



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes & Customs
5 वीं मंजिल, ड्रम शेप बिल्डिंग, आई. पी. भवन, आई. पी. इस्टेट,
5th Floor, Drum Shape Building, I.P. Bhawan, I.P.
Estate,
नई दिल्ली/ **New Delhi-110002**

To,

1. All Commissioners of Central GST & Central Excise
2. All Commissioners of Customs
3. All ADG (Admn) of Directorates under CBIC

Madam/Sir,

Subject : Framing of draft Transfer & Posting guidelines for the post of JTO and STO under CBIC – Reg.

Please find enclosed the draft Transfer & Posting guidelines for the post of JTO and STO under CBIC, for which DGPM is the Cadre Controlling Authority.

It is requested that the same may please be given wide publicity and brought to the notice of all the stakeholders, working under your charge. The same has also been placed in the public domain i.e. website of DGPM.

Any comments/suggestions on the above guidelines may be forwarded to this Directorate, latest by **01.12.2022**. The same may also be sent by e-mail at vinayv.d109201@gov.in.

Yours faithfully,

Encl : As Above.

(Anit Jain)
Asstt. Director (Cadre)



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DRAFT

**TRANSFER/POSTING GUIDELINES FOR JUNIOR TRANSLATION OFFICERS
AND SENIOR TRANSLATION OFFICERS WORKING UNDER CBIC**

The posts of Senior Translation Officer (STO) and Junior Translation Officer (JTO) have been allocated to the various formations under CBIC for the purpose of implementation of the provisions of the Official Language Act, 1963, and Rules made thereunder. These are Group B (non-Gazetted, non-Ministerial) posts, for which DGPM is the CCA.

The following Transfer/ Posting guidelines are issued with a view to ensure objectivity and transparency in postings and transfers in the grade of STO/JTO, and to improve efficiency of administration relating to work of Rajbhasha in the formations under the CBIC.

1. APPLICABILITY:

1.1 These guidelines will be applicable with effect from the date of issue and the same will be applicable to the Junior Translation Officer (JTO), and Senior Translation Officer (STO) posted in various field formations, as well as the Directorates under the CBIC.

1.2 An officer may be transferred by the CCA, DGPM at any time from one station/formation to another station/formation on the grounds of administrative exigencies/ requests from the officer duly forwarded with the approval of the concerned Pr. Chief Commissioner/Chief Commissioner/ Pr DG/DG under whom he/she is posted.

2. TRANSFER COMMITTEE FOR AGT

The Transfer Committee, consisting of the following officers, shall make its recommendations for the transfer of the STO/JTO in terms of these guidelines.

- Pr. ADG/ADG (Cadre), DGPM, New Delhi. (Chairman)
- Additional/ Joint Director (Cadre), DGPM, New Delhi (Member)
- Additional/ Joint Director (I/c Rajbhasha), DGPM, New Delhi (Member)
- Deputy/Assistant Director (Cadre), DGPM, New Delhi. (Member)

3. POSTING OF OFFICERS TO VARIOUS FORMATIONS

The Junior Translation Officer / Senior Translation Officer shall be posted to the Zones/Directorates. Thereafter, the concerned Principal Chief Commissioner / Chief Commissioner shall further post them to various formations, under intimation to CCA, DGPM, keeping in view these guidelines. However in the case of the Directorates, the station of posting will be decided by the CCA, DGPM. The Head of a Directorate may transfer an officer at the

same station of the Directorate under intimation to the CCA, DGPM.

4. TIMELINES FOR THE AGT

Sl No.	Item of work	To be done by
1	Preparation of due list by DGPM	1st week of March
2	Uploading of due list on website of DGPM	2nd week of March
3	Last date for submission of options/ requests/ representations for transfer/ retention	31st March (2 weeks from uploading of due list)
4	Recommendations of the transfer Committee	By 2nd week of April
5	Issue of AGT order	30th April (not later than 31st May)

5. TENURE OF POSTING

The tenure of an officer shall normally be **5 years** of continuous stay in one Commissionerate/Directorate. However, the tenure shall be 10 years at a station having more than one Commissionerate/Directorate. However, the tenure of continuous posting at the stations mentioned in **Annexure** will be 15 years. Similarly, the tenure of continuous posting of an officer in a Customs/CGST Zone will be 15 years. The total tenure of an officer in a Zone or Directorate or Station shall be maximum 20 years.

6. GENERAL GUIDELINES FOR COMPUTING TENURE

While computing the afore-said tenure the combined tenure of JTO and STO shall be considered. The period of suspension, if any, shall not be counted for the computation of tenure.

7. TRANSFER OF OFFICERS ON PROMOTION

A Junior Translation Officer, on promotion, shall, normally be transferred out of her/his present place of posting.

8. DEPUTATION OUTSIDE THE CADRE

8.1 The cadre clearance for a transfer on deputation basis will be considered by CCA, DGPM keeping in view the staff strength. The period of deputation would strictly be adhered to as prescribed by DOPT vide OM.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time.

8.2 On repatriation/completion of tenure the officers shall report their joining in the office of CCA, DGPM from where their further posting will be decided.

9. REPRESENTATIONS OF OFFICERS

Any representations against the transfer orders shall be considered only if the same are duly forwarded with the approval of the concerned Pr. Chief Commissioner/Chief Commissioner/ Pr DG/DG under whom he/she is posted, and after the joining at the new place of posting.

10. MISCELLANEOUS

10.1 On administrative exigencies an officer can be posted to any Directorate/ Station.

10.2 The officers who are due to retire within 2 years may normally not be

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transferred except on account of his request.

10.3 The request of officers for retention at any station on the grounds of disabled child, working spouse or child appearing in Board exams shall be considered as far as possible, as per existing norms and guidelines.

10.4 Any grievances arising out of the implementation of these guidelines may be addressed to the DGPM who is the Cadre Controlling Authority.

10.5 Any deviation from these guidelines will require prior written approval of CCA, DGPM.

ANNEXURE

1. Mumbai (including Thane, Thane-Rural, Belapur, Raigad, Bhiwandi, Palghar, Navi Mumbai and Nhava Sheva)
2. Delhi (including Faridabad, Gurugram, NOIDA, Gautam Buddha Nagar and Ghaziabad)
3. Chennai
4. Kolkata (including Howrah and Haldia, in case office is located at Kolkata)
5. Bengaluru.
6. Hyderabad (including Secunderabad, Medachal and Ranga Reddy, in case office is located at Hyderabad / Secunderabad)
7. Ahmedabad (including Gandhinagar)