



केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE

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F. No. GCCO/II/(3)/43/2023-ADMN

Dated: 25.10.2023

सेवा में / To,

1. The Commissioner, Central Tax & Central Excise,
Cochin/Thiruvananthapuram/Kozhikode/Audit/Appeals
2. The Commissioner of Customs,
Custom House/Customs (Prev.), Cochin

महोदय/ Sir,

Sub: Policy for posting officers of Thiruvananthapuram Zone on Deputation/Loan basis - reg

The policy regarding consideration of requests for posting officers of the Zone on deputation/loan basis, as approved by the Chief Commissioner, is enclosed herewith.

2. It is requested that the same may be brought to notice of all officers concerned.

भवदीय /Yours faithfully,

संलग्नक: यथोपरी

Encl: As above.

Signed by Gayathri P G

Date: 25-10-2023 15:43:41

Reason: Approved

(गायत्री पी. जी. / Gayathri P. G.)

संयुक्त आयुक्त (सु. आ.का.)

Joint Commissioner (CCO)

Policy regarding consideration of requests for posting on deputation/ loan basis for Thiruvananthapuram Zone.

I. Introduction

The Central Tax, Central Excise & Customs, Thiruvananthapuram Zone has been receiving a large number of requests for posting on deputation/loan basis apparently in view of the typical composition of officials in the Zone with respect to their native place. In order to streamline the process, it was decided to have a policy which takes into account the staff situation in the Zone and the “human situation” with respect to the officers as well as the requirements of human resources in other formations of the Department. A committee was constituted vide CCO letter dated 12.09.2023 which has given its recommendations on the basis of which the following policy has been finalised.

II. Rules Governing Deputation/Loan

While the overarching policy of posting on deputation is governed by the DOPT OMs dated 17.06.2010 and 17.02.2016, the departmental instructions dated 17.10.2018 and 17.12.2020 prescribe a policy for these deputations. Further, keeping in view the typical requirements of the Customs operations at the Airports, Airpool policy instructions dated 21.10.1993 and 22.12.2008 prescribe the guidelines regarding deployment of officers at Airports outside the Zones. Copies of these instructions/circulars is enclosed as Annexure I. Broadly; the following points are covered in the above instructions.

- a. The maximum tenure for deputation shall be 5 years which can be extended up to 7 years under special circumstances by CBIC.
- b. The manpower requirements of the regional offices of various Directorates have been integrated into sanctioned strength of the jurisdictional Zones and the respective cadre control authorities are obligated to fulfil these requirements.
- c. The Directorates are at liberty to source officers under special situations from any Zone, on loan basis. Such deployment is normally for a period of two years.
- d. Such cross-Zone postings on loan basis are on the discretion of the lending CCAs.

III. Cadres covered under Deputation/Loan posting.

Every CCA can depute officers upto 10% of the sanctioned strength on loan basis to Directorates, who may be posted to the Directorates outside the jurisdiction of the said CCA. This can be done at the discretion of the Chief Commissioner of the Zone. The cadre strength allocated to Zones for posting on loan basis to Directorates is for all the cadres and not limited to executive cadres Group B/C. Officers can apply for posting on deputation basis, based on the vacancy circulars issued by the borrowing organisations.

IV. Current SS/WS/Deputation for all cadres.

Before listing the policy for posting to deputation/loan basis an analysis of the current sanctioned and working strengths in various cadres in the Zone as well as the number of applications submitted for posting on deputation/loan basis is required to be done. The details of sanctioned strength, working strength and strength of officers deployed on deputation/loan to Directorates within the Zone as well as outside is enclosed at Annexure II. For the GST cadres, the Zone has a sanctioned strength of 1839 officers out of which only 1031 are in position. Yet a total 104 officers have been deployed in various Directorates and 80 out of these 1031 are on loan basis. In the Customs cadres, the working strength 385 against the sanctioned strength of 667 and 25 officers have been deployed on deputation/loan. The above analysis reveals the officers have been permitted to go on deputation/loan despite the already stressed working strength in the Zone. Notwithstanding the above figures, there are over 50 requests for posting on loan/deputation basis which are pending for consideration in the CCO.

V. Policy

Keeping in view the above instructions and the manpower figures in future, the following policy shall govern the consideration of application on deputation/loan basis for Group B and C cadres.

- 1.** An officer will be eligible to apply for posting on deputation/loan basis only after 3 years from the date of completion of his/her probation period.
- 2.** Any request for deputation/loan will be entertained only if it is forwarded through proper channel. Advance copies of application will not be entertained. The application should be forwarded by the

jurisdictional Commissioner with specific observation that she/he will be able to spare the services of the officer. The applications of officers deputed in the Directorates in the Zone for deployment to other units of the Directorate should be forwarded by ADG (DGGI/DRI/NACIN), with specific observation that she/he will be able to spare the services of the officer and not seek a replacement.

