

भारत सरकार
वित्त मंत्रालय
केन्द्रीय नारकोटिक्स ब्यूरो
19, माल रोड, मुरार, ग्वालियर-6



Government of India
Ministry of Finance
Central Bureau of Narcotics
19, The Mall, Morar, Gwalior (M.P.) - 6

(PBX) : (91) 751-2368996/ 2368997; FAX: (91) 751-2368111/ 2368577; TELEX: 0786-202; GRAM: NARCOM; E-MAIL: narcom@sancharnet.in

F.No. II(3)2/Estt./AGT 2013-Circular/2013

Dated, 7th March, 2013

To

The Chief Controller of Factories,
New Delhi/Gwalior.

The Deputy Narcotics Commissioner,
Neemuch/Kota/Lucknow.

The General Manger,
Govt. Opium & Alkaloid Works,
Neemuch/Ghazipur.

Sir,

Sub: Annual General Transfer – 2013 – C/reg.

Please refer to this office letter F.No.1/42/Estt./2012 dated 9.1.2013 regarding circulating of new transfer policy and letter F.No. II(3)1/Estt/AGT 2013- Due List/2013 dated 28.02.2013 regarding list of officials who are due for transfer in the grade of AO/OS/DOS/Steno/UDC/LDC for AGT-2013.

2. It is to intimate that the list "Due for transfer" has been uploaded on the Departmental website. In this, it is requested that all officials posted under your charge, who have completed tenure as per transfer policy may please be asked to submit information in Proforma-I clearly indicating 3 preferences for place of posting. The officer may be informed that in case the officers do not submit their preferences, it will be presumed that they are willing to be posted anywhere in CBN/CCF. All officers may also be informed that preference for place of posting once exercised will be final and will not be allowed to be withdrawn at a later date. Requests for transfer from one unit to another unit will only be entertained at Hqrs. level.

3. In addition to above, the officials those who are not due for transfer, may like to submit their Proforma-I on compassionate grounds clearly specifying (in brief) the grounds.

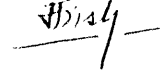
4. List of officials those who were on leave, training etc. in excess of 15 days in Class 'C' Station, as mentioned in AGT Policy, if any, may also be forwarded to this office separately. Consolidated statement in the prescribed Proforma-II may please be sent to this office separately in respect of all officials, working under your charge alongwith your recommendation/comments.

5. You may forward the representations (including requests and due for transfer), of the officials who wish transfer out of unit. It is also requested that no transfer / rotation orders may be issued by the unit DNCs till the completion of AGT, 2013 at Hqrs. level.

6. The complete information in respect of officials working under your charge in all the cadres may please be sent to this office by 20th March, 2013.

This issues with the approval of Narcotics Commissioner.

Yours faithfully,



Encl. As above.

(Manish Kulhary)
Asstt. Narcotics Commissioner

Copy to:- 1) Departmental Website/Notice Board/Guard File.

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F.No. II(3)2/Estt./AGT 2013-Circular/2013

Dated, 6th February, 2013

To

The Chief Controller of Factories,
New Delhi/Gwalior.

The Deputy Narcotics Commissioner,
Neemuch/Kota/Lucknow.

The General Manger,
Govt. Opium & Alkaloid Works,
Neemuch/Ghazipur.

Sir,

Sub: Annual General Transfer – 2013 – C/reg.

Please refer to this office letter F.No.1/42/Estt./2012 dated 9.1.2013 regarding circulating of new transfer policy and letter F.No. II(3)1/Estt/AGT 2013- Due List/2013 dated 23.01.2013 regarding list of officials who are due to transfer.

2. It is to intimate that the list "Due for transfer" has been uploaded on the Departmental website. In this, it is requested that all officials posted under your charge, who have completed tenure as per transfer policy may please be asked to submit information in Proforma-I clearly indicating 3 preferences for place of posting. The officer may be informed that in case the officers do not submit their preferences, it will be presumed that they are willing to be posted anywhere in CBN/CCF. All officers may also be informed that preference for place of posting once exercised will be final and will not be allowed to be withdrawn at a later date. Requests for transfer from one unit to another unit will only be entertained at Hqrs. level.

3. In addition to above, the officials those who are not due for transfer, may like to submit their Proforma-I on compassionate grounds clearly specifying (in brief) the grounds.

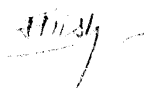
4. List of officials those who were on leave, training etc. in excess of 15 days in Class 'C' Station, as mentioned in AGT Policy, if any, may also be forwarded to this office separately. Consolidated statement in the prescribed Proforma-II may please be sent to this office separately in respect of all officials, working under your charge alongwith your recommendation/comments.

5. You may forward the representations (including requests and due for transfer), of the officials who wish transfer out of unit. It is also requested that no transfer / rotation orders may be issued by the unit DNCs till the completion of AGT, 2013 at Hqrs. level.

6. The complete information in respect of officials working under your charge in all the cadres may please be sent to this office by 25.02.2013, 5 p.m..

This issues with the approval of Narcotics Commissioner.

Yours faithfully,



Encl. As above.

(Manish Kulhary)
Asstt. Narcotics Commissioner

Copy to:- 1) Departmental Website/Notice Board/Guard File.

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 st Preference | : | |
| | 2 nd Preference | : | |
| | 3 rd 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 II

| 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 | Preference indicated (City/Station) | Reasons for Transfer Request (Health / Education / Retirement / Spouse grounds / Others) | Whether the officer is 'Due for transfer' (Y for Yes or N for No) | Recommendation / Comments of CCF/DNC/GM | Remarks |
|---------|-------------------------------|--------------------------|--|--------------------------------|-------------------------------------|--|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |