

	<p>केंद्रीय शुल्कके प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX हैदराबाद जीएसटीआयुक्तालय HYDERABAD GST COMMISSIONERATE जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद-500 004 GST BHAVAN, L B STADIUMROAD, BASHEERBAGH, HYDERABAD-500004 Phone No.040-23241117 / 23240725 Fax No. 040-23299204 e-mail:cgst.hydcmmr@gov.in</p>	<p>भारतीय मानक ब्यूरो IS 15700 BUREAU OF INDIAN STANDARDS SQMS IS 15700 : 2005 Certified Commissionerate</p>
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C.No.II/39/110/2019-Estt. (CCA)

Date: 31-07-2020

To
The Principal Commissioner/ Commissioner,
Customs & Central Tax,
Medchal/ Secunderabad/ Rangareddy/ Audit-I/
Audit-II/Customs/Appeals-I/
Appeals-II Commissionerates,

The Additional Director General,
DGGI/DGRI/DGoV/DGPM/DG Audit/NACIN/CESTAT,
Hyderabad.

Sir,

Sub: Estt.- Inter Commissionerate Transfer Policy (ICT) -2020 in the cadre
of Superintendent of Hyderabad Zone – Circulation – regarding.

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The Inter Commissionerate Transfer Policy, 2020 dated 31-07-2020 [Copy
enclosed] in the cadre of Superintendent of Hyderabad Zone, may please be
circulated.

2. This issues with the approval of the Competent Authority.

Encl: As above

Yours faithfully,




(Dr. D.PURUSHOTHAM)
PRINCIPAL COMMISSIONER

Copy submitted to:

The Chief Commissioner, Customs and Central Tax, Hyderabad Zone.

Copy to:

1. The Joint Commissioner (P&V), Customs and Central Tax, Hyderabad GST Commissionerate.
2. The General Secretary, Customs, Central Excise & Service Tax, Group 'B' Gazetted (Executive) Officers Association, Hyderabad Zone.
3. Notice Board.
4. The Superintendent, Computer Section to upload in the Zonal website.

	<p style="text-align: center;"> केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX कडेर नियंत्रण प्राधिकारी CADRE CONTROLLING AUTHORITY हैदराबाद जीएसटी आयुक्तालय HYDERABAD GST COMMISSIONERATE जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद-500 004 GST BHAVAN, L B STADIUM ROAD, BASHEERBAGH, HYDERABAD-500004 Phone No.040-23241117 / 23240725 Fax No. 040-23299204 e-mail: estthyd.1@gmail.com </p>	
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C.NO.II/39/110/2019-Estt.CCA

Date: 31- 07-2020

INTER COMMISSIONERATE TRANSFER POLICY- 2020

Subject: - Inter Commissionerate Transfer (ICT) Policy 2020 in the cadre of Superintendents of GST in Hyderabad Zone– regarding.

Applicability:-

This new policy viz. Inter Commissionerate Transfer Policy,2020 (ICT, 2020) is necessitated in view of expiry of the existing Inter Commissionerate Transfer policy,2015 dated 17-3-2015. It is applicable to the cadre of Superintendent of Customs and Central Tax, Hyderabad Zone. This policy is made with an objective to provide standard norms in posting and transfer of officers among commissionerates within Hyderabad zone. Accordingly, these transfer policy guidelines would supersede all the previous guidelines/policy issued in the past. This policy is effective from AGT, 2020 for a period of five years i.e. till 2024[AGT 2024] Further, any amendment/corrigendum/review to this policy due to major jurisdictional changes, etc, which affects the cadre of Superintendents of Hyderabad Zone, can be taken up by the administration at any point of time in the larger interest.

This policy would be subject to the instructions/guidelines issued/to be issued from time to time by the CBIC and the Department of Personnel & Training, Government of India.

I. Inter Commissionerate Transfer:-

- a) All ICT orders would be issued as far as possible on issuance of Inter Zonal Transfer orders of transfers/rotations between Hyderabad and Visakhapatnam Zones.
- b) The tenure of posting in CCO/Commissionerate/Appeals is as follows:-
 - i. GST Commissionerates : 4 years
 - ii. Customs Commissionerate : 3 years
 - iii. Audit Commissionerates : 3 years
 - iv. Appeals Commissionerate : 2 years
 - v. Chief Commissioner's Office : 2 years



c) **Posting to Customs Commissionerate would be based on the following criterion:-**

