

केन्द्रीय उत्पाद एवं सीमाशुल्क मुख्य आयुक्त का कार्यालय, कोयंबतूर क्षेत्र
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE
COIMBATORE ZONE
6/7, A.T.D. STREET, RACE COURSE, COIMBATORE-18
ए.टी.डी.स्ट्रीट, रेस कोर्स, कोयंबतूर-18
Telephone: 0422 - 2220472 Fax No : 0422- 2221376

C.No: II/39/63/2011-Estt (CCO)

Date: 20.11.2015

To
The Commissioner of Central Excise,
Coimbatore/Salem/Trichy/Madurai/Tirunelveli/
Audit Coimbatore/Appeals-I, Coimbatore/
Appeals-II, Coimbatore at Trichy.

Sir,

Sub:- Estt. - Transfer Policy in respect of Group 'B' Gazetted, Non Gazetted
Executive Officers in Coimbatore Zone – reg.

-X-X-X-

Consequent to Cadre Restructuring and formation of a new Audit
Commissionerate at Coimbatore, a revised Transfer Policy for Superintendents and
Inspectors of Coimbatore Zone, in supersession of the existing norms dated 12.04.2012 and
amendments thereof, is enclosed herewith.

2. The Transfer Policy may be circulated among the Staff Associations in your
Commissionerate. Points if any, submitted by the Staff Associations to be taken for
consideration may be sent to this office with due justification by the respective
Commissioners.

3. The following lists may also be sent to this Office on or before 15.12.2015 for
necessary action.

- a) A list of longstanding Officers in the Commissionerate irrespective of the cadre
along with history sheets (Point No.8 under A. General Instructions common to
all the Regions) ;
- b) A list of officers who have not served in two Commissionerates with history
sheets (Point No.4 under B. Inter Commissionerate transfers within/outside the
Zone) ; and
- c) A panel of willing officers for postings to International Airport,
Coimbatore/Madurai (Region II : Para 1 under Customs postings of the Policy).

4. This is issued with the approval of the Chief Commissioner of Central Excise,
Coimbatore.

Yours faithfully,

(R.SARAVANA KUMAR)
ADDITIONAL COMMISSIONER(CCO)

Encl.:- As above.

Copy submitted to the Chief Commissioner of Central Excise, CCA, Chennai for information.

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CUSTOMS &
SERVICE TAX, COIMBATORE ZONE

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TRANSFER POLICY

This Transfer Policy is issued in supersession of all the earlier norms issued in respect of Coimbatore Central Excise Zone. This policy is applicable to the Superintendents and Inspectors of Central Excise working in Coimbatore Central Excise Zone. For the purpose of effecting transfers, the Coimbatore Zone is classified into three Regions as detailed below:

REGION-I

Chief Commissioner's Office Coimbatore , Appeal - I Coimbatore, Appeal - II Coimbatore @ Trichy and Coimbatore, Salem, Trichy, Madurai and Tirunelveli Commissionerates, Regional Units of DGCEI & DGRI located in Coimbatore Zone.

REGION-II

Customs formations in Coimbatore and Madurai Commissionerates of the Zone.

REGION-III

Audit Commissionerate with Headquarters Office and two Circle Offices at Coimbatore and One Circle Office each at Salem, Trichy, Madurai and Tirunelveli Commissionerates of Coimbatore Central Excise Zone.


R. SARAVANA KUMAR
Additional Commissioner

A. GENERAL INSTRUCTIONS COMMON TO ALL THE REGIONS

1. The process of Annual General Transfer would as far as possible, be completed by 31st May each year in respect of Region-I & III. Issue of AGT orders beyond the stipulated date shall be done with the consent of the Chief Commissioner and only under unavoidable circumstances. The cut-off date for determination of the tenure shall be 30th June of each year.
2. All the representations for Inter-Commissionerate transfer/deputation transfer should be forwarded to the Chief Commissioner's Office, Coimbatore (hereinafter referred to as CCO) only through proper channel. No action will be taken on advance copies of the applications. The respective Commissionerates will bunch all such applications and forward them to CCO, Coimbatore with necessary recommendations. Forwarding of applications in piece meal should be avoided.
3. In case where the spouse of an officer is working in a Central/State Government organisation, he/she may be considered for posting to the same or a nearby station as far as Administratively possible.
4. In case where an officer whose spouse is also working in Central Excise Department refuses to go on rotation to a different station on the ground that his/her spouse is working in a particular station, then both may be simultaneously shifted to another station, based on the availability of vacancies.
5. Officer's request for posting to any Commissionerate will be considered on merit. However, request for specific posting will not be considered.
6. Request of officers who have less than two years of service left for retirement for posting to a place of choice will be given priority subject to availability of vacancies.
7. The Chief Commissioner's Office will place officers at the disposal of the Commissioner to decide individual postings. The respective Commissioners, in turn, shall decide further postings in their Commissionerates. Para 3 under Region-III may be referred in respect of postings within Audit Commissionerate.