- 3.** Request of local units of DGGI/DRI/NACIN will be entertained on priority. Posting on deputation to CBIC and other organization/ departments outside CBIC such as NIA, CBI, Enforcement Directorate, NCB etc. will be considered keeping in view the value that such postings will add to the skill set of the officer.
- 4.** For posting on deputation to Directorates outside the Zone; only those cases will be considered which were duly recommended/forwarded by the jurisdictional Commissioner in accordance with Para 7.
- 5.** No requests for posting to Airports outside the Zone will be considered as the Airports in the Zone are seriously short of manpower. Any officer keen on working at an airport can opt for any of the Airports in the Zone.
- 6.** Initial permission for posting on deputation/loan basis will be for 2 years only, which may be extended by one year at a time to a maximum of 5 years.
- 7.** The request for deputation/loan will be considered based on the grounds mentioned below: -
 - (i) Single woman officer with serious personal medical ailment or medical condition of her child.
 - (ii) Officer with children/spouse having serious medical ailments which cannot be treated at medical facilities in Kerala.

- (iii) Officer seeking deputation/loan posting to North Eastern States/Kashmir.
 - (iv) Requests on medical condition of the spouse/parent on a case-to-case basis.
 - (v) Officers having children with 'Specified Disability' as defined in the Schedule of Rights of Persons with Disabilities Act, 2016 (Annexure-III) on a case-to-case basis.
 - (vi) Officers seeking posting on deputation/loan basis on grounds of education of child (10th & 12th standard), provided the said child is already living with one of the parents at the place where the officer has requested, on a case-to-case basis.
 - (vii) Officers requesting on deputation for reasons that their spouse posted in non-transferable Govt/semi govt/Public sector organisations including banks; provided the spouse is working in the place where the officer has requested, on a case-to-case basis.
- 8.** Cooling-off period between two deputation/loan basis postings shall be minimum of 5 (five) years.
- 9.** The posting on loan basis is meant only for Directorates and not for posting in cross Zonal Commissionerates as per the clarification issued by the Board vide letter F.No.A-11013/12/2019-Ad.IV dtd 17.12.2020.
- 10.** Extension of tenure of posting on deputation basis will be granted in terms of Board's letter F.No.A-12034/90/2018-Ad.IIIB dated 17.10.2018 and DoPT O.M.F.No.2/6/2016-Estt.(Pay-II) dated 17.02.2016.
- 11.** Extension of tenure of posting on loan basis will be granted in terms of Board's letters F.No. 11013/12/2019-Ad.IV dated 27.05.2020 and F. No. A-11019/3/2020-Ad. IV and 25.03.2021.

- 12.** All the applications for extension should be made 3 months before expiry of the deputation/loan tenure.

VI. Conclusion

The aim of the guidelines is to provide standard norms, transparency, objectivity and increased perception of fairness and clarity ensuring best use of its human resource in the interest of the Department. Even in case, if an officer is unable to get a particular posting on deputation/loan, then it should not be construed or claimed as a matter of right.

Annexure -II**Current SS/WS/Deputation for all cadres.**

CGST Cadre	SS	WS	Outside the zone		Within the zone(DRI, DGGI, NACIN)	
			No. officers on deputatio	No. of officers on loan	No. officers on deputation	No. of officers on loan; local rotation transfer
Supdt.	439	407	3	4	3	29
Inspr.	687	351	13	9	3	29
A.O.	29	9	0	0	0	0
EA	119	51	0	0	0	1
Steno-I	16	5	0	0	0	0
TA	109	48	0	2	0	1
Steno-II	16	8	1	2	0	0
LDC	37	17	0	0	0	2
H.Hav	166	105	0	0	0	1
Hav.	221	30	0	0	0	0
Total	1839	1031	17	17	6	63
Customs Cadre	SS	WS	Outside the zone		Within the zone	
			No. officers on	No. of officers on loan	No. officers on deputation	No. of officers on loan
Supdt.	135	126	5	4	4	2
Appraise	32	21	0	0	2	0
A.O.	11	3	0	0	0	0
P.O.	181	97	1	0	4	1
Examine	49	20	0	0	0	0
EA	34	18	0	0	0	1
Steno-I	6	1	0	0	0	0
TA	52	35	0	0	0	0
Steno-II	2	1	0	0	0	0
LDC	15	11	0	0	0	0
H.Hav	64	10	0	0	0	0
Hav.	86	42	0	0	0	1
Total	667	385	6	4	10	5

OFFICE MEMORANDUM

Subject: Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/ State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/ UT Administration, Local Bodies etc. and vice-versa – Regulation of pay, Deputation (duty) Allowance, tenure of deputation/ foreign service and other terms and conditions – regarding.

The undersigned is directed to refer to this Department's O.M. No.2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/ revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/ Union Territories Administration/ Local Bodies or under Central/ State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:-

- (a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
- (b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;
- (c) Deputation to posts operated outside India;

(ii) Appointments of a special category of employees of a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.

(e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible – e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/ autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/ foreign service' – Restrictions on treating an appointment as on deputation/ foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

(a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) permanent appointment made by transfer.

(c) Temporary appointment made on the basis of personal requests of employees.

(d) Arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/ an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance (s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67000. For example, if the ex-cadre post

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1. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/ foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises vide OM dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

- (a) When he/she receives proforma promotion or is appointed to non-functional selection grade or up-gradation of scale in the parent cadre;
- (b) When he/she is reverted to a lower grade in the parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.
- (d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5. If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/ her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs.80000 respectively.

