

कार्यालय, मुख्य आयुक्त  
OFFICE OF THE CHIEF COMMISSIONER  
सीजीएसटी, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क, भोपाल ज़ोन  
CGST, CUSTOMS & CENTRAL EXCISE, BHOPAL ZONE  
35-C, GST Bhawan, Administrative Area, Arera Hills, Bhopal-462 011  
Tel. No. 0755-2765903 Email: ccu-cexbpl@nic.in

C. No. II(03)06/CCU/BZ/2019/ 1034

Bhopal, dated 11.06.2026

To

The Chief Commissioner,  
CGST & Central Excise, Nagpur zone,  
Nagpur.

The Pr. Commissioner/Commissioner,  
CGST, Bhopal/Indore/Raipur/Jabalpur/Ujjain,  
Audit, Bhopal/Indore/Raipur; Customs, Indore,  
Appeals, Bhopal/Indore/Raipur.

Madam/Sir,

**Subject: Transfer Policy for Superintendents and Inspectors of Bhopal CCA Zone.**

A draft Transfer Policy for Superintendents and Inspectors of Bhopal CCA Zone was circulated vide this office letter of even No. dated 22.01.2026 for obtaining comments and suggestions from the stakeholders. The Transfer Policy has been finalized after duly considering the comments/suggestions received from the Commissionerates and staff associations.

2. The policy has been recast with a view to consolidating and rationalising the existing provisions relating to transfers and postings, bringing greater clarity and transparency in the transfer process.
3. The Transfer Policy is enclosed herewith as Annexure-A and shall supersede the Inter-Commissionerate Transfer Policy issued vide C. No. II(03)06/CCU/BZ/2019 dated 04.04.2019 and shall come into force with immediate effect.
4. The Transfer Policy may please be brought to the notice of all officers concerned.
5. This issues with the approval of the Chief Commissioner.

Encl.: As above

Yours faithfully,

  
(Faraz Ahmad Qureshi)  
Additional Commissioner

11.06.2026

**कार्यालय, मुख्य आयुक्त**  
**OFFICE OF THE CHIEF COMMISSIONER**  
**सीजीएसटी, केंद्रीय उत्पाद शुल्क एवं सीमा शुल्क, भोपाल ज़ोन**  
**CGST, CUSTOMS & CENTRAL EXCISE, BHOPAL ZONE**  
**35-C, GST Bhawan, Administrative Area, Arera Hills, Bhopal-462 011**  
**Tel. No. 0755-2765903 Email: ccu-cexbpl@nic.in**

C. No. II(03)06/CCU/BZ/2019/

Bhopal, dated 11.06.2026

**TRANSFERS POLICY FOR INSPECTORS & SUPERINTENDENTS OF**  
**BHOPAL CCA ZONE**

A need was felt to have a fresh look at the existing Transfer Policy of the CGST, Bhopal zone (Bhopal cadre controlling authority) which has been in force since 04.04.2019, so that the new policy has clearer provisions, caters better to the needs of the administration as well as the aspirations of the officers. Further, the new AGT policy also requires to conform to the CBIC guideline issued vide F. No. A-22015/09/2024-Ad.IIIA dated 20.12.2024 & 28.08.2025.

2. The transfer/placement policy of the zone is framed with the following objectives:

- (i) At all times, the manpower availability of Bhopal & Nagpur zones would be in equal proportion to their sanctioned strengths as far as possible;
- (ii) Rotation of officers in the various commissionerates and directorates within the zone, i.e., executive, audit, appeals and customs as well as DGGI, DGRI and NACIN so that the officers get the opportunity to work in different aspects of indirect tax administration;
- (iii) Rotation of officers amongst the various stations in the zone for specified period of time, which while imparting exposure to different work cultures and business environments, would also bring continuity to the officers' personal affairs;
- (iv) Ensuring that officers are posted in all the commissionerates/directorates in the equal ratio of the sanctioned strength;
- (v) To provide the principles to be followed for transfers and postings within the jurisdiction of a commissionerate;

  
11.06.2026

**Annexure-A**

(vi) To take into account the fact that due to the large geographical jurisdiction of the commissionerates in the zone, the officers are also liable to be transferred from one station to another within a commissionerate.

