

F.No.V/9(1)/2018-Vig
Government of India 10
Ministry of Home Affairs
Narcotics Control Bureau
West Block-1, Wing-5, Sector-1
R.K. Puram, New Delhi.

January 4, 2018

OFFICE MEMORANDUM

Reference is invited to this office letter F.No.V/21(1)/2013-Vig. dated 16/01/2013 vide which copies of DoP&T OM No. 21011/02/2009-Estt(A), OM No. 21011/1/2005-Estt(A)(Pt.II) dated 14/05/2009 and OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 23/07/2009 were enclosed for strict compliance. In continuation to above attention was also invited to the directions issued vide letter No. 2/9/2015-EO(ACC)dated 18.05.2015 of Establishment Officer, DoPT.

Directions have been issued by this Hqrs. for adherence of prescribed time schedule for completion of APARs but the same is not being followed strictly, as a result of which delay is occurred in providing requisite documents to the parent departments of officials on deputation as well as by NCB itself to hold DPC meetings for promotions or for release of financial up-gradations under the MACP scheme. The individuals have to suffer ultimately. It is, therefore, to reiterate that henceforth in cases where Reporting or Reviewing officers will fail to make appropriate remarks in the APAR of his subordinates within the stipulated timeframe they will forfeit their right to do so and a Certificate for Non Initiation of APAR will be issued by this Hqrs.

Financial year 2017-2018 is coming to its end shortly and action for initiation of APAR for the same has to be taken. APAR forms for NCB personnel are available on NCB website narcoticsindia.nic.in which can be downloaded and submitted to the concerned administrative units for further processing after putting in it the required information. In this regard attention is also invited to this Hqrs. OM No. I/39/Admn./2017/1767 dated 07.12.2017 wherein it has been categorically mentioned that henceforth all officers/officials of NCB upto the rank of Zonal Director / Deputy Director (irrespective of permanent or deputationist) shall submit their Annual Performance Assessment Report in the proforma prescribed by NCB only, and no APAR initiated or reviewed in the forms other than prescribed by NCB will be entertained from the assessment year 2017-18 onwards.

It has been noticed that many of the APARs received from the Reporting / Reviewing officers are not found complete in all respect or certain columns are left blank. Therefore, all the Reporting/Reviewing officers as well as the administrative control authorities are directed to ensure that relevant entries have been made in all the columns concerned and no column has been left blank. All concerns are also directed to submit a certificate to the effect that "APARs being submitted are complete in all respect and no column/portion/part of APARs has been left blank."

For the gap period of APAR Non-Initiation Certificate of APAR is required to be issued which will be issued by the administrative control authorities / Reporting Officer and forwarded alongwith the APAR of the officers to be reported upon.

To prepare a checklist at this headquarters for maintenance of proper records, information about officers/officials who remained posted in Hqrs. establishments/ Regional Hqrs./Zonal Unit during the year 2017-2018 be forwarded to this office in the following format by email in MS Word format and by post as well:

S.No.	Name & Designation of the Officer/Official	Period Served under the Reporting Officer	Name of the Reporting Officer	Name of the Reviewing Officer	Complete address of the Parent Deptt. of the officer on deputation	Remarks

The requisite information should reach to this office by 31/01/2018 positively.

Rohit Katiyar
4/1/18

(Rohit Katiyar)
Dy. Director (Admn.)
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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. PS to DG/DDG (Hqrs.)/DDG(Ops) and 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.