

F.No.II/18(4)/2011-Estt.P-II - 1371

Government of India

Ministry of Home Affairs

Narcotics Control Bureau

2nd Floor, August Kranti Bhawan,
Bhikaji Cama Place, New Delhi -110 066

Date: 28.06.2024

// C I R C U L A R //

Subject: Absorption of deputationist Sepoy in NCB – Regarding

Absorption of deputationist Sepoy in NCB is under consideration at NCB HQrs. DG NCB has now been pleased to order calling of application of eligible Sepoys for consideration their absorption. However, it is clarified that deputationist Sepoy do not have any inherent right of absorption. The discretion to absorb them rests solely with the NCB.

2. It must be ensured that only deserving cases whose continuance in the NCB will be useful to the Organization in the long run need to be recommended for absorption. It may be ensured that the recommendations are not sent in a routine manner and are supported by detailed reasons, justifying the absorption. Applications of only eligible Sepoys as per the enclosed proforma (**Annexure A, B, C & D**) should be forwarded by respective Addl Director/DD/ZD/ through DDG concerned.

3. The requests for permanent absorption shall be considered only of such deputationist Sepoys who are still continuing on the basis of tenure, duly sanctioned by the parent department and approved by the competent authority. The cases of deputationist Sepoys in which their parent departments have not agreed to issue NOC for further extension but have expressed their willingness for absorption may also be referred to NCB HQrs for consideration.

- Sepoy (Group-C, Non-Gazetted, Non Ministerial), Level-1 (Rs.18000-56900) of the Pay Matrix as per 7th CPC

4. The candidate must fulfill the following eligibility conditions as mentioned in the existing Recruitment Rules of Sepoy:-

- Deputationist Sepoys of NCB in Level-1 (Rs.18000-56900) of the Pay Matrix as per 7th CPC who has minimum necessary qualification:-
 - (i) Pass in matriculation or equivalent from a recognised board.
 - (ii) No major punishment in his parent cadre or during his deputation in NCB has been awarded.
 - (iii) No objection certificate from the parent organization or department or
 - (iv) A minimum experience of serving in NCB for two years.

5. The suitability of the willing Sepoys will be assessed by a Screening Committee duly constituted by the DG NCB. The decision of NCB HQrs in adjudging the eligibility of applicant Sepoys to appear before the Screening Committee shall be final and no representation against any such decision shall be entertained.

6. "No Objection Certificate" from the parent organization/department will be obtained by HQrs only of those Sepoys who have been recommended for absorption by the competent authority. DDG/Zonal Directors should not make any correspondence in this regard with the parent organization of the applicant Sepoys. The competent authority, however, reserves the right to refuse absorption of any deputationist Sepoys without assigning any reason thereof.

7. It may be brought to the notice of Sepoys that their seniority on absorption will be determined in accordance with the instructions contained in DOP&T OM No.20011/1/2008-Estt.(D) dated 11 November, 2010 and as amended from time to time. **An undertaking** to this effect may be obtained in Annexure 'B' & declaration in Annexure 'C' from the Sepoy applying for absorption. The details of Rewards/Commendation Certificate earned by the deputationist Sepoys during their deputation tenure in NCB, as recorded in their Service Book, be furnished in the proforma in Annexure 'D'.


8. He/she must be cleared from disciplinary/vigilance angle and must not have been awarded punishment during his/her deputation tenure in NCB. Disciplinary/ vigilance clearance certificate issued by the concerned DDG should be attached with the application.

9. All such proposals of eligible deputationist Sepoys as per guidelines, duly completed in all respect, should be forwarded to the undersigned within 60 (sixty) days from the date of issue of this circular alongwith the enclosed C V proforma as well as other Annexures and recommendations of controlling officer/DDGs/Zonal Directors. Applications received in HQrs after the due date or incomplete applications will not be entertained and shall be rejected.

10. Respective DD/ZD and DDsG will ensure that the applications in respect of only eligible deputationists Sepoys, who are in pay level-1 in their parent department, will be recommended/forwarded.

11. Right to interpretation of the guidelines/instructions above rests with NCB HQrs only.

12. This issues with the approval of the Director General, Narcotics Control Bureau.


(Piyash Kumar Singh)
Assistant Director (Pers.&Estt.)

Distribution:-

1. All DDG(Regions), NCB
2. All Additional Directors, NCB
3. All Dy Directors/ Zonal Directors, NCB
4. The Dy. Director (DI), NCB (HQ) – For uploading this circular on NCB website.
5. The Assistant Director (Ops./Enf./A&C/Hqrs), NCB (HQ), New Delhi
6. The Under Secretary to the Govt. of India, MDCNS, New Delhi
7. Deputy Director (OL), NCB (HQ), New Delhi
8. PS to DG, NCB
9. PS to DDG(P&A)/DDG(OEC)/DDG(Spl. Wing), NCB (HQ), New Delhi
10. OS (Acctt.), NCB (HQ), New Delhi
11. Supdt (Vigilance), NCB (HQ), New Delhi
12. Gurard file/file

नशे को "ना" जीवन को "हाँ" - नशे का प्रयोग और अवैध व्यापार प्रतिबंधित एवं दण्डनीय है।

**PROFORMA FOR RECOMMENDATION FOR ABSORPTION IN RESPECT OF
IN THE RANK OF SEPOY IN NCB.**

NAME OF PRESENT NCB OFFICE _____

1. Name :
2. Parent Department :
3. Date of Birth :
4. Native Place :
(State to which belongs)
5. Mother Tongue :
6. Date of enlistment in the parent :
department
7. Date of joining in NCB on :
deputation
8. Date of completion of 02 years :
on deputation in NCB
9. Educational Qualification :
10. Details of outstanding work done :
by him/her in NCB (in brief)

Signature of Employee

Certificate

11. This is to certify that the above information has been verified with the official record.

Signature of DD/ZD
Date :

12. Remarks/ Recommendation of DD/ZD

Signature of DD/ZD

Date :

13. Remarks/ Recommendation of DDG

Signature of DDG

Date :

WILLINGNESS FOR ABSORPTION IN NCB

I express my unconditional willingness for absorption in NCB.

2. I have understood the rules of seniority as laid down in DOP&T orders issued from time to time with regard to the fixation of seniority.
3. I fully understand that absorption in NCB will entails me all India transfer liability and I accept this as a condition of service.

Signature of Applicant _____

Date:

(NAME IN BLOCK LETTER)
WITH DESIGNATION

DECLARATION

I, _____ working as _____ in the NCB on deputation from _____ is willing to be absorbed in the rank of _____ in NCB.

2. I agree that the lien held by me on the post of _____ in my parent department in the office of _____ may be terminated from the date of my absorption in the NCB.

3. I agree that for other service matters I shall be governed by the Rules applicable to departmental officers of my rank at my place of posting and that I shall accept the seniority as may be assigned to me on my absorption.

4. I have carefully understood that my confirmation alongwith other departmental officers would be considered in my turn according to seniority assigned to me subject of fulfillment of other conditions.

Signature of Employee _____

Name & Designation _____

**DETAILS OF REWARDS AND COMMENDATION CERTIFICATES
AWARDED TO SMT/SHRI**

Year	Total No. of rewards earned during the year	Total Amount of Reward	Other commendation certificate	Total

Signature of the sponsoring authority
(Name with Seal)