3. Accordingly, in supersession of the transfer policy dated 04.04.2019, the following transfer/placement policy of the zone is hereby prescribed:

(a) The transfers of officers among the commissionerates/directorates within Bhopal zone as well as the transfers to and from Nagpur zone shall be carried out by the office of the Chief Commissioner, CGST, Bhopal zone. The transfer and posting of officers within the jurisdiction of a commissionerate shall be done by respective Principal Commissioner/Commissioner in accordance with the provisions of this policy.

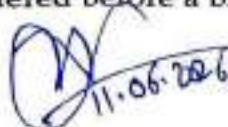
(b) The maximum continuous tenure of the officer in different Commissionerates/Directorates shall be as follows:

(i) Audit Commissionerate:	3 years
(ii) Appeals Commissionerate:	2 years
(iii) Customs Commissionerate:	2 years
(iv) DGGI/DGRI:	2 years
(v) NACIN:	2 years
(vi) GST Tribunal:	2 years

The salary, claims and all other service-related matters of the officers posted to the Directorates shall be handled by the executive commissionerates having territorial jurisdiction over the place of posting of the officer.

(c) For posting in audit/appeals formations, preference will be given to those officers who have not been posted in these formations for the longest duration.

(d) The posting of officers in DGGI/DGRI/NACIN will be done in consultation with the respective Additional Director General. Preference will be given to those officers who have not previously worked in these formations. On the recommendation of the Additional Director General, the tenure of an officer in DGGI/DGRI may be extended up to three years for reasons to be recorded in writing. Repeat posting in any of these formations shall not ordinarily be considered before a break of at least 3 years.

  
11.06.2016

- (e) Officers posted in DGGI, DGRI or Anti Evasion Branches shall not ordinarily be posted to Audit Commissionerate or Anti Evasion Branches before completing a cooling off period of two years. Similar cooling off period shall be required for posting to DGGI or DGRI for officers posted in Anti Evasion.
- (f) The Bhopal CCA zone comprises of the territorial jurisdictions of Bhopal, Indore, Jabalpur, Raipur and Ujjain CGST Commissionerates (herein referred to as the 'Stations') and the Nagpur zone. The places within these 'Stations' other than the Headquarters Station are herein referred to as 'Sub-Stations'.

An officer will be liable to be transferred to another station on completion of 8 years at a station (including sub-stations within that station). However, to ensure that all commissionerates are equitably staffed, transfers may be ordered before completion of 8 years, and in all such cases, officers who have served the longest at a station, shall be moved first.

The length of service of an officer at a station, for the purpose of this policy, shall include the service rendered by the officer in the grade of Executive Assistant/Steno Grade-I at that station.

- (g) The officer who is transferred to another station under clause (f) may request for repatriation after 3 years on govt. cost and after 2 years on own cost. Such request shall be allowed subject to administrative feasibility including availability of suitable replacement officers due for rotational transfer.
- (h) An officer may, on completion of four years at a station, volunteer for transfer to another station before becoming due for transfer under clause (f). Such request may be considered having regard to administrative feasibility and vacancy position. If accepted the officer shall be transferred on govt. cost. The officer shall also be eligible for repatriation to the previous station on completion of three years on govt. cost (or two years on own cost), subject to administrative feasibility. The non-acceptance of a request for voluntary transfer under this clause shall, however, not affect the transfer liability of the officer under clause (f).
- (i) As a general principle, on promotion to the grades of Superintendent/ Inspector, the officers shall be liable to be transferred from their present

 11.06.2026

## Annexure-A

station. The officer will be eligible for repatriation to the previous station on completion of 3 years on government cost (2 years on own cost), subject to administrative feasibility. However, such transfer on promotion may be deferred for one year on the request of the officer if he/she has not completed two years in his/her present station.

