

I/1209869/2023



भारत सरकार

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II/(39)/OTH/1346/2023-ADMN/

26-05-2023

सेवा में,  
श्रीमान प्रधान आयुक्त/आयुक्त  
सीमा शुल्क (नि०) आयुक्तालय  
पटना/लखनऊ

Sir/Madam

**विषय:- Forwarding of Zonal Transfer Policy, 2023 of Customs(P) Zone,  
Patna -Regarding.**

Kindly find enclosed herewith Zonal Transfer Policy, 2023 in respect of Customs(P) Zone, Patna approved by the Chief Commissioner, Customs (P) Zone, Patna. These transfer/placement guidelines would immediately come into effect from the date of its issue.

The Zonal Transfer Policy, 2023 is enclosed herewith for circulation.

This is for your kind information and necessary action please.

भवदीय,

Encl: As above( 09 Sheets).

SMRITI NAVIN  
ADDITIONAL COMMISSIONER  
ADC/JC-O/o Chief Commissioner-  
Customs-Preventive-Zone-Patna  
26-05-2023

C.No As above.

Copy forwarded for information and similar action to:-

1. Sr. PS to the Chief Commissioner, Customs(P) Zone, Patna.
2. The Chief Commissioner, CGST & CX Ranchi Zone, Patna.
3. The Chief Commissioner, CGST & CX Lucknow Zone, Lucknow.
4. The General Secretary, All India Association of Superintendent of Central Tax, Bihar & Jharkhand Unit/Uttar Pradesh Unit.

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5. The General Secretary All India Central Excise Inspector's Association Patna Circle/ Lucknow Circle.
6. The General Secretary of All India Central Excise & Service Tax Ministerial Officers Association Bihar & Jharkhand/Uttar Pradesh.
7. The General Secretary of group 'C' Officers Association of Bihar & Jharkhand/Uttar Pradesh.
8. The Superintendent(Systems), Customs(P) Hqrs., Patna( to upload the Zonal Transfer Policy, 2023 on the official website of Customs(P) Zone, Patna).
9. The ADG, NACIN, Kanpur/ Patna.
10. Notice Board.

SMRITI NAVIN  
ADDITIONAL COMMISSIONER

Signed by Smriti Navin  
Date: 26-05-2023 18:34:22  
Reason: Approved

I/1209365/2023

**ZONAL TRANSFER POLICY, 2023 IN RESPECT OF**  
**CUSTOMS(PREVENTIVE) ZONE, PATNA**

(FOR GROUP 'B' GAZETTED AND NON-GAZETTED EXECUTIVE OFFICERS, MINISTRE  
CADRE AND HAWALDARS/HEAD HAWALDARS)

In supersession of all earlier transfer policies issued by the Chief Commissioner's Office, following transfer policy will hereafter determine the guidelines for transfer and rotation of all grades of officers in Customs (Preventive) Zone, Patna.

**1. Aim of the Policy:**

The aim of the transfer policy is to provide transparency, objectivity, fair play and clarity in the Annual General Transfer (AGT) and promote integrity, efficiency and improved performance following the principle of PATH (Professional, Accountable, Transparent and Honest). The new policy shall come in force with immediate effect.

The Annual General Transfer of all grades should be effected once in a year during the beginning of each financial year.

**2. Allocation/Posting of officers :**

(i) Allocation of officers to the Customs (Prev.) Commissionerates – Patna/Lucknow shall be done by the respective Cadre Controlling Authorities namely, Chief Commissioner, CGST & CX, Ranchi Zone, Patna and Chief Commissioner, CGST & CX, Lucknow respectively, as per the existing policy.

(ii) AGT for all the grades within a Commissionerate, shall be done by the jurisdictional Commissioner, except for the postings to the Most Sensitive places, as detailed below at Para (5) of the policy.

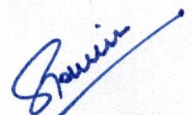
**3. Cut-off Date:**

For computing the tenure in Customs side, the cut-off date shall be 30th September of the AGT year.

**4. Classification of Charges:**

Different Charges in the Commissionerates are classified as Most Sensitive, Sensitive, Non-sensitive or Hard Posting as per enclosed Annexure-I and Annexure-II. This classification is applicable to all Cadres. Any changes in classification of charges done by the Chief Commissioner Customs (P) Zone Patna amongst Most Sensitive/ Sensitive/Non-Sensitive /Hard-posting will have prospective effect only.

