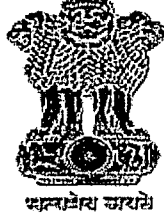


प्रधान मुख्य आयुक्त कार्यालय
केंद्रीय माल और सेवा कर,
अहमदाबाद क्षेत्र
जीएसटी भवन, राजस्व मार्ग,
अम्बावाडी, अहमदाबाद- ३८००१५



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


Date: 08-08-2024

To
All Stakeholders
CGST Ahmedabad Zone

Sub: Draft Transfer/Posting/Rotation for Ministerial
Cadre Officers (AO/EA/TA/LDC) of CGST Ahmedabad Zone -
m/reg.

Draft Transfer/Posting/Rotation Policy for Ministerial Cadre officers
(AO/EA/TA/LDC) of CGST Ahmedabad Zone is attached herewith for
information of the stake holders.

2. It is requested to furnish comments/suggestion, if any, in the
matter by **16.08.2024 (till 06:00 PM)** on email id: **estt-
pccoamd@gov.in** only.


(Sureshan P V)
SUPERINTENDENT

Copy to: The Superintendent (Systems), PCCO, CGST Ahmedabad
Zone with a request to upload the same on the website.

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

Date :#ApprovedDate#

TRANSFER/POSTING/ROTATION POLICY, 2024 FOR MINISTERIAL OFFICERS IN THE GRADE OF ADMINISTRATIVE OFFICER / EXECUTIVE ASSISTANT / TAX ASSISTANT / LOWER DIVISION CLERK OF CGST AHMEDABAD ZONE.

The following guidelines for Transfer/Posting/Rotation of Ministerial Officers in the grade of Administrative Officer/Executive Assistant/Tax Assistant/Lower Division Clerk 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 (Gandhidham) Station:** This station comprises of following Commissionerates /Formations:

I. CGST Kutch (Gandhidham)

The officers joining in CGST Ahmedabad Zone due to new appointments, ICT, or any other situations, will be allocated Parent Station. As far as possible, the same ratio of vacancies to the sanctioned strength will be maintained across the Commissionerates. While deciding the Parent Station, as far as possible, the merit of the officer along with his preference and human element will be taken into consideration. The officers currently posted in their respective Stations in CGST Ahmedabad Zone will be considered as their parent stations. Further, the officers posted in CGST Ahmedabad Zone are liable to be transferred anywhere in the Station/formation falling under the jurisdiction of CGST Ahmedabad Zone.

3. In order to give exposure of different nature of works to the officers, 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.	PCCO, 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	3 Years
6.	CGST Appeals Ahmedabad	4 Years
7.	CGST Rajkot	4 Years
8.	CGST Audit Rajkot	3 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 (Gandhidham). Tenure in a Commissionerate/Formation will be counted on the basis of their continuous service in the combined cadre of Lower Division Clerk/Tax Assistant/Executive Assistant/ Administrative Officer in the said Commissionerate/Formation. For example, an officer who has completed 03 years in the grade of Lower Division Clerk and 01 year in the grade of Tax Assistant continuously in a Commissionerate/formation will be considered as completed his/her tenure of 4 years.

4. The sequence for Transfer and Postings in Annual General Transfer (AGT) will be as follows:

- (i) Posting to PCCO
- (ii) Posting to Directorates on a rotational transfer basis
- (ii) Posting to 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 AO/EA/TA/LDC in Deputation, Loan & Rotational transfer altogether will be for a period of **09 [Nine]** years only.
- b. Posting in Directorates viz. DGGI & DGTS within the jurisdiction of the Zone, as per the 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 Commissionerate/formation 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. Applications for posting to Directorates/CESTAT on Deputation/ Loan will also be forwarded in accordance with the tenure mentioned in para 5(a) above. Due to the acute shortage of officers in the Ministerial Cadre, posting on loan basis at the formations outside the Zone will be strictly as per the Board's letter F.No.11013/12/2019-Ad.IV dated 27.05.2020 read with letter dated 17.12.2020.
- d. Officers who have completed a total of **09 [Nine]** 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 **01 (One)** year between two postings among DGGI, DRI, and DGoV. No officer shall be posted in any Directorates/ formations continuously for more than **05 (Five)** years.
- e. Tenure for posting to DGGI/DGTS on a Rotational Transfer basis will be initially for a period of **02 [Two]** years further extendable by **one (01)** year by the Principal Chief Commissioner/Chief Commissioner, CGST Ahmedabad Zone.
- f. On completion of tenure of deputation/loan/Rotational Transfer basis posting, the officer shall join at PCCO, CGST Ahmedabad Zone for further postings, unless an extension is granted by the

competent authority before the expiry of the tenure. On completion of the deputation/loan posting tenure in an organization, an 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

- a. 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 (Gandhidham) station may be rotated to other Stations strictly as per willingness tendered by the officer for a specified period, subject to administrative constraints.
 - b. For posting in CGST Audit Commissionerates, officers having work experience of at least 02 (two) years will be considered. Once an officer has completed his tenure in the Audit Commissionerate, he/she would be again eligible for posting to the Audit Commissionerate only after a "Cooling Off" period of 03 (three) years.
 - c. 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.
7. The requests for change in Parent Station (including request for mutual transfer) will be considered at the time of AGT as well as at the time of joining of new batches allotted on the basis of the result of SSC Examinations.
8. 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,

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.

9. 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. As far as possible, all transfers and postings will be completed by the 31st of May.

10. Any request for extension in respect of officers who are due for transfer/ repatriation from Directorates (on a 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.

11. Transfer on the administrative grounds or in the 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 the public interest, or on the administrative grounds, be transferred or posted to any station/formation within CGST Ahmedabad Zone.

12. Any representations/grievance regarding repatriation/ transfer/ posting of the officers shall be forwarded by the respective Commissionerate, within 07 working days from receipt in the Commissionerate with specific comments, to the Principal Chief Commissioner's Office. The officer may also forward an 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.

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

Commissionerates.

14. This policy will come into force with immediate effect and supersede all existing, earlier policies. This policy will be reviewed in the year 2029 or in the event of any administrative exigencies,, whichever is earlier.

15. 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.

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

(#ApprovedByName#)
#ApprovedByDesignation#