

I/1460239/2023

प्रधान मुख्य आयुक्त कार्यालय
केंद्रीय माल और सेवा कर,
अहमदाबाद क्षेत्र
जीएसटी भवन, राजस्व मार्ग,
अम्बावाड़ी, अहमदाबाद- ३८००१५



Office of the
Principal Chief Commissioner
Central Goods & Services Tax,
Ahmedabad Zone,
GST Bhavan, Revenue Marg,
Ambawadi, Ahmedabad- 380015

Telephone: 079-26302133/6499

Email: ccu-cexamd@nic.in

F.No. GCCO/II/3/TRAN/28/2023-ADMN

Dated:-02-08-2023

To
The Principal Commissioner/Commissioner
CGST Ahmedabad South/North/Gandhinagar
Rajkot/Kutch/Bhavnagar/
Audit-Ahmedabad/Rajkot/
Appeal-Ahmedabad/Rajkot.

Sir,

Subject: Formation of Transfer/posting/rotation policy for ministerial officers (Non-gazetted) in the grade of Executive Assistant/Tax Assistant/Lower Division Clerk and Steno Grade-I/Grade-II, 2023 of CGST Ahmedabad Zone - reg.

Please find enclosed herewith the Draft Policy for Transfer/Posting/Rotation in Ministerial Cadre (Non-Gazetted) in the grade of Executive Assistant/Tax Assistant/Lower Division Clerk and Steno Grade-I/Grade-II, 2023 proposed to be implemented in CGST Ahmedabad Zone.

2. It is requested to furnish your views/comments/suggestions on the Draft Transfer Policy of Ministerial Cadre (Non-Gazetted) latest by **09.08.2023** on email id estt-pccoamd@gov.in only.

Yours faithfully,

Encl: As Above.

Signed by

Pankaj Singh

PANKAJ SINGH

Date: 02-08-2023 11:11:19
DEPUTY COMMISSIONER

Copy to:

1. The General Secretary, All India Central Excise and Service Tax,

I/1460239/2023

Ministerial Officers' Associations, Gujarat Unit, for information and submission of comments/suggestions, if any.

2. The Superintendent (Systems), PCCO, CGST Ahmedabad Zone, with a request to upload the draft transfer policy on the website.

प्रधान मुख्य आयुक्त कार्यालय
केंद्रीय माल और सेवा कर,
अहमदाबाद क्षेत्र
जीएसटी भवन, राजस्व मार्ग,
अम्बावाड़ी, अहमदाबाद- ३८००१५



Office of the
Principal Chief Commissioner
Central Goods & Services Tax,
Ahmedabad Zone,
GST Bhavan, Revenue Marg,
Ambawadi, Ahmedabad- 380015

Telephone: 079-26302133/6499

Email: ccu-cexamd@nic.in

F. No. GCCO/II/3/TRAN/28/2023-ADMN

DRAFT TRANSFER/POSTING/ROTATION POLICY FOR MINISTERIAL OFFICERS (NON-GAZETTED) IN THE GRADE OF EXECUTIVE ASSISTANT/TAX ASSISTANT/LOWER DIVISION CLERK AND STENO GRADE-I/GRADE-II, 2023 OF CGST AHMEDABAD ZONE.

The following guidelines for Transfer/Posting/Rotation of Group Ministerial Officers (Non-Gazetted) in the grade of Executive Assistant/Tax Assistant/Lower Division Clerk and Steno Grade-I/Grade-II are framed for implementation with immediate effect.

2. Stations of CGST Ahmedabad Zone :

For administrative convenience and for the purpose of subject Policy, the Commissionerates of CGST Ahmedabad Zone are divided into following four stations, in light of instructions contained in CBEC (now CBIC)'s letter F.No.A-35017/28/92-AD-III-B dated 30.06.1994.

(a) **Ahmedabad Station:** This station comprises of following Commissionerates/Formations:

- I. Principal Chief Commissioner's Office.
- II. CGST Ahmedabad South
- III. CGST Ahmedabad North
- IV. CGST Gandhinagar
- V. GGST Audit, Ahmedabad
- VI. CGST Appeals, Ahmedabad

(b) **Rajkot Station:** This station comprises of following Commissionerates/Formations:

- I. CGST Rajkot
- II. CGST Audit, Rajkot
- III. CGST Appeals, Rajkot

(c) **Bhavnagar Station:** This station comprises of following Commissionerates/Formations:

i. CGST Bhavnagar

(d) **Kutch Station:** This station comprises of following Commissionerates/Formations:

i. CGST Kutch

The officers on joining in CGST Ahmedabad Zone due to new appointment, ICT or any other situations, will be allocated parent Station. As far as possible, same ratio of vacancies to the sanctioned strength will be maintained across the Commissionerates. The officers currently posted in respective Station in CGST Ahmedabad Zone will be considered as their parent Station. Further, the officers posted in CGST Ahmedabad Zone are liable to be transferred anywhere in the Station/formation falling under jurisdiction of CGST Ahmedabad Zone.

3. It is the endeavour of the Department to give exposure to all kinds of work to its officers. Accordingly, the normal tenure of posting in the formations under CGST Ahmedabad Zone will be as under:

Sr. No.	Name of the Commissionerate / Formation	Tenure
1.	Principal Chief Commissioner's Office, CGST Ahmedabad Zone	4 Years
2.	CGST Ahmedabad South	4 Years
3.	CGST Ahmedabad North	4 Years
4.	CGST Gandhinagar	4 Years
5.	CGST Audit Ahmedabad	4 Years
6.	CGST Appeals Ahmedabad	4 Years
7.	CGST Rajkot	4 Years
8.	CGST Audit Rajkot	4 Years
9.	CGST Appeals Rajkot	4 Years

Further, there will be no prescribed tenure of Commissionerate for officers posted in CGST Bhavnagar and CGST Kutch.

