

डा. एस. के. सरकार

Dr. S.K. Sarkar

अपर सचिव

Additional Secretary

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सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL

PUBLIC GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

<http://www.persmin.nic.in>
the 22nd November, 2011.

D.O. No.372/42/2011-AVD-III

Dear Secretary,

Nominations of officers are invited for appointments on deputation to the posts of Chief Vigilance Officers in Central Public Sector Undertakings etc. It may be noted that these posts are non-Central Staffing Scheme posts.

2. The duties and responsibilities of Chief Vigilance Officers are briefly enumerated below: -

- (i) The Chief Vigilance Officer has been authorized to decide upon the existence of vigilance angle in a particular case at the time of registration of complaint.
- (ii) The Chief Vigilance Officer should screen all the complaints before referring them to CBI.
- (iii) Attending the quarterly meeting with Zonal Joint Director of CBI for preparation of "Agreed List".
- (iv) Monitoring on corruption, malpractices and misconduct on the part of employees and to take remedial action.
- (v) Closely monitoring the case related to criminal misconduct of employees and coordinating with the CBI for expeditious disposal of such cases.

3. The posts for Chief Vigilance Officers' (CVOs) in the Central Public Sector Undertakings (PSUs) are filled up as per the procedure laid down in the comprehensive guidelines issued vide this Department's OM No. 372/8/99-AVD.III, dated 18th January 2001 which is also available on this Department's web-site. The guidelines are, however, under revision.

4. A tentative list of vacancies of Chief Vigilance Officers in Central Public Sector Undertakings etc. that are presently available and likely to arise during the

financial year 2012-13 is available on this Department's web-site. A copy of the same is, however, also enclosed.

5. The batches of officers sponsored for Joint Secretary level posts should be empanelled to hold Joint Secretary level post at the centre. The officers sponsored for the post of Director should have completed 14 years of service and should have been granted the Non-Functional Selection Grade in the cadre.
6. In order to attract officers for manning the posts of CVOs in various Public Sector Undertakings, certain special dispensations have been made. For instance, if a request is received from an officer occupying a post under the Central Staffing Scheme on deputation, duly recommended by the Ministry/Department, with the approval of the Minister-in-charge for being considered for appointment as Chief Vigilance Officer, **at least one year before the expiry of his tenure on the Central Staffing Scheme post**, such an officer if selected for appointment as Chief Vigilance Officer may be allowed a tenure of 3 years as Chief Vigilance Officer subject to a maximum of 7 years' combined tenure under the Central Staffing Scheme post and the post of CVO. This may be brought to the notice of the All India Service Officers and the Officers of Central Services working on posts under the Central Staffing Scheme in your Ministry/Department.
7. On appointment to the post of Chief Vigilance Officer in Central Public Sector Undertaking, an officer is not entitled to general pool accommodation but would be eligible for accommodation provided by the concerned Public Sector Undertaking, as per guidelines issued by the Department of Public Enterprises, from time to time.
8. While sponsoring the names of willing officers, it may also be indicated alongside each name, a maximum of three location(s)/station(s) in which the officer may like to be considered for placement. The current pay scale of the officers and the actual pay being drawn at the time of sending the name should also be indicated. Once an officer gives the choice of location/station, then as far as possible that officer would be considered for posting in any Public Sector Undertaking in that particular location/station. However, the officer may be posted at any place in India. It has been noticed in the past that while sponsoring names, preference has been shown for a particular PSU in a particular region. It is clarified that such requests cannot be entertained and officers are required to indicate only their options for place of postings. Officers sponsored will remain under consideration for posting for the period of one year only.

9. The details of this circular are also available on our Department's website at URL <http://persmin.nic.in>. We shall appreciate, if the contents of this circular could also be posted on your Department's website for wide publicity.

10. I shall be grateful if you could arrange to forward names of suitable and willing officers for consideration for the posts of CVO in PSUs etc. for the financial year 2010-11, (drawn up in the prescribed proforma I-III), keeping in view the above mentioned requirements and suitability criteria, along with updated CR dossiers and vigilance clearance of the sponsored officers, preferably by 31st January, 2012.

With regards,

Yours sincerely,

sd/
(Dr. S.K. Sarkar)

To
All Secretaries to the Government of India.

Copy to:
The Central Vigilance Commissioner, Central Vigilance Commission,
Satarkata Bhawan, GPO Complex, INA, New Delhi-110023.

