



OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS (GENERAL)
NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001

F. No. S/5-36/2018 P&E (Estt.)

Date: 19/02/2018

CIRCULAR NO. 09/2018

All concerned are hereby informed that the transfer and posting policy of Appraisers and Examiners is governed by the terms of Standing Order No. 09/2017 dated 25.04.2017. The Annual General Transfer (AGT) -2018 in the grade of Appraisers & Examiners is under consideration.

In this regard, to avoid any discrepancies, all the Appraising Officers/Inspectors (Examiner) are directed to submit their history of posting, under their signature on the HOP sheet (Annexure-A), in the Personnel & Establishment Section, New Custom House, Mumbai-400001 **latest by 05.03.2018.**

Further, it has been observed that after issuances of transfer order certain officers are repeatedly representing to the department requesting for change of posting on the plea of residence, medical/child education etc. which creates administrative difficulties. However, to assess the ground realities and to accommodate the requests from officers to extent administratively expedient, representations, if any, from Appraisers and Examiners posted under Mumbai Cadre Control are being invited **through proper channel latest by 05.03.2018.** The representation in the pro-forma attached should be accompanied with documentary proof and medical certificate (if any), so that cases can be considered on merit. Submission of such representations does not guarantee their acceptance as such representations will be decided on merits. It is also being made clear that the posting of Govt. servant is not a matter of right/choice, but it is an administrative arrangement to run the department smoothly. An advance copy of representation, if any, may be submitted to the DC/P&E, Mumbai Zone-I. The request/representation/ preference submitted after the due date **i.e 05.03.2018** would not be considered.

Encl: As above.


(Debashish Banarjee)

Assistant Commissioner of Customs
P & E, NCH, Mumbai Zone-I

Copy for information and necessary action to:

1. The Chief Commissioner of Customs, Zone-I, II & III, Mumbai
2. All Principal Commissioners/Commissioners of Customs, Mumbai-I, II & III.
3. All Department /Sections under Mumbai Cadre Control.
4. The Dy. Commissioner of Customs, EDI with a request to upload on the website.
5. Office Copy.

PROFORMA

Photograph

1. Name & Designation of the Officer:-
2. Date of joining /Promotion in present grade:-
3. Present place of Posting/ Date of Posting:-
4. Whether HOP Submitted (If yes, enclosed a copy thereof):-
5. Whether posted to outstation earlier, as an Appraiser? (If yes, give details):-
6. Whether willing for out station posting (If yes, Preference of place):-
7. Other requests, if any, regarding transfer:
8. Willing for Zone:
9. Ground of request:-
- 10 .Residential Address:-
11. Contact No.& E-mail ID:-

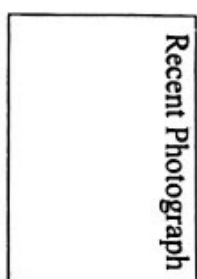
Signature of the Officer

(Point No. 6 & 7 applicable for Appraisers only)

ANNEXURE-A

History of posting since appointment in the present grade in prescribed proforma has to be filled up by the individual concerned:

1. Name of the Officer:-
2. Date of Birth:-
3. Designation:-
4. Date of appointment in the present grade:-



| 1 | 2 | 3 | 4 | 5 | | 6 | 7 |
|--------|---------------------------|--|---------|------|------------|------------------------|---------------------------------|
| Sr. No | Zone(I/II/III)/Outstation | Commissionerate(Import /Export/General/Appeal etc) | Section | From | Date To | Period of stay in days | Establishment officer Order No. |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |

Signature of the officer with designation:

Contact No: