



भारत सरकार

GOVERNMENT OF INDIA

सीमाशुल्क मुख्य आयुक्त का कार्यालय, कोलकाता क्षेत्र
OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS, KOLKATA ZONE

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दिनांक/Dated: 11/10/2018

OFFICE ORDER NO. 23/CCC/2018

ROTATIONAL TRANSFER POSTING POLICY IN THE GRADE OF SUPERINTENDENT OF CUSTOMS (PREVENTIVE) AND PREVENTIVE OFFICER UNDER KOLKATA CUSTOMS ZONE.

Introduction:-

One of the significant contributing factors to the effectiveness and efficiency of the administrative machinery is a credible human resource development policy which offers opportunities for excellence and career advancement to its personnel entrusted with various assignments. Existence of clear policy norms on the annual/periodical transfer/rotation of officers is a well recognized aspect of such policy as it imparts greater transparency and minimizes the scope for discretion. The Transfer / Placement Policy Guidelines for posting of Executive Officers in the Customs Formations were issued by DGHRD, with the approval of the Central Board of Excise & Customs in July, 2010.

In view of the above, the Chief Commissioner of Customs, Kolkata Zone constituted a Committee consisting of Commissioner (Port), ADC (C.C.O) and ADC (A&A) to review the existing transfer & posting norms in Preventive Cadre. The committee deliberated upon the matter extensively, studied the existing norms of this Custom House as well as other Custom Houses and made an effort to rationalize Transfer / Placement norms within the framework of DGHRD guidelines 2010.

In this context, a meeting was also conducted headed by Chief Commissioner of Customs, Kolkata and views, comments and suggestions from Associations has been taken before finalizing rotational transfer-posting policy in the grade of Superintendent of Customs (Prev.) and Preventive Officers.

A. AIM OF THE POLICY:

The aim of the proposed transfer & posting policy guidelines for Superintendents of Customs (Preventive) (SCP) and Preventive Officers (PO) is to provide standard norms, transparency, objectivity and increased perception of fair-play and clarity in annual general transfers.

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B. ANNUAL GENERAL TRANSFER:

- (i) Annual General Transfer order in the cadre of Superintendents of Customs (Preventive) (SCP) and Preventive Officers (PO) shall normally be issued latest by 30th June of every year.
- (ii) Transfer/rotation of the officers to and from the Airport & Administration, Port and Preventive Commissionerates would be taken up simultaneously, wherein all the officers who have completed the prescribed tenure will be considered. This being a common list of all the officers due for transfer/rotation, it would be a mixed consideration zone with wider base.
- (iii) The cut-off date for determination of the tenure in a particular post shall be 30th June of each year.
- (iv) Tenure of postings in all sections whether sensitive or non sensitive should be one year. The tenure should be calculated from the date of issuance of transfer order.

C. INTER-COMMISSIONERATE TRANSFER:

- (i) The Inter-Commissionerate Transfer orders shall be normally issued by 15th June and Intra-Commissionerate Transfer of all three Commissionerates shall be issued latest by 30th June of every year.
- (ii) The concerned section (Supdt. PRO & Supdt. Posting) shall prepare a list of SCPs & POs respectively on the basis of records maintained by them and shall prepare a list of officers due for Inter Commissionerate Transfer / Rotation. The list should be carefully examined by ADC (incharge) who shall scrutinize whether any exceptions are being made for retention / non-consideration of the name of any officer.
- (iii) The said proposal will be examined by the Commissioner (A&A) who will in turn take the approval of the Chief Commissioner before issue of inter-commissionerate transfer. The proposal will contain specific reason and justification for any exception being proposed to tenure norms.
- (iv) The officers due for Inter-Commissionerate Transfer shall be taken in "First-in-First-out" basis. These cases may be specifically mentioned in the proposal placed before the Chief Commissioner.

D. TRANSFER & POSTINGS WITHIN THE COMMISSIONERATE:-

- (i) Transfer / Rotation of the officers (SCP & PO) within the Commissionerates shall be done by the respective Commissioners within the overall parameters of the norms.
- (ii) The normal tenure of postings in a sensitive as well as non-sensitive posts will be 01(one) year.
- (iii) In respect of posting of officers in sensitive as well as non-sensitive posts within the Commissionerates, the Commissioner may give due consideration to the seniority, suitability, track records & history of posting of the officers. CVC/Boards directions on the postings of the officers in Agreed / ODI list and/or facing disciplinary proceedings should also be scrupulously followed.