**5. Posting of Officers to Most Sensitive Places:**





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**5(I).** Transfer or posting of Superintendents, Inspectors and TA/EA to the Most Sensitive places of posting in the Custom (P) Patna & Lucknow Commissionerates may be done from the panel of the officers recommended by the Transfer cum Screening Committee. Further, any mid-term transfers and postings of Superintendents, Inspectors and TA/EA, on administrative exigencies, from the Most Sensitive places of postings in the two Commissionerates may be done by the jurisdictional Commissioner after prior approval of the Chief Commissioner Customs (P) Zone Patna, subject to the receipt of a confidential report from the Divisional Head in this regard.

A. The Transfer cum Screening Committee, hereinafter referred as the Committee, shall be a permanent committee with the following constitution: -

(A.A) The Committee to recommend the names of panel of officers for Most Sensitive places of posting within the Custom(P) Commissionerate, Patna shall be as follows :-

- a. The Commissioner, Custom(P), Patna (Permanent Member) ,
- b. The Commissioner, Custom(P), Lucknow (Permanent Member),
- c. Two Commissioners to be selected by the Chief Commissioner for a period of three months serially from the following list:-
  - (i) The Commissioner of CGST Appeal, Patna
  - (ii) The Commissioner of CGST Patna-II,
  - (iii) The Commissioner of CGST Patna-I,
  - (iv) The Commissioner of CGST Audit, Patna,

(A.B.) The Committee to recommend the names in the panel of officers for Most Sensitive places of posting within the Custom(P) Commissionerate, Lucknow shall be as follows: -

- a. The Commissioner, Custom(P), Lucknow (Permanent Member),
- b. The Commissioner, Custom(P), Patna (Permanent Member) ,
- c. Two Commissioners to be selected by the Chief Commissioner for a period of three months serially from the following list :
  - (i) The ADG, NACIN, Kanpur
  - (ii) The Commissioner of CGST, Lucknow
  - (iii) The Commissioner of CGST , Audit Lucknow
  - (iv) The Commissioner of CGST & Customs Appeal, Lucknow

(A.C.) a. In case of vacancy at the Commissioner level, the Commissioner holding the charge of the Commissionerate mentioned in the list shall be the member of the committee.

b. In case of situation when same officer is holding more than one charges then the selection should be done serially in such a manner that preferably two commissioners or at least one Commissioner is selected from the list.

c. In case of situation when the total no. of members of the committee after selecting from the list is less than three, the Chief Commissioner shall constitute the committee including the names of other Commissioner so that the number of members of the committee is at least three.





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d. The committee shall be reconstituted after expiry of three months by selecting two members from the list serially after excluding the names of commissioner who had been selected from the list in immediately preceding committee. However, a commissioner can be selected from the list to be a member of the committee in case the exclusion of all commissioners led to a situation where three members of the committee cannot be selected from the list. The selection should always be serially as mentioned in the list.

e. The Commissioner of Custom (P), Patna/ Lucknow shall convene the meeting of the committee of his/her respective Commissionerate at such time and place as may be deemed fit in consultation with the other members of the committee.

(A.D.) Based on the recommendation of the Committee of the panel of officers, the posting to most sensitive places in respect of Superintendents/Inspectors/TAs/EAs shall be done by the Chief Commissioner of Customs (Preventive) Zone Patna. In case the Chief Commissioner (P) overrides the recommendation of the Committee, the reason should be recorded in file and the file should be open to public under Right to Information Act.

5.(II) The posting to LCS Raxaul for Group 'B' Executive Gazetted & Non-Gazetted officers shall be done on the basis of Board guidelines laid down under Chairman, CBEC, New Delhi's letter Dy. No. 1-64/CH(CBEC)/2002 dated 21.01.2002 in the following manner:

(a) The number of vacancies in each grade may be worked out beforehand.

(b) The Committee will screen the ACRs/APARs of all the officers in each grade borne on the strength of Patna Customs (P) Commissionerate. A panel may be drawn for the required number of vacancies on the basis of ACR/APAR grading of the officers. The ACR/APAR grading of 5 years may be seen and the appraisal of the ACR may be done as per guidelines mentioned in the Chairman, CBEC's aforementioned letter i.e. "Outstanding/Excellent" will be given 5 marks for each year, "Very Good" will be given 4 marks for each year, "Good" will be given 3 marks for each year and for lower grading, 2 marks will be given for each year. Since, ACR system has been replaced by APAR system, the appraisal of APARs under the existing instruction of the government shall be done as per details given below:

Score Points	Marks
Excellent (8-10)	9
Very Good (6-7)	7
Good (4-5)	5
Average (Below 4)	0

(c) The officers with maximum marks will be placed on top of the panel and the panel for number of vacancies may be drawn on the basis of marks scored in descending order i.e. the officer with highest marks will be on top of the panel and the officer with least marks will be at the bottom of the panel. In case of two officers having same marks, the one having more seniority will be considered for posting to LCS, Raxaul.



