



OFFICE OF THE CHIEF COMMISSIONER,
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,
HYDERABAD ZONE, HYDERABAD

C.NO.II/39/11/2014-ESTT.CC(HZ)

Dt.11.03.2015.


Sub: Inter Zonal Transfer Policy-2015(IZT) for the common
Cadre of Superintendents of Central Excise, Hyderabad
and Vizag Zones.

This policy is known as the Inter Zonal Transfer Policy (IZT) and is in supersession of all earlier IZT policies. It is applicable to the common cadre of Superintendents of Central Excise, Hyderabad & Vizag Zones. The policy will be effective from 1st April, 2015 and will be reviewed in 2020.

1. All IZT orders will be issued as far as possible in the month of April of the year, but not later than 31st May of the year.

2. IZT on promotion:

- (i) All officers from Hyderabad Zone on promotion will be transferred to Vizag Zone for a period of three years in case of a male officer and for a period of one year in case of a Lady Officer. The said three years /one year periods of service in Vizag Zone shall be taken to have been completed only when the officers complete


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990/330 No. of days in Vizag Zone. The period of deputation , if any, during the period of posting in Vizag Zone, all kinds of leave except the casual leave and any kind of physical absence which was not authorised , would be deducted for computing the said period in Vizag Zone.

- (ii) The tenure in Vizag Zone would be computed as on 30th June of the year. However, due to delay in Annual General Transfer(AGT), 2014, the cut-off date for AGT,2015 will be taken as 31.08.2015.
- (iii) If any officer is retained in Hyderabad Zone on promotion due to non-availability of vacancy or due to rationalization of vacancies in Vizag Zone, he/she will be transferred as if on promotion basis, either on a vacancy arising in Vizag Zone or during next AGT, whichever is earlier.
- (iv) On completion of three year/one year period as applicable (effectively 990/330 days as per the Method of Computation of tenure in Vizag Zone, mentioned above), the officer will be transferred back to Hyderabad Zone.
- (v) Officers promoted as Superintendent in the Cadre Restructuring (CR-2014) who were not sent to Vizag Zone, will be considered first for transfer to Vizag Zone. The juniormost officers in the seniority list would be

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sent first. The remaining officers promoted during CR-2014, will be considered for transfer to Vizag Zone during AGT, 2016. Such transfer of the Superintendents promoted during CR-2014, in IZT-2015/2016 would be treated as transfer on promotion, but not as transfer on rotation.

- (vi) Officers promoted during/prior to CR-2014, but were exempted from IZT-2015 or any future IZT, on any ground, would be considered for transfer to Vizag Zone on promotion basis, when the cause of such exemption ceases to exist.
- (vii) All officers transferred to Vizag Zone on promotion prior to CR-2014 will be considered for transfer to Hyderabad Zone as per the IZT policy-2013.
- (viii) However, the officers who were transferred on promotion during 2013, as per the IZT policy prevailing then, will be considered for transfer to Hyderabad Zone on completion of two years, without the transfer benefits, if they so desire.

3. IZT on rotation basis:

- (i) Subject to IZT on promotion to Superintendent Cadre mentioned above, the remaining vacancies, would be filled on rotation basis from

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Superintendents of Hyderabad Zone and based on the Zonal Seniority.

- (ii) Regular roster of all Superintendents of Hyderabad Zone will be maintained and Superintendents who are long standing in Hyderabad Zone will be sent to Vizag Zone on rotation basis to work for a period of one year in Vizag Zone(330 days – as per the method of Computation of tenure in Vizag Zone, mentioned above).
- (iii) However, Lady Officers are exempted from such transfer on rotation basis,
- (iv) However, the officers who were transferred on rotation basis during 2014, as per the IZT policy prevailing then, will be considered for transfer to Hyderabad Zone on completion of one year, without the transfer benefits, if they so desire.

4. Premature Transfer/Deputations:

- (i) Subject to administrative convenience/ requirement, an officer may be prematurely transferred back to Hyderabad Zone on extreme compassionate grounds like medical exigencies, etc. and in that case he/she will be liable for transfer back to Vizag Zone in the next AGT or when the reasons for such premature transfer, cease to exist and he/she shall have to complete his/her residual tenure or a minimum tenure of one

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year (effectively 330 days- as per the method of computation of tenure in Vizag Zone, mentioned above), whichever is higher in Vizag Zone.