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Additional Commissioner

8. A Roster of all Superintendents and Inspectors of Coimbatore Zone who are Long Standing will be furnished by the Commissionerates to the Chief Commissioner's Office for effecting rotation transfers within Coimbatore Zone and Outside Coimbatore Zone. The tenure in a Commissionerate for the purpose of effecting transfers within Coimbatore Zone and outside Coimbatore Zone shall include the tenure of stay in Audit Commissionerate, Hqrs. and its Circle Offices and the loan tenure at DGCEI/DRI Regional Units which are co-terminus with the respective Central Excise Commissionerates within the Zone.

For e.g.: A tenure of 3 years in Coimbatore Central Excise Commissionerate, 2 years in Audit Commissionerate Hqrs & Circle Offices at Coimbatore and 1 year in DGCEI/DRI Regional Unit @ Coimbatore put together i.e. 7 years, shall be the overall tenure of the officer in Coimbatore.


9. In a situation where there is excess working strength in a Commissionerate, the officers who have put in the longest tenure in the Commissionerate irrespective of the cadre are liable to be transferred out of the Commissionerate / Zone.
10. Officers posted out of Coimbatore Zone on promotion will be repatriated to Coimbatore Zone with the approval of the CCA, Chennai. Such officers will be accommodated in their respective parent Commissionerate in the Zone, to the extent of vacancies available. Wherever adequate vacancies are not available, rotation transfers of long standing officers in the respective Commissionerates will be effected.
11. Rotation transfers out of Coimbatore Zone as mentioned in para 10 above, will be for a period of One Year as specified in the amendment to Point No.4.2.1 of the transfer policy of CCA, Chennai issued under para (II) of C.No.II/39/91/2013/CCA-Estt. dated 09.10.2015. This "One year" period of service in Chennai Zone/s shall be taken to have been completed only when the officers complete 335 days in Chennai Zone/s. The tenure of posting in Chennai Zone shall exclude all kinds of leave and any kind of physical absence except the casual leave, any deputation/posting on loan basis to any station in the territorial jurisdiction of Coimbatore Central Excise Zone for computing the said period of 335 days in Chennai Zones.
12. Posting of officers to CCO, Coimbatore and Commissioner (Appeals)' Office, Coimbatore would normally be made considering the suitability of the officers. Postings to Commissioner (Appeals)' Office shall be done by the Executive Commissioner of the Commissionerate where the Appeals-I and II Offices are housed viz., the CCE Coimbatore and CCE Trichy, respectively in consultation with the concerned Commissioner(Appeals).


R. SARAVANA KUMAR
Additional Commissioner

13. The Officers posted to Chief Commissioner's Office and Commissioner (Appeals) Office, Coimbatore Zone are exempted from transfer/rotation to other Zones and Commissionerates within Coimbatore Zone. However, they will be considered for transfer/rotation postings based on their Commissionerate seniority when they are posted out of the Chief Commissioner's Office and Commissioner (Appeals) Office.
14. The Commissioners shall obtain Chief Commissioner's approval, only in such cases where there is deviation from the transfer norms.
15. Notwithstanding anything contained in this policy, the Competent Authority, i.e. the Jurisdictional Chief Commissioner / Commissioner as the case may be, may transfer any officer, if necessary, on administrative grounds or in public interest.

