



सीमाशुल्क आयुक्त (जनरल) का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
जवाहरलाल नेहरू सीमाशुल्क भवन, न्हावा शेवा,
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA
तालुका उरण, जिला रायगड, महाराष्ट्र
TAL: URAN, DIST-RAIGAD, MAHARASHTRA-400 707

F. NO S/12-GEN-10/23-24/MSO

DATE: 10.11.2023

STANDING ORDER NO. 26 /2023

Sub: Policy for Transfer/ Rotation in the grade of Ministerial Cadre, AO/EA/ TA//LDC at Nhava Sheva Zone –II –reg.

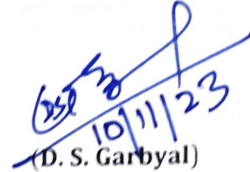
Consequent upon representation of Ministerial Cadre Association and inviting suggestions from individual ministerial staff on Policy, the guidelines for transfer/rotation/posting in respect of Ministerial Cadre i.e. AO/EA/ TA/LDC is formulated as follows:

1. As per the Standing Order No. 13/2022 dated 29.11.2022 issued by Cadre controlling Authority i.e. Mumbai Customs Zone-I, the tenure of Ministerial Cadre in Mumbai Customs Zone-II is 3 years and annual rotation are to be issued by 15th Sept of each year by Mumbai Customs Zone-I.
2. Rotation, posting and transfers of the entire ministerial cadres in Mumbai Customs Zone-II among Commissionerates – NS-Gen, NS-I, NS-II, NS-III, NS-IV(AUDIT), NS-V , CCO & Appeals will be done by General Commissionerate being authority to handle administration of Mumbai Customs Zone-II, **twice in a year**. Firstly, in the month of September/October after issuance of Annual General Transfer in the month of September by the Cadre Controlling Authority i.e. Mumbai Customs Zone-I as per their Standing Order No. 13/2022 dated 29.11.2022 and thereafter, at an interval of six months i.e. in the month of March/April, officers will be rotated from sensitive to non-sensitive sections and vice versa mandatorily and repetition of postings should be avoided to the best possible extent. This six-monthly rotation would be carried out in such a manner that in every section continuity is maintained and only half of the officers of every section get transferred at any point of time. Different charges in Mumbai Customs Zone – II have been classified into two categories namely Sensitive and Non- Sensitive charges. **(ANNEXURE – I)**
3. It is proposed that Ministerial staff will be posted in the sensitive Section such as Licence, EDI(S/W), Import Noting, Bond and TSK only once in tenure of 3 (Three) years of Mumbai Customs Zone –II and no repetition shall be allowed.
4. Representation regarding transfer and posting on personal grounds should be forwarded by the officers to the Principal Commissioner /Commissioner of Customs (NS-Gen) through proper channel within 15 days of issuance of Annual General Transfer by the Cadre Controlling Authority i.e. Mumbai Customs Zone-I.
5. All officers covered by orders issued by Commissioner of Customs (NS-Gen) should be relieved of their charge on the date specified in the said order under intimation to MSO Section, JNCH, Mumbai Customs Zone-II.
6. Rotation of staff should be done among various charges so that all the officers get experience of performing different jobs and thus get wider exposure.
7. Selection of officers to sensitive charges and those having public dealing shall be strictly on credible track record and impeccable reputation having longer experience.
8. It should be ensured that officers shall not be directly posted from one sensitive charge to the other.
9. Ministerial staff will be posted in the charge of PA to Chief Commissioner / Pr. Commissioner/Commissioner/ADC/Joint Commissioner only once in tenure of 3 years of Mumbai Customs Zone-II and no repetition shall be allowed
10. The officers who have completed their 3 year tenure at JNCH and who have been retained in Mumbai Customs Zone II on various ground will not be considered for Sensitive posting.

11. Extension/retention of the officers posted to various charges is at times being sought by the Pr. Commissioner/ Commissioners on the ground that their services are required to complete certain assignments on hand. In ordinary circumstances, no extension or retention of officers in place of posting, should be permitted. In exceptional cases, however, this may be permitted subject to the request being received/forwarded with the prior approval of the Commissioner of Customs (NS-Gen) citing extreme exigency for such request. No request for extension shall be entertained after issue of rotation/posting/ transfer order.

12. Officials not free from vigilance angle shall not be given Sensitive Postings.

13. Any deviation from the above policy could be made on administrative/compassionate grounds with due approval of Commissioner of Customs (NS-Gen), Mumbai Customs Zone-II.


10/11/23
(D. S. Garbyal)

Commissioner of Customs (NS-General)
JNCH, Mumbai Customs Zone-II

Copy to :-

1. Chief Commissioner of Customs, Mumbai Zone-II
2. Pr. Commissioner of Customs, Mumbai Zone-II
3. All Commissioner of Customs, Mumbai Zone-II
4. All Addl. /Jt. Commissioner of Customs, Mumbai Zone-II
5. Ministerial officers Association
6. EDI
7. CHS (Notice Board)
8. Office Copy

ANNEXURE - I

Sensitive	Non-Sensitive
Import Noting	CAC
License	AM(I)
TSK	AM(X)
EDI (S/W)	APB
Bond	Appeal
Cash	ASO
Import/ Export Docks	CCO
EPCG	CCSP
Gr. I & IA	CHS
Gr.II(A-B)	CLC
Gr.II (C-F)	CRAC
Gr. II G	CRRC
Gr. II (H-K)	CVC
Gr.III	Disposal
Gr.IV	DYCC
Gr.V	EDI(H/W)
Gr.VA	MCD
Gr.VB	CRU (All NS and G)
Gr.VI	SCMTR
FSP	Hindi Anubhag
CRC-1	IPR/APAR
DEEC	MSO
Drawback	P & Estt
BG Cell	Audit/PCA-Audit
CIU	Records and Correspondence
SIIB(Imp)	RTI(I & X)/Sevottam
SIIB(X)	All PAs
Vigilance	Port Clearance Section (PCS)


 10/12/23
डी. एस. गर्ब्याल
D. S. GARBYAL
 सीमाशुल्क आयुक्त एन. एस.-जनरल
 Commissioner of Customs, NS-GENERAL