(ii) In foreign service/ Reverse Foreign Service

(a) when the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/ or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

3. In cases of appointments to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post the difference may be allowed as personal pay to be absorbed in future increase(s) in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/ admissible in such a post respectively.

Note-2: An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/ foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/ foreign service from his/her regular post. During the period of deputation/ foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note-4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

- (a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs.2000 p.m.; and
- (b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs.4000/- p.m.

(c) The deputation (Duty) allowance as above shall further be restricted as under-

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs.67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs.80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1 The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2 Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to

the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

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7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments - The employee will draw increment in the parent cadre grade or in the scale of pay /grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale /grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/ organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/ foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay.
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance - The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities - This will be regulated in accordance with the rules of the borrowing organisation.

(iii) Leave: An officer on deputation/foreign service shall be regulated by the leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/Pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/ employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/ State Public Sector Undertakings and Autonomous Bodies/ etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertakings/ State Public Sector Undertakings/ Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2. In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/ equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/ State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/ State Government Organisations/Government of UTs/ Government of UT's Organisations/ Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/ foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/ Pay Band & Grade Pay in the parent cadre vis-a-vis that of the ex-cadre post, the official shall complete his/her normal /extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band + Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

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(6) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2008 -Estt. (D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/ foreign service, his services are placed at the disposal of the parent Ministry/ Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/ Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.



(Rita Mathur)
Director

To

All Ministries/ Departments of the Govt. of India etc.
(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".

(vide para 8.4)

6111933/2023/Admn-O/o CC-CG

1. Name of the officer.
2. Name of the parent office.
Designation of the post held in parent office & pay scale of that post
3. Present basic pay in the parent cadre post
4. Designation & pay scale of the post held on deputation and the present basic pay in the ex-cadre post.
5. Has the officers been given NBR promotion? If so, pay scale of the post to which promoted.
6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)a? If so, has the d(d)a been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment Rules.
9. Whether the extension for 1st year/2nd year in excess of period prescribed in the RRs of the post has been given with the approval of the Secy. and Minister incharge of the administrative Ministry/Department respectively.
10. Does the proposed extension also requires the approval of UPCC/ACC?
11. What is the specific public interest involved in the proposed extension?
12. Whether the concurrence of lending organisation/individual concerned has been obtained for the proposed extension?
13. Efforts made to select a suitable replacement for the officer?
14. According to Recruitment Rules, can the post be filled up by promotion? If so, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent?
15. Any other relevant information considered necessary.

Signature and Designation:

North Block, New Delhi
dated 17th February, 2016

OFFICE MEMORANDUM

Subject: Delegation of powers to Ministries / Departments/Borrowing Organisations to extend deputation tenure upto 7 years in cases of Deputations covered by DoP&T's OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010 - regarding.

This Department's **OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010** regulates Pay, Deputation (Duty) Allowance, Tenure of Deputation / Foreign Service and other terms and conditions on the subject of deputation / foreign service of Central Government employees to ex-cadre posts under the Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Universities/ Union Territories Administration, Local Bodies etc. and vice-versa (copy enclosed). **Subject to its applicability as provided in para 2 of the OM**, these instructions cover cases of deputation/ foreign service where Central Government is either lending authority or borrowing authority or both. It provides for duration of maximum Deputation Tenure as 5 years at a stretch. As per para 8.3.1 (iii) of this OM, no further extension beyond the fifth year shall be considered.

2. Various administrative Ministries/ Departments/ Borrowing Organisations have been approaching this Department for relaxation of the 5 year deputation tenure condition, on case to case basis, citing exigencies, quoting provisions of para 10 of the OM dated 17.6.2010 *ibid*.

3. It has been decided that if the administrative Ministries / Departments and other borrowing organizations wish to retain an officer beyond 5 years, they may extend tenure of deputation covered by OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010, where absolutely necessary in public interest, upto a period not exceeding 7 years at a stretch. This shall be done with the approval of the Minister of the borrowing Ministry / Department concerned and in respect of other organizations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned, keeping in view the exigencies and subject to fulfillment of all other requirements such as willingness and vigilance clearance of the Officer concerned, NOC of the lending authority, UPSC / ACC approval wherever applicable. Thus, no case of extension shall be referred to Department of Personnel & Training, New Delhi.

4. All other terms and conditions issued vide OM No. 6/8/2009-Estt.(Pay-II) dated 17th June 2010 will remain unchanged.

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5. In cases where the necessity to have deputation tenures longer than seven years is felt, the concerned administrative Ministries / Departments/ borrowing organisations may amend the relevant Recruitment Rules of such deputation post accordingly, after following the requisite procedure. No extension of deputation beyond 7 years is to be allowed unless provided in the relevant Recruitment Rules of such deputation post. It is reiterated that no case for extension beyond five years shall be referred to DoPT.

6. It is also clarified that cases which are not covered by the OM dated 17.6.2010 including those where Central Government is neither lending authority nor borrowing authority, will continue to be decided in terms of the relevant provisions/ rules/ instructions etc. governing them.

7. These orders shall come into effect from the date of issue of this OM.



(Ashok Kumar Jain)
Deputy Secretary (Pay)
Tel. No.: 011-23094542

To

All Ministries/ Departments of the Government of India (As per standard list).