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(d) The officer being posted must also be enjoying a good reputation regarding his integrity, efficiency, discipline and devotion to duty.

(e) Officer's tenure at LCS Raxaul will normally be for a period of two years from the date of posting.

(f) The Committee will accordingly submit the recommended panel of officers to Chief Commissioner of Customs (P), Patna Zone for his considerations, who would order for posting for Raxaul on the basis of recommendations of the Committee.

**5.(III)** The posting of officers of Group 'B' Executive Gazetted & Non-Gazetted officers at Most Sensitive Places in Customs (P) Commissionerate Lucknow (As per Annexure-I) and LCS, Jogbani (Customs (P) Commissionerate Patna) shall be done by the Chief Commissioner, Customs (Preventive) Patna Zone, Patna on the basis of the recommended panel of the committee on the basis of the same selection criteria which has been adopted for posting of officers of these cadre at LCS, Raxaul. These postings will normally be for a period of two years from the date of posting.

**5.(IV)** The officers once posted to Most Sensitive Places in Patna Customs (P), Commissionerate and Lucknow Customs (P) Commissionerate shall not be again posted to the Most Sensitive Places in the same grade. However, if an officer on promotion while being posted to most sensitive charge earlier had stayed for up to 4 months in the higher grade, the same can be considered for condonation by the Transfer cum screening committee at the time of next posting to the most sensitive charge in the higher grade subsequently, on their turn.

**5.(V)** The Officer posted at Most Sensitive/ Sensitive charge and opts to forgo promotion to the grade of Superintendent/Inspector shall be posted to non-sensitive charge.

#### **6. Posting to Non-Sensitive and Sensitive Charges:**

(i) The posting to the sensitive, non-sensitive and hard places/charges shall be done by the jurisdictional Commissioner following the Transfer Policy.

(ii) Any mid-term transfer on the administrative or compassionate ground shall be affected by the jurisdictional Commissioner with the prior approval of the Chief Commissioner, Customs (P) Zone, Patna outlining the ground which necessitates such mid-term transfer and justifying the administrative reasons for the same.

(iii) The guidelines of CBIC, DOPT and Government of India relating to posting of officers facing vigilance investigations, figuring in agreed list, ODI or facing charge sheet, prosecutions, penalty, etc. shall be followed while posting.





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**7. Rotation between Most Sensitive/Sensitive and Non-Sensitive postings:**

(i) There shall be strict rotation and adherence to tenure of postings in case of all sensitive as well as non-sensitive posts to ensure all round exposure and efficiency. However, in case where sufficient number of officers are not available due to administrative/vigilance reasons for posting to sensitive charges, officers can be rotated from one Sensitive charge to another sensitive charge.

The reason for making the deviation should be clearly recorded in writing by the Jurisdictional Commissioner.

(ii) As far as possible, an officer in the subsequent cycle of posting in the same grade should not be posted in the same sensitive charge.

(iii) The officers joining Customs from CGST & CX Commissionerates or on reversion from sensitive charges viz. DGRI, DGGI, SEZ, ED and deputation from Airport, as far as administratively possible, shall initially be posted to a non-Sensitive charge for a minimum period of 9 months.

(iv) Posting to a sensitive charge should normally not exceed two years for each posting.

(v) Officers who have returned from most sensitive posting shall be posted to Non-Sensitive Charge for minimum period of two years and the Officers who have returned from a Sensitive Posting shall be posted to Non-Sensitive Charges for minimum period of one year, as far as possible.

**8. Minimum tenure in charge:**

Minimum tenure in a non-sensitive charge shall normally be one year. However, maximum tenure for posting at Gaya International Airport shall normally be one year but may be extended to two years for willing officers having unblemished records and for administrative exigencies to be decided by the Jurisdictional Commissioner.

**9. Period of stay at one station:**

The total period of stay at one station of an officer, except difficult areas and Airport/Air Cargo should not be less than two years and shall not be more than three years.