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(Dr. S.K. Sarkar)
Additional Secretary to the Government of India

ANNEXURE-I

PERSONAL DATAApplying for Level: Deputy Secretary/Director/Joint Secretary *(please tick)*

1.	Service	
2.	Cadre	
3.	First Name	
4.	Middle Name	
5.	Surname	
6.	Exam Year	
7.	Allotment Year	
8.	Date of Joining	
9.	Gender	
10.	Date of Birth	
11.	Category	
12.	Present posting	
13.	Pay Scale	
14.	Basic Pay	
15.	Date of NFSG Grant	
16.	Whether working in the cadre or is on Central deputation.	
17.	Date from which the officer is on Central Deputation.	
18.	Date of expiry of Central Deputation tenure.	
18A	Total period spent outside the cadre alongwith details thereof	
19.	Whether Spouse is working Service of Spouse (if working and participating under Central Staffing Scheme)	YES/NO

20.	Cadre of Spouse (if AIS)	
21.	Whether Spouse working Under Central Deputation	YES/NO
22.	Whether slotted for Foreign Training/Assignment	YES/NO
23.	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from Date to	YES/NO
24.	Whether worked on central deputation before:	Yes/No
(i)	If Yes, Date of Reporting to Cadre	
(ii)	Whether Cooling-Off Period Completed	YES/NO
(iii)	Cooling-Off Period Completion Date	
24A	<p>Preference of location if any, for posting on account of personal reasons at a Station/Stations:</p> <p>Please indicate 3 preferences only. As far as possible, the officer will be considered for posting in any PSU in the preferred station. However, the officer may be posted at any place in India.</p>	

25. EDUCATIONAL QUALIFICATIONS

(Please only mention Graduation and above).

S.No.	Qualification	Subject (1) Subject (2)	Year/ Division	Institution University Place Country
1.				
2.				
3.				
4.				

26. TRAINING DETAILS

(Please mentioned training of duration of only more than 1 month)

S.No.	(i) (ii) (iii)	Training Name Institute Country	Training related to Specialization in Subjects	From Date To Date
1.				
2.				
3.				

27. EXPERIENCE DETAILS (Complete Service Profile)

S. No.	Type of Posting (Cadre/ Centre/ Others)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1.					
2.					
3.					

28. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.

S. No.	Type of Posting (Cadre/ Centre)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1.					
2.					
3.					

The information furnished above by me is correct.

(Signature)

Tel No. (O):

(R):

(Mob):

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF THE OFFICER

SERVICE

CADRE

BATCH

Date of Birth

1. Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof
2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.
3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
4. Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.
1. Whether the name of the officer appears in the Agreed List OR List of Officers of doubtful Integrity. If yes, full details may be given.

2. (a) whether the officer is clear from vigilance angle.
(b) whether integrity is certified or not.
7. (a). Whether the Officer has ever been debarred from Central Deputation:
(b) If Yes, period of debarment
8. Has the officer been on Central Deputation before
9. If Yes, date of completion of Cooling Off
10. ACR details:

a)	Whether ACR Dossier is Complete upto 31.3.2009	YES/NO
b)	ACR for any Year (in the last 5 years) Not available in the Dossier	
c)	Adverse entries if any (Expunged or un-expunged) in Any ACR(s) If Yes, Year-wise details Thereof.	YES/NO
d)	ACR grading of the last 05 years.	

Year/Period	Grading

Signature of the officer certifying the proforma.
Name

Designation

PARTICULARS OF THE OFFICERS PROPOSED TO BE EMPANELLED FOR APPOINTMENT AS CVOS

1. Name of the Officer (in full) :
1.A Service Batch Cadre
2. Fathers' Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs, including batch/year, Cadre etc. wherever applicable
7. Positions held (during the last ten years) :

S. No.	Organization	Designation & place of posting	From	To	Jobs handled

8. Experience, if any, in handling vigilance/disciplinary matters :

(Name & Signature of the applicant)

Year/Period	Grading	Remarks, if any

[Name & Signature of Dir/JS(Vig.).DoPT]

Vacancy position (existing and upto 31/3/2013)

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
1.	DEPARTMENT OF FERTILIZERS	BRAHMAPUTRA VALLEY FERTILIZER CORPORATION	DIBRUGARH/ ASSAM	DIRECTOR	14/10/2003
2.	DEPARTMENT OF ATOMIC ENERGY	URANIUM CORPORATION OF INDIA LTD.	JADUGUDA (BIHAR)	DIRECTOR	01/01/2005
3.	DEPARTMENT OF HEAVY INDUSTRY	BHARAT PUMPS & COMPRESSORS LIMITED	ALLAHABAD/ NAINI	DIRECTOR	01/01/2005
4.	DEPARTMENT OF HEAVY INDUSTRY	BHARAT BHARI UDYOG NIGAM LIMITED	KOLKATA	DIRECTOR	01/05/2005
5.	MINISTRY OF STEEL	BIRD GROUP OF COMPANIES	KOLKATA	DIRECTOR	10/01/2008
6.	MINISTRY OF PETROLEUM & NATURAL GAS	NUMALIGARH REFINERIES LIMITED	NUMALIGARH (ASSAM)	JOINT SECRETARY	03/06/2009
7.	MINISTRY OF MINES	GEOLOGICAL SURVEY OF INDIA	KOLKATA	DIRECTOR	15/11/2009
8.	MINISTRY OF STEEL	METALLURGICAL & ENGINERRING CONSULTANT LIMITED (MECON)	RANCHI	DIRECTOR	21/07/2010
9.	DEPARTMENT OF PHARMACEUTICALS	M/s BENGAL CHEMICALS AND PHARMACEUTICAL LIMITED (BCPL)	KOLKATA	DIRECTOR	28/08/2010
10.	DEPARTMENT OF FERTILIZERS	NATIONAL FERTILIZERS CORPORATION LIMITED.	NOIDA/ NCR OF DELHI	JOINT SECRETARY	08/04/2012
11.	DEPARTMENT OF FOOD	FOOD CORPORATION OF INDIA LIMITED	DELHI	JOINT SECRETARY	19/04/2012

