

**F.No.V/38(6)/2025-APAR-[Pers-I]**  
 Government of India  
 Ministry of Home Affairs  
 Narcotics Control Bureau

Date: 25 June 2025

**// Office Order No. 39 /2025//**

Consequent upon creation of posts under Cyber & Computer/IT Wing in NCB vide MHA (IS-II Division) OM No.I-12014/32/2019/NCB-II dated 22/07/2022 & in supersession of NCB Hqrs., OM No.V/9(1)/2020-Vig/1116 dated 17/09/2021, the rendition channel of Annual Performance Appraisal Report (APAR) for the **Staff of Computer/IT, Cyber & Rajbhasha [including supporting staff]** in NCB shall be as follows in the Chain of Command:-

S/ No.	Post	SS	Reporting Authority	Reviewing Authority	Accepting Authority
<b>Staff of Cyber Wing</b>					
1.	Assistant Director (Cyber)	01	Addl Director/ Deputy Director	DDG	ADG
2.	Superintendent (Cyber)	03	Assistant Director (Cyber)	Addl Director/ Deputy Director	DDG
<b>Computer/IT Cadre</b>					
3.	System Analyst (Hardware & Networking)	01	Addl Director/ Deputy Director	DDG	ADG
4.	Computer Programmer (IT/Software)	02	System Analyst (Hardware & Networking)	Addl Director/ Deputy Director	DDG
<b>Rajbhasha Staff</b>					
5.	Dy Director (OL)	01	DDG	ADG	DG
6.	Assistant Director (OL)	01	Dy Director (OL)	DDG	ADG
7.	Sr. Hindi Translation Officer	02	Assistant Director (OL)	Dy Director (OL)	DDG
8.	Jr. Hindi Translation Officer	01	Assistant Director (OL)	Dy Director (OL)	DDG

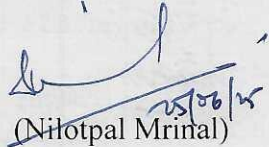
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Supporting Staff *					
9.	Operator Tele-communication (OTC)	-	1 <sup>st</sup> Supervisory officer in the Chain of Command	2 <sup>nd</sup> Supervisory Officer in the Chain of Command	HoZ** or DD / Addl Director in NCB HQ
10.	Data Entry Operator (DEO)	-	1 <sup>st</sup> Supervisory officer in the Chain of Command	2 <sup>nd</sup> Supervisory Officer in the Chain of Command	HoZ or DD/ Addl Director in NCB HQ

**Note:-** \*The post of OTC and DEO have been abolished in NCB vide MHA (IS-II) OM No.I-12014/32/2019/NCB-II dated 22/07/2022.

\*\* HoZ – Head of Zone may be Additional Director / Deputy Director heading the Zone.

2. In case an officer reports directly to an authority senior to the Reporting Authority as indicated above, his/her APAR would be initiated by such officer to whom he/she reports directly.
3. This office order shall come into force from the assessment year i.e. 2025-2026.
4. This issues with the approval of the Director General, NCB.

  
(Nilotpal Mrinal)  
Additional Director (P&A)

**Distribution :-**

1. All DDG(Regions), NCB
2. The DLA, NCB Hqrs.
3. The IFA, NCB, CBI Head Office, CGO Complex, Lodhi Road, New Delhi-3
4. All Additional Directors, Dy Director/Zonal Directors, NCB
5. DD(OL), NCB Hqrs.
6. Assistant Directors (Ops/Enf & A&C), NCB Hqrs.
7. AD(HQ), NCB Hqrs.
8. PS to DG, NCB
9. PS to ADG, NCB
10. PS to DDG(P&A)/CVO & PS to DDG(OEC) & Sr. PS to DDG(Spl Wing), NCB Hqrs.
11. Office Supdt/DDO, NCB Hqrs.
12. SO(Pers) & SO(Estt), NCB Hqrs.
13. All Branches/Sections of NCB Hqrs.
14. Guard file