

54



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भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
सीमा शुल्क आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER OF CUSTOMS
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STANDING ORDER NO. 07 /2018

Subject:- Policy for transfer/Rotation/Shifting of Appraisers and Inspector (Examiners) in periodic general shift for posting in Goa Custom Commissionerate - reg.

These are the broad guidelines, principles adopted for posting and transfer of Appraisers and Inspector (Examiners) in Goa Custom Commissionerate :-

- a. The rotation of officers among various Sections shall be effected so as to promote all round efficiency, integrity and improve performance of the officers.
- b. Performance evaluation and proper appraisal of officer is a significant ingredient to ensure delivery standards. Therefore, rotation would be done in a manner that is conducive to performance evaluation.
- c. Strict adherence to tenures of postings for equal opportunity to all the officers to perform different jobs and gain varied experience and exposure.
- d. Certainty about the rotations and length of tenure in any given posting.
- e. Maintenance of rotations and postings in a definite cycle to ensure that a given posting is repeated only when a cycle is completed.
- f. Selection of Officers to sensitive charges strictly on credible track record.
- g. Prevention of undue influence being brought to bear upon the department in matters of postings and transfers.
- h. Provide necessary flexibility to administration and empower it to prepare transfer orders in tune with the administrative requirement and convenience.

2. Tenure and Frequency of postings:-

- a. The tenure of posting of Appraisers and Inspectors (Examiners) will be one year.
- b. Officers who are not free from Vigilance angle will not be given sensitive postings.
- c. Postings of Appraisers and Inspectors (Examiners) will be divided into two broad categories viz. Sensitive and Non-sensitive postings respectively. A list of the same has been attached as Annexure:"A" to this policy.

d. Officers shall not be posted from one sensitive charge to another sensitive charge as far as possible.

e. An Officer shall not be posted twice in Import Shed, Export Examination and other sensitive sections in his/her present tenure unless all the other eligible officers are given opportunity of postings to these places. To ensure equal exposure and improve efficiency of all offices par excellence, history of postings would be taken into account.

3. Intelligence Postings:-

- a. The tenure of postings in these sections shall be one year.
- b. On successful and satisfactory completion of their tenure in such intelligence/investigation unit, the officers may be considered for posting in sensitive sections again on the strength of their performance in the said unit, if considered necessary by the competent authority.

4. Posting of Officers Appearing in ODI/Agreed List:-

The officers appearing in ODI list/Agreed List or not clear from vigilance angle may be proportionally distributed among all the Commissionerates. The concerned Principal Commissioner/Commissioner shall accommodate them in non-sensitive charges. It may also be ensured, however, that such officers are not posted to the same place, where the cause of vigilance action arose, at least for another five years as far as possible.

5. Long leave from any posting:-

In case, if any officer proceeds on long leave i.e. leave exceeding fifty days in one year from any non-sensitive posting, then the Officer shall be continued in that posting for one more tenure, However, in case of critical medical condition or genuine reason beyond his/her control the case can be re-examined by the Commissioner of Customs.

6. Rotation between sensitive and Non sensitive postings:

There shall be strict rotation and adherence to tenure of all the postings i.e. sensitive as well as non-sensitive postings to ensure all round exposure and efficiency. However, in cases where sufficient number of Officers are not available due to administrative/vigilance reasons for posting to sensitive charges, officers can be rotated from one sensitive posting to another sensitive posting. As far as possible, an officer in the subsequent cycle of postings shall not be posted in the same sensitive posting.

7. Representation for or against specific posting:-

All pre-shift representations shall be made one month prior to the due date of the shift. All such pre-shift representations from the respective officers and forwarded through proper channel shall be placed before the Commissioner for consideration.

52

8. Punishability of Attempted influence in the matter of Postings:-

Canvassing of political or other influence to bear upon superior authority to further the personal interest by any individual officer amounts to misconduct under rule 20 of Central Civil Services (Conduct) rules, 1964. Appropriate departmental action against erring officers shall be taken by the Department.


(R. MANOHAR) 26.11.2018
COMMISSIONER

F.No.: S/99-131/2017 Appg.

Dated: 26/11/2018

To,

- Commissioner of Customs, Custom House, Marmagoa (for information),
- Additional Commissioner of Customs, Custom House, Marmagoa (for information),
- DC, P&V, Custom House, Marmagoa (for information),
- Goa Customs Appraising Officers Association, Custom House, Marmagoa,
- Notice Board,
- Website.

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सीमा शुल्क भवन, मारमगोवा
CUSTOMS HOUSE, MARMAGOA

27 NOV 2018

क्रमांक/No.....
दिनांक/Date Sign.....

ANNEXURE A**LIST OF SENSITIVE AND NON SENSITIVE CHARGES**

Sensitive Charges	Non-Sensitive charges
<ol style="list-style-type: none"> 1. Docks Examination (Export & Import), All Chapter 2. ICD Examination (Export & Import), All Chapter 3. Refund 4. Drawback 5. BRU (Brand Rate Unit) 6. Import and Export Section 7. Group 7 Licences 8. Assessment 9. E.O.U 10. SIIB 11. Vigilance 	<ol style="list-style-type: none"> 1. Appraising Main 2. Technical Section 3. Review Section 4. Legal and Prosecution Section 5. Audit Section 6. Sampling Section 7. Monitoring of Provisional Assessment Cases 8. Adjudication 9. CRC 10. RTI 11. IGST REFUND 12. Reports related to SIIB (Appg.) 13. All Group – Reports & Rewards