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वित्त मंत्रालय Ministry of Finance  
राजस्व विभाग Department of Revenue  
मुख्य आयुक्त सीमा शुल्क (निवारक) का कार्यालय

**Office of the Chief Commissioner of Customs (Preventive)**

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File No.II(3)/24/2021-ADMN

Date : 21.03.2025

Subject: Zonal Transfer Policy for posting of Superintendents / Inspectors in Customs (Preventive) Zone, Tiruchirappalli – Regarding.

The following Revised Zonal Transfer Policy for posting of Superintendents / Inspectors in Customs (Preventive) Zone, Tiruchirappalli is hereby issued:

**1. Nomination of officers to the Zone / Commissionerates:**

1.1 Allocation of Superintendents and Inspectors (hereinafter also referred to as 'officers') to the zone is done by the Principal Chief Commissioner of CGST & Central Excise, Chennai (Cadre Controlling Authority) as per the Inter-Zonal Transfer Policy issued by the CCA.

1.2 The tenure of the officers posted to this zone is as fixed in the Transfer Policy issued by the Cadre Controlling Authority. Such tenure of the officers nominated to this zone will be equally distributed between the two Commissionerates in this zone viz. Customs (Preventive) Commissionerate, Tiruchirappalli and Custom House, Tuticorin.

1.3 The posting of officers to the Commissioner (Appeals) Unit, Tiruchirappalli shall be made by the CCO from the strength of the officers allocated to both the Commissionerates.

1.4 The tenure of officers in CCO, Tiruchirappalli will be adjusted against the tenure at Customs (P) Commissionerate, Tiruchirappalli and the tenure at Commissioner (Appeals) Unit will be adjusted against the respective Commissionerate for which posting is made.

1.5 After examining the present guidelines followed by the CCA for nomination of officers to CCP Zone in light of Board's letter F.No.A.22015/09/2024-Ad.IIIA dated 20.12.2024, it is decided to propose the following amendments in the existing guidelines:

- i. The tenure of an officer in CCP Zone in the grade of Superintendents and Inspectors was 12 years and 6 years respectively as per the existing policy. The Board's letter F.No.A.22015/09/2024-Ad.IIIA dated 20.12.2024 prescribes maximum of four years in any formation (Commissionerate) which means the tenure of officers in the grade of Superintendents and Inspectors will be eight years in each cadre. In this zone, the tenure of officers in each cadre be modified as 4 years in each of the two formations of this zone and thus an overall tenure of 8 years for CCP Zone with a maximum cap of cumulative 12 years for an officer in the CCP Zone in both Superintendent and Inspector cadres.
- ii. Though the tenure of an officer is proposed to be fixed as 4 years in a formation (Commissionerate) in CCP Zone, the officers who had already completed 4 years or more in one Commissionerate of this zone will still be eligible for a tenure of 4 years in the other Commissionerate of this zone. This transitional provision will apply only in respect of officers who are presently posted in this zone who had completed a tenure of more than 4 years as permissible under the existing inter-zonal transfer policy 2022. In respect of remaining officers who had not completed the tenure of 4 years in a formation (Commissionerate), the proposed tenure of 4 years in a formation (Commissionerate) will apply.
- iii. As per the transitional provision as in (ii) above, the CCO will communicate to the CCA, the list of officers who have already completed eight years but not completed four years in the present formation to enable them to complete the

remnant years in the present formation (less than four years). The CCO will also communicate the list of officers who had already completed a tenure of 4 years each in both the formations of this zone.

- iv. Inspectors to CCP Zone may be considered for nomination without insisting for a minimum eligibility period, to ensure that the vacancies in the CCP Zone are filled (At present, Inspectors who have completed four years are only considered for a posting to CCP zone).
- v. Inspectors working in CCP Zone, upon their promotion to the grade of Superintendent, will be transferred out of the CCP Zone and equal number of Inspectors will be nominated to CCP Zone, to keep parity with the number of Inspectors transferred out of this zone, either on promotion or on completion of tenure in the zone.

## **2. Intra-Zonal Transfer:**

2.1 The cut-off date for determining the completion of tenure in a Commissionerate will be **31<sup>st</sup> of May**.

2.2 The list of officers who are due for transfer along with the History of Posting will be forwarded by the Commissionerates to the CCO, for considering the rotation of such officers between Tiruchirappalli Customs (Preventive) Commissionerate and Tuticorin Custom House.

