

F. No. A-32012/06/2018-Ad.IIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes and Customs

----

North Block, New Delhi,  
Dated the 13<sup>th</sup> December, 2019.

To,

All Pr. Chief Commissioners/Pr. Director Generals  
All Chief Commissioners/Director Generals under CBIC.

**Subject: Transfer/Posting Policy for Chief Accounts Officers (CGST/ Directorates and Customs), CBIC –reg.**

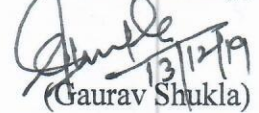
---

Sir/Madam,

I am directed to say that with the approval of Competent Authority, Transfer/Posting Policy for Chief Accounts Officers (CGST/ Directorates and Customs), CBIC has been formulated. A copy of the same is enclosed herewith for your kind information and necessary action. The new policy shall come into force with immediate effect and shall be applicable to all the Transfer/Posting Orders of Chief Accounts Officers (CGST/ Directorates and Customs), CBIC issued on or after this date.

Encl: As above.

Yours faithfully,

  
(Gaurav Shukla)

Under Secretary to the Government of India  
Tele – 011 23095528

Copy to:

1. The Web Master, Directorate General of Systems, CBIC for uploading on the website.
2. Commissioner (Coord.)
3. ADG, HRM-II, DGHRD
4. DS-Ad.II(A&B)

Copy for information to –

1. OSD to Chairman, CBIC
2. PSO to Member (Admn.)

**Transfer/Posting Policy for Chief Accounts Officer (CGST/Directorates and Customs), CBIC**

- There are 349 sanctioned posts of Chief Accounts Officer (CGST/Directorates and Customs) under Central Board of Indirect Taxes & Customs (CBIC), which are Group A posts in the Level 10 in the pay matrix (Rs. 56,100-1,77,500).
- **Objective:** This policy lays down norms for transfer and posting of Chief Accounts Officer. This policy aims at ensuring appropriate exposure to the officers working in different CGST Commissionerates/Directorates and Custom Houses. At the same time it seeks to ensure that the officers are regularly rotated so as to avoid development of vested interest. It also endeavors that the transfer should not be so frequent as to create work related difficulties.

**1. Placement Committee at Board Level:**

- Transfer/posting of Chief Accounts Officer (CGST/Directorates and Customs) will usually be made once in a year (preferably during April) every year. The proposal in this regard shall be submitted for consideration of the Placement Committee consisting of the following: -

(i)	Jt. Secretary (Admn.)/ Commissioner (Coord.)	Chairman
(ii)	ADG (HRM II), DGHRD	Member
(iii)	Director/Deputy Secretary (Ad.II A & B)	Member Secretary

**1.1 Role of the Placement Committee at Board Level:**

- Transfer/posting of Chief Accounts Officers (CAO) shall be recommended by the Placement Committee, which will submit its recommendations for approval of the Competent Authority [i.e. MOS (Finance)], who shall be the final authority for transfers/postings of the CAOs.
- The Placement Committee will recommend the posting of CAOs to the Executive Zones/Directorates. Thereafter, the concerned Principal Chief Commissioner/Director General or Chief Commissioner/Director General concerned shall further post the officers to formations under their charge following the Guidelines enshrined in this policy.

**2. Minutes of the Placement Committee:**

- The minutes of the meeting of the Placement Committee shall be drawn-up and approved by all the Members as soon as possible. Subsequent approval of the competent authority on these proposals shall be obtained as soon as possible.





**3A. Placement at Zone/Directorate Level:**

- Posting of Chief Accounts Officer to Zones/Directorates shall be made with the approval of Competent Authority. It shall be the discretion of Competent Authority to consider rotation of officers once in a year.
- An officer promoted to the rank of CAO (the promotee) shall be liable for placement out of Zone/Directorate.
- All promotees may indicate current place and tenure of posting alongwith three options for placement to Zone/Directorate on promotion and forward it through current Zonal Pr. Chief Commissioner/Chief Commissioner or Pr. Director General/Director General to Ad.II A, CBIC.
- Ad.II A shall compile the information and place it before Placement Committee which shall be considered subject to administrative feasibility.
- Placement shall normally be done in accordance with cadre seniority cum option preference basis.
- All annual transfer orders shall normally be issued by the month of April, in any case, not later than 30th April of the year.