**10. Period of stay in Commissionerate:**

(i) The total tenure of posting in Customs Commissionerate shall be for five years in respect of Inspectors and Superintendents, which may be extendable (in exceptional cases) by one year upon the written recommendation of jurisdictional Commissioner and concurrence of Chief Commissioner, Customs (P), Patna Zone and the Chief Commissioner, CGST, Ranchi Zone (CCA).

(ii) The officer may be repatriated to the Cadre Controlling Authority by the Jurisdictional Commissioner, if any vigilance investigation has been initiated and his continuance in Customs Commissionerate is not desirable after due approval of the Chief Commissioner of Customs (P) Zone, Patna.

**11. Posting to Difficult Areas (Hard postings):**

(i) The posting to difficult areas would be done by the jurisdictional Commissioner following the principles of this Transfer Policy.





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(ii) Tenure of posting to Difficult Areas (Hard Postings) shall be one year. As far as possible, all officers should be rotated to such postings on the basis of roster, which should be circulated in advance of transfers every year. List of Difficult Areas (Hard Postings) are as per enclosed Annexure-II.

**12. Last posting before superannuation:**

Officers who are due for superannuation within two years should be, as far as feasible, posted to the station of his/her choice or to the nearest station.

**13. Posting of spouse at the same station:**

If the spouse of an officer is also working in a Central/State Government office, the extant guideline should be followed regarding such posting as far as practicable.

**14. Record management and transparency regarding history of posting:**

History of posting of all Group 'B' Gazetted and Non-Gazetted Executive Officers is maintained by the concerned Cadre Controlling Authorities i.e. Chief Commissioner, CGST & CX, Ranchi Zone, Patna and Chief Commissioner CGST & CX, Lucknow, which will be taken as base unless contrary facts emerge.

**15. Training:**

(i) It shall be the responsibility of the Jurisdictional Commissioner to ensure that mandatory training of adequate duration in Customs work is given to the Officer coming from CGST & Central Excise before their first posting to Customs Charge through respective NACIN in order to acclimatize then with the nature of the work in Customs formation. NACIN will decide the duration of training. In case on inability to conduct training by NACIN, Jurisdictional Commissioner will arrange the training.

(ii) Further, all the officers posted to EDI based work environment (including RMS) shall invariably be given a familiarization /refresher Course on regular basis by the concerned NACIN/ Commissioner.

**16. Transfer/Posting guidelines in respect of the Havaladar/Head Havaladar:**

(i) The tenure of posting in Customs (P) Commissionerate, Patna shall be for 6 (six) years and for Customs (P) Commissionerate, Lucknow shall be for 5 ( Five) years . During this tenure, as far as possible, they shall ideally be posted to border areas (LCS) for 2 years from the date of posting, 2 years in Divisions and for remaining period they may be posted for one year at hard posting and for remaining one year at Headquarters/Circles.

(ii) Their representation, if any should be considered and decided by the Commissioner on merit.

**17. Transfer/Posting guidelines in respect of the officers of Ministerial Cadre:**

(i) For an officer in the grade of Ministerial Cadre, the tenure of posting in Customs (P) Commissionerate, Patna shall be for 6 (six) years and for Customs (P) Commissionerate, Lucknow shall be for 5 ( Five) years. In case an Officer in the grade of Hawaldar/H. Hawaldar is promoted to the grade of Ministerial Cadre or a Ministerial Cadre Officer is promoted to the grade of Inspector, then also the maximum combined tenure of posting





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in Customs shall be 6/5 years.

(ii) The officers of Ministerial Cadre shall be posted to Most Sensitive Places on the basis of their APAR grading in the manner prescribed for posting at Most Sensitive Places at Para 5 above, of this Transfer Policy by the Committee, as referred in Para 5(A). The normal duration of their posting to Most Sensitive Place shall be for 2 years.

(iii) Representations, if any should be considered and decided by the Commissioner on merit.

(iv) The Officers shall be posted to Most Sensitive Places only once in each grade.

**18.** Any officer of Hawaldar and Ministerial Cadre can be transferred from a station on administrative grounds by the jurisdictional Commissioner. The Commissioner shall furnish a report to this effect to the Chief Commissioner, Customs (P) Patna Zone, Patna immediately thereafter, outlining the grounds which necessitated such mid-term transfer and justifying the administrative reasons for the postings done.

**19.** Any grievance arising out of AGT or other transfer and posting order should be submitted to the Chief Commissioner, Customs (P) Patna Zone, Patna for redressal of the same.