2.3 The nomination of officers to the Commissionerates / CCO and rotation between the Commissionerates will be decided by the CCO based on the manpower requirement in each Commissionerate. Representations and exceptions, if any, will be considered by a Committee consisting of the Commissioners of the two Commissionerates and the Additional / Joint Commissioner (CCO), for decision. The orders will be issued by CCO on considering the suggestions of the Committee and after getting concurrence of the Chief Commissioner of Customs (Preventive), Tiruchirappalli.

2.4 The tentative timeline to be followed in respect of Annual General Transfer in the Zone is as follows:

01.	Submission of list of officers completing the Commissionerate tenure and representations thereon, by Commissionerates to CCO	31 <sup>st</sup> of March
02.	Issue of Intra-Zonal AGT by CCO	30 <sup>th</sup> of April or immediately after issue of Inter-Zonal AGT by CCA
03.	Annual General Transfer by Commissionerates	Immediately on issue of Intra-Zonal AGT by CCO.

### 3. Classification of charges as sensitive and non-sensitive:

The Work Places in the Zone will be categorized as follows:

- i. Sensitive
- ii. Non-Sensitive
- iii. Coastal (Non-Sensitive)

The under-mentioned work places are classified as Sensitive and non-sensitive in this zone:

Commissionerate / CCO	Sensitive	Non-Sensitive
CCO	Vigilance	All Work in CCO except Vigilance
Tiruchirappalli	Airports, Air Cargo AIU, CIU, all ICDs and CFSs, Seized Goods Godown, Vigilance Section, Karaikal Port.	All Sections in Hqrs., Customs (Prev.), Tiruchirappalli (except Vigilance and CIU); All Sections / Formations in Divisions except those specified as Sensitive.
Tuticorin	ICDs, CFSs, Drawback & Refund Section, Export Assessment, Import Assessment by PAG,	All Sections other than those specified as Sensitive.

	Import General, Examination at Port, Bonds, Disposal, SIIB, DIU and Docks.	
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#### **4. Transfer within the Commissionerates:**

##### **(a) Customs (P) Commissionerate, Tiruchirappalli:**

4.1 The first posting of officers in the Commissionerate, shall, as far as administratively possible, be to a non-sensitive charge (including coastal) and for a minimum tenure of one year.

4.2 The Commissionerate should ensure that sufficient number of officers are posted to coastal preventive formations at any point of time. As far as possible, it may also be ensured that the officers to complete one year in coastal formations before they are posted to Airports. Women officers may not be considered for coastal postings unless willingness is given by them.

4.3 Posting of officers to sensitive charges is subject to their vigilance clearance. The tenure of an officer in a sensitive charge should normally not exceed two years for each posting. There should be rotation of postings between sensitive and non-sensitive charges so as to ensure all round exposure and efficiency. On completion of sensitive charge, the officer may be considered for posting to a non-sensitive charge in the same station, if it is administratively possible, till their completion of tenure in the station and vice-versa.

4.4 In any posting to a particular station / post, a minimum continuous tenure of at least one year in that station / post shall be ensured, subject to vigilance / disciplinary / administrative exigencies.

4.5 There shall be a gap of minimum of one year between one sensitive posting to another (cooling-off period).

4.6 However, in case where sufficient number of officers are not available due to administrative / vigilance reasons for posting to sensitive charges or in cases of other administrative exigencies, officers can be rotated from one sensitive charge to another sensitive charge or given additional charge of the same, after getting the approval of the Chief Commissioner.

4.7 Though Vigilance Sections, CIU and Seized Goods Godown (SGG) are classified as sensitive charges, the posting of officers from these charges to other sensitive charges will be allowed.

