



R. D. NEGI.
Commissioner

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C.No.I(22)I/Misc & Corress/CC-Cell/Cus/Sh/05-75
Government of India
Ministry of Finance, Department of Revenue
Commissioner of Customs (Preventive)
North Eastern Region,
Custom House
110 M. G. Road, Shillong - 793001
Phone: 0364-2222597 Fax: 0364-2223440
E-mail: cussng@sanchamnet.in

Dear Sh. Rustagi

Subject:- MINUTES OF THE MEETING

The meeting was held as scheduled on 28.11.2007 & 05.12.2007 at 11:30am, chaired by Commissioner of Customs (P), NER, Shillong.

The following officers attended the meeting:-

- | | | |
|--|---|----------|
| 1. Shri. R D Negi Commissioner of Customs (P) | - | Chairman |
| 2. Ms. Eva M. R Hynniewta, Commissioner, Central Excise | - | Member |
| 3. Smti H M Anal, Joint Commissioner (P&V), Central Excise | - | Member |
| 4. General Secretary, Gr. 'B' (Gazetted) | | |
| 5. General Secretary, Gr. 'B' (Non-Gazetted) | | |
| 6. General Secretary, Gr. 'C' | | |
| 7. General Secretary, Gr. 'D' | | |

1. During the course of the meeting issues regarding transfer policy pertaining to far off places like Tripura, Mizoram and Manipur were again discussed and it was decided that guidelines enumerated at para 2 and 6 of the transfer policy 2006 by and large takes care of the problems relating to above places. Accordingly, it was unanimously decided that no further amendment is required in the existing policy on the above matter. However, it was decided to make a small change in para 8 of the transfer policy 2006, which reads that a person shall not be posted to a "place" where he has worked earlier unless there are no optees for that station. In the aforesaid para the word 'place' should be read as hard/sensitive.

2. With regard to Group "D" officers' para 2 of the guidelines, which states that, transfer and posting of Group "D" within the Commissionerate shall be done from the respective Head Quarters of the three Commissionerates. In this regard considered opinion of the Head Quarter is that since Group "D" officers are placed/posted under the jurisdiction of the Assistant Commissioners, hence posting and placement of Group "D" will not be done by the Head Quarter and they will be placed at the disposal of concerned Assistant Commissioner / Deputy Commissioner. Assistant Commissioner / Deputy Commissioner will do further posting of Group "D". Since it is not the job of the Commissioner or Head Quarter to make direct posting of Group "D" officer to field formations as it would create administration inconvenience and imbalance. Accordingly, Chief Commissioner's Office may decide the issue.

3. It was also decided that all functional Land Customs Stations would fall in the category of "Sensitive posting".

4. Since the major guidelines contained in transfer policy 2006 were in conformity with Board's instructions and the original transfer policy issued in 1999 it was unanimously agreed to make no further changes in the said policy.

With regards

Shri R N Rustagi
Addl. Commissioner
Chief Commissioner's Office
Shillong.

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(R D Negi) 16

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GUIDELINES FOR TRANSFER AND POSTING IN RESPECT OF GROUP -B (EXECUTIVE & MINISTERIAL) GROUP-C (EXECUTIVE & MINISTERIAL) AND GROUP-D OFFICERS OF CUSTOMS AND CENTRAL EXCISE IN THE NORTH EASTERN REGION.

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1. This may be called general guidelines for posting of Executive Officers in the grade of Superintendents and Inspectors working in the North Eastern Region.

2. The Guidelines aims to:-

- a. Ensure minimum dislocation of officers in lines with the recent Department of Expenditure instruction for reducing expenditure on transfer.
 - b. Give equal opportunity to all officers in Customs, Central Excise and Service Tax,
 - c. Effective and proportionate distribution of available human resources in all the formations with a view to bring out the potential of the officers to the highest level in performing their duties.
3. Inter Commissionerate placement shall be done by the Chief Commissioner of Customs and Central Excise, North Eastern Region. The posting of the officers within the Commissionerate up to the Range/ CPF/LCS level shall be done by the respective commissioners within 5(five) working days of the A.G.T. This has been decided considering the geographical constraints which includes two tiers or three tier transfer orders.
4. Option for posting is to be exercised by the 31st October and posting order shall be issued by the 15th December. All officers are to be released latest by 31st January or on completion of the officers' children's academic sessions, if their ward is within class 12 standard - which ever is later.
5. All postings may be graded as, (1) sensitive, (2) Non-sensitive, (3) Hard Posting. List of classification of all the posts is enclosed. This list may be re-looked once a year.
6. While considering an officer for transfer, S/he shall be transferred to the nearest possible station while keeping in mind the overall guidelines.
7. Tenure in sensitive posting shall not exceed two years and one year for hard posting. Officers in non sensitive posting shall also be rotated on completion of two years. Except for reasons to be recorded in writing no officer shall be rotated from one sensitive to another sensitive posting.
8. A person shall not be posted to a place where he has worked earlier unless there are no optees for that Station.
9. The Normal tenure in Customs and Central Excise formations may be minimum six years. This period may be extended or reduced on administrative grounds. On completion of two years in Dibrugarh Commissionerate, an officer is to be transferred out if a request is made to that effect.
10. For posting to Dibrugarh and other places where no optees are available, the vacancies shall be filled up by taking officers from the following categories in that order :-
1. Newly recruited officers.
 2. Officers promoted from one rank to another.
 3. Officers returning from deputation.
 4. Officers who have their hometown in and around that particular station.
 5. Officers who have completed maximum tenure in any particular station.
 6. It has also been decided to give as far as possible posting at a place of choice to the officers who have completed their tenure at Dibrugarh.

