F. No. 11013/12/2019-Ad.IV
Government of India
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)

5th Floor, HudcoVishala Building,
Bhikaji Cama Place, New Delhi,
Dated: 9/11/2018

To
All Principal Chief Commissioners/Principal Directors General
Chief Commissioners/Directors General
Principal Commissioners/Principal Additional Directors General
Commissioners/Additional Directors General and Commissioners in-charge of
Directorates under Central Board of Excise & Customs.

Sub: Cadre re-organization of field formations under Central Board of Excise & Customs – allocation of revised cadre strength to Directorates on loan basis – Consolidated guidelines.

Sir/Madam,

I am directed to invite reference to the Board’s letter No. A-11019/8/2013-Ad.IV dt.09.09.2014, F. No. 11019/5/2017-Ad.IV dt. 16.06.2017 and F. No. A-11019/15/2017 – Ad. IV dated 12.01.2018 whereby grade-wise allocation of approved staff strength to the reorganized field formations was conveyed. In para 4 of the letter dated 16.06.2017 supra it was stated that the strength allocated to the respective Chief Commissioners’ offices/Cadre Control Authorities (CCOs/CCAs) include the strength to be apportioned to the Directorate General/Directorates and their Zonal/Regional/Sub-regional units located in the same zones. Thus, the CCOs/CCAs were assigned sanctioned strength in various grades including that of Superintendents and Inspectors to be posted to the Directorates located in the jurisdiction of that particular zone out of their sanctioned strength. However, it was noticed that many Directorates were having officers on loan basis from CCOs/CCAs other than the jurisdictional CCOs/CCAs. Posting of officers on loan basis across zones was stopped vide instructions F.No. A-11013/10/2016-Ad.IVdt. 11.06.2019 (para iv). Subsequently, on specific request from the Directorates, relaxation was given vide instructions F. No. A-11013/10/2019-Ad.IVdt. 17.09.2019 & dt. 05.11.2019 in respect of a few Directorates whereby posting of suitable officers in these Directorates was permitted in exceptional circumstances, where the merit warrants.

2. The Board has received requests from other Directorates also for similar posting (across India) on loan basis. After considering these requests, it has now been decided to further modify the guidelines as detailed below, which shall apply in supercession of all earlier guidelines issued on the subject:

(i) Every CCA shall have a specified percentage i.e. 10% out of their sanctioned strength (round off to the nearest number) meant for posting on loan basis to Directorates, who may be posted to the Directorates outside the jurisdiction of the said CCA at the discretion of the Chief Commissioner of the zone. For example, Chandigarh Zone has 25 number of Superintendents and 49 number of Inspectors for posting to different Directorates. Thus, Chandigarh zone will have a maximum of 3 number of Superintendents and 5 number of Inspectors for posting to the Directorates beyond the jurisdiction of
Chandigarh Zone. The lending zone should maintain a separate record of the officers posted out on loan basis and should not exceed the specified percentage.

(ii) The Pr. DG/DG of the concerned Directorate would request the Pr. CC/CC of the concerned CCA for posting of the officers to the Directorate outside the jurisdiction of the CCA and the CCA may post such officers on loan basis to the Directorate concerned, subject to the ceiling of 10% of its sanctioned strength meant for postings to Directorates and considering other exigencies of the lending zone.

(iii) The period of such cross zonal posting of the officers on loan from CCA to Directorate will be 02 years initially extendable up to 03 years.

(iv) After completion of 3 years, the officers shall invariably be repatriated to the CCA concerned.

(v) In exceptional circumstances, for justifiable reasons, Board may extend the tenure of the officers beyond 3 years. Proposal for such extension should be sent to the Board at least three months in advance with proper justification.

(vi) In case no extension is received from the Board, the officer shall be relieved on completion of tenure without fail. It would be the responsibility of the Commissioner/ADG who heads the formation to ensure the same.

3. Salary of the officers from CCA posted to Directorates will continue to be drawn from the budgetary head of the concerned CCA. Officers from CCA posted to different Directorates will not be entitled to any special pay/deputation allowance. Sanction of earned leave and casual leave, tour approval and initiation of disciplinary action shall vest with the competent authority of the Organisation in which the officer / staff is on loan.

3. This issues with the approval of the Chairman, CBIC.

Yours faithfully,

(Xavier Toppo)
Under Secretary to the Government of India

Copy for information to:

1. P.S. to the Hon’ble Finance Minister
2. P.S. to Hon’ble MoS (Revenue)
3. PPS to the Secretary (Revenue)
4. PPSs to Chairperson, CBEC/Members, CBEC
5. All joint Secretaries in CBEC, and all Directors/DSs / USs and Sections dealing with Administration.
6. Guard File
7. Webmaster, CBIC

(Xavier Toppo)
Under Secretary to the Government of India