- (j) An officer posted in Nagpur zone may be transferred to a station in Bhopal zone only on promotion or at his/her own request. The request of the officer shall be considered only on the recommendation of the Chief Commissioner, Nagpur zone. However, the requests of the officers for repatriation to Bhopal zone who were transferred to Nagpur zone under clauses (f), (h) or (i) shall be considered by the Chief Commissioner, Bhopal zone in accordance with this policy.
- (k) On initial appointment, allocation of officers between Bhopal and Nagpur Zones shall be made having regard to vacancy position, administrative requirements and the principles laid down herein. As far as possible, the candidates whose hometown is in MP/CG will be allocated to Bhopal zone. Similarly, the candidates whose hometown is in Maharashtra will be allocated to Nagpur zone. Thereafter, the allocation of the remaining candidates to Bhopal and Nagpur zones shall be in the order of merit and in the ratio of the vacancies in the two zones. For example, if the vacancies at Bhopal and Nagpur zone in a grade are in the ratio of 3:1, then the first three candidates in the remaining merit list would be allocated to Bhopal zone and the fourth candidate would be allocated to Nagpur zone.
- (l) Officers who are allotted Nagpur zone on initial appointment shall be considered for transfer to Bhopal zone only after completion of 6 years of service subject to administrative feasibility and on the recommendation of the Chief Commissioner, Nagpur zone. However, on the recommendation of the Chief Commissioner, Nagpur zone on extreme compassionate grounds, an officer may be transferred to Bhopal zone before completion of the stipulated period of 6 years. The officers whose hometown is in Madhya Pradesh or Chhattisgarh may also be considered for transfer to Bhopal zone before completion of 6 years at Nagpur, subject to administrative feasibility and on the recommendation of the Chief Commissioner, Nagpur zone. Such transfers will be considered ordinarily against the officers posted to Nagpur zone on fresh recruitment.

  
11.06.2026

- (m) Officers posted to any station on initial appointment shall not be considered for transfer to another station before completion of the probation period.
- (n) Notwithstanding the above, an officer shall not be transferred out of a station in the following cases:
- (i) The officer who would complete the age of 57 years on 1<sup>st</sup> of April of the concerned calendar year. Also, the officer who attains 57 years of age may, on his request, be transferred in the next Annual General Transfers, to any station of his choice.
  - (ii) An officer having a child with developmental disorder or other special needs requiring continuous parental care and support.
  - (iii) The officer requesting for retention on the ground that his/her ward is studying in classes X to XII;
  - (iv) A female officer who is residing separately from her spouse on account of the spouse ordinarily residing outside the jurisdiction of Bhopal zone;
  - (v) The officer requesting for retention on the ground that the officer or the spouse of the officer is expecting;
  - (vi) The officer requesting for retention on any exceptional compassionate grounds of sickness of self or family members subject to the condition that the jurisdictional Pr. Commissioner/Commissioner recommends that the ground of the officer is genuine and is worthy of consideration.
- (o) If both the officer and his/her spouse are CBIC employees posted in Bhopal CCA zone, they shall be posted in the same station. If the spouse of an officer is working in another govt. department/PSU, his/her transfer under this policy shall be governed in terms of DoPT OM No. 28034/9/2009-Estt(A) dated 30.09.2009, subject to administrative feasibility;
- (p) The transfer and posting of the persons with disability will be in accordance with the DoPT OM Nos. A-B 14017/16/2002, dated 13.03.2002 and 36035/3/2013-Estt (Res), dated 31.03.2014 as well as the provisions of the Rights of Persons with Disability Act, 2016, subject to administrative feasibility;
- (q) Posting on loan basis outside the zone shall be in accordance with the Board's policy. The officers may seek loan postings outside the zone by

  
11.06.2026

**Annexure-A**


opting for a station and not to a particular organization. Such deployment shall be done on a first come, first serve principle; based on merits of compassionate ground as well as public interest. The loan postings outside the zone shall be only for a period of 2 years extendable by another year. On return from such deployment, no officer shall be considered for another loan posting until he/she serves, within the cadre, a period equal to the outside loan posting. On return from deputation, loan deployment, revocation of suspension, etc., the postings to a station including Nagpur zone would be on the basis of vacancy position. The total period of the loan/deputation postings of an officer outside the zone shall not exceed 10 years during his/her service.

