


भारत सरकार वित्त मंत्रालय केन्द्रीय नारकोटिक्स ब्यूरो 19, माल रोड, मुरार, ग्वालियर 474006	 सत्यमेव जयते	Government of India Ministry of Finance <b>Central Bureau of Narcotics</b> 19, The Mall, Morar, Gwalior (M.P.) - 474006
(PBX) : (91) 751-2368996/2368997; FAX: (91) 751-2368111/2368577, E-MAIL: narcom@bsnl.in		
F.No.II(3)8/Estt./AGT/2018-147	Dated, the <del>16th</del> Feb., 2017.	

To,

19th

The Chief Controller of Factories,  
~~Gwalior~~/New Delhi.  
 The Deputy Narcotics Commissioner,  
 Neemuch/Kota/Lucknow/Hqrs.  
 The General Manger,  
 Govt. Opium & Alkaloid Works,  
 Neemuch/Ghazipur.

Sub: Annual General Transfer 2018-2019- reg.

Sir,

The AGT for the year 2018-19 is likely to be done during the month of April- June 2018. For this purpose it has been decided to call for options for place of posting from all officials who are due for transfer as per prevailing AGT Policy(available in website www.cbn.nic.in)

2. All officials who have completed their tenure at their place of posting as per said transfer policy on the cut-off date i.e., 31.12.2017 may submit information in the enclosed **Proforma-I** clearly indicating 5 preferences for place of posting. Those officials who have completed their tenure in the respective unit of posting and are due for transfer out of unit shall **strictly provide their five options outside the present unit** of posting. Similarly, those officials who are due for rotation within unit on completion of 2yrs shall **provide their options only within the present unit of posting**. Those officers who are preferring to be retained at their present place of posting shall be required to provide valid reasons alongwith evidence if any, for their retention. Further, it may be informed that in case of non-submission of option by an official, it will be presumed that he/she is willing to be posted anywhere in CBN/CCF. The preference for place of posting once exercised will be final and will not be allowed to be withdrawn at a later date.
3. All representations received for transfer on compassionate grounds from officials who are otherwise not due for transfer, may also be accompanied by duly filled up Proforma-I & III with your specific recommendations on the request made by the official. Those officials requesting for transfer on medical grounds may be asked to provide documentary evidence in support of their ailments. **Requests for transfer from one unit to another unit will be entertained only at Hqrs. level.**
4. **Proforma-II** may kindly be used to forward, in a consolidated manner, all the options/representations(in r/o officials due for transfer) received from various officers in field formations headed by you. All options and representations from the officials under your jurisdiction/charge may be forwarded to this office in a single bunch after duly segregating them gradewise/cadewise with index of the representations being forwarded. List of officials those who were on leave, training etc. in excess of 15 days in Class 'C' Station, as mentioned in AGT

Policy, if any, may also be forwarded to this office separately. The consolidated statement in the prescribed Proforma-II may please be sent to this office. **Proforma III** may kindly be used to provide consolidated information separately in respect of officials who have submitted representation for their transfer.

5. The complete information in respect of officials working under your charge in all the cadres may please be sent to this office latest by 15.3.2018 so as to enable this office to consolidate the data within time limit. Any representations received after the said date shall not be entertained unless it is recommended by you on account of circumstances which emerged after the due date. It may be mentioned that the requests for transfer would be considered keeping in view the overall vacancy position and also subject to availability of substitutes where minimal staff strength is required to be maintained.

6. In view of the ensuing AGT it is requested that no transfer/rotation orders may be issued by the unit DNCs till the completion of AGT 2018-19 exercise at Hqrs. level.

7. This issues with the approval of Narcotics Commissioner.

Yours faithfully,

(Dharam Raj)

Asstt.Narcotics Commissioner

Encl: As above.

प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित है :

1. सहायक नारकोटिक्स आयुक्त, / तकनीकी / पोलिसी, केन्द्रीय नारकोटिक्स ब्यूरो, ग्वालियर।
2. नारकोटिक्स आयुक्त के निजी सचिव, केन्द्रीय नारकोटिक्स ब्यूरो, ग्वालियर।
3. अधीक्षक, निवारक एवं आसूचना प्रकोष्ठ, नई दिल्ली / गुवाहाटी।
8. अनुभाग प्रभारी, सतर्कता / निवारक / तकनीकी / प्रिक्सर / अफीम / नारकोटिक्स / स्थापना शाखा / प्रशासन शाखा / वेतन शाखा / लेखा शाखा, नारकोटिक्स शाखा, ग्वालियर। सभी शाखा प्रभारी से अनुमति है कि उनके अधीनस्थ कार्यरत कर्मचारियों के प्रफोर्मा-1 को संकलित रूप में स्थापना शाखा को प्रेषित करें।
6. गार्ड फाईल / वेब साईट।

( धर्म राज )

(सहायक नारकोटिक्स आयुक्त)

**PROFORMA-I**

**TRANSFER PROFORMA**

1.	Name of the Officer	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Name of the Home Town & State	:	
5.	Present Place of Posting	:	
6.	Date from which posted at the Present Place of Posting	:	
7.	Date from which posted in the Present Unit	:	
8.	Whether the officer is 'Due for Transfer' as per Para II of Transfer Policy	:	
9.	Whether the officer is making representation as per Para IV of Transfer Policy	:	
10.	If yes, reasons for the representation	:	
	(a) Health (Pl. specify)	:	
	(b) Education (Pl. specify)	:	
	(c) Retirement (Pl. specify)	:	
	(d) Spouse grounds (Pl. specify)	:	
	(e) Others, if any, (Pl. specify)	:	
10.	Name of three different City/Station in order of Preference	:	
	1 <sup>st</sup> Preference	:	
	2 <sup>nd</sup> Preference	:	
	3 <sup>rd</sup> Preference	:	

(Signature of the officer  
with designation)

- NOTE:**(a) Options only in respect of stations will be entertained and requests for specific posting in a particular stations will not be considered.  
(b) Officers whosoever want to give additional details in respect of their request may attach suitable details in an annexure.



**PROFORMA - III**

**STATEMENT OF ALL OFFICERS REPRESENTED FOR TRANSFER**

Sl. No.	Name of officer & Designation	Present place of posting	Date from which posted at the Present Place of Posting	Date from which posted in Unit	Reasons for Transfer (Pl. specify i.e. Health, Education, Retirement, Spouse grounds & Others)	Whether any vigilance case pending. (Y for Yes or N for No)	Recommendation / Comments of CCF/DNC/GM
1	2	3	4	5	7	8	9

Signature of the officer with designation