



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  
 5<sup>th</sup> Floor, Drum Shape Building, I.P. Bhawan, I.P. Estate  
 नई दिल्ली/ New Delhi-110002  
 ईमेल/ Email : - [cca-dgpm@gov.in](mailto:cca-dgpm@gov.in)

मि.सं. DGPM/CCA/TRAN/11/2026-CCA/

दिनांक: - as e-signed

सेवा में /To,

1. अपर आयुक्त (सीसीओ) सी.जी.एस.टी क्षेत्र (सभी) |  
The Additional Commissioner (CCO) of CGST Zone (All)
2. अपर आयुक्त (सीसीओ) सीमा शुल्क क्षेत्र (सभी) |  
The Additional Commissioner (CCO) of Customs Zone (All).
3. अपर आयुक्त (सीसीओ) सीमा शुल्क (निवारक) क्षेत्र (सभी) |  
The Additional Commissioner (CCO) of Customs (Prev) Zone (All).
4. अपर निदेशक(प्रशासन) सीबीआईसी के अंतर्गत निदेशालय(सभी) |  
The Additional Director (Admn.) of Directorates under CBIC (All).

**विषय/Sub: - सीसीए डीजीपीएम के अंतर्गत ज्येष्ठ अनुवाद अधिकारी / कनिष्ठ अनुवाद अधिकारी के पद पर वार्षिक सामान्य स्थानांतरण 2026, के संबंध में। /Annual General Transfer 2026 in grade of Senior Translation Officer / Junior Translation Officer under CCA DGPM, reg.**

महोदया/महोदय/ Madam/ Sir,

कृपया CCA, DGPM के तहत निदेशालयों के अधिकारियों और कर्मचारियों के ग्रुप 'B' और ग्रुप 'C' के लिए ट्रांसफर पोस्टिंग पॉलिसी, जिसे F. No. 1040/27/2019 दिनांक 30.08.2022 के अनुसार जारी किया गया है, का संदर्भ लें।

Kind reference is invited to the transfer posting policy for Group 'B' and Group 'C' of officers and staff of the Directorate under CCA, DGPM issued vide F. No. 1040/27/2019 dated 30.08.2022.

इस बारे में, CBIC में CCA, DGPM के तहत अलग-अलग निदेशालयों/फॉर्मेशन में काम करने वाले ज्येष्ठ अनुवाद अधिकारी (एसटीओ) / कनिष्ठ अनुवाद अधिकारी (जेटीओ) ग्रेड में स्थानांतरण के लिए नियत अधिकारियों की सूची साथ में दी गई है। इसे ज्येष्ठ अनुवाद अधिकारी (एसटीओ) / कनिष्ठ अनुवाद अधिकारी (जेटीओ) ग्रेड के अधिकारियों के बीच प्रसारित करने के लिए सभी निदेशालयों/फॉर्मेशन को भेजा जा रहा है। नियत सूची में किसी भी प्रकार की विसंगति 31.03.2026 तक इस कार्यालय में भेजी जा सकती है। अगर तय समय में कोई विसंगति नहीं बताई जाती है, तो नियत सूची को फाइनल माना जाएगा।

In this regard, find enclosed the list of officers due for transfer in the grade of Senior Translation Officer (STO) / Junior Translation Officer (JTO) working in different Directorate/formations under CCA, DGPM in CBIC. The same is hereby forwarded to all

the Directorates/ formations for circulation amongst the officers in the grade of STO/JTO. Any type of discrepancy in the Due List may be reported to this office by 31.03.2026. If no discrepancy is reported within stipulated time, the Due List will be treated as final.

