

भारत सरकार
वित्त मंत्रालय
केन्द्रीय नारकोटिक्स ब्यूरो
19, माल रोड, मुंरार, ग्वालियर- 474006



Government of India
Ministry of Finance
Central Bureau of Narcotics
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F. No.II(3)2/Estt/AGT/2025-59-87

Date: 23 January, 2025

OFFICE ORDER

In partial modification of the Office Order dated 09.01.2013 regarding “Policy for Annual General Transfer in respect of Executive (including erstwhile Group “D” staff)/ Ministerial staff of Central Bureau of Narcotics”, following are the complete details regarding the said subject: -

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)	Continuous tenure of posting in a Class A Station	4	a. Tenure of posting at a stretch in Unit should not be more than 8 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 (postings including different grades) in whole service span.
(ii)	Continuous tenure of posting in a Class B Station	3	
(iii)	Continuous tenure of posting in a Class C Station	2	

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

S. No.	Description	Tenure in years	Remarks
(i)	Continuous tenure of posting in a 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 25 years (postings including different grades) in whole service span.
(ii)	Continuous tenure of posting in a Class B Station	6	
(iii)	Continuous tenure of posting in a Class C Station	2	

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

S. No.	Description	Tenure in years	Remarks
(i)	Continuous tenure of posting at a office in Unit/ P & I Cells under Headquarters.	3	
(ii)	Continuous tenure of posting at Headquarters office 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.	Lucknow	3.	Pratapgarh	3.	Bhawanimandi
4.	Kota	4.	Ghazipur	4.	GOAW Neemuch
5.	Neemuch			5.	GOAW Ghazipur
6.	Jaipur				
7.	Udaipur				
8.	Chittorgarh				

9.	Bhilwara				
10.	Indore				
11.	Mandsaur				
12.	Ujjain				
13.	Ratlam				
14.	Barabanki				
15.	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, deputation, on loan 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 except in case of Class 'C' station.

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 a government servant and 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.



(Dinesh Bouddh)
Narcotics Commissioner

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, 19, The Mall, Morar, Gwalior.
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.
2. The Dy. Narcotics Commissioner, Gwalior.
3. The Deputy Narcotics Commissioner, Neemuch/Kota/Lucknow.
4. The General Manager, GOAW, Ghazipur/ Neemuch.
5. The Asstt. Narcotics Commissioner, (Admin/ Accounts), CBN, Gwalior
6. The Pay and Accounts Officer, Central Bureau of Narcotics, Gwalior.
7. Section In-charge, Vig./Prev./Tech./Precursor/Opium/ Adm./Pay Bill/Accounts/ Hindi/Online, Hqrs. Gwalior.
8. PS to Narcotics Commissioner/ PS to Dy. Narcotics Commissioner, Gwalior.
9. PA to Assistant Narcotics Commissioner (Admin/ Accounts), CBN, Gwalior.
10. Guard File/ Website.



(Dinesh Bouddh)
Narcotics Commissioner