- (ii) Officers, who during their tenure in Vizag Zone proceed on deputation or posted to RGIA, would be posted back to Vizag Zone on completion of their deputations/ RGIA posting and they shall have to complete their residual tenure or one year (effectively 330 days – as per the Method of Computation of tenure in Vizag Zone, mentioned above), whichever is higher.

5. IZT from Vizag Zone to Hyderabad Zone:

- (i) An officer in the Superintendent cadre who had done minimum tenure of 4 years in Vizag Zone may apply for transfer to Hyderabad Zone. On such transfer, the officer will be placed at the bottom of Hyderabad Zonal Seniority of long standing stay in Hyderabad Zone, as on the date of joining. The condition of the said 4 years will be waived or reduced in case of extreme compassionate grounds Viz. Medical exigencies etc.
- (ii) Request for transfer from Vizag Zone to Hyderabad Zone except in the case of extreme compassionate grounds, as mentioned above, would be considered at the time of AGT only, subject to vacancies in Hyderabad Zone.

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6. Exceptions:

- (i) Officers retiring within two years will not be normally transferred from Hyderabad Zone to Vizag Zone or vice-versa except in cases on request from the individual officer. The cut-off date for calculating the period of two years will be 30th June of the relevant year for the purpose of AGT.
- (ii) DOPT guidelines for transfer and postings on spouse ground will be followed as far as possible keeping in view the local conditions and administrative convenience. The officers would be exempted from transfer on rotation basis from Hyderabad Zone, on one occasion, for a maximum period of two years, on spouse grounds. However, all officers will have to serve in Vizag Zone on promotion to Superintendent cadre, at least for a period of two years in the case of male officer and for period of one year in the case of a lady officer (effectively 660/330 days – as per the method of computation of tenure in Vizag Zone, as mentioned above). Officers retained in Hyderabad Zone on spouse ground will be assigned non-sensitive charge.
- (iii) Request from single parent (i.e divorcee & widow/widower only) for retention in Hyderabad

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Zone on the grounds of child studying in class XII Std. or equivalent will be generally considered. The officer retained on this ground will be assigned a non-sensitive charge during the period of such retention.

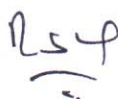
- (iv) The officers posted to Chief Commissioner's office & Commissioner (Appeals) Office of Hyderabad Zone are exempted from transfer/ rotation to Vizag Zone/Moffussil transfers during their tenure in the said offices. The officers transferred out of the said offices would be considered for transfer/rotation to Vizag Zone/Moffussil postings based on their Zonal seniority.
- (v) The officers posted to Directorates in Hyderabad Zone on transfer basis or rotation basis in terms of Board's letter F.No.A11019/08/2013-Ad.IV dated 09.09.2014, would be exempted from transfer to Vizag Zone/Moffussil posting during their tenure in the Directorates. On completion of their tenure in the Directorate on transfer basis or rotation basis, they would be considered for transfer/rotation to Vizag Zone/Moffussil posting based on their Hyderabad Zonal seniority without any cooling off period.
- (vi) The officers posted to SEZs in Hyderabad Zone on transfer basis in terms of Board's letter

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F.No.A.35017/39/2008-Ad.II dated 27.03.2009, would be exempted from transfer/rotation to Vizag Zone/Moffussil posting during their tenure in SEZs. On repatriation from SEZ, they would be considered for transfer/rotation to Vizag Zone/Moffussil posting based on their Hyderabad Zonal seniority, without any cooling off period

7. General.

- (i) A committee consisting of the Cadre Control Commissioner and three other Executive Commissioners of Hyderabad Zone nominated by the Chief Commissioner, Hyderabad Zone, will examine the representations of officers due for transfer to Vizag Zone and will make suitable recommendations to the Chief Commissioner, Hyderabad Zone.
- (ii) For the purpose of examination of requests mentioned at Para 4 above, (i.e transfer from Visakhapatnam Zone to Hyderabad Zone), the Chief Commissioner, Hyderabad Zone will constitute a Committee of Commissioners with a Commissioner from Vizag Zone who will examine the requests of the officers and make suitable recommendations to the Chief Commissioner, Hyderabad Zone.



- (iii) Notwithstanding anything contained herein above, administration reserves the right to transfer any officer on the ground of administrative exigencies/reasons/ requirement, with the approval of the Chief Commissioner, Hyderabad Zone.
- (iv) The officers repatriated from Moffussil formations will be posted to Vizag Zone after completion of cooling period of two years. The two years period will be counted with reference to the AGT.
- (v) The parity of vacancy position in the cadre of Superintendent in Hyderabad & Vizag Zone shall be maintained in the ratio of sanctioned strength.

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