इसके अलावा, नियत सूची में ज्येष्ठ अनुवाद अधिकारी (एसटीओ) / कनिष्ठ अनुवाद अधिकारी (जेटीओ) ग्रेड के अधिकारी या जो अधिकारी नियत सूची में नहीं हैं और समय से पहले स्थानांतरण चाहते हैं, वे भी Pr. DG/ Pr. CC/ DG/ CC या उसके बराबर के अधिकारी की स्वीकृति से उचित माध्यम से अपना अभ्यावेदन तय प्रपत्र में, सहायक दस्तावेज़ (अगर कोई हों) के साथ ईमेल- [cca-dgpm@gov.in](mailto:cca-dgpm@gov.in) पर भेज सकते हैं। सभी आंचलिक इकाइयों और ज़ोनल इकाइयों से प्रार्थना है कि वे AGT Proforma/ स्थानांतरण अनुरोध और अग्रिम प्रति सीधे CCA, DGPM को न भेजें।

Further, officers in the grade of STO/ JTO in the Due List or officers who are not in due list and seeking premature transfer may also forward their representations through proper channel with the approval of Pr. DG/ Pr. CC/ DG/ CC or equivalent in the prescribed proforma enclosed, along with supporting documents (if any) on Email - [cca-dgpm@gov.in](mailto:cca-dgpm@gov.in). All the Regional Units and Zonal Units are requested to refrain from sending AGT proforma/transfer requests and advance copy directly to CCA, DGPM.

भवदीय/Yours faithfully,

संलग्न/Encl:

1. नियत सूची/Due List
2. AGT 2026 के लिए प्रपत्र (वैयक्तिक के लिए)/  
Proforma for AGT 2026 (for individuals)

(कुमार शील /Kumar Sheel)

संयुक्त निदेशक(कैडर) /Joint Director (Cadre)

### Proforma for AGT 2026

<b>Name of the Officer</b>	
<b>Year of Appointment</b>	
<b>Designation</b>	
<b>Date of Birth</b>	
<b>Directorate (present place of posting)</b>	
<b>Due / Not due and requesting for Transfer</b>	
<b>3 Preferences of Station/Directorate (if any)</b>	1.
	2.
	3.
<b>Brief details of representation</b>	
<b>Supporting document (if any)</b>	

**Signature & Contact details**

**AGT 2026 DUE LIST, STO**

क्र. / Sl. No.	अधिकारी का नाम / Name of the Officer (S/Shri/Smt/Kum)	जन्म तिथि / D.O.B.	Working at Present Place of Posting	वर्तमान पोस्टिंग स्थान / Present place of Posting	Due Date (01.05.2026)	Duration at Present place of Posting	AGT Due or Not Due
1	2	3	4	5	6	7	8
1	मनोहर कुमार / Manohar Kumar	05.10.1979	12/18/2013	CGST, Kolkata Zone	5/1/2026	12y4m	Due
2	मुकेश कुमार / Mukesh Kumar	15.01.1976	12/18/2013	CGST, Kolkata Zone,	5/1/2026	12y4m	Due
3	नौशाद अहमद / Naushad Ahmed	01.03.1979	8/13/2013	Customs Preventive, Patna	5/1/2026	12y8m	Due
4	नीता शुकला (नीता भारदवाज) / Neeta Shukla (Neeta Bhradwaj)	10.02.1984	12/18/2013	CGST, Jaipur Zone	5/1/2026	12y4m	Due
5	प्रबोध कुमार उपाध्याय / Prabodh Kumar Upadhyaya	04.09.1966	12/18/2013	DLA, New Delhi	5/1/2026	12y4m	Due
6	अभिलाषा मिश्रा / Abhilasha Misra	14.11.1978	12/18/2017	DGAP, Delhi	5/1/2026	8y4m	Due
7	संगम जट्टी / Sangam Jatti	08.04.1972	1/4/2014	NACEN, Faridabad	5/1/2026	12y3m	Due
8	सीता गुप्तन / Sita Guptan	30.11.1975	1/4/2014	CGST, Thiruvananthapuram Zone	5/1/2026	12y3m	Due
9	अरविंद होलसुम्ब्रे / Arvind Holsumbre	12.02.1975	1/4/2015	CGST, Hyderabad Zone	5/1/2026	11y3m	Due
10	वाई. सुब्रह्मण्यम / Y. Subrahmanyam	01.06.1972	1/4/2015	CGST, Bangalore Zone	5/1/2026	11y3m	Due
11	तिलक नारायण शर्मा / Tilak Narayan Sharma	11.04.1980	1/4/2015	CGST, Guwahati Zone	5/1/2026	11y3m	Due
12	रूपेश शंकर सक्सेना / Rupesh Shankar Saxena	03.12.1974	1/4/2015	Customs Zone-II, Mumbai	5/1/2026	11y3m	Due
13	नरेश कुमार / Naresh Kumar	27.12.1981	1/4/2015	CGST, Guwahati Zone	5/1/2026	11y3m	Due
14	हुसैन शरीफ ए (पीएच) / Hussain Shariff A (PH)	22.07.1979	1/2/2017	CGST, Chennai Zone	5/1/2026	9y3m	Due
15	हरीश दत्त / Harish Dutt	14.06.1983	11/27/2018	DG TS, New Delhi	5/1/2026	7y5m	Due
16	बरखा राम /Barkha Ram	15.01.1981	1/1/2019	DGGI(Hqrs.), New Delhi	5/1/2026	7y4m	Due
17	रणजीत सिंह / Ranjeet Singh	03.03.1982	1/2/2019	CGST Meerut Zone	5/1/2026	7y3m	Due
18	विपिन कुमार / Vipin Kumar	27.04.1987	1/6/2019	CGST, Lucknow Zone	5/1/2026	7y3m	Due
19	श्री राम शर्मा / Sri Ram Sharma	01.03.1981	1/8/2019	Customs Zone, Vizag	5/1/2026	7y3m	Due
20	जूही कादरी / Joohi Qadri	24.06.1984	1/8/2020	CGST, Bhopal Zone	5/1/2026	6y3m	Due