- i. Officer who had completed 2 years of service in the grade of Superintendent.
- ii. Officer who had never worked in Customs formations in the grade of Superintendent would be posted to Customs Commissionerate based on the seniority in the grade of Superintendent.
- iii. In case of any further requirement for posting to Customs Commissionerate after exhausting criterion at (ii) above, officer who had worked in any Customs formations up to a period of 1 (one) year in the grade of Superintendent, would be posted to Customs Commissionerate based on the seniority in the grade of Superintendent.
- iv. In case of further requirement for posting to Customs Commissionerate after exhausting criterion (ii) & (iii) above, officer who had worked in any Customs formation in the grade of Superintendent would be posted to Customs Commissionerate based on the seniority in the grade of Superintendent.
- v. Officers under repatriation from Visakhapatnam Zone would also be considered for posting to Customs formation subject to the fulfillment of the above criterion (i) to (iv).

d) **Posting to Audit Commissionerates would be based on the following criterion:-**

- i. Officer who had completed 3 years of service in grade of Superintendent.
- ii. Officer who had never worked in Audit formations in the grade of Superintendent would be posted to Audit Commissionerates based on the seniority in the grade of Superintendent.
- iii. In case of any further requirement for posting to Audit Commissionerates after exhausting criterion at (i) and (ii) above, officer with less than 3(three) years of service in the grade of Superintendent in GST Commissionerates [except Customs Commissionerate] and thereafter who had worked in Audit formations would be considered for posting to Audit formations.
- iv. The two Audit Commissionerates are to be treated as one Unit.
- v. Posting to Audit Commissionerate for second time on rotation would be only after gap of minimum 4 (four) years from last working in Audit Commissionerate.
- vi. Posting of officers on completion of tenure in Customs Commissionerate to Audit Commissionerates shall be only after completion of tenure of 4 years in GST Commissionerates.
- vii. Officers under repatriation from Visakhapatnam Zone would also be considered for posting to Audit formation subject to the fulfillment of the above criterion (i) to (v).

e) **Posting to other Commissionerates:-**

- i. After considering the officers for posting to Customs and Audit Commissionerates based on the above criterion, remaining officers who are due for rotation within Hyderabad Zone and the officers, who are under orders of repatriation from Visakhapatnam Zone/Deputation/Loan would be posted to other Commissionerates.



However, as far as possible, officers would be posted to a Commissionerate in which they have not worked in the past.

f) **Posting to Mofussil formations:-**

- i. All formations in Ranga Reddy GST, Medchal GST, Secunderabad GST, Audit-I and Audit-II Commissionerates drawing lesser House Rent Allowance in comparison to Hyderabad city are considered as mofussil formations.
- ii. Balance officers after transfer to Visakhapatnam Zone in terms of IZT Policy, 2020 of Superintendents will be posted to mofussil formations, as per the requirement. In case of further requirement, officers who have already worked in mofussil formations will be posted. Sequence of transfer would be as per 'station seniority' [longest serving officer in Hyderabad city and thereon]. City limits of Hyderabad city is considered as station.
- iii. The tenure in case of male officers in mofussil formations would be 2 (two) years and in case of lady officers the tenure would be 1 (one) year. However, in case of transfer of officers, who have already worked in mofussil formations, tenure would be one year (1 year). The tenure would be counted from AGT to AGT.
- iv. Generally posting of lady officers would be considered to nearest mofussil formations. However, lady officers who already worked in mofussil formations will not be posted again to mofussil formations.
- v. In case officers get promoted to the post of Superintendent while working in mofussil formations, they can opt to stay back in mofussil formation for completion of their tenure as per the policy in the cadre of Superintendent.
- vi. Officers retiring within 2 (two) years may seek exemption from postings to mofussil formations, which would be generally considered. In such case officers will be assigned to non-sensitive charge. The period (2 years) with reference to date of retirement would be computed as on 30th June of the year of AGT.
- vii. Request from the officers [who are not due for transfer to Visakhapatnam Zone] willing to work 'out of turn' in mofussil formations would be considered subject to availability of vacancies.
- viii. The officers posted to mofussil formations are eligible for a minimum cooling-off period of 4 (four) years, in the event that they are to be transferred to Visakhapatnam Zone as per the Inter Zonal Transfer, policy, 2020. In other words, the officers on completion of tenure in mofussil formations would be allowed to stay in Hyderabad city for a period of minimum of 4 years. Cut-off date will be 30th June of the year of AGT.
- ix. Similarly, officers, who have repatriated from Visakhapatnam Zone on completion of tenure are eligible for a minimum cooling-off period of 4 (four) years. In other words, the officers who have repatriated on completion of tenure in Visakhapatnam Zone would be allowed to stay in Hyderabad city for a period of minimum 4 years. Cut-off date will be 30th June of the year of AGT.