4. The sequence for Transfer and Postings in AGT will be as follows:

- (i) Posting to PCCO
- (ii) Posting to Directorates on rotational transfer basis
- (ii) Posting in Commissionerates

5. Posting to Directorates on rotational transfer basis

- a. The total maximum tenure of postings in all Directorates/CESTAT and formations outside the jurisdiction of CGST Ahmedabad Zone by any officer in combined cadre (EA/TA/LDC or Steno Grade-I/Grade-II) in Deputation, Loan & Rotational transfer all together will be for a period of **07 [Seven] years** only.
- b. Posting in Directorates viz. DGGI & DGTS within the jurisdiction of the Zone, as per Board's letter F.No.11019/5/2017-Ad.IV dated 16.06.2017 will be on willingness basis. The willingness will be called for by the PCCO, CGST Ahmedabad Zone. The respective formations will forward the willingness to PCCO, CGST Ahmedabad Zone in accordance with the tenure mentioned in para 5 (a) above. However, in case sufficient willingness for posting in any particular Directorate is not received, posting to such formation will be decided by O/o the Pr. Chief Commissioner, CGST Ahmedabad Zone.
- c. The applications for posting to Directorates/CESTAT on Deputation/Loan will also be forwarded in accordance with the tenure mentioned in para 5(a) above.
- d. The officers who have completed a total of 07 [Seven] years tenure all together in any Directorates/CESTAT and formations outside the jurisdiction of CGST Ahmedabad Zone in the combined cadre will not be eligible to tender their willingness for posting in DGGI/DGTS on Rotational Transfer basis. Further, there will be a cooling off period of two years between two postings among DGGI, DRI and DGoV.
- e. The tenure for posting to DGGI/DGTS on Rotational Transfer basis will be initially for a period of 02 [Two] years further extendable by one (01) year the Principal Chief Commissioner/ Chief Commissioner, CGST Ahmedabad Zone.
- f. On completion of deputation/loan/Rotational Transfer basis, the officer shall join at PCCO, CGST Ahmedabad Zone for further postings, unless

extension is granted by the competent authority before expiry of the tenure. On completion of the deputation/loan posting tenure in an organization, application for posting to another organization on deputation/loan basis will not be entertained unless the officer joins PCCO, CGST Ahmedabad Zone.

6. Posting to CGST Executive/Audit/Appeals Commissionerates

The officers posted at a particular Station will be rotated among the Commissionerates/Formation as mentioned in para (2). The officers posted in Bhavnagar station and Kutch station may be rotated to other Stations strictly as per willingness tendered by the officer for a specified period, subject to administrative constraints.

7. Each Commissionerate (including CGST Bhavnagar & CGST Kutch) shall ensure periodic rotation of the officers within the Commissionerate in every 02 years. Detailed posting of the officers shall be carried out by the jurisdictional Pr. Commissioner/Commissioner based on the history of posting, sensitive/non-sensitive tenure of the officers and in accordance with the prevailing norms and guidelines issued by CVC/DGoV/Board from time to time.

8. The requests for change in Parent Station will only be considered during AGT on a case to case basis as per administrative constraints.

9. In case of officers;

- (i) who has attained 57 years of age;
- (ii) whose wards are studying in 10th and 12th standard;
- (iii) where officers or their immediate family members are facing extreme medical problems;
- (iv) spouse ground; or
- (v) any other genuine problem,

such officers shall specifically make representation to the Pr. Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone through proper channel with supporting documents, seeking exemption from Annual General Transfer/posting to any particular station. Such cases will be decided by the Pr. Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone at the time of AGT.

10. The cut-off date for transfer and posting would be taken as AGT to AGT irrespective of the actual date of relieving/joining of such officer. All transfer and postings may be completed by the 31st of May as far as possible.

11. Any request for extension in respect of officers who are due for transfer/repatriation from Directorates (on rotational transfer basis) on completion of tenure near AGT, shall be sent by the respective controlling authority before 31st January of that year. If no such requests are received in time, the names of such officers will be included in the due list of AGT. As far as possible list of officers due for transfer/rotation during AGT will be published by 31st March of the year.

12. Transfer on administrative ground or in public interest:

- (i) Whenever a sufficient reason for deviation from the policy exists, the Pr. Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone may do so after recording the reasons.
- (ii) Notwithstanding anything contained in the policy, an officer may, if necessary in public interest, or on administrative ground, be transferred or posted to any station/formation within CGST Ahmedabad Zone.

13. Any representations/grievance regarding repatriation/ transfer/ posting of the officers shall be forwarded by the respective Commissionerate, within 7 working days from receipt in the Commissionerate with specific comments, to the Principal Chief Commissioner's Office. Officer may also forward advance copy of the application to PCCO. If the application along with comments from the Commissionerate is not received in PCCO within the specified time, the request will be taken up for consideration on the basis of advance copy received in PCCO.

14. Any transfer on administrative ground or in public interest is considered by the Competent Authority during the intervening period between AGTs, then suitable replacement would be allotted to respective Commissionerate from new recruitment or officers who will join on return from deputation or loan, to maintain parity between all Commissionerates.

15. This policy will come into force with immediate effect and supersede all existing, earlier policies. This policy will be reviewed in the year 2028.

16. All grievances arising out of the implementation of this transfer/rotation policy shall be addressed in accordance with the existing guidelines issued from time to time by the competent authority.

17. This issues with approval of the Pr. Chief Commissioner, CGST Ahmedabad Zone.