

O/C

	आयुक्त सीमाशुल्क (सामान्य) का कार्यालय OFFICE OF THE COMMISSIONER OF CUSTOMS (G) समूह 'ग' स्थापना, नवीन सीमाशुल्क भवन, बेलाई इस्टेट, GROUP 'C' ESTT., NEW CUSTOM HOUSE, BALLARD ESTATE, मुंबई/MUMBAI-400001 Phone No.(022)-22757719 groupcestdtnch@gmail.com E-mail
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F.NO. GEN/1226/2024-GR-C ESTT.

STANDING ORDER NO. 09/2026

Subject: Guidelines for Intra Zonal Rotation of Group 'C' Staffs at Mumbai Customs Zone-I - reg.

The bi-annual rotation of Group 'C' staffs has hitherto been governed by Standing Order No. 01/2010 dated 27.12.2010. This Standing Order is being followed while making the proposals for said posting orders. In view of significant structural and functional changes within the organization, it has become necessary to revise and consolidate the guidelines to ensure administrative efficiency, transparency, and uniformity in posting of Group 'C' staffs. Therefore, these revised guidelines are being issued in supersession of all the existing orders and guidelines on the subject. The instructions contained in this Standing Order would be operational with immediate effect.

1. Postings of Group 'C' staffs shall be classified as follows:

1.1 Sensitive Postings:

All Divisions including Mumbai International Cruise Terminal, All Appraising Groups, Docks including Export Examination, Un-accompanied Baggage Centre, Postal Appraising Section, Customs Broker Section, License Section, Special Valuation Branch, Import Docks, EPCG, DEEC (MC), SPIB, Central Intelligence Unit, Vigilance Section and SIIB (Import/Export).

1.2 Non-Sensitive Postings:

All other postings not listed above.

Re-classification of postings may be carried out as per administrative requirements only through formal amendment to this Standing Order.

2. The Group 'C' staffs to be posted to 'A', 'B' & 'C' Divisions and CBS shall be posted after a gap of minimum 3 years between any of these postings.
3. Newly recruited Hawaldars shall not be posted to sensitive assignments until completion of 2 years of service.
4. All representations on medical, retirement or any other ground must be submitted to the Office of the Group 'C' Establishment, NCH, Zone-I. These representations will be placed before the Additional/Joint Commissioner P(G), New Custom House, Mumbai Zone-I for consideration or otherwise. Requests for exemption from sensitive/ non-sensitive or other offices posting on medical grounds will be entertained only if supported by a medical certificate issued by an authorized CGHS doctor or AMA. Certificates from private doctors, hospitals, or clinics will not be accepted. If a representation submitted by a Group 'C' staff member is accepted, an appropriate remark shall be entered in the HOP details of the concerned individual. Any subsequent transfer of the staff member, other than the approved place of posting, shall be governed by the relevant provisions of this Standing Order.
5. Every Group 'C' staff shall be required to attend guard duty postings. Warehouse guard duties shall be assigned to Head Hawaldars/Hawaldars who are trained in handling arms. However, in the event of a shortage of such trained personnel, at least 50% of the total Head Hawaldars/Hawaldars deployed for warehouse guarding must be trained in arms handling.
6. A sensitive posting is to be followed by non-sensitive posting and to ensure smooth rotation of Group 'C' staff, it is expected that no staff is retained at any place of posting

after issuance of posting rotation order. However, retention may be considered in special cases on administrative grounds. Such requests for retention shall be forwarded for consideration to the Additional/Joint Commissioner P(G), Zone-I with a detailed note mentioning the reasons for retention within 15 days of issuance of such posting rotation order.

7. The Group 'C' officer who remains on leave for more than 50 days during the non-sensitive posting, then the officer shall not be considered for sensitive posting in the ensuing rotation. However, in cases where the leave is on account of severe medical conditions, such as heart attack, major accident, major surgery, or any other serious illness duly supported by medical records and accepted by the Competent Authority, the permissible limit shall be 60 days instead of 50 days.

All departments shall inform Group 'C' Estt. Office, in writing, if any Group 'C' officer remains on leave for more than 50 days during any rotation. On receipt of the information, necessary entry will be made in the HOP and the concerned Group 'C' officer will not be considered for sensitive posting in the subsequent rotation.

8. Group 'C' staff posted/attached to senior staffs for opening-closing of the offices have to complete a minimum of 8 hours of duty. The duty hours for opening staff will be from 0800 hrs to 1600 hrs & for closing staff from 1200 hrs till closing of the office. The overlapping time period will be utilized for dispatch etc. Group 'C' office will carry out surprise checks to see if both the Group 'C' officers are available during the overlapping period or not.

9. The Group 'C' staff shall invariably be relieved on or before the due date of relieving as stated in the annual transfer order. If any staff is left to be relieved on the designated date, Group 'C' Establishment shall issue stand relieve order on the next working day itself. It shall be the duty of concerned Group 'C' staff to follow the relieving order and join their respective new place of posting accordingly. As regards the guard duty staffs at warehouse and other such places, to ensure continuity in operation, such staff shall be

relieved only when their reliever report for duty. The details of the leave availed by the outgoing Group 'C' staff will be forwarded by the concerned Section/Department Heads subsequently, in writing, to the office of Group 'C' Superintendent who in turn will inform the new posting Section/Department Heads. Those Group 'C' staffs who fail to join their new place of postings without any intimation or valid reason shall be deemed absent and their salary will be withheld until proper regularization of the period of absence.

10. If any deviation is to be made in the above said guidelines/instructions on any of the grounds such as non-availability of sufficient staff, relaxation on merits etc, the same may be done only on the basis of reasons recorded in writing and with the approval of Principal Commissioner of Customs (G).

11. Attention is drawn to Board's letter F. No. A-1109/93/Ad-IV dated 01.01.1992, prohibiting any attempt to influence transfers or postings. Such conduct shall be treated as a violation of Rule 20 of the Central Civil Services (Conduct) Rules, 1964 and will attract disciplinary action.

12. All representations for or against any specific posting will be accepted or rejected with the approval of Principal Commissioner of Customs (G), Mumbai Zone-I. The Principal Commissioner of Customs (G), Mumbai Zone-I has the discretion to deviate from the above guidelines, subject to recording of the reasons for deviation in writing.

Digitally signed by
Vikram Dnyandeo Phadke
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(Vikram D. Phadke)
Additional Commissioner of Customs,
Preventive General, NCH, Mumbai-I.

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