

F.No.V/9(1)/2020-Vig 1116
 Government of India
 Ministry of Home Affairs
Narcotics Control Bureau
 West Block-1, Wing-5, Sector-1
 R.K. Puram, New Delhi.

19 September, 2021

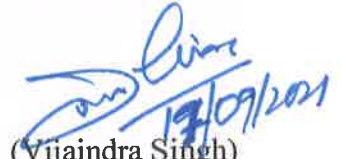
OFFICE MEMORANDUM

In suppression to NCB Hqrs. letter No.V/9(110/2012-Vig./792 dated 8th November, 2012 and in partial modification to NCB Hqrs. Order No. No.V/9(110/2012-Vig./210 dated 28.03.2013, No.V/9(110/2012-Vig./242 dated 09.04.2013, No.V/9(110/2012-Vig./742 dated 09.07.18 and No.V/9(110/2012-Vig./108 dated 24th January, 2020, the rendition channel of Annual Performance Appraisal Report (APAR) of all officers and staff in NCB shall hitherto be as under:-

S. No.	(Post)	Approved	
		Reporting	Reviewing
1.	ZD	DDG (R)	DG
2.	DD/DD(OL)/DLA	DDG (concerned)	DG
3.	AD in O/o DDG (R)	DDG (R)	DG
4.	AD in Hqrs./ZU/SZU	DD/ZD (concerned)	DDG (concerned)
5.	AD (OL)	DD(OL)	DDG(Hqrs.)
6.	Supdt. in O/o DDG (R)	AD(R)/DDG(R) (Subordinate Officer when both are present)	DDG (R)/DG
7.	Supdt. in Hqrs.	AD (concerned)	DD (concerned)
8.	Supdt. in ZU/ SZU	AD	ZD
9.	Section Officer	AD (concerned)	DD (concerned)
10.	Sr. PS	Officer (concerned)	
11.	PS	Officer (concerned)	
12.	Intelligence Officer in Hqrs.	Supdt. /AD (Senior/ Superior when both are present)	DD (concerned)
13.	Intelligence Officer in ZU/ SZU	Supdt./ AD (Senior/ Superior when both are present.	ZD (concerned)
	Intelligence Officer in Regional Office	Supdt. (R)	DDG(R)
14.	Jr. Intelligence Officer	Supdt. /AD (Subordinate Officer when both are present)	DD/ZD (concerned)
15	Surveillance Assistant	Supdt./AD (Subordinate Officer when both are present)	DD/ZD (concerned)
16	Sr. Hindi Translator	AD (OL)	DD (OL)
17.	Jr. Hindi Translator	AD (OL)	DD (OL)

18	Steno II (Now Steno I)	Officer (concerned)	
19	Steno III (Now Steno II)	Officer (concerned)	
20	Assistant	SO/Supdt. (concerned)	AD (Concerned)
21.	UDC / LDC	SO/Supdt. (concerned)	AD (concerned)
22.	Sr. TA	SO/Supdt. (concerned)	AD (concerned)
23	T.A.	SO/Supdt. (concerned)	AD (concerned)
24	OTC	SO/Supdt. (concerned)	AD (concerned)
25	DEO	SO/Supdt. (concerned)	AD (concerned)
26	# Driver Hqrs.	IO(HQ)/Supdt.**	AD (concerned)
27.	Driver ZUs/ SZUs	Supdt.	AD (concerned)
28	Hav/Sepoy HQ.	IO(HQ)	AD (concerned)
29	Hav/Sepoy ZUs/ SZUs	Supdt.	AD (concerned)
30	MTS in HQ.	IO(HQ)	AD (concerned)
	MTS in ZUs	Supdt.	AD (concerned)
	For Legal Cell Assistant/JIO/IO/Supdt.	DLA	DDG (concerned)
** In the case of Drivers/ Havalgars/ Sepoys/ MTS posted in Hqrs. , IO(Hqrs) will initiate the APARs as at present there is no Supdt. (Hqrs.) is posted in Hqrs.			
Note: In case any officer of the level of reporting/ reviewing authorities specified for the above mentioned posts are not available due to any reasons, the next superior/ supervisory officer shall report/ review the APARs of the officers under their control.			

2. It may be noted that this O.M. is implemented from the current assessment year i.e. 2020-2021. In case the APARs of the officials have been reported, it can be done again and where the reporting and reviewing is completed, the same need not be changed.
3. This issues with the approval of the Director General, NCB.


 (Vijendra Singh)
 Dy. Director (Adm.)

1. The Dy. Director General, Narcotics Control Bureau, ER/NR/SWR
2. All Deputy Directors/Asstt. Directors./Supdts. NCB Hqrs. New Delhi.
3. The Zonal Directors/Asstt. Director/Superintendent, NCB, All Zonal Units/Sub Zones
4. Sr. PS to DG/DDG(Hqrs.)/DDG(Ops), PA to DD(A)/DD(Ops)/DD(P&C) NCB, New Delhi.
5. All Sections, NCB Hqrs. for information and necessary action.
6. Sr. TA, NCB Hqrs. with a request to upload the above OM on the website of NCB for information of the staff.