**AGT 2026 DUE LIST, JTO**

Sl. No.	Name of the Officer	Date of Birth			Due Date 01.05.2026	Working at present place of posting	Place of Posting	Duration at present place of Posting as JTO	AGT Due or Not Due
		DD	MM	YYYY					
	Smt/Ms/Shri								
1	Saraswati Shaw	12	2	1990	01-05-2026	15-07-2019	DRI, Kolkata Zonal Unit	6y9m	Due
2	Guddu Sharma	18	5	1988	01-05-2026	23-12-2019	Kolkata Customs	6y4m	Due
3	Madhuchanda Mohanty	3	6	1988	01-05-2026	22-03-2021	CGST, Bhubaneswar	5y1m	Due
4	Lakhi Kumari Laheri	16	9	1990	01-05-2026	09-03-2020	Kolkata Customs	6y1m	Due
5	Bina Laheri	3	11	1993	01-05-2026	08-07-2021	Kolkata Customs	4y9m	Due
6	Vivek Kumar Singh	10	7	1990	01-05-2026	30-07-2021	CGST Lucknow Zone	4y9m	Due
7	Shashi Bala	25	5	1986	01-05-2026	26-07-2021	CGST Chandigarh	4y9m	Due



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**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, 4<sup>th</sup> & 5<sup>th</sup> floor, Samrat Hotel, Chanakyapuri, New Delhi-110021
4. The Commissioner, Directorate of Logistics, 4<sup>th</sup> 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



निष्पादन प्रबंधन महानिदेशालय  
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Drum Shape Building, I P Bhawan, I P Estate  
नई दिल्ली New Delhi-110002  
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 **30<sup>th</sup> April**, and in any case not later than 31<sup>st</sup> 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.

1

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 31<sup>st</sup> March. The DGPM shall compile the information with HOP of all such officers and vacancy position in different Directorates by 15<sup>th</sup> 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 **1<sup>st</sup>May** of the year. Stay of more than nine months (to be computed as on 30<sup>th</sup> 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.

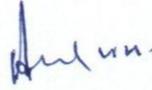
#### 5. **DEPUTATION BASIS**

- 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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अनित जैन / ANIT JAIN  
सहायक निदेशक / Assistant Director