4.8 If an officer has been transferred from a sensitive charge on administrative grounds, they are not to be posted in any sensitive charge for the next two years. A record of Confidential Note on officers removed from sensitive posting on administrative grounds should be maintained at CCO. After the above two years, if such officers are proposed to be considered for posting to a sensitive posting, it must be ensured that his / her work, conduct and suitability to such sensitive posting are carefully examined and if the same are found to be satisfactory, he / she may be considered for posting to a sensitive charge. Discretion is given to the Commissioner to consider such cases, however subject to para 4.0 (ii) of the DGHRD Guidelines dated 08.07.2010 which reads, "***As far as possible, an officer in the subsequent cycle of postings should not be posted to the same sensitive charge.***" However, even such posting shall only be done with the concurrence of the Chief Commissioner. However, the officers who have been taken out of the Airports on any Administrative Grounds, shall not be considered for posting back to Airports again in same cadre, under any circumstances. The officers who have been taken out of the Airports on any Administrative Grounds, may be considered for a posting back to Airports in the next higher cadre, provided the administration clearly recommends the case of such officer taking into account his/her current APAR grading, conduct and work performance.

4.9 The officers who worked in Airports may not be retained in the same station after completion of their tenure in Airports. However, in exceptional cases, if some officers who are required for specialized sections like Adjudication, Legal & Review and Appeals may be given exemption.

4.10 The Annual General Transfer shall be done once in a year. For posting and transfer, Station Seniority should be the norm and posting of officers involving change of station shall normally be on completion of the station tenure of the officer in their respective station, except for request transfer, and as far as possible, transfer involving change of station should be effected only during the AGT. However, in exceptional situations such as posting of officers on their completion of tenure at Airport and the resultant transfer cycle, vigilance action on officers etc., the Commissioner is allowed to effect transfer involving change of station, based on administrative exigency, for the reasons recorded in writing. Any other out of turn transfer of Superintendent / Inspector involving change of station should only be made with the prior approval of the Chief Commissioner of Customs, Tiruchirappalli.

4.11 In cases where an officer avails leave for 45 days cumulatively in a year during his/her tenure in a non-sensitive posting, his / her tenure in the non-sensitive posting shall be extended by an equal length of period except in cases where the leave has been availed on genuine medical grounds/maternity leave.

4.12 The cut-off date for determining the tenure in a station will be 31<sup>st</sup> of May. Seniority of the Officers with HOP, with specific indication of officers completing tenure period and liable for transfer (due list), shall be published in the zonal website sufficiently in advance of the AGT. Discrepancies, if any, can be represented within a specific timeframe as to be specified by the concerned authorities.

4.13 For transfer within the Commissionerate during Annual General Transfer, a placement committee consisting of one Additional Commissioner / Joint Commissioner and the Assistant Commissioner (Vig.) may be formed and the orders may be issued on the basis of the Minutes of the Meeting of the placement committee.

**(b) Custom House, Tuticorin:**

4.14 As far as Custom House, Tuticorin is concerned, a locally devised practice has been in vogue for periodical rotation of officers among different work-places (sensitive and non-sensitive office postings and field postings) for specified tenures. The Commissioner of Customs, Custom House, Tuticorin shall issue an Office Order

laying down a detailed internal policy for rotation of officers for specified tenures under various work places under the Custom House, Tuticorin, clearly stating the sensitive and non-sensitive charges in the Commissionerates and the internal allocation of sanctioned strength to such charges.

4.15 The officers may be posted in different work places in Custom House, Tuticorin in any such order as may be decided in administrative interest by the Commissioner of Customs, Custom House, Tuticorin or by the Committee constituted by him for this purpose.

4.16 As a general rule, officers returning from sensitive deputation posts are to be posted to non-sensitive charge for a minimum of one year.

#### **5. Posting to Airports:**

5.1 The posting of Superintendent to Airport (Baggage) and Inspectors to Airport (both Baggage and AIU) will be done on the basis of drawal of panels based on Seniority-cum-Fitness and APAR Grading of the officers, from among the willing officers of Tiruchirappalli Customs (Preventive) Commissionerate and the Office of the Chief Commissioner of Customs (Preventive), Tiruchirappalli and subject to their vigilance clearance. The tenure of a Superintendent in Airport (Baggage) will be One Year and the tenure of an Inspector for both Airport (Baggage) and AIU will be Two Years.

5.2 The number of officers to be drawn in the panel shall normally be 1.5 times of the total number of vacancies arising in the succeeding year commencing from 1<sup>st</sup> of April.

5.3 The panels will be drawn once in a year and the same will be in existence for one year i.e. for the period from April to March every year.

#### **5.4 Procedure for drawal of panels for posting to Airports:**

- i. Willingness shall be called for the posting to Airports by the Customs (Preventive) Commissionerate, Tiruchirappalli on/before 15<sup>th</sup> March every year.

