
सहायक आयुक्त (का० एवं स०)
Assistant Commissioner (P&V)
एवं सी एक्स /CGST & CX
Kolkata North

1. The tenure of posting in Customs formation will be four (4) years. However, no Officer shall be allowed to continue in the same post beyond a period of two (2) years and shall be rotated from Sensitive to Non sensitive posting and vice-versa.
2. Posting in CC(P), WB will be made on the basis of willingness/ option as per existing policy. There must be a *Cooling Off* period of two (2) years between two consecutive postings at CC(P).
3. The procedure for selection in the Customs formation on the basis of option shall be as follows:

From the options furnished, selection will be made by the Cadre Controlling Authority considering the combined service rendered by the Officer in the executive cadre (both in Superintendent & Inspector cadre) on the basis of the following preferences:

- a) Who have never served
- b) Who are in continuous longest stay in CGST & C. Excise.

- 4) In case of insufficient willing officers, the vacancy shall be filled-in in a manner that is fair to the cadre. The administration reserves the right to post officers to CCP for administration reasons, in line with clause A5 supra.

E. Posting at Andaman & Nicobar Island:

The posting at Andaman & Nicobar Island will be done by the Cadre Controlling Authority on the basis of options. The tenure of posting at Andaman & Nicobar Island will be one (1) year. If no option is available the vacancy shall be filled in any manner that is fair to the cadre. The administration reserves the right to post officers to Andaman & Nicobar Island for administration reasons, in line with clause A5 supra.

F. Deputation Posting/ Posting On Loan:

- i) At the time forwarding names for deputation / loan basis posting, it shall be ensured that the criterion prescribed for selection of such deputation postings are strictly adhered to. While final decision on Deputation/ Loan will be taken up by the Chief Commissioner, same will be monitored/ examined through the cadre controlling authority.
- ii) For the purpose of computation of tenure in CGST & C. Ex. & CC(P), WB, the period of deputation/ loan shall be excluded.
- iii) No extension in loan or conversion of that to regular deputation shall be allowed to officers who are otherwise due for Non-CCA posting.

G. Posting at Settlement Commission (on LOAN basis) or CESTAT (on LOAN basis) in Kolkata will not be considered as "NON CCA" posting with immediate effect.

H. Any Officer, who serves as Inspector on Deputation/ Loan posting and subsequently gets promotion to the grade of Superintendent while being in such posting, should immediately re-join the cadre controlling authority for his/her posting.

18/04/18
TAPASH BISWAS
सहायक आयुक्त (का० एवं स०)
Assistant Commissioner (P&V)
जी.एस.टी. एवं सी.एक्स/CGST & CX
कोलकाता उत्तर/ Kolkata North

I. Administrative exigencies will prevail over all these Transfer & Posting Guide lines. Due regard shall be paid while posting lady officers and officers who require special attention to Non-CCA or hazardous postings.


J. This policy supersedes all earlier policies/ orders.

Sd/-

D.V. Nagvenkar
Commissioner,
Kolkata North Commissionerate.

Sd/-

Partha Roy Chowdhury,
Commissioner,
Kolkata South Commissionerate.


16/06/18
तापस/बिस्वास
TAPASH BISWAS
सहायक आयुक्त (का० एवं सी०)
Assistant Commissioner (P&V)
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कोलकाता उत्तर/ Kolkata North



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Sub: Amendment to existing Transfer & Posting Policy in the grade of Superintendent

In partial modification of the existing Transfer & Posting Policy in the grade of Superintendent circulated under F. No.II(39)27-ET/Policy Matters/ CGST & C. Ex./ Kol-North/2018/14533-68 dated 16.04.18, the following amendments are hereby issued.

- 1) Paragraph at serial No. (2) under caption No. C is replaced as "During the tenure in City Commissionerates including Audit Commissionerate there shall be rotation on completion of every 4 years from one Commissionerate to the Others. However, tenure of Appeal Commissionerates as well as CCO & CCA will be fixed for 2 years for this purpose."
- 2) Paragraph under caption no. E. is replaced as "The posting at A & N Island will be done by the cadre controlling authority on the basis of option. The tenure of posting at A & N Island will be 1 year. If no option is available, the vacancy shall be filled by posting the junior most Superintendent, whose non-CCA tenure is due, However, as far as possible, the repeat posting at A & N posting may be avoided."
- 3) Paragraph under caption no. G. is replaced as "Posting at Settlement Commission and CESTAT, EZ on Loan basis in Kolkata will be considered as non-CCA posting."

This issues with the approval of the Chief Commissioner, CGST & C. Ex., Kolkata Zone.


14/6/18
Commissioner

Kolkata North Commissionerate

F. No. II(39)-27-ET/Policy Matters/CGST & C.Ex./Kol-North/2018/2151-526 Date: .06.18
Copy forwarded for information and necessary action to:

15 JUN 2018

1. The Commissioner, CGST & C.Ex., Kolkata South / Howrah / Bolpur / Audit Durgapur / Siliguri / Appeal Siliguri / Haldia / Appeal Kolkata - (I / II)/ Audit Kolkata-(I / II) & CCP (WB)..
2. The Joint Commissioner, CCO, CGSt & C.Ex., Kolkata Zone.
3. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assocn-5/Kol/2012/44-48 dated 09.04.18
4. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assoc-1/AIACEGEO/Kol/172/2018 dated 10.04.18
5. Notice Board.


14.6.18
Joint Commissioner (P&V)
Kolkata North Commissionerate