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E. GENERAL:-

- (i) Every officer would move in a posting cycle of sensitive - to - non-sensitive - to - sensitive. However, such movement cannot be claimed as a matter of right. Factors like performance of the officer in a non-sensitive post will be taken into account. This is necessary to eliminate the cases where the officers do not work sincerely in non-sensitive post and even take frequent leaves, but at the end of their non-sensitive tenure, they intend to move to a sensitive post. The concerned Commissioner may, in such cases, prolong the non-sensitive tenure of such officers.
- (ii) The cycle of posting i.e sensitive - to - non-sensitive - to - sensitive will be maintained even on change of Commissionerate. For example, an officer coming on transfer from a sensitive post in Airport Commissionerate to the Port Commissionerate will be given a non-sensitive post in the Port Commissionerate and so on.
- (iii) These norms/guidelines for the transfer and posting would be subject to administrative exigencies. If necessary, in the public interest and administrative exigency, transfer of any officer can be made at any time under intimation to the Chief Commissioner.
- (iv) The SPS section would continue to be the repository of register / data base of chronological history of posting of officers of all the three Commissionerates and specific Branches.
- (v) To ensure the gradual service progression in the career of the officers, it may be ensured that they are regularly sent for various training courses appropriate to the tasks assigned to them.

F. TENURE OF POSTINGS IN THREE COMMISSIONERATES:

In order to have a smooth rotation of staff within all the three Commissionerate within the Kolkata Customs Zone, the tenure of officers posted in Port Commissionerate should be 3 years, the tenure of officers posted in Airport & Administration Commissionerate should be 2 years and the tenure of officers posted in Commissionerate of Customs Preventive (W.B.) should be 1 year respectively.

This will enable the smooth rotation of officers and lessen undue and unusual retention of officers in one Commissionerate.

G. LONG LEAVE FROM ANY POSTING:

In case, any officer proceeds on long leave cumulatively exceeding 50(fifty) days in a year except on genuine medical grounds, then the officer shall continued in non-sensitive posting for another tenure.

H. CLASSIFICATION OF POSTING AS SENSITIVE/NON-SENSITIVE POSTING:

All the posts are to be classified into two categories, i.e., "Sensitive" and "Non-sensitive" depending on the interface with the public & sensitive nature of the task. The list of "Sensitive" and "Non-sensitive" postings of the three Commissionerates are mentioned in Annexure-I, Annexure-II and Annexure-III.

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I. ROTATION BETWEEN SENSITIVE AND NON-SENSITIVE POSTINGS:

- (i) There should be strict rotation and adherence to tenure of postings in case of all the posts – sensitive as well as non-sensitive- to ensure all round exposure and efficiency. However, in case where sufficient number of officers is not available due to administrative / vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive charge to another sensitive charge.
- (ii) As far as possible, an officer in the subsequent cycle of postings should not be posted in the same sensitive / non-sensitive charge.
- (iii) Normally, there should be a gap of one year between one sensitive posting to another.
- (iv) On reversion from a sensitive Directorate, as far as possible, officers would be posted to a non-sensitive charge for a minimum period of one year.
- (v) Posting to a sensitive charge should normally not exceed one year for each posting.
- (vi) First posting on appointment / promotions / reversion from Sensitive Directorate/SEZ/ Other Airport, the Superintendents of Customs (Preventive) (SCP) and Preventive Officers (PO), should be, as far as administratively possible posted to a non-sensitive charge.
- (vii) First posting of the officers coming on an Inter-Zonal Transfer, should be, as far as administratively possible be to a non-sensitive charge.

I. POSTING AT PORT BLAIR:

- (i) The tenure of posting of SCP & PO at Port Blair shall continue to be 01 (one) year.
- (ii) Since Port Blair Customs is under Port/Preventive Commissionerate, option is to be invited from willing SCPs & POs only from the concerned Commissionerate for posting at Customs Port Blair after issue of Annual Inter-Commissionerate Transfer Order every year.
- (iii) If no option is received, then the junior most SCPs and junior most POs from the concerned Commissionerate, who were not posted earlier at Port Blair, are to be posted at Port Blair.
- (iv) On returning from Port Blair, Officers may be given one of the three postings as opted by them across Commissionerates of Port, A&A and CC(P), West Bengal.
- (v) Further, since the tenure for the Port Blair posting is now synchronized with annual posting, order for Port Blair posting may be incorporated in the Annual Intra Commissionerate Transfer order of the Commissionerate of the respective cadres every year.
- (vi) Officers posted to Port Blair in their third year of tenure in the Port Commissionerate may not be retained in the Port Commissionerate on completion of their posting at Port Blair. However, they may be posted to a sensitive charge, as far as administratively possible in their next posting to other Commissionerate.