**3B. Placement at field level:**

- Placement of Chief Accounts Officer at field level shall be made within 15 days of the issue of transfer order by the Board. It shall be the discretion of the Principal Chief Commissioner/Director General or Chief Commissioner/Director General to consider local rotation of officers within the zone once in a year.
- Rotation will preferably be done in the same station. In case vacancies are not available in that station, the transfer/rotation will be considered in other adjoining/nearest station.

**4. Tenure of Posting:**

- (i) An officer normally shall be allowed tenure of 03 years of continuous stay in one Commissionerate of a Zone.
- (ii) An officer may normally be allowed 5 years at one station.
- (iii) An officer may normally be allowed 10 years in one Zone.
- (iv) An officer who is to retire within 3 years may not be disturbed, in case vacancy is available at the station.
- (v) Deputation tenure will not be counted for the purpose of transfer/ posting.
- (vi) The cut-off date for counting of tenure shall be 31st of March of the year. Stay of more than nine months, to be computed as on 31st of December of previous year, shall be treated as a complete year. The length of period of stay shall be counted from the date of joining.



**5. Grounds of posting :**

- (i) (a) If the number of officers at any Zone/station is more than the number of vacancies, Placement Committee shall consider posting of CAO on basis of **Cadre Seniority Cum Fitness** (Not just age criteria)
- (b) Officers promoted from CGST Zones & Directorates shall preferably be posted within CGST Zones/Directorates and Officers promoted from Customs Zones shall preferably be posted within Customs Zone.
- (ii) Junior most in seniority in the cadre of CAO in particular CGST Zones & Directorates or Customs Zones may be posted out, preferably to adjoining/nearest to their present place of posting, within CGST Zones & Directorates or Customs Zones, duly considering their preferences.
- (iii) 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 (DOPT) on this issue.
- (iv) The request of an officer may be considered for retention at a particular station upto the end of the particular academic year on the ground that his/her child is studying in Class X or Class XII.
- (v) Officers who have three years or less to retire shall be posted to the Zone/Station of their choice to the extent possible.
- (vi) All the female incumbents may be adjusted at the same station or any other adjoining/nearest station within the Zone, subject to availability of vacancies and their seniority in the Zone

**6A. Exemption from Transfer / Rotation :**

- (i) The Placement Committee is empowered to take a decision in case an officer seeks a posting to or retention at a particular station on medical grounds i.e. major illness like Cancer, Paralytic Stroke, Parkinsons', Motor Neuron, Mental Disability related, Thalassarmia, cardiac, renal problem etc. The Placement Committee, if it so decides, may refer the case to a Medical Board.
- (ii) Exemption from transfer/ rotation of station to a person with disability may also be considered. (Rights of Persons with Disability Act, 2016 - OM AB 14017/16/2002-Estt. (RR) dated 13.03.2002, 36035/3/2013-Estt (Res) dated 31.03.2014).
- (iii) Exemption from transfer/ rotation of station to a care-giver of dependent daughter/son/ parents/ spouse/ brother/ sister may also be considered. (Rights of Persons with Disability Act, 2016 - DoPT OM 42011/03/2014 Estt (Res) dated 08.10.2018).





**6B. Representation for posting**

Board or Zone/Directorate may invite the officers to send their Representations for posting during AGT every year preferably before the commencement of the academic year.

**7. Data base of officer for their placement:**

- (i) Cadre Controlling Authorities shall submit Quarterly Report on Incumbency Position of Chief Accounts Officer to Ad.II. A Section, CBIC by 5th of the following months.
- (ii) Ad.II. A Section shall compile and update the status on Quarterly basis. The Quarterly Report on Incumbency Position shall be uploaded on CBIC website.

8. (i) The Board/Placement Committee may, if it considers necessary, so do in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any Zone/Directorate/Station or a specific post.

(ii) Guidelines issued by the Central Government from time to time in respect of transfer/posting on compassionate grounds, spouse, medical, children's education and persons with disability and office bearers of recognised Association/Federation etc. shall apply ipso-facto.

9. All grievances arising out of the implementation of the Transfer/Posting Guidelines shall be addressed in accordance with the guidelines issued by the DoPT only after the officer has joined his new assignment.

\*\*\*\*\*

