

**Jishnu Barua, IAS**  
Joint Secretary (S&Vig.-II)  
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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

**D.O. No.372/42/2014-AVD-III**

**Dated the 28<sup>th</sup> January, 2015**

Dear Chief Secretary,

Nominations of officers are invited for appointment on deputation to the posts of Chief Vigilance Officers in Central Public Sector Enterprises 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 of Chief Vigilance Officers (CVOs) in the Central Public Sector Enterprises (CPSEs) 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 18<sup>th</sup> January, 2001 which is also available on this Department's website. The guidelines are, however, under revision.

4. **Details of vacancies of Chief Vigilance Officers in Central Public Sector Enterprises etc. that are presently available and likely to arise during the financial year 2015-16 are available on this Department's web-site. However, a tentative list of vacancies is enclosed.**

5. The officers sponsored for Joint Secretary level posts should be – (a) empanelled to hold Joint Secretary level post at the centre; or (b) an officer of his/her service and batch should be empanelled to hold Joint Secretary level post at the centre. The officers sponsored for Director level posts should have completed 14 years of Group 'A' service and should have been granted the Non-Functional Selection Grade in the cadre.

6. It may please be ensured that the officers sponsored should have completed the required 'cooling off' period before they are recommended for a second deputation. The officers once sponsored are not allowed to withdraw subsequently and it will be the responsibility of the cadre controlling authorities to ensure the release of the officers in the event of their final selection. Failure to take up the appointment on the part of the officer will lead to debarment for 5 years along with its attendant consequences. It is also pointed out that it is not only the failure to take up the appointment, but also withdrawal after a panel has been drawn up by the Department, that leads to debarment for 5 years. It is, therefore, important that only applications of willing officers are forwarded to this Department.

7. On selection, the officer would be eligible for an initial deputation tenure of 3 years in a CPSE/organization which is extendable – (a) for a further period of two years in the same CPSE/organization (total 5 years) or (b) for a further period of three years on transfer to another CPSE/organization on completion of initial tenure of three years in the previous CPSE/organization (total 6 years), with the prior clearance of **CVC & Department of Personnel & Training**. He would be allowed the option of electing to draw either the pay of the post in the scale of pay of the CPSE/organization concerned or pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. The officer would also be entitled to all perks, benefits & perquisites applicable to equivalent level of officers in the concerned CPSE/organization.

8. The officer on appointment to the post of Chief Vigilance Officer in Central Public Sector Enterprises is not entitled to general pool accommodation but would be eligible for accommodation provided by the concerned Central Public Sector Enterprise, as per guidelines issued by the Department of Public Enterprises, from time to time.

9. If an officer does not join within one month of issue of his appointment order, his appointment would be treated as cancelled and the officer concerned would stand debarred from central deputation for a period of five years from the date of issuing of orders of his appointment. Further, the officer would also be debarred from being considered for deputation on foreign assignments/consultancies abroad during the period of debarment. The officers who are debarred from central deputation should not be sponsored for consideration for these posts till they complete their debarment period and become eligible for re-consideration.

10. 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 Central Public Sector Enterprise/organization 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 CPSE/organization 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 from the date of clearance of the Central Vigilance Commission or **31<sup>st</sup> March, 2016, whichever is earlier.**

11. The names of the officers sponsored for the previous years but not approved by CVC for appointment to the post of CVO, should not be sponsored again for this financial year 2015-16.

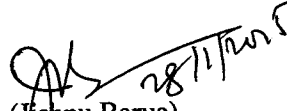
12. The names of the officers who had applied for appointment as CVO for the previous financial year 2014-15, shall be retained in the offer list only upto 31.03.2015 and they have to apply afresh for consideration for appointment against vacancies occurring during the financial year 2015-16.

13. The details of this circular are also available on Department's web site at URL <http://persmin.nic.in>

14. I shall be grateful if you could arrange to forward names of suitable and willing officers for consideration for the posts of CVO in CPSEs etc. for the financial year 2015-16, (drawn up in the prescribed proforma I-III), keeping in view the above mentioned requirements and suitability criteria in all respects, along with complete updated CR dossier or certified copies of ACRs (at least for last 5 years) and vigilance clearance of the sponsored officers, **preferably by 30<sup>th</sup> April, 2015.**

With regards,

Yours sincerely,

  
(Jishnu Barua)

To

Chief Secretaries of all State Governments/UTs/Cadre Controlling Authorities.