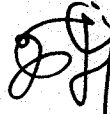
B. INTER COMMISSIONERATE TRANSFERS WITHIN /OUTSIDE THE ZONE

1. Officers are liable for transfer within/outside the Zone on promotion.
2. The Officers posted to other Commissionerate within the Zone will be considered for repatriation to their parent Commissionerate after completion of 1 year tenure. However, if there are no vacancies at that time, the Officers with long standing tenure in the Commissionerate will be considered for such compulsory transfer so as to accommodate the incoming officers.
3. Officers transferred to other Commissionerates can however indicate their order of preference of posting to CCO, Coimbatore at the time of promotion. Requests of Officers who are due to retire within two years will be considered for posting in their place of request subject to availability of vacancies. Officers who have serious health problems and their ward studying in XII Standard will be considered for retention subject to availability of vacancies. However, they will be considered for transfer when the grounds on which retention was considered cease to exist.
4. Superintendents and Inspectors who have not been transferred/ not worked in minimum two Commissionerates are liable for transfer to other Commissionerates on completion of 18 years.


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C. TRANSFERS TO THE REGIONAL UNITS OF DIRECTORATES WITHIN THE ZONE

1. In terms of Board's letter F.No.A.11019/08/2013-Ad.IV dated 09.09.2014, the period of posting to the Regional Units of the Directorates from CCOs on local rotational transfer basis will be for a minimum period of 2 years initially. They are not entitled to Special Pay/Deputation Allowances. The salary of the Officers so posted to the Regional Units of the Directorates will be drawn from the Budgetary allocation of CCO, Coimbatore.
2. The Commissioners in the Zone may recommend a panel of Officers after evaluating their performance in Anti-evasion field to CCO, Coimbatore for postings at DGCEI/DGRI Regional Units. As the work to be carried out is of sensitive nature, the Officers selected for the panel should have impeccable integrity and should be free from Vigilance angle.



R. SARAVANA KUMAR
Additional Commissioner

REGION-I

I. CLASSIFICATION OF POSTINGS:

1. SENSITIVE POSTINGS:

The following are considered as sensitive postings in accordance with the DGHRD's letter F.No.8/B/42/HRD(HRM)/2011 dated 7.7.2011 and F.No.V-S71/01/Misc/2013 dated 4.6.2014 of DGV, New Delhi and only officers who are clear from Vigilance angle should be posted to these places.

- (i) Central Excise Ranges
- (ii) Service Tax Ranges
- (iii) Service Tax units in Divisional offices
- (iv) Refund/Rebate Cells of Divisions
- (v) Preventive Unit
- (vi) Research & Intelligence(R & I) Wing
- (vii) Survey Intelligence & Verification (SIV) Unit
- (viii) Vigilance Section in the Commissionerates and in Chief Commissioner's Office

2. NON SENSITIVE POSTINGS:

- (i) All Charges in Commissioner (Appeals) Office
- (ii) All Charges in Chief Commissioner's Office except Vigilance Section.
- (iii) Commissionerate Headquarters/Divisions except those mentioned in para 1(iii) above.

3. STATION TENURE

- a) The station tenure in Commissionerate Hqrs/city Divisions would be 6 years. The station tenure in the other station having Divisional Office with Range Offices would be 4 years only. In case of hardship stations like Ooty, Gudalur, Coonoor, etc. a minimum period of 1 year (excluding the period of leave in excess of 30 days) shall be considered.
- b) Officers with longest tenure in a particular station would be posted to fill up the outstation vacancies within the Commissionerate. Relaxation under this criterion will be extended only to those officers having genuine problems like serious health conditions, Ward studying in XII Standard.
- c) An officer shall not be ordinarily posted to the same Division/any Range/any sensitive charges in the Commissionerate of the same Division for a second term in the same cadre before completing a full cycle of postings in the remaining Divisions, Ranges and Headquarters Office of a Commissionerate.



R. SARAVANA KUMAR
Additional Commissioner

4. TENURE OF POSTINGS IN HEADQUARTERS OFFICE, DIVISION, RANGE.

- a) The tenure of the posting in any formation including Range will not be more than two years. However, officers who want to continue in the present station or Division may be allowed to continue in the same station/Division for one more year subject to administrative convenience and subject to the condition that they will be posted only to non-sensitive charges.
- b) Upon completion of the sensitive postings, the officers would necessarily be posted to non-sensitive postings.
- c) If there is no vacancy in the non-sensitive post so as to implement the above stipulation, the officers who have put in maximum overall tenure in non-sensitive post in the cadre will be shifted.
- d) The officers posted to non-sensitive posts would not be transferred before completion of 2 years under normal circumstances. This may however, be relaxed on administrative grounds and such officers, may be considered for transfer to sensitive posts based on the seniority in non-sensitive posting even before the completion of 2 years so as to have proper balance of the vacancies between sensitive/non-sensitive posts within the Commissionerate.
- e) If an officer prefers to continue in a non-sensitive posting in the same station, he/she may be allowed to continue. However, they are liable to be posted to other non-sensitive postings only.
- f) The tenure in the post and continuation in the station beyond the stipulated period would be determined considering the administrative requirements/exigencies, suitability and willingness of the concerned officers.
- g) Changes to this policy, if required, to suit the requirement of a particular Commissionerate, based on the jurisdiction, number of hardship postings/out station postings etc., may be brought to the notice of the Chief Commissioner for suitable amendment in the Transfer Policy.
- h) Notwithstanding the norms stated above, transfers and retentions may be considered on administrative/compassionate/humanitarian grounds.



R. SARAVANA KUMAR
Additional Commissioner

REGION-II
CUSTOMS POSTINGS-GROUP 'B'

1. Postings of Superintendents and Inspectors to the Customs formations in Coimbatore Central Excise Zone will be made by pooling of willing Officers working in the Commissionerates in the Zone. Such postings would include the officers in the cluster Commissionerates co-terminus with each Commissionerate in the Zone as detailed below:

2. The Commissionerate where the International Airports are situated i.e., Coimbatore (including Audit Commissionerate) and Madurai, shall spare 40% of the Officers required for posting to the respective Airports and 30% each shall be spared by Salem and Tirunelveli Commissionerates of the Zone to meet the balance 60% requirement. Since Coimbatore and Madurai Commissionerates have International Airports operating under their own jurisdictions, sparing of officers to the other International airport as detailed above is not applicable to these two Commissionerates.

For e.g.:- The 40% of the postings made from Coimbatore Commissionerate to Coimbatore International Airport shall include officers from both Coimbatore Central Excise Commissionerate and Coimbatore Audit Headquarters and Audit Circles-I and II, Coimbatore.

Similarly, the 60% of postings (30% each) of the officers drawn from Salem and Tirunelveli Commissionerates for posting to Coimbatore and Madurai Airports shall include officers of the respective Commissionerates and officers of the Audit Circles located in that Commissionerate.

5. For this purpose a panel of willing officers from the Commissionerates in the Zone, other than Coimbatore & Madurai will be considered for posting to the International Airport at Coimbatore and Madurai for a period of 2 years only. The Officers so empanelled will not be considered for posting to other Customs Formations at Coimbatore.

6. Classification of Postings:

The following are considered as sensitive Customs Postings:

International Airport, Air Cargo, CIU, ICDs, Customs Audit and Drawback Cell.

Eligibility criteria for Customs Postings:

1. Only those officers, who are clear from vigilance angle, would be considered for posting to Customs formations.
2. Postings to Customs Formations will be done on selection basis on Seniority-sum-Merit. Priority will be given to Officers who have never worked in Customs formations.
3. Officers who have joined on Inter-Zonal/Inter-Commissionerate Transfers will be eligible for Customs Postings only after the completion of 2 years tenure in the Commissionerate irrespective of the seniority of the Officer in that cadre.
4. Officers who have completed Customs tenure will be eligible for Customs postings only after cooling period of 4 years.

R. SAGAYANA KUMAR

5. Newly recruited Inspectors should be considered for Customs postings only after completing a minimum of 4 years service in the cadre.
6. Officers who express unwillingness to work in Customs formation will not be considered for any sensitive formations in any of the Central Excise/ST/Customs/Audit postings for the next 3 years.

TENURE OF POSTINGS IN CUSTOMS FORMATIONS:

1. The overall tenure of postings in Customs formations at Coimbatore shall be for 2 years and only the Officers of Coimbatore Commissionerate are eligible for posting to Customs formations like ICDs/ACC at Coimbatore. The tenure at International Airport, Coimbatore would be one year only and the tenure for other Customs formations at Coimbatore would be one year. Officers who are working in Customs formations will be rotated from one formation to another after completion of one year.
2. Request for cancellation of postings to Customs formations will not be entertained based on routine representations without valid grounds.