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
12.	MINISTRY OF PETROLEUM & NATURAL GAS	CHENNAI PETROLEUM & CHEMICALS LIMITED (CPCL)	CHHENAI	JOINT SECRETARY	10/06/2012
13.	MINISTRY OF COAL	CENTRAL MINE PLANNING AND DESIGN INSTITUTE LIMITED	RANCHI	DIRECTOR	15/06/2012
14.	D/O CONSUMER AFFAIRS	NATIONAL CO-OPERATIVE CONSUMER FEDERATION OF INDIA LIMITED (NCCF)	DELHI	DIRECTOR	20/06/2012
15.	DEPARTMENT OF SCIENCE & TECHNOLOGY	C.S.I.R	DELHI	DIRECTOR	03/08/2012
16.	MINISTRY OF POWER	NATIONAL THERMAL POWER CORPORATION LTD. (NTPC)	DELHI	JOINT SECRETARY	11/08/2012
17.	DEPARTMENT OF TELECOMMUNICATIONS	BSNL	DELHI	JOINT SECRETARY	12/08/2012
18.	MINISTRY OF POWER	NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED (NEEPCO)	SHILLONG	DIRECTOR	20/08/2012
19.	MINISTRY OF COMMERCE	STATE TRADING CORPORATION (STC)	DELHI	JOINT SECRETARY	15/10/2012
20.	MINISTRY OF TOURISM	INDIAN TOURISM DEVELOPMENT CORPORATION LIMITED (ITDC)	DELHI	JOINT SECRETARY	23/10/2012
21.	MINISTRY OF CIVIL AVIATION	NACIL	MUMBAI	JOINT SECRETARY	01/11/2012

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
22.	DEPARTMENT OF DEFENCE PRODUCTION	GOA SHIPYARD LIMITED	GOA	DIRECTOR	01/11/2012
23.	DEPARTMENT OF ATOMIC ENERGY	ELECTRONICS CORPORATION OF INDIA LTD. (ECIL)	HYDERABAD	DIRECTOR	15/11/2012
24.	MINISTRY OF PETROLEUM & NATURAL GAS	BALMER & LAWRIE CORPORATION	KOLKATA	DIRECTOR	01/12/2012
25.	MINISTRY OF SHIPPING	CHENNAI PORT TRUST	CHENNAI	DIRECTOR	01/12/2012
26.	MINISTRY OF URBAN DEVELOPMENT	CPWD	DELHI	JOINT SECRETARY	12/12/2012
27.	MINISTRY OF STEEL	METAL SCRAP TRADING CORPORATION LTD. (MSTC)	KOLKATA	DIRECTOR	12/12/2012
28.	MINISTRY OF PETROLEUM & NATURAL GAS	INDIAN OIL CORPORATION LIMITED	DELHI	JOINT SECRETARY	14/12/2012
29.	MINISTRY OF SHIPPING	SHIPPING CORPORATION OF INDIA LIMITED (SCI)	MUMBAI	JOINT SECRETARY	04/01/2013
30.	DEPARTMENT OF CIVIL AVIATION	AIR INDIA CHARTERS LIMITED (AICL)	DELHI	JOINT SECRETARY	19/01/2013
31.	MINISTRY OF STEEL	STEEL AUTHORITY OF INDIA LIMITED (SAIL)	DELHI	JOINT SECRETARY	14/02/2013
32.	MINISTRY OF SHIPPING	VISHAKHAPATNAM PORT TRUST	VISHAKHAPATNAM	DIRECTOR	06/03/2013
33.	MINISTRY OF RAILWAYS	CONTAINER CORPORATION LTD. (CONCOR)	DELHI	JOINT SECRETARY	27/03/2013

To be filled by the Cadre Controlling Authority

It is certified that the above information given is correct as per record.

Signature

Name:

Designation:

(This should be filled by the competent authority of State Govt./Cadre Authority)