



BY SPEED POST
OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS
GUJARAT ZONE : AHMEDABAD
CUSTOM HOUSE: NEAR AKASHWANI: NAVRANGPURA: AHMEDABAD - 380 009

F.No: II/3-16/Estt/CCO/2014

8419

Ahmedabad,
Dated 15.12.2014

To,
The Commissioner,
Customs,
Ahmedabad/Jamnagar/Kandla/Mundra.

AC & E
PC Circular
18.12

Sir/Madam

Sub: - Annual General Transfer - Reg.

Please find enclosed herewith letter F.No.8/DB/200/DB/HRD(HRM)/2014 dated 19.11.2014 received from Ms.Neerja Shah, Director General(HRD), CBEC, New Delhi on the above mentioned subject for information and further necessary action.

You are requested to send the information in the prescribed Proforma - I & II to this office latest by **01.01.2015**.

Please treat this as **Most Urgent**.

Yours faithfully,

(M.Gnanasundaram)
Additional Commissioner

Encl: As above

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19/12/14

M. Circulate to
all sections
A. J. Supt
H
Lalm

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



Email I.D: pc.dghrd@nic.in
Edecs I.D: doms

Handwritten signature and a circular stamp dated 10 DEC 2014 with another handwritten signature over it.

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resources Development
407, Deep Shikha, Rajendra Place
New Delhi - 110008

F. No. 8/DB/200/DB/HRD(HRM)/2014

Dated: 19th November, 2014

To

The Chief Commissioners, Central Excise/ Customs (All),
The Directors General, Customs & Central Excise (All),
The Principal Commissioner i/c of Directorates (All),
The Commissioner, Settlement Commission,
Chennai/Delhi/Mumbai/Kolkata,
The Chief Controller of Factories, Gwalior,
The Narcotics Commissioner, Gwalior.

Sir / Madam,

Subject: Annual General Transfer 2015 - reg

Board has directed that the process of securing options for Annual General Transfer of IRS (C&CE) Officer in 2015 be completed in a time bound manner. The transfers would be based on criteria laid down in Transfer/ Placement Policy of Group A Officers of Indian Revenue Services (C&CE) issued vide F. No. A-22011/03/2008-Ad.II dated 05.04.2011 by CBEC. Officers due for transfer as per Transfer/Placement Policy or requesting for transfer on personal grounds, may be asked to indicate their options for transfer in the enclosed Proforma-I. **The Officers may be asked to indicate only the names of the station(s) and not specific zones / postings.**

2. Any representations received for transfer on compassionate grounds from officers, who are otherwise not due for transfer, should also be accompanied by duly filled Proforma-I Part (A) &(B) with specific recommendations of the concerned Chief Commissioner/ Commissioner in-charge of Directorates on the request made by the officer. Officers requesting for transfer / placement on compassionate grounds (mentioned in Para 9 of the Transfer/ Placement Policy of Group-A Officers may be asked to provide documentary evidence to support

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their ground. Board may exercise its right to refer medical ground base cases to Medical Board for verification of ground taken.

3. Proforma-II (copy enclosed) may kindly be used to forward, in a consolidated manner, all the options/ representations received from various officers in formations headed by you.

4. It is requested that all options and representations from the officers in your zone/ charge may be forwarded to this Directorate in a single bunch after duly segregating them according to rank of the officers, with an index of the representations being forwarded. The controlling officers should clearly state in their forwarding letter the relevant paragraph of the transfer policy under which such request is being made and may also give their recommendation on the merits of the representation. All communications may be kindly sent to the **Additional Director General (HRM), Directorate General of Human Resources Development, 407/8, Deep Shikha Building, Rajendra Place, New Delhi - 110008** for the sake of consolidation of receipts regarding Annual General Transfer, 2015.

