



Government of India
Office of the Chief Commissioner of Customs
Custom House : 15/1, Strand Road : Kolkata – 700 001

F. No: II(03)-27/CCC/KOL/2016 / 4234

Date : 31/ 03/2016.

OFFICE ORDER NO. 06/2016

ROTATIONAL TRANSFER POLICY FOR MINISTERIAL STAFF {AO, EA(DOS/STA), TA, LDC} UNDER KOLKATA CUSTOMS ZONE 2016: FINDINGS OF THE COMMITTEE ON FRAMING OF TRANSFER POLICY

INTRODUCTION:

In pursuance of DGHRD's letter F.No. 8/B/22/HRD(HRM)/2014 dated 15.12.2015 read with DoP&T O.M. No. 11013/10/2013-Estt.A dated 02.07.2015 and CBEC letter F.No. B.12017/09/08-Ad.IV(A) dated 06.05.2008, the rotational transfer policy should aim to harmonise objectives of institutional memory, avoid development of vested interests and provide exposure to the employees of working in different department, inter alia ensuring overall growth of an officer. The Transfer Policy should provide for both a minimum as well as maximum tenure. Any transfer before completion of the minimum prescribed tenure or stay beyond the maximum tenure should be with the approval of the Committee constituted for the purpose, for reasons to be recorded in writing.

On the direction of the Chief Commissioner of Customs, the following Committee was formed to frame a Transfer Policy based on the above guidelines, as described below:

Sl	Name	Designation
1	Shri Gaurav Sinha, Additional Commissioner, CCO	Chairman
2	Smt. Susmita Bhattacharya, DC(P&E)	Member
3	Shri T.K. Rajak, Assistant Commissioner, CCO	Member
4	Shri Abhijit Bandopadhyay, DOS	Members & Official representatives of KCMOA
5	Shri Barun Roy, DOS	
6	Shri Soumitra Chakraborty, STA	Members & Official representatives of CCEA
7	Shri Sanjib Paul, STA	
8	Shri Shankha Chakraborty, STA, CCO	Member, Dealing Assistant

The above mentioned Committee set up on framing of Transfer-Posting policy for Ministerial Employees of Kolkata Customs Zone had considered the following points scrupulously:

- (i) Framing of Rotational Transfer Policy and putting up in Public domain
- (ii) Identification of sensitive posts
- (iii) Rotation of officers from sensitive posts in the true spirit of the provision
- (iv) Transfer policy on the basis of Sanctioned Strength allotted by Cadre Restructuring of CBEC vide CBEC letter F.No. A.11019/08/2013-Ad.IV Dated 01.08.2014

ROTATIONAL TRANSFER POLICY:

The Committee has suggested the following rotational transfer policy:

1) Categorisation of posts: All the posts to be classified as "sensitive" or "non sensitive" depending on the extent of interface with public and sensitive nature of task, list given in annexure A.

2) Tenure of postings:

a) For Administrative Officers: One Year

b) For all other ministerial employees: As given in Annexure A, subject to a minimum period of 6 months and maximum 2 years

3) General Transfer will be published only twice a year.

4) General Transfer Orders to be issued on 1st April (to be called First GTO) and 1st October, (to be called Second GTO). Cut off date and eligibility to be 31st March for First GTO and 30th September for Second GTO respectively.

5) Rotation: Every officer would move in a posting cycle of Sensitive->Non Sensitive-> Sensitive. However, In case of intra-cadre promotion,(eg. LDC to TA) the officers to be retained in the same department/section till completion of his tenure (in situ promotion). If the officer at the time of promotion has been posted in sensitive section, he may be posted to non sensitive section as per rotational transfer policy after completion of tenure.

6) Posting at Haldia and Port Blair is to be optional, options for same are to be addressed to the Chief Commissioner. List of willing staff and recommended candidates to be placed along with proposal for General Transfer and published in the same Establishment Order.

7) Intra-departmental transfer to be done by the Controlling Officers as per the basic guidelines of the policy.

8) Procedure of processing AGT file:

a) Transfer posting of ministerial staff covering all sections under Kolkata Customs to be made in a single file under a single Establishment Order.

b) Consideration list for GTOs to be drawn up and sorted in descending order of period spent by employees in their present sections.