- ii. The Seniority of the officers for selection and placement in the panel will be determined by their Date of Joining in either Customs (Preventive) Commissionerate, Tiruchirappalli or CCO, **in their respective grade**. In the case of more than one officer joining the Commissionerate / CCO on the same date, their seniority for selection and placement in the panel will be determined by their cadre seniority.
- iii. The officers who are free from vigilance angle can only be considered for airport postings.
- iv. The Bench Mark APAR Grading required for posting shall be an over-all grading of not less than 7 each year for the last five consecutive years from the year of consideration, without any adverse remarks on the officers, including an equal No. of APARs pertaining to preceding periods in case of non-availability of APAR for any of the last five years (like NRC).
- v. The officers facing any ICC enquiry and long term absentees shall normally be avoided for inclusion in the panel.
- vi. A seniority list / panel of the officers based on the above eligibility criteria and based on willingness of the officers will be drawn by Customs (Preventive) Commissionerate, Tiruchirappalli **irrespective of** their posting at any sensitive charge or their status on completion of cooling-off period.
- vii. The panel of officers prepared as above shall be circulated among the officers and will also be uploaded in the zonal website. Representation, if any, on any discrepancies in the panel drawn shall be made by the aggrieved officer(s) in writing to the Customs (Preventive) Commissionerate, Tiruchirappalli, within two days from the date of publication / circulation of the panel and the same shall be disposed of within two days from the date of receipt of representation and a report on the same shall be sent to the CCO, Tiruchirappalli.
- viii. The drawal of panels for posting to Airports shall invariably be completed well before issue of Intra-Zonal Annual General Transfer by the CCO, for which tentative due date is 30<sup>th</sup> of April every year.
- ix. Apart from the panels drawn as above, the eligible officers who have given willingness for posting to Airports and whose name are not considered for inclusion in the panel(s), will be placed in a Supplementary list in accordance with their seniority. The Supplementary lists shall also be

circulated among the officers by the Customs (P) Commissionerate, Tiruchirappalli and uploaded in the official website.

- x. The vacancies arising in the Airports during the period from April to March of every year shall be filled by the officers in the respective panels in accordance with their seniority in the panel, subject to completion of cooling-off period by the officers as on the date of issue of posting orders.
- xi. If sufficient numbers of officers are not available to fill the vacancies in the Airports from the panel, the vacancies will then be filled by the officers in the respective Supplementary List in accordance with the seniority in the Supplementary List subject to their completion of cooling-off period as on the date of issue of orders.
- xii. The officers in the panel / supplementary list who are not considered for posting to Airports on account of not having completed the cooling off period, would still retain their seniority in the panel / supplementary list and their case will be considered for posting to Airport against subsequent vacancies in the year, subject to their completion of cooling off period as on the date of issue of orders.
- xiii. The posting of eligible officers from the panel to Tiruchirappalli / Coimbatore / Madurai Airport is subject to availability of vacancies in the respective Airports, **on First in First Out basis**, according to the Seniority of the officers in the panel.
- xiv. The order for posting of officers / transfer will be issued by the Customs (Preventive) Commissionerate, Tiruchirappalli following the above said procedure. If any deviation is noticed in the posting orders from the extant policies, the CCO shall examine and direct the commissionerate for any possible corrective measures.
- xv. Officers posted to the Airport shall be allowed to complete their tenure unless there are certain administrative exigencies compelling the administration to transfer an officer out of the Airport. In all such cases, the CCO may be taken into confidence before taking any such action.
- xvi. As far as possible, an officer at the level of Superintendent will be allowed to work in any Airport for a period of only one year. For any reason, if an officer posted to one airport needs to be shifted to another airport during this one-

year tenure, the concurrence from CCO may be obtained before effecting such rotation.

5.5 After finalization and publication of panel for posting to Airports, to ensure compliance to Board's policy of not allowing posting from Sensitive to Sensitive and also to have hassle free posting to Airport, the empanelled officers, if they are currently posted in any sensitive charge (other than Vigilance / SGG / CIU), will be shifted from such sensitive charge to any non-sensitive charge in the ensuing AGT. Likewise, if the empanelled officers are posted in Vigilance / SGG / CIU and in any non-sensitive charge, they will not be posted to any other sensitive charge, in the ensuing AGT.

5.6 The Superintendents who were already posted to AIU for more than one year under the earlier policies will not be eligible for Airport posting (Baggage) as per new policy.

#### **Posting of Superintendents & Inspectors to AIU:**

5.7 It is decided to separate the posting to AIU from the airport tenure in the case of Superintendents to bring more efficiency to AIU by selecting eligible officers from the zone with required calibre and experience.

5.8 Since the working strength of the inspectors in the zone is only 42 % of the sanctioned strength, it is decided to continue the present system of selecting the officers from the panel of officers posted to Airport (Baggage) and their tenure in AIU will be within the two year tenure at airport.

5.9 Posting of Superintendents to AIU will be done on Selection Basis and the officers will be selected on the basis of a score-sheet prepared based on APAR Grading and previous experience and performance in preventive work such as CIU, Airport Charges, DRI, DGKI etc., subject to vigilance clearance. The Bench Mark APAR Grading required for posting to AIU in the grade of Superintendent shall be not less than 8 each year for the last five consecutive years from the year of consideration, without any adverse remarks on the officers, including an equal

number of APARs pertaining to preceding periods in case of non-availability of APAR for any of the last five years (like NRC).

5.10 A committee comprising of the Additional Commissioner (CCO), Additional / Joint Commissioner of Trichy and Tuticorin Commissionerates will consider the list proposed from both the Commissionerates and the CCO and recommend the list for posting to AIU to the Principal Commissioner / Commissioner of Customs (Preventive), Tiruchirappalli.

5.11 The tenure of such posting in AIU will be for one year. The officers in the grade of Superintendents will be eligible for posting to Airports of this zone, once in Baggage and once in AIU in their present grade. The officers in the grade of Inspectors will be eligible for posting to Airports (baggage and AIU) for a single tenure of two years only, in their present grade. This policy of posting Inspectors for a common tenure of two years (including Baggage & AIU) will be followed till the zone gets sufficient number of working strength in the grade of inspectors.

5.12 Officers (Superintendents) who are presently posted at Airports for a tenure of 2 years as per the transfer policy dated 09.08.2021 as amended vide File No.CCCO/VIG/MISC/42/2023-VIG dated 28.06.2023, will be transferred out of the Airports on completion of one year Baggage tenure, in line with the modified tenure for Airports.

## **6. Other Aspects:**

As regards the matters such as (a) Last posting before superannuation, (b) Posting of spouses at the same station, (c) Posting of functionaries of the Staff Association in Hqrs. (d) Posting of persons with disabilities, (e) Transfer on Medical Grounds and (f) Request for retention of officers having wards going to Class (X) or Class (XII), the same will be considered in terms of the extant DoPT guidelines. Such special grounds can be only for consideration of the station.

## **7. Deviation from the Policy:**

Conformity to this Policy shall be the norm in the matters of transfer and posting of officers, and deviation, if unavoidable, shall only be an exception and it

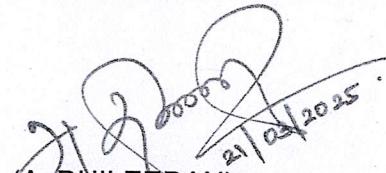
shall be kept to the minimum possible. Commissioners shall take the approval of the Chief Commissioner in case of any proposals involving deviation from this Transfer Policy.

**8. Administration reserves the right of making any orders in Administrative interests:**

It is made clear that the conditions of transfer and tenures in a posting or station as specified in this Transfer Policy cannot be claimed by any officer as a matter of right. The Competent Authority reserves the right to make any appropriate orders deviating from this policy in the matter of transfer and posting in cases where he considers it necessary in administrative interest.

**9. This Administrative Order supersedes all earlier Orders issued by this Office in the matter of transfer and posting of Superintendents and Inspectors under this Zone.**

This issues with the approval of Chief Commissioner of Customs, Tiruchirappalli Customs Preventive Zone.



(A. DHILEEBAN)  
ADDITIONAL COMMISSIONER (CCO)

To

The Principal Commissioner of Customs,  
Customs (Preventive) Commissionerate,  
Tiruchirappalli.

The Commissioner of Customs,  
Custom House, Tuticorin.

Copy to:

1. All India Association of Superintendents of Central Excise, Tiruchirappalli / Tuticorin Units.
2. All India Association of Inspectors, Tiruchirappalli Unit.