

OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS
GUJARAT ZONE: AHMEDABAD

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TRANSFER/PLACEMENT/DEPUTATION GUIDELINES FOR OFFICERS IN THE CADRE OF SUPERINTENDENT & INSPECTOR POSTED TO GUJARAT CUSTOMS ZONE

Para 10 of the Transfer / Placement / Deputation Policy for Officers In the Cadre of Superintendent & Inspector Posted to Gujarat Customs Zone dated 02.05.2018 allows the Chief Commissioner of Customs, Gujarat Zone, the discretion to deviate from the above guidelines dated 02.05.2018, subject to recording of the reasons for deviation in writing. An Office Memorandum dated 12.07.2021 was issued by the Chief Commissioner of Customs listing the lacunae in the said guidelines dated 02.05.2018.

2. Looking at the requirement of Customs Administration in Gujarat, it is felt necessary to have a relook into the Transfer / Placement / Deputation policy dated 02.05.2018 and effect changes for smooth functioning of the administration. These guidelines are framed in supersession to all the erstwhile transfer policies/guidelines and amendments thereof.

3. Sourcing of staff for Gujarat Customs Zone: Ahmedabad CGST Zone and Vadodara CGST Zone will be the feeder Zones for Gujarat Customs Zone. As far as possible, same ratio of vacancies to the sanctioned strength will be maintained in all the GST & Customs Zones. Ahmedabad CGST Zone and Vadodara CGST Zone will provide the required number of officers to fill up vacancies in Customs Gujarat Zone so as to achieve this ratio.

4. General criteria for posting officers to Commissionerate of Gujarat Customs Zone.

4.1 All transfer / placements will be carried out by the Chief Commissioner of Customs / placement Committee consisting of at least 3 Commissioners.

4.2 Posting to Chief Commissioner's Office, Customs, Ahmedabad and Commissioner (Appeals), Customs will be done by Chief Commissioner's Office.

4.3 The officers, who are undergoing disciplinary proceedings, may not be considered for station / Commissionerate of their choice and may be equally distributed and posted to the various Commissionerates in the Gujarat Customs Zone.

4.4 The tenure of posting of an officer to Gujarat Customs Zone will normally be four years. Period of tenure will be counted from Annual General Transfers, and not from the date of joining. An inspector posted/ working in Customs Zone, on promotion to Superintendent, will continue to be posted in the Customs Zone till completion of his / her 4 (four) year tenure.

4.5 To keep the displacement of officers to the minimum possible, an officer allotted from CGST Zone, will normally be posted to the same Zone subject to Administrative requirement, the requirement of rotation between non-sensitive / sensitive charges / posts and station preference, if any, given by the officer.

4.6 The station of posting will be taken as the actual place of posting of the officer and not the headquarters of Commissionerate to which the officer is posted.

4.7 Period spent on long leave like Earned Leave, Medical Leave, Maternity Leave, Paternity Leave, Child Care Leave, etc., or EOL, exceeding 60 days, continuously or otherwise, will not count towards tenure of that post / station / Commissionerate / Zone. [The type of leave mentioned here is illustrative and not exhaustive.]

4.8 An officer under orders of transfer shall be granted Earned Leave only after he has joined his new place of posting. An officer who proceed on any Leave without completing the minimum tenure prescribed for the station / area will have to rejoin the same station / Commissionerate for completing the prescribed tenure. In other cases, the Chief Commissioner / Placement Committee will decide their posting after they rejoin on return from leave.

4.9 Period spent under suspension will be counted towards tenure in the Zone.

4.10 For deciding the posting of officers transferred from CGST to Customs, a list will be drawn of officers starting with those who have never worked in Customs; followed by those who have not worked in Customs for maximum time in the immediate past. In case 2 (two) or more officers are equal on any parameter, seniority in service will be given preference.

4.11 Any case for premature return / transfer from Customs to CGST / CCA can be considered by the Chief Commissioner of Customs, Gujarat, against suitable replacement. An officer who is prematurely returned / transferred from Customs to CGST Zone / CCA will be debarred from posting to Customs Gujarat Zone for a period not less than 4 (four) years.

5. General criteria for Internal posting of officers in Customs Commissionerate.

5.1 Internal postings in the Commissionerates will be decided by the respective Commissioners.

5.2 An Officer will not be posted in the same charge / post for a period more than 2 (two) years. The Commissioner of Customs may make an exception to this subject to recording of reasons in writing.

5.3 The officer will be rotated between non-sensitive / sensitive charges during the 4 (four) year tenure in the same Commissionerate. In case of non-availability of posts or whenever required, rotation between non-sensitive / sensitive charges from one Commissionerate to other Commissionerates will be done with the approval of the Chief Commissioner of Customs. List of Non-sensitive / Sensitive charges / posts within Customs Gujarat Zone, is attached as Annexure-'A'.

5.4 Posting to Container Scanner Division, will not be for more than 2 (two) years, and this posting will not be counted in the Customs tenure of station / Commissionerate / zone.