9) Timeline:

a) Dealing assistants under the guidance of AO(P&E) to prepare a list of officers eligible for transfer as on cut off date. After approval of Commissioner (A&A), send for Chief Commissioner's approval within 15th March for first GTO and within 15th September for Second GTO.

b) Transfer order to be published on 1st April in case of First GTO and 1st October in case of Second GTO. In case these dates are on holidays, GTOs to be published on the next working day.

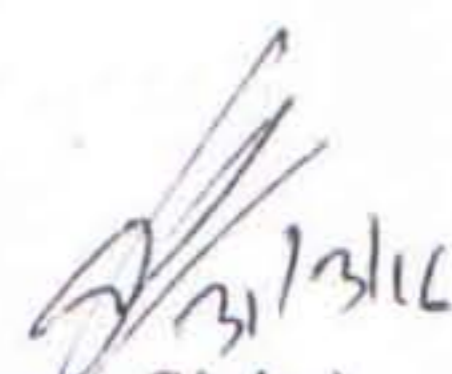
10) Special Cases: Officers due to retire within a short span/ Officers undergoing medical treatment, Physically Challenged Officers and Officers taking care of physically challenged children may be posted suitably.

11) Saving Clause: Notwithstanding anything mentioned in the above policy, any Officer can be transferred from any section to any other on the written direction of the Chief Commissioner of Customs, Kolkata due to Administrative*Exigencies.

12) Review: The above mentioned transfer policy may be reviewed at the discretion of the Cadre Controlling Authority or the Committee formed for the purpose.

The above rotational transfer policy shall come into effect from the date of its publication.

This issues with the approval of the Chief Commissioner of Customs, Kolkata.



(Gaurav Sinha)
Additional Commissioner of Customs
CCO&CCA,
Kolkata Customs Zone

Copy to:

- 1) All Commissioners under Kolkata Customs Zone
- 2) All members of Policy Committee
- 3) All Ministerial Associations under Kolkata Customs Zone
- 4) AC, EDI: For publishing in Kolkata Customs Website
- 5) All Heads of Sections under Kolkata Customs Zone

ANNEXURE A**LIST OF SENSITIVE AND NON SENSITIVE DEPARTMENTS AND TENURE**

SENSITIVE			NON SENSITIVE		
SI	Department	Tenure	SI	Department	Tenure
01	ACC Imp/Exp & TRA Regn & Bond Management EDI	06 Months	01	ACC Drawback Cell	2 Years
02	ACC Import Regn	06 Months	02	Accounts	2 Years
03	ACC Manual	2 Years	03	Appeal	2 Years
04	Appraising	2 Years	04	Cash	2 Year
05	Balmer Lawrie	06 Months	05	CC Unit	2 Years
06	Customs Brokers Section	01 Year	06	CCP(WB)	2 Years
07	Century Ply (JJP)	06 Months	07	CESTAT	1 Year
08	Century Ply (Sonai)	06 Months	08	CH EDI	2 Years
09	CH Imp/Exp TRA Regn & Bond Management EDI	06 Months	09	Chemical	1 Year
10	CH DEPB	06 Months	10	Computer Cell(Admn)	2 Years
11	CH Nepal Data Entry	06 Months	11	Co-ordination Cell	2 Years
12	CWC/CFS	06 Months	12	Correspondence	2 Years
13	EDI Helpdesk CH	2 Years	13	Directorate of Vigilance	1 Year
14	Export	2 Years	14	Drawback	2 Years
15	Haldia	06 Months	15	Establishment	2 Years
16	Import Bond	2 Years	16	Hindi Cell	2 Years
17	Import Noting	1 Year	17	IAD	2 Years
18	All Land Customs Stations	1 Year	18	MCD	2 Years
			19	NSCBI Airport	1 Year
			20	PA to CC Office	2 Years
			21	PA to Commr (Port)	2 Years
			22	PA to Commr. Admin	2 Years
			23	PAD	1 Year
			24	Preventive	2 Years
			25	Record	2 Years
			26	RTI Cell	2 Years
			27	Sevottam	2 Years
			28	Statistical	2 Years
			29	STRC(Airport)	2 Years
			30	STRC(Port)	1 Year
				Vigilance	2 Years


 (Gaurav Sinha)
 Additional Commissioner of Customs
 CCO&CCA,
 Kolkata Customs Zone