



**OFFICE OF THE CHIEF COMMISSIONER
CUSTOMS, CENTRAL EXCISE & SERVICE TAX
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Sub:Inter Commissionerate Transfer Policy -2015 in the cadre of Superintendents of Central Excise within Hyderabad Zone.

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This policy is known as Inter Commissionerate Transfer Policy (ICT) for the cadre of Superintendents of Central Excise, Hyderabad Zone and is in supersession of all earlier such ICT policies. It is applicable to the Superintendents of Central Excise of Hyderabad Zone. The policy will be effective from 1st April, 2015 and will be reviewed in 2020.

1.All ICT orders will be issued as far as possible with in a fortnight from the IZT order for transfer/rotation of Superintendents of Central Excise between Hyderabad & Vizag Zones.

2. Inter Commissionerate Transfer:

(a) The tenure of posting in Hyderabad-I, Hyderabad-II, Hyderabad-III, Hyderabad-IV, Audit & Service Tax Commissionerates will be 4 years and it will be 3 years in Customs Commissionerate.

(b) (i) Posting in Customs Commissionerate will be based on the following criterion:-

(a) Officers who had never worked in Customs formations, neither in the grade of Inspector nor in the grade of Superintendent will be posted to Customs Commissionerate based on the seniority in the grade of Superintendent;

(b) Officers who had worked in any Customs formation in the grade of Inspector but had not worked in the grade of Superintendent would be considered based on their seniority in the grade of Superintendent, in case there are identified vacancies to be filled in Customs Commissionerate after considering officers based on the criterion at (a) above .

(c) Working in any Customs formation for less than six months will not be considered as 'worked in Customs formation'.

(d) Officers free from Vigilance angle only will be posted in Customs Commissionerate.

(ii) After completing the tenure of three years in Customs Commissionerate, the officers will be posted to any other Commissionerate as per the procedure mentioned hereunder at para 2 (c)(i) & (d).

(c) (i) Among the officers who have completed four years of tenure in a Commissionerate, the officers for posting to Audit Commissionerate will be considered first basing on the following criterion:

(1) Officers should have completed 5 years in Superintendent Cadre.

(2) Officers who had worked in Audit formation earlier would be preferred with two years of cooling-off period.

(3) Officers having Commerce/ Accountancy/ Finance back ground and knowledge in ERP/SAP software packages would be given preference.

(ii) Officers under repatriation from Vizag Zone would also be considered for posting to Audit Commissionerate basing on the above criterion.

(iii) If any vacancy still exists after following the above criterion, officers with less than four years tenure in other Commissionerates except Customs Commissionerate will be considered based on the above criterion.

(d) After considering the officers for posting to Customs and Audit Commissionerate based on the above criterion, remaining officers due for rotation / deployment on repatriation within Hyderabad Zone will be posted to other Commissionerates to fill up the identified vacancies.

However, as far as possible, officers would be posted to a Commissionerate where they did not work in the past.

3. Moffussil Postings:

- (a) Moffussil postings available in Hyderabad-I, Hyderabad-II & Hyderabad-III Commissionerates will be decided based on Hyderabad station seniority and the tenure will be two years. The tenure of Moffussil posting will be counted from ICT to ICT.
- (b) (i) Lady officers are exempted from Moffussil postings. However, in case the lady officer is willing to be posted in Moffussil, they may be considered.
- (ii) Officers retiring within one year may seek exemption from Moffussil posting which will be generally considered and in that case the officer will be assigned a non-sensitive charge. The period with reference to date of retirement would be computed as 30th June of the year for the purpose of ICT.
- (c) The officers posted in Moffussil area will be eligible for cooling-of period of one year for posting to Vizag Zone as per Inter Zonal Transfer Policy.
- (d) The officers who are voluntarily working in Moffussil area beyond the prescribed tenure of two years or volunteer for out-of-turn Moffussil posting, will be liable to be posted to Vizag Zone after completing a cooling-of period of 1 year.

- (e) The officers willing to continue in Moffussil area, will be allowed to work in Moffussil areas continuously for a maximum period of 4 years.
- (f) The officers returning from Moffussil postings are rotated as per the procedure mentioned at Para 2 (c)(i) & (d).
- (g) The vacancies in the Moffussil formations would be filled by considering the eligible officers basing on Hyderabad station seniority in the cadre of Superintendent.
- (h) Officers posted to SEZ / Directorates on deputation / transfer or on loan basis will not be considered for posting to Moffussil during their tenure at such formations. However the period of deputation / transfer or on loan basis will be counted for zonal seniority.

4. Tenure of posting:

- (a) Tenure of both sensitive and non-sensitive charge will be generally 2 years except in Customs, where the non-sensitive charge will be generally 1 year. However, this will be subject to the availability of vacancies in the category of sensitive and non-sensitive and the administrative requirement.
- (b) Under Moffussil posting, an officer can avail the facility of reduced tenure of one year in respect of Sirpurkagajnagar range and in that case he/she will not be entitled for transfer benefits.

(c) **Transition:**

Officers promoted in the grade of Inspector to Superintendent in CR 2014 and retained in Customs Commissionerate for administrative convenience would be considered for transfer out of Customs Commissionerate in case they complete 3 years of tenure in the combined cadre of Inspector and Superintendent.

(d) For counting the period of posting/rotation, the cut-off date will be 30th June for the purpose of transfer within Hyderabad Zone.

5. A Committee consisting of Executive Commissioners of Hyderabad Zone will examine the representations for posting in specific Commissionerate or Moffussil station if any, of the officers and make recommendations to the Chief Commissioner, Hyderabad.

6. Notwithstanding anything contained herein above, the administration reserves the right to effect any transfer/ non-transfer any for administrative requirement.

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