Copy to NIC:

To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "Deputation".

Government of India
 Ministry of Finance
 Department of Revenue
 Central Board of Indirect Taxes & Customs

Hudco Vishala Building, Bhikaji Cama Place
 New Delhi, the 17th December, 2020

To
 The Pr. Chief Commissioner,
 CGST & CX, Chandigarh Zone,

Sir,

Sub : Cadre re-organization of the field formations under Central Board of Excise & Customs - allocation of revised cadre strength to Directorates on loan basis - Consolidated guidelines.

I am directed to refer to the letter F. No. ET-1-Loan0Gr-B/1/2018-GST Zone- CHD dated 19.08.2020 on the above subject wherein clarifications have been sought on certain issues as detailed in the following para's.

2. The issue wise clarification is as follows -

(i) Whether the quota of 10 % is applicable to all cadres or only to the executive cadres.

Clarification - The cadre strength allocated to the zones for posting in the Directorates on loan basis is for all cadres and not limited to executive cadres. Therefore, the 10% quota is not limited to executive cadres.

(ii) Whether 90% of the total sanctioned strength is meant for posting on loan basis to the Directorates within Zone's jurisdiction and 10 % reserved for outside CCAs Jurisdiction or whether it's the discretion of the CCA to subsume the 10 % of Quota within the Zone during the time of Annual General Transfers.

Clarification - The 10% quota for cross zonal postings was provided to cater to the need of posting of suitable officers working in the CCAs which are located outside the jurisdiction of the Directorates. The said quota was provided by giving the discretion to the zonal CCAs. Thus, the quota being discretionary, there is no requirement of mandatory reservation of 10% quota for cross zonal posting. The CCA after considering the requests received by them from Directorates outside their jurisdiction may exercise their discretion for posting of officers to such directorates.

(iii) The officers who apply for loan deputation basis from one Directorate outside the jurisdictional CCAs need to be counted in relevant ceiling of 10% mentioned in the consolidated guidelines. A specific case has been referred where the zone forwarded the extension of deputation of one Superintendent which was returned by the Board on the grounds that the zonal CCA is competent to give NOC and sought clarification on the point whether the extension of loan tenure beyond 3 years as provided under para 2(v) of the instructions dated 27.05.2020 is contrary to the stand taken by the Board in the said case of extension of deputation tenure.

Clarification - The zone has confused 'loan posting' with 'deputation postings'. Since, the instructions dated 27.05.2020 were issued only in respect of the sanctioned strength given to the CCAs for posting to Directorates on loan basis, these instructions would not apply to deputation cases.

- (iv) When officers apply for posting on loan basis from one GST/Customs Zone to another GST/Customs Zones, they need to be counted under the ceiling of 10% or not.

Clarification - The zone also seems to be unclear of the fact that the posting on loan basis is meant only for Directorates and not for cross zonal Commissionerates. Accordingly, the instructions dated 27.05.2020 would not apply to cross zonal Commissionerate postings.

3. Further, the zone has suggested an SOP to be followed for consideration and posting of officers within the quota of 10% at the time of AGT. The SOP appears to be feasible in an idealistic situation. However, depending upon the requirements of the Directorates and administrative exigencies, adherence to such ideal situation may not be feasible.

4. All requests for extension of loan tenure in terms of para 2(v) of the Instructions dated 27.05.2020 may be referred to Board/Commissioner (Coordination), CBIC (Ad. IV Section).

5. This issues with the approval of the Competent Authority.

Yours faithfully


(Biswajit Sarkar)

Under Secretary to the Govt. of India

Copy to:

- (1) All Principle Chief Commissioners/Principal Director Generals/Chief Commissioners/Director Generals/Principal Commissioners/Principal Additional Director General/Commissioners/Additional Director Generals and Commissioners in-charge of Directorates under Central Board of Excise & Customs for information and necessary action.
(2) JS (Admn), Central Board of Excise & Customs for information and necessary action.
(3) D/o (Webmaster) to be uploaded on the CBIC website.

ADMN-O/o CC-CGST-ZONE-T

6111933/2023/Admn-O/o CC-CG

TIME BOUND

F. No. A-11019/3/2020-Ad. IV
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

New Delhi

Dated 25th March, 2021

To

All Pr. Chief Commissioners/Pr. Director Generals/Chief Commissioners
Director Generals/Pr. Additional Director General/Pr. Commissioners/
Additional Director Generals/Commissioners in charge of Directorates under CBIC

Madam/Sir

Sub : SOP for extension of loan of personnel – reg.

Kindly refer to instructions issued under even number dated 27.05.2020 and subsequent clarification dated 17.12.2020 on the above subject.

2. The Board is in receipt of requests from different Directorates under CBIC for extension of loan of officers posted in such Directorates beyond the period of 3 years in terms of the instructions dated 27.05.2020. In order to streamline the process of extension of loan and to maintain uniformity, with the approval of competent authority, it has been decided that all the borrowing/lending authorities under CBIC would follow the Standard Operating Procedure (SOP - I) enclosed as Annexure-I.