- (r) The zonal AGT orders shall be normally issued by 31<sup>st</sup> March.
- (s) Subsequent to the issuance of the zonal AGT orders, the respective commissionerates shall also issue posting/transfer orders within their jurisdiction within 15 days.
- (t) In terms of the CVC guidelines, the following postings are identified as sensitive:

SN	Commissionerate	Charge
1	Customs	Special Investigation Unit (SIIB)/ Air Intelligence Unit (AIU)/Disposal Section/SEZs/ICDs/ International Air Cargo Complex/Refund-Rebate
2	CGST	Anti Evasion/Preventive Branch/ All Ranges/ Refund/DGARM Cell
3	Audit	Audit Circles
4	Directorates	DGGI/DGRI

- (u) An officer shall ordinarily not be posted continuously for more than two years in the same sensitive charge. Also, there shall ordinarily be a gap of at least one year between two sensitive postings. However, due to any administrative requirement to be recorded in writing, the officer may be continued up to three years in sensitive postings other than the Preventive/ Anti Evasion Branch.

In case sufficient non-sensitive postings are not available for strict implementation of this clause, suitable deviations may be made having

 11.06.2026

regard to administrative requirements and availability of posts. A report of such deviations, indicating the reasons therefor, shall be submitted to the Chief Commissioner.

However, if any officer is required to be continued in Preventive/Anti Evasion Branch for the third year (including by way of additional charge), prior approval of the Chief Commissioner shall be obtained. Repeat posting in the Preventive Branch will not be given before a break of at least 3 years.

- (v) Additional charge of a sensitive posting will be given only sparingly for the reasons to be recorded in writing. Preferably, such additional charge will be given to an officer who is posted in a sensitive charge. If due to any administrative exigencies, any officer posted in a non-sensitive posting is to be given a sensitive charge as additional charge, prior approval of the Chief Commissioner may be obtained. It is to be ensured that the additional charge is also mentioned in the History of Postings of the officer.

It will also be ensured that the officer is not continued in sensitive postings for more than three years, by way of giving additional charge of a sensitive posting.

- (w) On transfer from a commissionerate in one station to a commissionerate in another station, generally the officer will not be posted at a station within 50 km of his previous station.
- (x) The respective Pr. Commissioners/Commissioners of the CGST, Commissionerates may prescribe the normal maximum period of continuous stay at each of the sub-stations within their jurisdiction. The transfer of the officer on completion of the maximum tenure at a sub-station to another station/sub-station shall be on govt. cost. However, an officer posted at a sub-station may, on his/her request, be transferred to the Headquarters station on completion of one year, subject to administrative feasibility, on own cost basis. It may be ensured that an officer who will become due for transfer to another station as per clause (f) within one year, is retained at the same station/sub-station unless he requests otherwise.
- (y) The tenures of postings shall be counted from the dates of Annual General Transfers.

  
11.06.2026

**Annexure-A**

- (z) In between two Annual General Transfer exercises, on administrative exigencies/grounds, the Chief Commissioner or the Pr. Commissioner/Commissioner may transfer any officer from one place/posting to another.
- (aa) The principles laid down in this policy will also apply while effecting transfer of officers in the other group B and group C grades, whenever required.
- (ab) While effecting transfers, the Chief Commissioner/Pr. Commissioner/Commissioner, as the case may be, may relax any of the provisions of this policy, subject to administrative suitability and for reasons to be recorded in writing. Such relaxation may, inter alia, be considered having regard to the transfer history of the officer and the administrative requirements of the formation.

  
(Faraz Ahmad Qureshi)  
Additional Commissioner