



निष्पादन प्रबंधन महानिदेशालय
Directorate General of Performance Management
 केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क
Indirect Taxes and Customs
 ड्रम शेप बिल्डिंग, आइ.पी. भवन, आइ.पी. इस्टेट
Drum Shape Building, I P Bhawan, I P Estate
 नई दिल्ली New Delhi-110002
 Email : dgpm-cbic@gov.in

To

1. The Additional Director General of Revenue Intelligence, D Block, IP Bhawan, IP Estate, New Delhi-110002.
2. The Additional Director General of Tax Payer Services, New Delhi-110002.
3. The Additional Director General of Systems & Data Management, 4th & 5th floor, Samrat Hotel, Chanakyapuri, New Delhi-110021
4. The Commissioner, Directorate of Logistics, 4th floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003.
5. The Director, Central Revenue Control Laboratory, Pusa road, New Delhi-110012.
6. The Additional Director General, DG Valuation, Mumbai
7. The Additional Director General, Directorate of Vigilance, New Delhi.
8. The Additional Director General, Directorate General of Anti Profiteering, New Delhi
9. The Additional Director General, Directorate General of Export Promotion, New Delhi.
10. The Commissioner, Directorate of Legal Affairs, New Delhi.
11. The Additional Director General, Directorate General of Audit, New Delhi
12. The Additional Director General, Directorate of Human Resource Management, New Delhi.
13. The Commissioner (AR), CESTAT, New Delhi.
14. The ADG, Directorate of GST, MTNL Building, Bhikaji Cama Place, New Delhi.
15. The ADG, Directorate General of GST Intelligence, R.K Puram, New Delhi.
16. The ADG, Directorate of International Customs, Connaught Place, New Delhi.
17. The ADG, DGARM, Connaught Place, New Delhi.
18. The ADG (Admn), DGPM, New Delhi.

Madam/Sir,

Subject: Guidelines for Transfer/Posting for Group 'B' & 'C' Officers and staff of the Directorates under CCA of DGPM.

I/734940/2022

Please find enclosed guidelines for Transfer/Posting for Group 'B' & 'C' Officers and staff of the Directorates under CCA of DGPM, duly approved by the CBIC, for information and necessary action.

These guidelines will be applicable to all cadres under the CCA, DGPM, except in the case of Drivers, LDC, Head Havaldar, Havaldar, and MTS in whose case the transfers and postings may be done by the CCA, DGPM broadly in line with these guidelines. The same may be circulated among the staff posted in your jurisdiction.

The same are also uploaded on the website of DGPM and CBIC, for wide publicity.

This issues with the approval of competent authority.

Signed by Anit Jain

Date: 30-08-2022 15:26:20

(Anit Jain)

Assistant Director

Copy to :-

1. The Commissioner (Coord), CBIC, New Delhi.
2. The Webmaster, DG (Systems) for uploading the same on the website of CBIC
3. The Supdt (Admn), DGPM, New Delhi, for uploading the same on website of DGPM.



सत्यमेव जयते



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Email : dgpm-cbic@gov.in

F. No.1040/27/2019

Date : 30.08.2022

Subject: Guidelines for Transfer/Posting for Group 'B' & 'C' Officers and staff of the Directorates under CCA of DGPM.

The following guidelines shall be followed for transfer and posting of Group B and C Officers (Executive, Ministerial and Non-Technical), under the CCA of DGPM. These guidelines will be applicable with effect from the date of issue.

1. APPLICABILITY

- (i) These guidelines will be applicable to all cadres under the CCA, DGPM except in the case of Drivers, LDC, Head Havaldar, Havaldar, and MTS in whose case the transfers and postings may be done by the CCA, DGPM broadly in line with these guidelines.
- (ii) The annual general transfer (AGT) orders shall be normally issued by **30th April**, and in any case not later than 31st May of the year.
- (iii) An officer may be transferred by the CCA, DGPM at any time from one station/ Directorate to another station/ Directorate on the grounds of administrative exigencies/ requests from the officer duly forwarded with the approval of the concerned Pr. DG/DG of the Directorate.