3. For the purpose of examining the request of extension received from the Directorates, a Committee comprising of the following officers has been constituted in the Board –

- (i) Commissioner (Logistics & Audit), CBIC, New Delhi
- (ii) ADG, HRM – II, DGHRD, New Delhi
- (iii) JS (Admn-EC), CBIC, New Delhi



The Committee would examine the cases as per Standard Operating Procedure (SOP-II) enclosed as Annexure – II.

4. All the requests received in this regard so far would be examined and disposed of by the Committee by 15th April, 2021. The zones are requested to expedite reply on NOC being sought from the zones by different Directorates/Board by 31st March, 2021, if not communicated till date, failing which the Committee shall decide the cases based on the exigency of each case.

5. All requests for extension of loan posting beyond the period stipulated in instructions dated 27.05.2020 shall henceforth be considered by the Committee as per para 3 above. Ad. IV Section of the Board shall compile all requests received and put up before the Committee. The Committee may hold periodical meetings, on monthly basis, and recommend to the Member (Admn) for a final decision in each case.

6. This issues with the approval of competent authority.

Yours faithfully,

Encl. As above.


(Biswajit Sarkar)

Under Secretary to the Government of India

Copy to :- (1) ADG, HRM-II, DGHRD, New Delhi
(2) JS (Admn-EC), CBIC, North Block, New Delhi
(3) Commissioner (Logistics & Audit), CBIC, New Delhi.

9c

Issued via by speed post & email


25/08/2021

SOP to be followed by the CCAs/Directorates

1. All the applications for extension of loan should be made 3 months before expiry of the loan tenure, only in exceptional circumstances, with adequate justification made in the application itself.
2. The Directorates, before seeking extension of loan from Board office, shall seek NOC from the respective CCAs and forward the applications along with the letter sent to the CCA seeking NOC.
3. The decision on grant of NOC may be communicated to the Directorate with a copy to Board office within 15 days of the receipt of the request for NOC.
4. In cases where NOC has not been granted, the Board may consider such cases for extension of loan and a decision in this regard be conveyed to the concerned CCA.
5. The final authority to consider the extension of the loan, even in cases where the NOC has not been granted by the CCAs, would vest with the Board.
6. In cases where the loan tenure is completed during the process of extension, the officer concerned would be deemed to continue on loan basis till the process is completed and his/her loan tenure is either extended or discontinued.
7. All the applications for extension of loan should be made on an online portal to be made available on e-pastinyukti.



SOP to be followed by the Board

1. All the applications received in the Board are to be examined by a Committee consisting of ADG (HRM-II), JS (Admn-EC) and Commissioner (Logistics & Audit).
2. The grounds cited by the borrowing authority are to be examined and extension be processed only in cases where justifiable reasons exist.
3. The extension may normally be given only upto two years, one year at a stretch.
4. The cases where NOC has been denied on the grounds that it is beyond the limit of 10% quota for outstation posting, may be considered only in exceptional cases, for reasons to be recorded.
5. In cases where the decision on NOC is not conveyed within the period of 15 days, it would be deemed that NOC has been granted and cases processed accordingly.
6. The Committee would submit its recommendations which would be processed by Ad. IV Section and submitted through Commissioner (Coord), CBIC for acceptance on behalf of Board to Member (Admn), CBIC.



Dated 17/08/2022

OFFICE MEMORANDUM

Subject: Transfer on deputation/foreign service of members of All India Services/members of Organized Group 'A' and Group 'B' services of Central Government.

Attention is invited to Consolidated Deputation Guidelines issued vide DoPT's communication No.14017/33/2005-AIS(II)(Pt.I) dated 28.11.2007 and Consolidated Guidelines on deputation/foreign service for members of Organized Group 'A' and Group 'B' services of Central Government issued vide DoPT's O.M. No. AB-14017/02/07-Estt(RR) dated 29.02.2008.

2. In this regard, it is stated that none of provisions contained in the above-mentioned Guidelines allow any appointment on 'informal basis' in the name of 'loan/bilateral arrangements'.

3. In the light of para 1.3 of the Consolidated Guidelines on deputation/foreign service for members of Organized Group 'A' and Group 'B' services of Central Government issued vide DoPT's OM No. AB-14017/02/07-Estt. (RR) dated 29.02.2008, concurrence of the cadre controlling authority is required for ex-cadre deputation of members of Organized Group 'A' and Group 'B' services of Central Government. Further, as per Rule 6 (1) of IAS (Cadre) Rules and the analogous provisions in the IPS (Cadre) Rules and IFoS (Cadre) Rules, the concurrence of the concerned State Government and the Central Government in respect of AIS officers is required for deputation of a cadre officer.

4. However, instances have come to the notice that Central Government employees/All India Service officers, are being deputed to various organizations on informal basis in the name of appointment on loan/bilateral arrangements. The practice of extending services of officers on informal basis to various organizations is not only in violation of the essence of existing guidelines/instructions, but also disturbs the administrative set up of both the lending as well as the borrowing organization.

ADMIN-O/o CC-CGST-ZONE-1

6111933/2023/Admn-O/o CC-CG

In view of the above, it is reiterated that for all appointments of Central Government employees/All India Service Officers, on transfer on deputation/foreign service, prior "No Objection" from the Cadre Controlling Authorities concerned shall be mandatory, as prescribed in the above mentioned Guidelines and in the Cadre Rules of the respective All India Services.