5. The officers should ensure that the options given by them are strictly in accordance with the guidelines laid down in the transfer policy (as amended) to improve their probability of being posted to a station/ zone requested for. **Only those representations, which are received through proper channel, would be considered by CBEC.**

6. It has been further decided by the Board that **any representations received after 15.01.2015 in the Directorate shall not be entertained** unless the concerned Chief Commissioner certifies that the representation could not have been submitted by the due date and arose on account of circumstances which emerged after the due date.

7. The contents of this letter may be brought to the notice of all concerned. As indicated above, Board has fixed **15.01.2015** as the last date of receipt of representation /request/ options. However, it is requested that the exercise be completed as soon as possible to help this office consolidate the data efficiently and within time limit.

8. "Due for transfer list for AGT 2015" of all grades of IRS(C&CE) officers, as per existing Transfer Policy, will be displayed on the websites of CBEC as well as DGHRD by the first week of December 2014.

9. Board has also directed that no transfer/ rotation orders (LRs) involving change of station would be issued by the field Chief Commissioner in their respective jurisdictions from the date of issue of this circular till the completion

of AGT-2015 exercise. However, in case of grave and exceptional circumstances such LR orders may be issued by the field Chief Commissioner/ Cadre Controlling Commissioners with the prior approval of the Board.

Yours faithfully,

Encl: Transfer Proforma I & II

Neerja Shah 26.11.14

(Neerja Shah)
Director General (HRD)

Copy to:

1. Joint Secretary (Admn.), CBEC, North Block, New Delhi for information and with a request to circulate among the IRS(C&CE) officers working in the different sections of Administrative Wing of CBEC.
2. The Webmaster, CBEC with a request to upload this circular along with the enclosures in the CBEC website.

Neerja Shah 26.11.14

(Neerja Shah)
Director General (HRD)

PROFORMA - I (PART-A)

TRANSFER PROFORMA

Name of the Officer	Emp. Code as per Civil List	Designation	Commissionerate / Office in which working and / or posted at present	Date from which posted in the Present station	Date of Birth	Home Town	Home State	Options for City of posting (name five different stations in order of preference):	Reasons for giving of these options * (please mention code only viz, a / b / c / d / e) (See list below)	In case of other (f) * Provisions / para of transfer policy under which posting to a station has been opted.
1	2	3	4	5	6	7	8	9	10	11

*** List of Reasons for giving these options**

- (a) Working spouse (Indicate whether spouse is fellow IRS Service / Central Service / All India Service / Central Government / State Government / PSU / Private Sector or self employed (Para 9.2 Or 9.3 of Transfer Policy))
- (b) Medical Ground (self or family, nature of illness with supporting documents)(Para 9.1 of Transfer Policy)
- (c) Education of Children (please specify the course being pursued) (Para 9.5 of Transfer Policy)
- (d) Forthcoming retirement (Para 9.4 of Transfer Policy)
- (e) Completion of tenure in North Eastern Region, Jammu & Kashmir, NACEN, CESTAT, Directorate of Vigilance (Para 5.9 of Transfer Policy)
- (f) Others (please specify the details).

Note:
 1. Options only in respect of stations will be entertained and requests for specific posting in a particular station will not be considered.
 2. Officers whose ever want to give additional details in respect of their request may attach suitable details in an annexure.

Station: _____ Signature of the officer with designation

Date :

Controlling Chief Commissioner's / Commissioner's comments

The particular given by the applicant is verified and found correct

Signature & Stamp of Controlling Chief Commissioner/Commissioner

PROFORMA - I (PART-B) HISTORY OF POSTING

History of posting since entry into Group A IRS (C&CE) service in the prescribed proforma has to be filled up by the Individual Concerned and should be verified from Service Book.

S.No.	Name of the Officer	Designation	Chief Committe / Dte. Gen	Commissionerate / Directorates	Station	Date		Period of stay in years and months
						From 7	To 8	
1	2	3	4	5	6	7	8	9

Verified from the Service Book of the officer concerned

Signature of the officer with designation

Signature with stamp of verifying officer