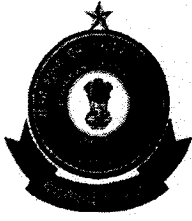
REGION -III

AUDIT COMMISSIONERATE, COIMBATORE

1. Based on the letter F.No.V-571/01/Misc/2013/2427 dated 04.06.2014, of the Directorate General of Vigilance , Audit Commissionerate is classified as sensitive. Specific charges which need not be classified as sensitive may please be informed, so that the matter can be suitably taken up with DGV/DGHRD for modification, if any.
2. The tenure in Audit Circle in a station is 4 years. Only those willing officers, who are free from vigilance angle, would be considered for posting. In case of inadequate willingness, Officers will be considered for posting on seniority-cum-merit-cum-vigilance clearance basis. As regards Coimbatore where the Circle Offices are co-terminus with the Hqrs. Office, the tenure of 4 years would include postings to Hqrs. and Circle Offices in Coimbatore put together.
3. Since the Circle Offices of the Audit Commissionerate are co-terminus with the Commissionerate Headquarters Offices of each Commissionerate in the Zone, rotation transfers within Audit Commissionerate involving change in station shall be ordered by the Commissioner (Audit) with the prior approval of the Chief Commissioner.

Issued in file C.No.II/39/63/2011-Estt(CCO) Dated : 20.11.2015.

R. SAGAVANA KUMAR



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C.No: II/39/63/2011-Estt (CCO)

Date: 20.11.2015

To

The Commissioner of Central Excise,
Coimbatore/Audit Coimbatore/Madurai.

Sir,

Sub:- Transfer Policy in respect of Group 'C' Officers to the Customs formations in Coimbatore / Madurai Commissionerates – reg.

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Consequent to Cadre Restructuring and formation of a new Audit Commissionerate at Coimbatore, a revised Transfer Policy for Group 'C' (erstwhile Group 'D' cadre) of Coimbatore Commissionerate, in supersession of the existing norms dated 20.10.2010 and amendments thereof, is enclosed herewith.

2. The Transfer Policy may be circulated to the Staff Associations in your Commissionerate. Points, if any, submitted by the Staff Associations, to be taken for consideration may be sent to this Office with due justification, by the respective Commissioners.

3. This is issued with the approval of the Chief Commissioner of Central Excise, Coimbatore.

Yours faithfully,

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(R.SARAVANA KUMAR)
ADDITIONAL COMMISSIONER(CCO)

Encl:- As above.

Copy submitted to:

The Chief Commissioner of Central Excise, Chennai.

The Commissioner of Central Excise,
Salem/Trichy/Tirunelveli/Appeals-I, Coimbatore/Appeals-II Trichy – For favour of information.

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,
COIMBATORE ZONE

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CUSTOMS POSTINGS

The transfer policy detailed below is applicable to the Group 'C' Officers in Central Excise, Coimbatore and Madurai Commissionerate. Posting of Group 'C' Officers to the Customs formations at Coimbatore and Madurai shall be made only from the respective Commissionerates. This shall include the Hqrs. and Circle Officers of the Audit Commissionerate located in the respective Commissionerate.

Classification of Postings:

The following are considered as sensitive Customs Postings:

International Airport, Air Cargo Complex, ICDs.

Eligibility criteria for Customs Postings:

1. Only those officers, who are clear from vigilance angle, would be considered for posting to Customs formations.
2. Postings to Customs Formations will be done on selection based on Cadre Seniority. Priority will be given to Officers who have never worked in Customs formations.
3. Officers who have joined on Inter-Zonal/Inter-Commissionerate Transfers will be eligible for Customs Postings only after the completion of 2 years tenure in the Commissionerate irrespective of the seniority of the Officer in that cadre.
4. Officers who have completed Customs tenure will be eligible for Customs postings only after cooling period of 4 years.
5. Newly recruited Officers should be considered for Customs postings only after completing a minimum of 4 years service in the cadre.
6. Officers who express unwillingness to work in Customs formation will not be considered for any sensitive formations / postings for the next 3 years.

TENURE OF POSTINGS IN CUSTOMS FORMATIONS:

1. The overall tenure of postings in Customs formations at Coimbatore shall be for 2 years. The tenure at International Airport, Coimbatore would be one year only and the tenure for other Customs formations at Coimbatore would be one year. Officers who are working in Customs formations will be rotated from one formation to another after completion of one year.
2. The overall tenure of postings in the Customs formation at Madurai shall be for 2 years.
3. Request for cancellation of postings to Customs formations will not be entertained based on routine representations without valid grounds.


R. SARAVANA KUMAR
Additional Commissioner