6. Further, it has been decided that:

- i. No appointment shall be made on loan basis or bilateral arrangements or any other informal basis forthwith;
- ii. For any appointment without "No Objection" from respective the Cadre Controlling Authorities, the officer concerned shall also be liable to disciplinary action under relevant rules; and
- iii. The existing appointments on loan basis or bilateral arrangements or any other informal basis in violation of existing guidelines/instructions/rules shall be terminated and officers so appointed shall be repatriated to the parent cadre/organization with immediate effect.

7. This may be brought to the notice of all Cadre Controlling Authorities for strict compliance.

Manmeet
(Manmeet Kaur) 17/08/23

Deputy Secretary to Government of India

To,

All Ministries/Departments of Government of India

Copy to:

1. The President's Secretariat, Rashtrapati Bhavan, New Delhi - 110004
2. The Vice President's Secretariat, 6, Maulana Azad Road, New Delhi - 110011
3. The Prime Minister's Office, South Block, New Delhi
4. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi - 110004
5. Rajya Sabha Secretariat, Parliament House Annexe, New Delhi
- ✓ 6. Lok Sabha Secretariat, Parliament House Annexe, New Delhi

ADMN-O/o CC-CGST-ZONE-T
6111933/2023/Admn-O/o CC-CG

7. The Registrar General, Supreme Court of India, Tilak Marg, New Delhi-110001
8. The Registrar, Central administrative Tribunal, Principal Bench, 61/35 Connaught Place, New Delhi-110008
9. The Comptroller and Auditor General of India, Pocket-9, Deen Daya Upadhyaya Marg, New Delhi-110124
10. Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110001
11. Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069
12. Staff Selection Commission, Block No-12, CGO Complex, Lodhi Road, New Delhi-110003
13. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
14. Establishment Officer & Secretary (ACC), North Block, New Delhi
15. Joint Secretary (Establishment), North Block, New Delhi

Manmeet
(Manmeet Kaur) 17/08/22

Deputy Secretary to Government of India

F.No.A/1019/102/91-Ad.IV
 Government of India
 Ministry of Finance
 Department of Revenue
 Central Board of Excise & Customs

New Delhi, the 22nd December, 2008

All Cadre Controlling Authorities under CBEC (by name).

Subject: Airport Policy - instructions regarding.

Sir/Madam,

I am directed to refer to the Board's instructions vide letter of F.No.A/1019/102/91-Ad.IV dated 21.10.1993 (copy enclosed) in which the Customs Pool was reconstituted and the modified policy guidelines for filling of International Airports were circulated. The Airport Policy was at that stage made applicable to 5 International Airports, namely, Delhi, Mumbai, Kolkata, Chennai and Thiruvananthapuram. Later, the policy was extended to some more International Airports, but without distribution of the 25% quota for outside Commissioners. Under the Policy, two-year tenure was fixed in the case of ACO and ACS appointed from outside Commissioners.

The Board received a reference from the Chief Commissioner of Customs, Delhi Zone, indicating that they are not getting sufficient number of officers against the 25% Customs posts allocated to quota Commissioners. It was informed that there is not much demand for these posts from the outside Commissioners. In view of this, the Chief Commissioner made the following proposals to the Board:

- (i) The tenure of Air Customs Superintendent (ACS) and Air Customs Officer (ACO) posted to International Airports against 25% quota under the Airport Policy may be revised from the existing tenure of 2 years to 3 to 5 years;
- (ii) Board may allow filling of 25% quota of ACS/ ACOs from other Commissioners including Customs and Central Excise Commissioners on deputation basis instead of only from the major Customs House.

3. The matter was examined in the Board in consultation with Chief Commissioners of Customs of Chennai, Cochin, Kolkata and Mumbai Zones. Thereafter, the matter was placed before the Board. The issue was discussed in the Board Meeting held on 03.12.2008 and after careful consideration of all factors, the following decisions were taken:

(i) The tenure of Air Customs Superintendents and Air Customs Officers (C/Os) shall be determined by the Board. The Board may extend the tenure of any officer, who has been appointed, on the condition that the officer concerned shall be assigned to the jurisdiction of the International Airport which he is assigned. The decision made by the Board shall be final and no appeal shall be entertained against the same. The Board may also assign officers to the International Airport where the officer is assigned and there would be no need to make reference to the Board.

(ii) In cases where 25% quota of CS/AC's from specified outside Customs or Central Excise Commissionerates is not getting filled up, the same shall be extended to all Commissionerates of that category, i.e. if the outside quota is for specified Customs Commissionerates, it shall be extended to all outside Customs Commissionerates and if the outside quota is for specified Central Excise Commissionerates, the same shall be extended to all Central Excise Commissionerates.

4. The above policy changes shall be applicable to only those International Airports which are presently covered under the Airport Policy. Regarding International Airports not covered by the Airport Policy, the matter will be separately examined, in consultation with concerned Chief Commissioners, as to whether the Airport Policy should be extended to them.

5. The above instructions shall take immediate effect and may be brought to the notice of all concerned for information and compliance. All previous instructions of the Board on this subject shall stand modified to this extent.