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Last/ sensitive

11. Transfer from one place to another shall be made on the basis of station seniority and after completion of tenure of posting.

12. In places where an officer is willing to continue and if no option is exercised by other officers, the incumbent may be allowed to continue provided there are no administrative grounds for s/he to discontinue.

13. (i) During AGT the case of representation is to be considered first. If an officer is to be transferred as the result of representation by the other officer s/he should be rotated as per his option or to the nearby station.

(ii) All representations shall be submitted through proper channel with a copy to the respective Associations.

(iii) Representation shall be considered only for choice of station or place and not for specific posting,

(iv) If representations are considered on compassionate ground, the officer/s shall be given non-sensitive posting for the extended period of stay for which representation has been considered.

14. Guidelines on posting of husband and wife and officers with only two years for retirement shall be as per the policy issued by the Department of Personnel and Training from time to time.

15. Officers repatriated from deputation shall report to the Chief Commissioner's Office and postings of such officer/s shall be decided by the Chief Commissioner. Except for exceptional cases, posting on loan basis shall be avoided as far as practicable.

16. Posting on promotion shall be as per exigency of the administration.

17. In exceptional cases for which reasons is to be recorded in writing administration may deviate from the above guidelines while considering an officer for transfer.

18. Due to uneven distribution of posting in customs, central excise and service tax in different areas it is not found feasible to have zones within the Chief Commissioner's Zone, as this will defeat the aim of equal opportunity to work in the three formations.

GROUP 'B' AND 'C' MINISTERIAL OFFICERS ASSOCIATION

1. All ministerial officers are liable to be transferred within the Zone. Routine transfer of Ministerial Officers from one station to another shall be avoided. However on administrative ground or on promotion/vacancy and representations, Gr. 'B' & 'C' Ministerial officers are liable for transfer from one station to another station.

2. Gr. 'B' and 'C' Ministerial officers shall be rotated from Customs to Central Excise and vice versa after every 5 to 6 years.

3. All ministerial officers shall be rotated from one charge to another within the same station after every 3 years.

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GROUP 'D' OFFICERS

1. Though Gr. 'D' staff are also liable to be transferred anywhere within the Zone, frequent transfer of Gr. 'D' staff shall be avoided.
2. Transfer and Posting of Gr. 'D' within the Commissionerate shall be done from the respective Head Quarters of the three Commissionerates.
3. Tenure of posting in border area/ field position shall be for two years extendable by another one year. while considering the options for border area posting preference will be given to those who have never been posted to such areas on Seniority .
- 4 Except for posting to sensitive/ border areas, Gr. 'D' Officers will normally be posted nearest to their Hometown.
- 5 .If a situation arises where there are no options for a particular area, administration will take its own decision as is convenient for Administration.

GR. 'C' DRIVERS ASSOCIATION

1. Gr. 'C' Drivers are liable to be transferred within the zone; however routine transfer from one Station to another shall be avoided as far as practicable.
2. Tenure of posting for Gr. 'C' Drivers in a particular Station other then Borders/Sensitive areas will be for 4-6 years.
3. Tenure of posting to Border/sensitive posts will be for a period of 2 years.
4. Gr. 'C' Drivers will be rotated from Customs to Central Excise and vice versa after every 4 to 6 years depending on administrative convenience.

LIST OF SENSITIVE, NON-SENSITIVE AND HARD POSTING

A. Shillong Central Excise Commissionerate:-

1. Sensitive Posts :-

- a) Byrnihat Range -I
- b) Byrnihat Range -II
- c) Guwahati Range -I
- d) Guwahati Range -II
- e) Guwahati Range - III
- f) Guwahati Range - IV
- g) Guwahati Range - V
- h) Guwahati Range -VII
- i) Hqrs. Anti- Evasion Branch
- j) Anti - Evasion Branch (Division)
- k) Audit Branch
- l) E O U S
- m) Personnel Section
- n) Vigilance Section

2. Hard Posts :-

- a) Diphu Range
- b) Imphal Range
- c) Aizawl Range

3. Non-Sensitive Posts :-

All the remaining posts in the Commissionerate/All Divisional Hqrs. And Ranges:

B. Shillong Customs (Preventive) Commissionerate:-

1. Sensitive Stations:-

i. Agartala :-

- a). Agartala LCS and Dhaka Bus Service
- b) Bishalgarh CPF
- c) Srimantapur LCS
- d) Sonamura CPF

ii. Aizawl :-

- a) Seling PP
- b) Champhai-Zokhawthar LCS/CPF

iii. Dhubri :-

- a) Ghasuapara LCS
- b) Mahendraganj LCS

iv. Dimapur :-

- a) Lumding CPF

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v. Guwahati Division:-

- a) ICD Amingaon
- b) LGBI Airport

vi Imphal :-

- a) Pallel CPF
- b) Moreh LCS
- c) MOreh CPF

vii. Karimganj :-

- a) Silchar CPF
- b) K.S.F.S LCS
- c) Sutarkandi LCS

viii. Shillong :-

- a) Dawki LCS
- b) Borsora LCS
- c) Pynuisla CPF

2. Sensitive Post. :-

i. Hqrs. Office, Shillong :-

Hqrs. Preventive Unit.

ii. Divisions :-

All Divisional Preventive Force.