**20.** In a situation where any new issue arises, which is not covered in the Zonal Transfer Policy, the Jurisdictional Commissioner may forward the subject / issue with his Comments to the Chief Commissioner(P), for decision in the matter.

**21.** These transfer/placement guidelines would come into immediate effect from the date of issue.

This issues with the approval of the Chief Commissioner, Customs (P) Zone, Patna.

SMRITI NAVIN

ADDITIONAL COMMISSIONER

ADC/JC-O/o Chief Commissioner-Customs-

Preventive-Zone-Patna

26-05-2023

Signed by  
Smriti Navin

Date: 26-05-2023 16:56:45

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ANNEXURE-I**MOST SENSITIVE, SENSITIVE AND NON-SENSITIVE CHARGE IN CUSTOMS (PREV) COMMISSIONERATE, PATNA AND LUCKNOW**

Nature of posting	Customs (Prev.) Commissionerate, Patna	Customs (Prev.) Commissionerate, Lucknow
Most sensitive posting	i. LCS Raxaul ii. LCS Jogbani	i. LCS Sonauli ii. LCS Nepalganj iii. LCS Barhni iv. ICD Panki, Kanpur v. ICD JRY Kanpur
Sensitive posting	i. LCS Bhimnagar ii. LCS Bhithamore iii. LCS Sonbarsa iv. LCS Jainagar v. CP Branch of Hqrs & DP Branch of Divisions	I. LCS Gauriphanta II. LCS Tikonja III. LCS Banbasa IV. LCS Khunwa V. LCS Thoothibari VI. ICD Agra VII. Airport/ Air Cargo Lucknow VIII. Airport/ Air Cargo Varanasi IX. CP Branch of Hqrs. & DP Branch of Divisions.
Non-sensitive posting	i. All Hqrs. Branches(except CP Branch) and CCO ii. All Customs Divisions(Except DP Branch) iii. LCS Bairgania iv. LCS Pipraun v. LCS Laukaha vi. LCS Galgalia vii. Gaya Airport & AIU viii. Circle Hajipur ix. Circle Sitamarhi x. Circle Purnea xi. Circle Darbhanga xii. Circle Katihar xiii. Circle Sugauli xiv. Circle Gopalganj xv. Circle Ranchi xvi. Circle Ghorasahan xvii. Circle Bettiah xviii. Circle Kishanganj	i. All Hqrs. Branches (Except CP Branch) ii. All Customs Division (Except DP Branch) iii. LCS Jarwa iv. LCS Katarniaghat v. LCS Kakarhawa vi. CMPU Baharaich vii. CMPU Lakhimpur viii. CMPU Pallia ix. CMPU Pilibhit x. CMPU Khatima xi. CMPU Basti xii. CMPU Gonda xiii. CMPU Faizabad xiv. CMPU Azamgarh xv. CMPU Barhni xvi. CMPU Nawgarh xvii. CMPU Mihipurwa xviii. CMPU Nanpara xix. CMPU Kushinagar xx. CMPU Balrampur





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xix. Circle Bhagalpur	xxi. CMPU Nichlaul
xx. Circle Chhapra	xxii. All Export Promotion Circles
xxi. Circle Barhi	xxiii. ICD Chakeri, Kanpur
xxii. Unit Madhubani	xxiv. ICD Madhosingh
xxiii. ICD Jamshedpur	xxv. FPO Kanpur

**ANNEXURE-II****DIFFICULT AREAS (HARD POSTINGS) IN CUSTOMS (PREV.)  
COMMISSIONERATES, PATNA AND LUCKNOW**

Customs(Prev.) Commissionerate, Patna	Customs(Prev.) Commissionerate, Lucknow
i. Circle Chhouradano ii. Circle Thakurganj iii. Circle Narkatiyaganj iv. Unit Valmiki Nagar v. LCS Sikta vi. LCS Kunauli	i. LCS Gunji ii. LCS Dharchula iii. LCS Jhulaghat iv. CMPU Pithuragarh

\* **CIRCLE** - Office of the Superintendent, Customs (Preventive)\* **CMPU** - Customs Mobile Preventive Unit

SMRITI NAVIN

ADDITIONAL COMMISSIONER

ADC/JC-O/o Chief Commissioner-Customs-

Preventive-Zone-Patna

26-05-2023

Signed by  
Smriti Navin  
Date: 26-05-2023 16:55:35