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K. TRANSFER ON ADMINISTRATIVE GROUNDS OR IN PUBLIC INTEREST:

Notwithstanding anything contained in the policy, any officer can be transferred/posted to any post in public interest or as per the administrative exigencies.

L. POSTING BEFORE SUPERANNUATION:

The officers due to retire in the next one year should be posted, as far as possible, near to their residence.

M. PUNISHABILITY OF ATTEMPTED INFLUENCE IN THE MATTER OF POSTINGS:

Canvassing of political or other influence to bear upon superior authority to further the personal interest by any individual officer amounts to misconduct as per the CCS (Conduct) Rules, 1964 and the Government servant would be liable to be proceeded against accordingly.

This issue with the approval of Chief Commissioner of Customs, Kolkata Zone.

M.A. Ansari
11/10/2018
(M.A. Ansari)

Additional Commissioner of Customs,
Chief Commissioner's Office,
Customs House, Kolkata.

Encl: Appendix - I, II & III

Copy to:

1. The Commissioner of Customs (A&A)
2. The Commissioner of Customs (Port),
3. The Commissioner of Customs (Prev.), W.B.,
4. The Deputy/Asst. Commissioner of Customs, SPS
5. Sr. P.S. to the Chief Commissioner of Customs, Kolkata Zone
6. The Secretary, Associations of Superintendent of Customs, Kolkata.
7. The Secretary, Calcutta Customs Preventive Service Association, Kolkata.
8. Kolkata Customs Web site for uploading.

APPENDIX - I**Commissionerate of Customs (Port)**

Sl. No.	Sensitive	Sl. No.	Non-Sensitive
1	Posting Unit	25	Appeal
2	Haldia MCH	26	SOA
3	Oil Unit	27	Bond General
4	SIB	28	PRO Unit
5	CWC-CFS	29	RTI
6	CFS- B/L	30	Haldia & Port Blair Cell/ Repair Pass
7	Shipping(CH)	31	Container Cell
8	CFS-Sonai	32	EDI Custom House
9	CFS-JJP	33	STRC
10	Nepal & Bhutan Unit (Custom House)	34	Port Blair
11	Nepal & Bhutan Unit (Docks)	35	LRD
12	ARS	36	CA to SPS
13	Shed Appraising (Import & Export)	37	Bond Disposal
14	Docks (NSD-III)	38	General Duty
15	Drawback/ IGST Refund	39	Chief Commissioner's Office
16	CFS CONCOR	40	Budge Budge
17	CFS Phonix	41	KPD
18	CFS All-Cargo	42	NSD-I & II
19	Oil Unit- Haldia MCH	43	Nepal Prev.
20	CFS A.L.Logistics, Haldia.	44	Appraising Disposal Cell
21	CFS APEEJAY, Haldia.	45	Self - Sealing & DPE
22	CFS RALSON, Haldia.	46	BRC Module
23	CFS LCL Logistics, Haldia.	47	Brand Rate Fixation Cell
24	PAD		

*Gate module posting is integral part of respective Dock (Haldia/ NSD/ KPD) and all CFSs.

*New sections have been shown in bold letters.

APPENDIX - II**Commissionerate of Customs (Airport & Admn.)**

Sl. No.	Sensitive	Sl. No.	Non-Sensitive	Sl. No.	Non-Sensitive
1	NSCBI Airport (Baggage Courier) &	6	AIU Cell	22	Drawback
2	SIB	7	AIU Legal	23	I.F.O
3	AIU (Airport)	8	AIU COFEPOSA	24	E.F.O
4	Unaccompanied Baggage	9	Co-ordination & Computer Cell	25	Adjudication
5	Shed (Airport, ACC, Export, Import)	10	RTI	26	Airport Bond
		11	STRC	27	Airport (Legal), CH
		12	EDI ACC & TP Cargo	28	ARS
		13	MTO		
		14	Review Cell		
		15	Appraising Sales Shed		
		16	Import Gate Officer		
		17	SCH		
		18	CHA Unit		
		19	EFO / IFO		
		20	Vigilance		
		21	SIU		

APPENDIX - III**Commissionerate of Customs (Preventive)**

Sl. No.	Sensitive	Sl. No.	Non-Sensitive
1	DIU	4	All other posts in SRI
2	SRD	5	SRI ADJN
3	SRI (I & I)	6	SRI COFEPOSA
		7	LEGAL (PREV.)
		8	Seizure Shed -I & II
		9	Sales Shed
		10	Currency / Silver Shed
		11	Arms Godown
		12	Marine / MTO
		13	CCWH- 22 & 24 KPD
		14	Disposal
		15	River Patrolling
		16	Port Blair

*New Section has been shown in bold letters.