- x. Any officer who is exempted on any ground from mofussil posting shall be assigned non-sensitive charge for the period of exemption.
- xi. If any officer wishes to work beyond his tenure in mofussil formations [as long as not identified for transfer to Visakhapatnam Zone], they would be allowed on exceptional grounds for a maximum period of 4 (four) years.
- xii. The officers can avail the facility of reduced tenure of 1 (one) year in respect of distant postings viz. Bhadrachalam, Adilabad and Mancherial .
- xiii. The officer under repatriation from mofussil posting are rotated as per the criteria at 'c', 'd' & 'e' above. However, if an officer, who is working in Audit formations, is due for transfer to mofussil formations, he would be adjusted as far as possible in the available mofussil formations therein. In case due to administrative reasons or any other reasons if officer is transferred to mofussil formations from Customs/Audit Commissionerate, he/she would be posted back to Customs/Audit Commissionerates to complete his/her tenure in case the left over tenure in Customs is 1 year and above as on 30th June of the year of the AGT.
- xiv. The officer posted to Directorates/SEZs in Hyderabad Zone on deputation/loan basis will be considered for transfer to mofussil formations considering the term in Directorates as tenure in Hyderabad city, based on their 'station seniority' without any cooling off period. However, the officers will be allowed to complete the balance tenure in Hyderabad City if any, before being considered for mofussil posting.

II. Premature Transfer:

- (i) If an officer is prematurely transferred back to Hyderabad on extreme compassionate grounds like medical exigencies / requirement, etc, he would be liable for transferred back to mofussil formations in the next AGT or when the reasons for such premature transfer ceases to exist, to complete the residual tenure or a minimum tenure of one year whichever is higher. Cut-off date will be 30th June of the year of AGT.

III Exceptions:

- (i) As regards posting of Husband and wife in the same station, the DOPT's guidelines would be followed. The officers can seek exemption on spouse ground on one occasion only, for a period of 2 years. Officers retained in Hyderabad Zone on spouse ground would be assigned a non-sensitive charge during the period of such retention.
- (ii) Physically challenged persons are exempted from transfer to mofussil formations subject to fulfillment of DOP&T guidelines.
- (iii) Request for retention in Hyderabad on the grounds of child studying in class XII Std. or equivalent would be generally considered. The officer retained on this ground would be assigned a non-sensitive charge during the period of such retention. In the next AGT the officer would be considered for transfer to mofussil formations.



IV. Rotation between Sensitive and Non-Sensitive posts:-

As per the CVC guidelines rotation of officers within sensitive and non-sensitive postings shall be made periodically to ensure all round exposure and efficiency. Posting to a sensitive charge shall normally not exceed 2(two) years except in Customs Commissionerate where sensitive charge would be generally 1 (one) year. However, in case where sufficient number of officers are not available due to administrative or vigilance reasons for posting to sensitive charges, officers can be rotated/posted from one sensitive charge to another sensitive charge. Accordingly, the list of sensitive/non-sensitive place of postings is given below:

Sl.No.	Formations	Sensitive Postings	Non-sensitive Postings
1	Chief Commissioner's Office	Vigilance Section, CPC Cell	All other sections
2	GST Commissionerate Hqrs	Anti-Evasion Wing, Refund/Rebate Cell, Vigilance Section	All other sections of Hqrs.
	Divisions	Sections handling Refund/Rebate/LUT/Bonds and Registrations	All other sections of Divisions.
	Range	All Ranges	-----
3	Audit Commissionerates	Circles/Groups	Sections of Hqrs.
4	Customs Commissionerate	Pre-post Audit, Vigilance Section, Disposal, Preventive, SIIB, EPD, ICDs, Air port, Air Cargo, FPO	All other sections
4	Directorates	DGGSTI, DGRI, DG-Vigilance	All other Directorates
5	CESTAT	-----	All Sections
6	Commissioner (Appeals)	-----	All Sections
7	SEZ	Period of posting in SEZ	-----

V. General

- (i) A Committee consisting of the Cadre Control Principal Commissioner/Commissioner, Senior most Principal Commissioner/Commissioner and a Commissioner of Hyderabad Zone to be nominated by the Chief Commissioner, Hyderabad Zone will examine the representations of officers seeking transfer for a particular Commissionerate or mofussil formation and would make suitable recommendations to the Chief Commissioner, Hyderabad Zone.



- (ii) Notwithstanding anything contained herein above, administration reserves the right to transfer any officer on the ground of administrative exigencies/reasons/requirement.
- (iii) All representations pertaining/arising out of such transfers routed through proper channel shall only be addressed.
- (iv) Cut-off date will be 30th June of the year of AGT for all purposes in terms of the ICT.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line and a small flourish at the end.