5.5 For Posting / Deputation to SVP International Airport, Ahmedabad, 75% of the posts at SVP International Airport, Ahmedabad will be filled by officers from Customs Commissionerate, Ahmedabad; 25% of the postings will be filled by officers from any other Commissionerates in the country, on deputation basis. The tenure of posting on deputation to SVP International Airport to be filled by officers from any other Commissionerates in the country will be for 2 (two) years.

5.6 Posting to any SEZ will be for 2 years and these postings will be counted in the Customs tenure of station / Commissionerate / Zone. All posting to SEZ in the Customs Gujarat Zone will be done with the approval of Chief Commissioner of Customs, Gujarat.

5.7 In case of deviation from the above norms, the order will be issued with prior approval of the Chief Commissioner of Customs, Gujarat.

6. Transfer on compassionate ground:

6.1 In case of working couples, an officer may be posted at the same station subject to availability of posts, in accordance with the extant instructions of the Government of India on this issue.

6.2 In case of an officer seeks a posting from a Commissionerate to another

Commissionerate within the Zone, on medical grounds; 10th Standard or 12th Standard of his / her child, the Committee of Commissioners would examine the request and forward the same, if found genuine, to the Chief Commissioner, who would take an appropriate decision in this regard.

6.3 Officers who have three years or less of service left shall be posted to a Commissionerate / station of his choice, to the extent possible. This option will be available only to those officers who have continuously held non-sensitive charge / post in the immediately preceding 2 (two) years or more.

6.4 Any other request for transfer on compassionate grounds within the Customs Zone can be considered by the Chief Commissioner subject to recording of reasons in writing.

7. Notwithstanding anything contained in this policy, an officer may, if necessary in public interest or on administrative ground be transferred or posted to any station or post in Gujarat Customs Zone.

8. Chief Commissioner of Customs, Gujarat Zone has the discretion to deviate from the above guidelines, subject to recording of the reasons for deviation in writing. This policy shall come into force with immediate effect.

9. All grievances arising out of the implementation of this transfer / placement guidelines shall be addressed in accordance with the guidelines issued by the DOP&T, only after the officer has joined his new assignment.

10. This issues with the approval of the Chief Commissioner of Customs, Gujarat Zone, Ahmedabad.

Nitina Nagori

Annexure – “A”

List of Non-sensitive /Sensitive Charges within a Customs Zone/ Commissionerate:

Sr. No.	Location	Charge	Non-Sensitive / Sensitive
A.	Chief Commissioner's Office	1. Vigilance / Confidential	Sensitive
		2. All charges, except Vigilance / Confidential	Non- Sensitive
B.	Customs Commissionerate Headquarters:	3. Legal, Review & Technical	Non-sensitive
		4. Administration/ Posting	Non-sensitive
		5. Adjudication & Appeals Unit	Non-sensitive
		6. Prosecution	Non-sensitive
		7. Computer Cell	Non-sensitive
		8. Control Room	Non-sensitive
		9. Statistics Section	Non-sensitive
		10. TAR	Non-sensitive
		11. MCD	Non-Sensitive
		C.	Commissioner (Appeal) Commissioner (Adj.)

D.	Commissionerate Headquarters:	13.	Special Investigation Unit /SIIB/ Special Division/ CIU	Sensitive
		14.	Rummaging & Intelligence Unit	Sensitive
		15.	Vigilance Section	Sensitive
		16.	Bond Section	Sensitive
		17.	Risk Management Cell	Sensitive
		18.	Drawback and Refund Section	Sensitive
		19.	Disposal Section	Sensitive
		20.	Audit	Non-Sensitive
E.	International Airports:	21.	Passenger Baggage Clearance	Sensitive
		22.	Preventive Unit & Air Intelligence Unit	Sensitive
		23.	Mishandled and Detained Baggage Section	Sensitive
F.	International Air Cargo:	24.	Baggage Section	Sensitive
		25.	All Appraising Groups - Import and Export	Sensitive
		26.	Preventive Section	Sensitive
G.	Seaports (Docks)/ Inland Container Depots/ Container Freight Stations/ Foreign Post Offices.	27.	Unaccompanied Baggage Clearance Cell	Sensitive
		28.	Import Assessment Unit	Sensitive
		29.	Export Clearance Unit	Sensitive
		30.	Preventive Section	Sensitive
		31.	Import Shed	Sensitive
		32.	Export Shed	Sensitive
		33.	Container Scanner Division	Sensitive

		34.	Postal Appraising Department/ Foreign Post Office	Sensitive
H.	Customs Division	35.	Technical, Statistics	Non-Sensitive
		36.	Legal / Review	Non-Sensitive
		37.	Administration	Non-Sensitive
		38.	EPC	Sensitive
		39.	Preventive	Sensitive
		40.	Vigilance	Sensitive
		41.	Confidential	Sensitive
		42.	Refund / Rebate / Drawback	Sensitive
I.	SEZ	42.	SEZ	Sensitive