


भारत सरकार वित्त मंत्रालय केन्द्रीय नारकोटिक्स ब्यूरो 19, माल रोड, मुरार, ग्वालियर & 474006	 सत्यमेव जयते	Government of India Ministry of Finance Central Bureau of Narcotics 19, The Mall, Morar, Gwalior (M.P.) - 474006
☎(PBX) : (91) 751-2368996/ 2368997; FAX: (91) 751-2368111/ 2368577, E-MAIL: narcommr@cbn.nic.in		
F.No.II(3)2/ Estt/AGT/2024 / 652-660		Dated: 23 Feb, 2024

To,

The Chief Controller of Factories,
New Delhi.

The General Manager,
Neemuch / Ghazipur.

The Dy. Narcotics Commissioner,
Neemuch / Kota / Lucknow.

Sir,

Subject:- **Annual General Transfer – 2024 – C/reg.**

The AGT for the year 2024 is likely to be done during the month of Apr-May 2024. For this purpose, it has been decided to call for options for place of posting from all personnel who are due for transfer as per prevailing AGT Policy (available on website www.cbn.nic.in).

2. All personnel who have completed their tenure at their place of posting as per said transfer policy on the cut-off date i.e. 31.12.2023 may submit information in the enclosed proforma-I clearly indicating 5 preferences for a place of posting. Those personnel 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 personnel who are due for rotation within unit on completion of 2 years shall provide their options only within the present unit of posting. Those personnel who prefer to be retained at their present place of posting shall be required to provide valid reasons along with evidence, if any for their retention. Further, it may be informed that in case of non submission of option by a person, 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 The preference for place of posting once exercised will be final and will not be allowed to be withdrawn at a later date.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 personnel 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 person. Those personnel requesting for transfer on medical grounds may be asked to provide documentary evidence in support of their ailments. Request for transfer from one unit to another unit will be entertained only at Hqrs. Level.

4. Perform-II may kindly be used to forward, in a consolidated manner, all the options/representations (in r/o personnel due for transfer) received from various personnel in field formations headed by you. All options and representations from the personnel under your jurisdiction/charge may be sent to this office in a single bunch after duly segregating them grade wise/cadre wise with index of the representations attached. List of personnel 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 sent to this office separately. The consolidated statement in the prescribed proforma-II may please be sent to this office. Performa-III may kindly be used to provide consolidated information separately in respect of personnel who have submitted representation for their transfer.

5. The complete information in respect of personnel working under your charge in all the cadres may please be sent to this office latest by 18.03.2024 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 recommended by you on. 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 be issued by the unit Dy. Narcotics Commissioner till the completion of AGT 2024 exercise at Hqrs. Level.

7. This issued with the approval of the Narcotics Commissioner

Yours faithfully,

Jc.
23.02.2024

(Brijendra Chowdhary)
Dy. Narcotics Commissioner

Copy forwarded for information and necessary action.

1. Departmental website / Notice Board / Guard File.

Jc.
23.02.2024

(Brijendra Chowdhary)
Dy. Narcotics Commissioner

- 8

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	:	
	1st Preference	:	
	2nd Preference	:	
	3rd Preference	:	
	4th Preference	:	
	5th Preference	:	

(Signature of the officer
with deisgnation)

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.

7

PROFORMA - II

STATEMENT OF ALL OFFICERS DUE 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	Three choice for place of posting in order of Preference	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

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