Yours faithfully,

S. K. Thakur
(S. K. Thakur)
Deputy Secretary (Ad. IVTVA)

PS: msh
21/11/08

Sh. B.

Forwarded all in e
20/11/08

F.No. 11019/102
Government of
Ministry of F
Department of

New Delhi, the 21st October, 1993.

To

1. All Principal Collectors of Customs and Central Excise
2. All Collectors of Customs
3. All Collectors of Central Excise & Customs.

Sir,

Subj. Re-constitution of Air Customs Pool - reg.

I am directed to refer to Board's various

- | | |
|--|---|
| 1. F.No.34(7)61-Ad.IV dt.25-5-1963 | Instructions/guidelines as mentioned in the left margin on the above subject and to say that the Airpool policy has been under the review of the Government for some time. Keeping in view the original objective behind the creation of Airpool and various administrative considerations in the matter of clearance of passenger baggage/Air Cargo, the Government have now decided upon the following modifications to the |
| 2. F.No.6/37/68-Ad.IV dt.27-6-1969 | |
| 3. F.No.A-11013/C/34/72-Ad.IV dt. 22-2-1975 | |
| 4. F.No.A-11019/11/85-Ad.IV dated 31-1-1985 | |
| 5. F.No.A-11019/11/85-Ad.IV(ii) dated 2-2-1985 | |
| 6. F.No.A-11019/13/91-Ad.IV dated 11-3-1991 | |

existing policy guidelines :

1. Constitution of the Airpool :

The Airpool would include (i) Inspectors and Superintendents of Central Excise and (ii) Preventive officers and Superintendents of Customs. All other cadres excluded.

2. Distribution of posts included in the Airpool :

(i) 75% to be filled from the officers of the controlling Collectorates - Central Excise or Customs as the case may be - and 25% from other (outside) Custom Houses/Central Excise Collectorates. This distribution will be applicable uniformly to both group C and Group B cadres, included in the Airpool.

(ii) The distribution of posts (a) between controlling Collectorates and outside Collectorates (b) between Customs Houses against 25% quota posts for IGI, New Delhi and Trivandrum airports and (c) between Central Excise Collectorates against 25% quota posts for airports at Bombay, Calcutta and Madras will be as shown in the worksheets Annexure I-III.

3. Method of Selection :

Selection of Officers for the airpool would be made for each cadre to the extent of quota available in each airport from :

- (i) among the zone of senior officers (five times number of posts allotted to each Central Excise Collectorate/Cadre);
- (ii) on the basis of CCRs;
- (iii) on the basis of their positive integrity; and
- (iv) on the basis of the interview (as was being done prior to 1991) by a Committee consisting of the Principal Collector of the cadre, from which the officers are to be selected and the Principal Collector in charge of the particular airport and DGRI.

4. TENURE :

(a) (i) Air Custom Superintendents (ACSS)/Air Custom officers (ACOs) selected from outside Collectorates for airpool posting will have a two year tenure. (ii) Officers from the controlling Collectorates will have a tenure of one year only by way of rotation.

(b) The tenure of Assistant Collector at Airports will be for two years only. Junior Time Scale Officers (Direct Recruit) will not be eligible for posting at Airports.

5. Unutilised Quota :

In the eventuality of some posts falling into the quota of one Collectorate cannot be filled up due to non-suitability/non-availability/non-selection of Officers from that Collectorate, those posts can be filled up from Officers of Collectorates having very small quotas, or from any other participating Cadres, subject to the same selection process.

2. Earlier instructions/guidelines, therefore, stand modified to the extent as mentioned above.

3. The above Air Customs Policy will come into

611933/2023/Admn-O/o CC-CG

operation with immediate effect
Receipt of this letter may please be acknowledged.

Yours faithfully,

(R.K. MITRA)
UNDER SECRETARY TO THE GOVT. OF INDIA.

Copy forwarded for information to:-

1. Director General of Inspection & Audit (Customs & Central Excise), New Delhi.
2. Director General of Revenue Intelligence, New Delhi.
3. All other Directors General and Directorates under CBEC.
4. All Collectors of Central Excise.
5. All Collectors of Customs (Preventive).
6. All Collectors of Appeals.

Internal distribution:

P.S. to P.M./PS to MOS(R)/PS to Secretary (R)/
PS to Chairman (CBEC)/ M(per)/M(B)/M(CX)/M(AS)/JS (A)/
Dir (Cus)/Dir (S)/DS (Ad. II)/DS (Ad. II)/US (Ad. III),
US (Ad. I/Ad. II).

