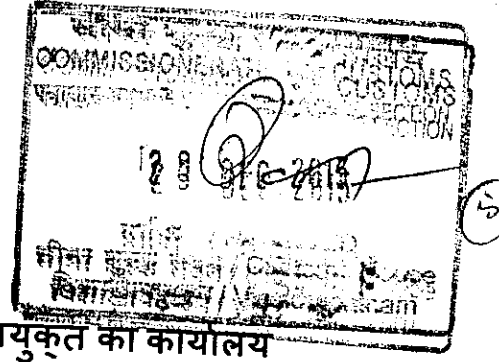
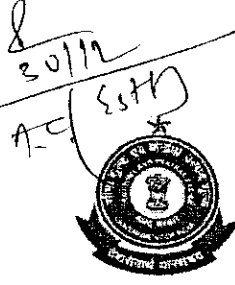


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ADP



केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर मुख्य आयुक्त का कार्यालय
Office of the Chief Commissioner of Central Excise, Customs & Service Tax
उत्पाद शुल्क भवन, पत्तन क्षेत्र, विशाखपट्टणम

Central Excise Building, Port Area, Visakhapatnam – 530 035.

फा.सं.C.No. II/27/01/2014-CC (VZ) Estt.

दिनांक Dated 28.12.2015

सेवा में To

प्रधान आयुक्त /आयुक्त, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवाकर,
Visakhapatnam/ Kakinada/ Guntur/ Tirupati/ Nellore/Audit Commissionerate.

आयुक्त, , सीमा शुल्क

CPC, Vijayawada/ Custom House, Vizag

महोदय Sir,

विषय Subject : Estt.(CCO)- Framing a Transfer Policy in all cadres – Regarding.

@@@

Please find enclosed a copy of the DGHRD (HRM) letter F. No. 8/B/22/HRD(HRM) /2014 dated 15.12.2015 on the above subject.

2. The report called for in the above letter may please be forwarded to this office immediately for onward transmission to Board.

भवदीय Yours faithfully,

संलग्न Encl.: As above

(सुधाकर मिश्रा SUDHAKAR MISHRA)

अपर आयुक्त Additional Commissioner

मुख्य आयुक्त केन्द्रीय उत्पाद शुल्क,
सीमा शुल्क एवं सेवाकर
Chief Commissioner of Central Excise,
Customs & Service Tax

23 DEC 2015

Telefax: 011- 25823723 / 25717521
Telephone: 011-25733192 / 25729905

विशाखपट्टणम/ VISAKHAPATTANAM



Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
409/8, Deepshikha Building, Rajendra Place, New Delhi - 110 008

Date:-15.12.2015

F.No. 8/B/22/HRD(HRM)/2014

To

The Principal/Chief Commissioner of Central Excise (All)
The Principal/ Chief Commissioner of Customs (All)

Sub:- Framing a Transfer Policy in all cadres-regarding

Sir/Madam

Please find enclosed a copy of O.M No. 11013/10/2013-Estt.A dated 02.07.2015 on above subject issued by the Director, DoPT, Ministry of Personnel, PG & Pensions

2. In this connection, kind attention is invited to para 4 of the said OM wherein the Ministries/Departments/Cadre Authorities were requested to communicate action taken report on the following points:-

- (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.

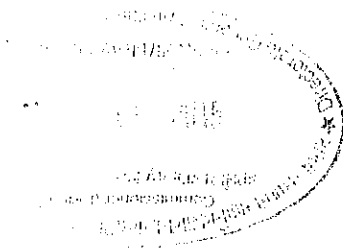
3. It is requested that the Action taken report on above points may be sent to this Directorate at the earliest by Return Fax. A soft copy of the requisite information may also be emailed at policy.dghrd@nic.in.

Encl.: As above

Yours faithfully

(Vinay K. Singh)
Additional Director (HRM)

1404
23/12



F.No C 30013/54/2015-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs


5th Floor, HUDCO Vishala Bldg.,
Bhikaji Cama Place, New Delhi
Delhi the 4th December, 2015

Office Memorandum

Subject: Framing of transfer policy in all cadres.

The undersigned is directed to refer to Ad.IVA Section's O.M of even number dated 28th July, 2015 (copy enclosed) on the subject mentioned above and to request that the Action Taken Report on the issue may kindly be furnished immediately.

Encl: As above


(B. Ginkhan Mang)
Under Secretary (Ad.IV)

DG HRD, Rajendra Place, New Delhi
Dir (Ad.II)
D.S(Ad.IIA&B)
D.S(Ad.IIIB)



ADD (P)

Issued with Encl.

14/12/15

29huf
7/12/2015

14/12

AD/po/

S.No. 2(I)

12

F.No C 30013/54/2015-Ad.IVA
 Government of India
 Ministry of Finance
 Department of Revenue
 Central Board of Excise and Customs

5th Floor, HUDCO Vishala Bldg.,
 Bhikaji Cama Place, New Delhi
 Delhi the 21st July, 2015

28

Office Memorandum

- Subject: (i) Framing of transfer policy in all cadres.
 (ii) Grant of age concession to the Persons with Disabilities suffering from
 (a) blindness or low vision, (b) hearing impairment and (c) locomotor
 disability or cerebral palsy for direct recruitment to civil posts/ services
 under the Central Government.

