



**GOVERNMENT OF KHYBER PAKHTUNKHWA
EXCISE, TAXATION & NARCOTICS CONTROL DEPARTMENT**

Dated Peshawar, the April 23, 2021

NOTIFICATION

NO.SO(ADMN)E&T/1-26/2020:3087-99 In pursuance of the Khyber Pakhtunkhwa Control of Narcotics Substances (Second Amendment) Act, 2020, Section-8(3), the Competent Authority is pleased to authorize the following Divisional Headquarters Excise & Taxation Officers as Circle Officers for their respective Regional Excise Police Stations with the following job description: -

S.#	Regional Excise Police Station	Circle Officer
01	EPS DI KHAN	ETO DI KHAN
02	EPS Malakand	ETO Swat
03	EPS Hazara	ETO Abbottabad

- Concerned Circle Officer will report all operational matters to Excise & Taxation Officer (Counter Narcotics Operations)
- To maintain complete record of Excise Police Stations under his jurisdiction.
- Daily Diaries, copies of FIR, Daily situation reports & others reports to Excise & Taxation Officer (Counter Narcotics Operations) shall be routed through Circle Officer.
- Active perusal of under trial cases.
- He will submit weekly case property details to the Deputy Director Admin.
- Execution of Command & Central over the officials serving at respective Excise Police Station.
- Discipline, hear applications & all reports shall be routed through him.
- He shall act as reporting officer for the SHO, Additional SHO, Investigation Officer and other relevant staff of Police Station.
- Establish close liaison with the local informers & sources for conduction successful operations for connection with drug trafficking.
- He will inform Excise & Taxation Officer (Counter Narcotics Operations) immediately about all the activates relating to Drug Trafficking occurred in his area of jurisdiction.
- He will submit correct report to OPS on daily basis.
- He shall plan operations for the interdiction and surrender of Drug Traffickers in his area of responsibility.
- Before each operation activity he will inform Excise & Taxation Officer (Counter Narcotics Operations) about the expected time & area of operation.
- He will maintain list of drug traffickers with their contact & address having in his AOR.

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- He will ensure that all absconders are arrested.
- He will submit weekly report on case property under his AOR/EPS.
- He will make it sure that all under trail cases are activity pursued by the concerned official under his AOR.
- Daily Diaries, copies of FIR, Daily situation reports & others report shall be routed through his office.
- He will monitor and assist whole procedure of investigation and report to Excise & Taxation Officer (NCW) the same.
- He will monitor each & every case and malkhana.
- He will ensure safe custody of malkhana and case properties.
- He will keep close liaison with concerned DPP.
- Any other task assigns to him.

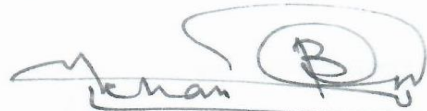
**SECRETARY
EXCISE, TAXATION & NARCOTICS CONTROL DEPARTMENT
KHYBER PAKHTUNKHWA**

NO.SO(ADMN)E&T/1-26/2020/2027-99

Dated Peshawar, the April 23, 2021

Copy is forwarded for information and necessary action to the: -

1. Director General, Excise, Taxation & Narcotics Control, Khyber Pakhtunkhwa, Peshawar.s
2. Accountant General, Khyber Pakhtunkhwa, Peshawar.
3. Inspector General of Police, Khyber Pakhtunkhwa, Peshawar.
4. All Directors Excise, Taxation & Narcotics Control, Khyber Pakhtunkhwa.
5. Manager Govt: Printing Press, Khyber Pakhtunkhwa for publication in Govt: Gazette.
6. Deputy Director (IT), Excise, Taxation & Narcotics Control, Khyber Pakhtunkhwa with direction to upload on official website.
7. P.S to Secretary, Excise, Taxation & Narcotics Control Department, Khyber Pakhtunkhwa, Peshawar.
8. P.S to Secretary, Home & Tribal Affairs Department, Khyber Pakhtunkhwa, Peshawar.
9. P.S to Additional Secretary, Excise, Taxation & Narcotics Control Department, Khyber Pakhtunkhwa, Peshawar.



SECTION OFFICER (ADMN)