(R.K. Mitra)
Under Secretary to the Govt. of India

2023-ADMN-O/o CC-CGST-ZONE-THIRUV

6111933/2023/Admn-O/o CC-CGST-Zone-Thiru

POSTS SANCTIONED FOR INTERNATIONAL AIRPORTS ON THE AIR CUSTOMS

Int. Airport	Total number of posts sanctioned		Posts allotted for jurisdictional Collectorate (75%)		posts allotted for outside Collectorate (25%)	
	ACS	ACO	ACS	ACO	ACS	ACO
Bombay	125	543	94	387	31	136
Calcutta	9	60	7	45	2	15
Madras	19	80	14	60	5	20
IGI, Delhi	93	330	70	247	23	83
Trivandrum	13	52	10	39	3	13
Total	259	1065	195	778	64	267

ACS = Air Customs Supdt.
 ACO = Air Customs Officer

21

2023-ADMN-O/o CC-CGST-ZONE-THIRUV

DISTRIBUTION OF POSTS SANCTIONED FOR INTERNATIONAL AIRPORT AMONG CUSTOM HOUSES

6111933/2023/Admn-O/o CC-CGST-Zone-Thiru

Name of Custom Houses	Supt.		Prev. Officer		IGI Delhi Airport		Trivandrum Airport	
	S.S.	%	S.S.	%	ACS	ACO	ACS	ACO
Bombay								
Goa	216	58	1429	61	13	48	2	8
JCH Nhava/Sheva								
Calcutta	72	19	437	18	5	19	1	3
Cochin	20	5	110	5	1	4	-	1
Madras								
Vizag	68	18	366	16	4	12	-	1
<hr/>								
Total	376	100	2342	100	23	83	3	13

IGI Airport
ACS ACO
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2023-ADMN-O/o CC-CGST-ZONE-THIRUV

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Letter P.No. A 11019/102/91 Ad. IV dt. 21.10.93
 DISTRIBUTION OF POS'S SANCTIONED FOR INTERNATIONAL AIRPORT AVIATION
 CENTRAL EXCISE COLLECTORATE

Name of the CE Collectorate	Supt. S.S. %		Inspector S.S. %		BOMBAY AIRPORT ACS ACO		MADRAS AIRPORT ACS ACO		Posts allotted for outside Collectorate (25%)	
									ACS	ACO
PC DELHI										
CCR Delhi	298	7	1282	7	2	30	-	1		
Jaipur	118	3	520	3	1	4	-	1		
Chandigarh	172	4	789	4	1	5	-	1		
PC KANPUR										
Allahabad										
Kanpur	332	8	1561	8	3	11	1	2	31	136
Muzit									2	15
PC Vadodara										
Patna									5	20
Jamshedpur	140	3	641	4	1	5	-	1	23	83
CCP Patna									3	13
PC Vadodara										
Vadodara									64	267
Surat	456	10	1903	10	3	14	1	2		
Rajkot										
Kandla										
Ahmedabad										
CCP Ahmedabad										
Indore	155	5	976	5	2	7	-	1		
Rajpur										
Nagpur										

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REPORT ADMIN OFFICE



2023-ADMN-O/o CC-CGST-ZONE-THIRUV

6111933/2023/Admn-O/o CC-CGST-Zone-Thiru

PC BOMBAY-I

Bombay-I										
Bombay-II										
Bombay-III	679	17	2234	12	5	16	1	2		1
Pune										
Aurangabad			936	5		7		1		1
Goa			87							

PC CALCUTTA-I

Calcutta-I										
Calcutta-II	480	12	2064	11	4	15	1	2	1	2
Bolpur										
CCP Calcutta										
Shillong	143	4	742	4	1	6		1		1
Bhubaneswar	53	1	250	1		1				

PC MADRAS

Cochin	113	2	652	4	1	5		1		1
Madras										
Madurai										
Coimbatore	432	11	2059	11	3	15	1		1	2
Trichy										

PC HYDERABAD

Hyderabad										
Guntur	223	7	1193	6	2	8				1
Vizag										
Bangalore										
Belgaum	233	6	1028	5	2	7				1
CCP Bangalore										
Total	4106	100	18917	100	31	136	5	2	2	15

Current SS/WS/Deputation for all cadres.

CGST Cadre	SS	WS	Outside the zone		Within the zone(DRI, DGGI, NACIN)	
			No. officers on deputation	No. of officers on loan	No. officers on deputation	No. of officers on loan; local rotation transfer
Supdt.	439	407	3	4	3	29
Inspr.	687	351	13	9	3	29
A.O.	29	9	0	0	0	0
EA	119	51	0	0	0	1
Steno-I	16	5	0	0	0	0
TA	109	48	0	2	0	1
Steno-II	16	8	1	2	0	0
LDC	37	17	0	0	0	2
H.Hav	166	105	0	0	0	1
Hav.	221	30	0	0	0	0
Total	1839	1031	17	17	6	63
Customs Cadre	SS	WS	Outside the zone		Within the zone	
			No. officers on deputation	No. of officers on loan	No. officers on deputation	No. of officers on loan
Supdt.	135	126	5	4	4	2
Appraiser	32	21	0	0	2	0
A.O.	11	3	0	0	0	0
P.O.	181	97	1	0	4	1
Examiner	49	20	0	0	0	0
EA	34	18	0	0	0	1
Steno-I	6	1	0	0	0	0
TA	52	35	0	0	0	0
Steno-II	2	1	0	0	0	0
LDC	15	11	0	0	0	0
H.Hav	64	10	0	0	0	0
Hav.	86	42	0	0	0	1
Total	667	385	6	4	10	5

1. Physical disability.—

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.

(c) "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behaviour which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognise reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by subnormality of intelligence.

4. Disability caused due to—

(a) chronic neurological conditions, such as—

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.