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अनित जैन / ANIT JAIN
सहायक निदेशक / Assistant Director

2. TRANSFER COMMITTEE

The Transfer Committee consisting of the following officers will consider and submit proposals to the DG, DGPM for the Annual General Transfers.

- (a) Pr.ADG/ADG (Cadre Cell), DGPM, New Delhi. (Head)
- (b) Additional/ Joint Director (Admn), DRI (Hqrs), New Delhi.
- (c) Additional/ Joint Director (Admn), DGGI (Hqrs), New Delhi.
- (d) Additional/ Joint Director (Admn), DG (Vig), New Delhi.
- (e) Additional/ Joint Director of other Directorates to be nominated by the DG, DGPM (by rotation)

The DGPM shall prepare a list of officers due for transfer in the AGT as per these guidelines and place the same on its website www.dgpm.gov.in in the first week of March every year. The options/representations for the transfer/posting from the officers who are either due for transfer or otherwise seeking transfer/retention may be submitted to the DGPM by 31st March. The DGPM shall compile the information with HOP of all such officers and vacancy position in different Directorates by 15th April and place the same for the consideration of the Transfer Committee.

3. TENURE :

- 3.1 The tenure of an Additional Assistant Director, Inspector, Executive Assistant and Tax Assistant shall be **3 years** in all Directorates. The tenure of all other officers shall be **5 years**. The said tenure will be computed only taking into account the tenure of an officer without any break.
- 3.2 There will be a **cooling off period** of **3 years** before an AAD, Inspector, or EA/TA is again posted to DRI or DGGI. As far as possible an officer in the above grade should be posted to DRI/ DGGI at least once in his entire service in the said grades. The DG (DGPM) may relax the cooling off period by one year at a time for a maximum of two years keeping in view the administrative exigencies.
- 3.3 There shall be a reasonable rotation of the officers amongst various formations. As far as possible the officers will be accommodated at the same station. However, on administrative exigencies an officer can be posted to any Directorate/ Station.

- 3.5 The station Delhi includes whole of NCR.
- 3.6 An officer shall normally be transferred out of the Directorate on his promotion.
- 3.7 **CUTOFF DATE:** The cutoff date for counting of tenure shall be **1stMay** of the year. Stay of more than nine months (to be computed as on 30th April of the year) shall be treated as a complete year. The tenure shall be counted from the date of joining.
- 3.6 Any continuous absence from office exceeding 60 (sixty) days, on account of EOL or any other authorized long leave like EL, Medical Leave, Maternity Leave, Child Care Leave etc., will not be counted towards computation of tenure in the Directorate.
- 3.7 Any request for premature transfer will be considered on compassionate grounds, on case-to-case basis, and as may be recommended by the concerned Directorate.
- 3.8 Any representations arising out of the Transfer orders shall be disposed off only after the officer has joined his new place of posting.

4. **LOAN BASIS**


Posting/ Transfer on loan basis to formations outside the Cadre Control Authority of DGPM will be considered only under extreme administrative exigencies after 'NOC' from the concerned Cadre Control of the borrowing formation, and CCA, DGPM. Regarding tenure (i.e. 2+1 year), the instructions issued by the Board vide letter F.No.11013/12/2019-Ad.IV dated 27.05.2020 should be followed. The tenure for which an officer is posted on loan basis shall be excluded from her/his tenure in the lending formation.

5. **DEPUTATION BASIS**

- 5.1 The cadre clearance for a transfer on Deputation basis will be considered by CCA, DGPM keeping in view the staff strength in that grade. 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.
- 5.2 The cooling off period of 3 years will be applicable for an officer returning from deputation.

6. **MISCELLANEOUS**

- 6.1 The head of a Directorate may transfer an officer at the same station of the Directorate under intimation to the CCA DGPM.
- 6.2 On administrative exigencies the concerned Pr.DG/ DG of the Directorates may divert/restore the post/s within the Directorate with the approval of the Board.
- 6.3 Any deviation from these guidelines shall be carried out with the approval of the DG, DGPM.
- 6.4 The officers who are due to retire within 2 years may not be transferred from their present station of posting except on account their requests.
- 6.5 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 per existing norms and guidelines.



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