2. Hardship Post :-

i. Agartala :-

- a) Sabroom CPF
- b) Khowaighat LCS & PP
- c) Dholaihat LCS

ii. Aizawl :-

Demagiri LCS

iii. Dhubri :-

- a) Ultapani LCS
- b) Halisar LCS

iv. Dimapur:-

Nampong LCS

3. Non-Sensitive Posts :-

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C. Dibrugarh Central Excise Commissionerate :-

1. Sensitive Posts:-

1. Anti-Evasion Unit of Commissionerate Hqrs. Dibrugarh.
2. Anti-Evasion Unit and refund section of Divisional Hqrs. At Dibrugarh/Tinsukia/Digboi/Jorhat & Tezpur.
3. All Range Offices of the Commissionerate.

2. Hard Posting:-

1. Sonari Range under Jorhat Division
2. Amguri Range under Jorhat Division.

3. Non-Sensitive Posting:-

All posts other than Sensitive or Hardship will be classified as Non-Sensitive posts.

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**REVISED GUIDELINES FOR TRANSFER AND POSTING IN RESPECT OF
GROUP-B (EXECUTIVE & MINISTERIAL) GROUP-C (EXECUTIVE &
MINISTERIAL) AND GROUP-D OFFICERS OF CUSTOMS AND CENTRAL
EXCISE IN THE NORTH EASTERN REGION**

Further, in continuation of order C No. II(3)29/Hqrs.Estt/SH/2003/9869-76(A) dated 18.12.2007 at para 3, the word all ranges after the words "Dealing with refunds and before the words under the Commissioner is inserted. At para 4 the word strength is substituted by the word stretch.

Yours faithfully,

sd/
(R.D. Negi)
Commissioner

C.No:II(3)29/Hqrs.Estt/SH/2003 / 9897 - 905 (A)

Dated:- 18.12.07

Copy for information to: -

1. The Chief Commissioner, Customs & Central Excise, Shillong
2. The Commissioner of Central Excise, Shillong
3. Smti H M Anal, Joint Commissioner(P&V), Central Excise, Shillong
4. General Secretary, Gr. 'B' (Gazetted), Customs & Central Excise, Shillong
5. General Secretary, Gr. 'B' (Non-Gazetted) Customs & Central Excise, Shillong
6. General Secretary, Gr. 'C' Ministerial, Customs & Central Excise, Shillong
7. General Secretary, Gr. 'C' (Driver), Customs & Central Excise, Shillong
8. General Secretaries, Gr. 'D' Customs & Central Excise, Shillong

R.D. Negi
(R.D. Negi)
Commissioner

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**REVISED GUIDELINES FOR TRANSFER AND POSTING IN RESPECT OF
GROUP-B (EXECUTIVE & MINISTERIAL) GROUP-C (EXECUTIVE &
MINISTERIAL) AND GROUP-D OFFICERS OF CUSTOMS AND CENTRAL
EXCISE IN THE NORTH EASTERN REGION**

In continuation of the revised guidelines issued vide order C.No:I(22)1/Misc&Corrs/CC-Cell/Cus/SH/05/7564-73(A) dated 06.12.2007, the following amendments are hereby made: -

The transfer policy 2006 which reads that the person shall not be posted to a "place" where he has worked earlier unless there are no optees for that station. The amendment will read as follows:

"A person shall not be posted to a 'Hard/Sensitive' where he has worked earlier unless there are no options for that station". Further Tech-1 section of all Central Excise Divisions dealing with refunds under the Commissioner, Central Excise, Shillong shall also be considered as "Sensitive Posting" as is the case with Commissionerate of Central Excise, Dibrugarh.

Total tenure in a station shall not exceed six years at a strength both in Customs as well as Central Excise.

In terms with CBEC's Transfer Policy Guidelines, any aberration or deviation from the transfer policy shall have Chief Commissioner's consent.

Yours faithfully,

sd/
(R.D. Negi)
Commissioner

C.No:II(3)29/Hqrs.Estt/SH/2003 | 7869-76 (A)

Dated:- 18/12/07

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6. General Secretary, Gr. 'C' Ministerial, Customs & Central Excise, Shillong
7. General Secretary, Gr. 'C' (Driver), Customs & Central Excise, Shillong
8. General Secretaries, Gr. 'D' Customs & Central Excise, Shillong

R.D. Negi
(R.D. Negi)

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