The undersigned is directed to enclose herewith copies of O.Ms. No. 11013/10/2013-Estt. A dated 02.07.2015 and F.No. 15012/1/2003-Estt.(D) dated 29.06.2015 from Department of Personnel and Training on the subjects mentioned above for information and necessary action

Encl: As above

[Signature]
 28.7.15

(Rajpal Singh)

Under Secretary (Ad.IV &Ad.IVA)

56

1. DG HRD, Rajendra Place, New Delhi
2. Dir (Ad.II)
3. D.S(Ad.IIA&B)
4. D.S(Ad.IIIB)

Executed with Encl.

29/7/15
28.7.2015

No.11013/10/2013-Estt.A
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

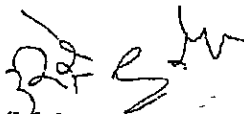
North Block, New Delhi
Dated 2nd July, 2015

OFFICE MEMORANDUM

Subject: Framing a Transfer Policy in all cadres-regarding

The undersigned is directed to refer to the OMs of even number dated 13th June, 2014, and 31st July, 2015 wherein all the Ministries/Departments were requested to (i) prescribe Minimum Tenure, (ii) set up a mechanism akin to Civil Services Board for recommending transfer, and (iii) place in public domain the transfer policy.

2. 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 organisations, *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 completing 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.
3. The draft Rotational Transfer Policy for the Central Secretariat Service is available on the website of Department of Personnel and Training at www.persmin.nic.in (Annexure). It lays down guidelines on tenures, postings on promotion, posting on return from leave/deputation, outstation postings, mutual transfers etc. Appropriate provisions on these aspects may be made in the Rotational Transfer Policy in each cadre that will best serve public interest.
4. In addition, instructions of Central Vigilance Commission in the Circular No. 03/09/13 (No.004/VGL/090/225553 dated 11.9.2013) reiterate that sensitive posts should be identified and staff working in these posts strictly rotated after every two/three years to avoid developing vested interests. The OMs of this Department also lay down guidelines on postings of spouse at the same station, and postings of disabled Government servants/ parents of disabled children.
4. The Ministries/Departments/Cadre Authorities may communicate action taken report on the following latest by 10.7.2015, (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 true spirit of the provision.


(Mukesh Chaturvedi)
Director

Secretaries of all Ministries/Departments

3348/2015 (COO)
10-07-2015

TRANSFER POLICY

Subject:- Rotation Policy in the cadre of Supdts. of Customs and Preventive Officers in the Custom House, Visakhapatnam – Reg.

-.-

The Transfer Policy of preventive staff of Custom House, Visakhapatnam has been framed way back in 2009. As per administrative necessity, the following guidelines are formulated, with a few changes

1. Categorization of Sections/Charges:-

The Directorate General of Human Resource Development, New Delhi has issued guidelines/instruction vide letter F.No.8/B/45/HRD(HRM)/2009 dated 01.12.2009 regarding Transfer & Placement Policy for Group 'B' Officers in Customs formations. Accordingly, in Custom House, Visakhapatnam, all the Sections/charges are identified where the officers are required to be posted.

In terms of above guidelines, the basis for identifying a post as sensitive shall be the opportunity the said post offers to an officer to have public dealing and to use discretionary powers. In other words all charges which involve regular contact with the public are to be identified as sensitive and others to be non-sensitive. The Warehouse and disposal unit dealing in confiscated goods is also be considered to be a sensitive post, though there is no public contact as such.

Based on the above criteria, the following sections in the Custom House are segregated into three categories (Sensitive/Semi-sensitive/Non-Sensitive) and are indicated in the Annexure.

2. Posting/Rotation of Officers:-

The periodical rotation of the officers from one section/charge to another is done normally after a period of one year and they are rotated from sensitive to semi-sensitive charges or to non-sensitive charges or vice-versa every year.

3. Administrative Exigencies:-

In exceptional circumstances, the competent authority may rotate an officer from one sensitive charge to other sensitive charge and semi-sensitive to semi-sensitive charges due to administrative exigencies. Similarly an officer holding non-sensitive charges may also be retained beyond a period of one year or rotated within non-sensitive charges due to administrative requirements.

P.T.O.

NOTE

Establishment Section is requested to refer to Note dated 02.02.2016 issued from F.No.S17/07/2004-Estt requesting for Action Taken Report in respect of Framing a Transfer Policy. The report in respect of General Preventive Section is as under:

- (i) A Rotational Transfer Policy is prepared and forwarded herewith. A decision regarding putting up the same in public domain may be taken by the Appropriate Authority.
- (ii) Sensitive Posts have been identified and is forwarded herewith.
- (iii) Rotation of officers is being made from sensitive posts in the true spirit.

This issues with the approval of Pr. Commissioner of Customs, Visakhapatnam.


Supdt. (GP) / Supdt. (Estt.)

ANNEXURE

Sl. No.	Sections/Charge
	(A) SENSITIVE SECTIONS
1.	Rummaging, Intelligence & Investigation
2.	Vctpl
3.	Bonds
4.	All CFSS
5.	Docks
6.	Gangavaram Port Ltd.
7.	Vizag Seaport Pvt. Ltd.
8.	International Airport
9.	Ware House & Disposal Unit
10.	CIU
	(B) SEMI-SENSITIVE SECTIONS
11.	Fishing Harbour
12.	General Preventive
13.	ITP Cell
14.	Refunds Section
	(C) NON-SENSITIVE SECTIONS
15.	CHS/Admn/PRO
16.	Buildings/Guest House/CR Quarters
17.	Hindustan Shipyard
18.	Arrears Recovery Cell
19.	HRD/Records
20.	CCO
21.	CC(Appeals)
22.	Pr. Commissioner Cell (Adjudication)
23.	Docks(Admn)
24.	Vehicles

— X —