



Dated, 9th January, 2013
PL

OFFICE ORDER

Policy regarding annual general transfer in respect of Executive (including erstwhile Group "D" staff)/Ministerial staff of Central Bureau of Narcotics.

I INTRODUCTION:

(a) During the Meeting held on 16.7.2012 at CBN Hqrs. Gwalior the matter regarding framing Policy for AGT was discussed with the representatives of All India Ministerial Officers Association (AINMOA), All India Narcotics Executive Officers Association (AINEOA) and All India Narcotics Group 'D' Employees Association (AINGDEA). After considering their suggestions, the Policy for AGT in CBN has been finalized as under in supersession of all previous instructions for transfer policy/guidelines:-

(b) Narcotics Commissioner shall be the Competent Authority to change/amend the transfer/placement guidelines from time to time, as per the requirement.

II FIXATION OF TENURES OF POSTING AND ROTATION BETWEEN THEM

(A) Guidelines regarding Annual General Transfer in respect of Executive Officers including Drivers.

S.No.	Description	Tenure in years	Remarks
(i)	Tenure of posting in one Class A Station	4	(a) Tenure of posting at a stretch in Unit should not be more than 8 years.
(ii)	Tenure of posting in one Class B Station	3	
(iii)	Tenure of posting in one Class C Station	2	(b) An officer shall not be posted in one unit viz. MP/Rajasthan/UP/Hqrs/GOAW/CCF (excluding the P. & I. Cells under Hqrs.) for more than a period of 20 years (posting including different grades) in whole service span.

(B) Guidelines regarding Annual General Transfer in respect of Ministerial Officers.

S.No.	Description	Tenure in years	Remarks
(i)	Tenure of posting in one Class A Station	8	(a) Tenure of posting at a stretch in Unit should not be more than 10 years. (b) An officer shall not be posted in one unit viz. MP/Rajasthan/UP/Hqrs/GOAW/CCF (excluding the P. & I. Cells under Hqrs.) for more than a period of 20 years (posting including different grades) in whole service span.
(ii)	Tenure of posting in one Class B Station	6	
(iii)	Tenure of posting in one Class C Station	2	

(C) Guidelines regarding Annual General Transfer in respect of Havaldar/Sepoys/Peon.

S.No.	Description	Tenure in years	Remarks
(i)	Tenure of posting at one office in Unit/ P. & I. Cells under Hqrs.	3	
(ii)	Tenure of posting at Hqrs. office Gwalior/CCF Gwalior/CCF New Delhi	4	

III CLASSIFICATION OF STATIONS

(a) The various stations where officers may be posted, have been categorized as Class "A", Class "B" & Class "C" depending upon the basic facilities like education, health etc. as per details given below: The categorization of stations may be changed/upgraded by the department from time to time, if required.

CLASS/STATION					
S.No.	CLASS 'A'	S.No.	CLASS 'B'	S.No.	CLASS 'C'
1.	Gwalior	1.	Jhalawar	1.	Garoth
2.	New Delhi	2.	Jaora	2.	Singoli
3.	Kolkata	3.	Pratapgarh	3.	Bhawanimandi
4.	Chennai	4.	Ghazipur	4.	GOAW Neemuch
5.	Mumbai	5.	Guwahati *	5.	GOAW Ghazipur
6.	Amritsar				
7.	Lucknow				
8.	Kota				

9.	Neemuch				
10.	Jaipur				
11.	Udaipur				
12.	Chittorgarh				
13.	Bhilwara				
14.	Indore				
15.	Mandsaur				
16.	Ujjain				
17.	Ratlam				
18.	Barabanki				
19.	Bareilly				

* Subject to GOI, Ministry of Finance, Department of Revenue's OM No.20014/3/83-E.IV dated 14.12.1983.

NOTE

a) The Narcotics Commissioner may transfer an officer before the prescribed tenure on Administrative/ Compassionate grounds. Further, the Narcotics Commissioner may allow an officer to be posted beyond the prescribed limit in special Circumstances / Administrative exigencies of services.

(b) The tenure of counting period would be reckoned as on 31st December of every year for the purpose of AGT. A stay of more than nine months in a station will be treated as a complete year, and the length of the period of stay shall be counted from the date of joining.

(c) Period of leave, training etc. in excess of 15 days would be excluded in counting the tenure in respect of 'C' Class Station.

(d) An officer shall be posted in the Class "C" city atleast once in his service tenure.

(e) Officers posted at the category of 'B' & 'C' stations may be allotted the quarters of CBN at the nearest station subject to the availability of quarters/ or to retain their quarters at previous place of posting on their request.

(f) Rotation of charges within office shall be 2 years.

(g) The period of deputation outside the Department shall be excluded for counting towards stay in the "station" and "area" tenures of the officer. However, the same shall be counted if the officer so desires.

IV POSTING ON COMPASSIONATE GROUNDS

(a) In case an officer seeks a posting to a particular station on medical grounds, Narcotics Commissioner may take a decision on merits.

(b) In case of working couples, if the spouse of an officer is working outside the Department, posting in the same station may be considered subject to the administrative exigencies of services and availability of vacancy subject to the maximum limits prescribed under Para II (A), (B) or (C).

(c) Officers having less than two years of service before superannuation may be considered for posting at a place of their choice subject to the administrative exigencies of services and availability of vacancy.

(d) In case an officer requests for retention in a particular station on the ground that his/ her child is studying in Class-X or Class-XII, the Narcotics Commissioner may consider such requests subject to the administrative exigencies of services and availability of vacancy.

(Vijay Kalsi)
Narcotics Commissioner

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Copy forwarded for information to:-

- 1) The President, All India Narcotics Executive Officers Association, 19, The Mall, Morar, Gwalior.
- 2) The President, All India Narcotics Department Ministerial Officers Association, Narcotics Building, Mahaveer Nagar-I, Kota (Rajasthan).
- 3) The President, All India Narcotics Group "D" Association, Narcotics Building, Mahaveer Nagar-I, Kota (Rajasthan).

Copy also for information and necessary action to:-

1. The Chief Controller of Factories, New Delhi/Gwalior.
2. The Dy. Narcotics Commissioner (Policy), Gwalior.
3. The Deputy Narcotics Commissioner, Neemuch/Kota/Lucknow.
3. The General Manager, GOAW, Ghazipur/Neemuch
4. The Asstt. Narcotics Commissioner, Preventive/Technical/Policy, Gwalior
5. The Pay and Accounts Officer, Central Bureau of Narcotics, Gwalior.
6. Section In-charge, Vig./Prev./Tech./Precursor/Opium/ SIB/ Adm./PBS / Accounts/Hindi, Hqrs. Gwalior.
7. PS to Narcotics Commissioner, PA to DNC(P&V)/(Policy)/ANC(T), Gwalior.
8. Guard File/NoticeBoard.

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(Manish Kulhary)
Asstt. Narcotics Commissioner

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