F. No. A-32012/06/2018-Ad.IIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  

North Block, New Delhi,  
Dated, the 11th December, 2018  

To,  
☑ Director General,  
Directorate General of Human Resource Development,  
Customs & Central Excise,  
C-4, West Wing, Ground Floor, Iicon Building,  
District Centre Saket, New Delhi-110017  

Subject:- Draft Transfer Policy for Chief Accounts Officer (CGST/ Directorates and Customs), under CBIC-regarding.  

Sir,  

The Board proposes to frame Transfer Policy for Chief Accounts Officer (CGST/Directorates and Customs) under CBIC. In this context, a draft Transfer Policy for CAO (CGST/Directorate and Customs) is enclosed. However, it has been noted that, before finalization of Transfer Policy of Chief Accounts Officer, views of concerned Associations, Cadre Controlling Authorities and other stakeholders, may be taken into account.  

2. You are requested to kindly obtain views of concerned Associations, Cadre Controlling Authorities and other stakeholders, on the draft Transfer Policy for Chief Accounts Officer (CGST/Directorates and Customs), compile the inputs/ suggestions received and furnish to the Board.  

Encl: As above.  

Yours faithfully,  

(M.K. Gupta)  
Under Secretary to the Government of India  
Tel No. 011-23095528  

Copy with enclosures to:-  

1. All Cadre Controlling Authorities under CBIC- with the request to furnish your inputs to DG, DG(HRD) within fifteen days of the issue of this letter.  
2. All recognized Associations under CBIC- with the request to furnish your inputs to DG, DG(HRD) within fifteen days of the issue of this letter.  
3. D.G. System & Data Management- for uploading on website of CBIC.  

(M.K. Gupta)  
Under Secretary to the Government of India  
Tel No. 011-23095528
Transfer Policy for Chief Accounts Officer (CGST/Directorates and Customs), CBIC

There are 349 sanctioned posts of Chief Accounts Officer (CGST, Directorates and Customs) under Central Board of Indirect Taxes & Customs (CBIC), which are Group ‘A’ posts in the Level 10 in the pay matrix (Rs.5,6,100-1,77,500).

This policy lays down norms for transfer and posting of Chief Accounts Officer.

1. Placement Committee at Board Level:
   Transfer/posting of Chief Accounts Officer (CGST/Directorates and Customs) will usually be made once in a year (during April to June) every year. The proposal in this regard shall be submitted for consideration of the Placement Committee consisting of the following:
   (i) Jt. Secretary(Admin.)/
       Commissioner (Coord.) : Chairman
   (ii) ADG (HRM-I), DGHRD : Member
   (iii) Director/ Deputy Secretary(Ad.IIA &B) : Member

1.1. Role of the Placement Committee at Board Level:
   Transfer/posting of Chief Accounts Officer (CAO) shall be approved by the Board/Placement Committee, which shall be the final authority for transfers/postings of officers. The Placement Committee will submit its recommendations for approval of the Competent Authority.

2. Minutes of the Placement Committee:
   The minutes of the meeting of the Placement Committee shall be drawn up and approved by all the Members as soon as possible preferably within 5 days. Subsequent approval of the competent authority on these proposals shall be obtained as soon as possible.

3. Placement at field level:
   Placement of Chief Accounts Officer at field level shall be made with the approval of Competent Authority within 15 days of the issue of transfer order by the Board. It shall be the discretion of Competent Authority to consider rotation of officers every 2-3 years, depending upon exigencies of work.

4. Tenure of Posting:
   An officer normally shall be allowed tenure of 3 years of continuous stay in one Commissionerate of a Zone.
5. **Grounds of posting:-**

(i) Placement Committee shall consider posting of CAO on the basis of seniority cum fitness.

(ii) If the number of officers at that station is more than the number of vacancies, the youngest lot may be posted out preferably nearest to their present place of posting.

(iii) The placement Committee is empowered to take a decision in case an officer seeks a posting to a particular station on medical grounds. The placement Committee, if it so decides, may refer the case to a Medical Board.

(iv) In case of working couples, an officer may be posted at the same station subject to availability of posts, in accordance with the extant instructions of the Government of India (DOPT) on this issue.

(v) Officers who have three years or less service left shall be posted to the station/Region of their choice to the extent possible.

(vi) All the female incumbents may be adjusted at the same place or any other station within the Zone, subject to availability of vacancies and their seniority in the Zone.

(vii) In case an officer requests for retention in particular station up to the end of the particular academic year on the ground that his/her child is studying in Class-X or Class-XII, the Placement Committee may consider such requests.

6. **Data base of officer for their placement:**

(i) Cadre Controlling Authorities shall submit Monthly Report on Incumbency position of Chief Accounts Officer to Ad.IIA Section, CBIC by 5th of the following months.

(ii) Ad.IIA Section shall compile and update the status on Quarterly basis. The Quarterly Report on Incumbency position shall be uploaded on CBIC website.

7. The Board/Placement Committee may, if it considers necessary to do so in public interest and in furtherance of organizational objectives, transfer, retain or post any officer to any station/Region or a specific post.

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