Copy to:-

The Central Vigilance Commissioner, Central Vigilance Commission, Satarkata Bhawan, GPO Complex, INA, New Delhi.

(Jishnu Barua)  
Joint Secretary to the Government of India

**ANNEXURE-I****PERSONAL DATA****Applying for the level of 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.	Date of Superannuation	
10.	Gender	
11.	Date of Birth	
12.	Category	
13.	Present Posting	
14.	Address for Correspondence	
15.	Pay Scale	
16.	Grade Pay	
17.	Basic Pay	
18.	Date of NFSG Grant	
19.	Whether applied for the previous year	YES/NO
20.	Whether he/she or his/her batch have been empanelled to hold the post of Joint Secretary to the Govt. of India	YES/NO
21.	Whether working in the cadre or is on Central Deputation	
22.	If working on Central Deputation, please mention whether working in a CSS Post or Non-CSS Post.	

23.	Date from which the officer is on Central Deputation	
24.	Date of expiry of Central Deputation	
25.	Details of Central Deputation/other deputation outside cadre	
26.	Total period spent outside the cadre alongwith details thereof	
27.	Whether Spouse is working	YES/NO
28.	Service of Spouse	
29.	Cadre of Spouse (if AIS)	
30.	Whether Spouse working under Central Deputation	YES/NO
31.	Whether slotted for Foreign Training/Assignment	YES/NO
32.	Whether debarred from Central Staffing Scheme previously	YES/NO
33.	If Yes, Date from Date to	
34.	Whether worked on Central Deputation before	YES/NO
35.	If Yes, Date of reporting to cadre	
36.	Whether completed the 'Cooling-off' period	YES/NO
37.	'Cooling-off' period completion date	
38.	<p>Preference of location if any, for posting on account of personal reasons at a Station/Stations</p> <p><b>Please indicate 3 preferences only.</b></p> <p><b>As far as possible, the officer will be considered for posting in any CPSE in the preferred station/stations.</b></p> <p><b>However, the officer may be posted at any place in India.</b></p>	

**39. EDUCATIONAL QUALIFICATIONS**  
(Please only mention Graduation and above)

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

**40. TRAINING DETAILS**  
(Please mentioned training of duration of only more than 1 month)

Sl. No.	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From date & To date
1.			
2.			
3.			
4.			

**41. EXPERIENCE DETAILS (Complete Service Profile)**

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

**42. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.**

<b>Sl. No.</b>	<b>Type of Posting (Cadre/ Centre/ Others)</b>	<b>(i)Level/Pay Scale (ii)Designation</b>	<b>Ministry/ Department/ Office Place</b>	<b>Experience acquired during the posting (Major &amp; Minor)</b>	<b>Tenure From &amp; Tenure To</b>
1.					
2.					
3.					
4.					

The information furnished above by me is correct.

(Signature)

Tel No.(O):

(R):

(Mob):

Email:

**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 Government/Cadre Authority)*

**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.	
5.	Whether the name of the officer appears in the Agreed List OR List of Officers of doubtful integrity. If yes, give full details.	
6.	Whether the officer is clear from vigilance angle.	
7.	Whether integrity is certified or not.	
8.	Whether the Officer has ever been debarred from Central Deputation. If Yes, indicate the period of debarment.	
9.	Has the officer been on Central Deputation before? If Yes, date of completion of 'Cooling Off'.	



**10. ACR details:**

a)	Whether CR dossier is completed upto 31.03.2014	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:**

<b>Year/Period</b>	<b>Grading</b>

Signature of the officer certifying the proforma

Name:

Designation:

**(TO BE FILLED BY THE APPLICANT FOR THE USE OF CVC)**

**PARTICULARS OF THE OFFICERS PROPOSED TO BE EMPANELLED FOR  
APPOINTMENT AS CHIEF VIGILANCE OFFICER (CVO)**

1. Name of the Officer (in full) :
2. Service, Batch & Cadre :
3. Father's Name :
4. Date of Birth :
5. Date of Retirement :
6. Date of Entry into Service :
7. Positions held (during last ten years) :

Sl. No.	Organization	Designation & Place of posting	From	To	Jobs handled
1.					
2.					
3.					
4.					

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

(Name & Signature of the applicant)

## Tentative vacancy positions upto 31.03.2016

Sl. No.	Ministry /Department	Name of CPSEs	Location	Level	Date of vacancy
1	Department of Defence Production	Goa Shipyard Ltd.(GSL)	Goa	DIR	31-Oct-12
2	Ministry of Shipping	Mormugao Port Trust (MPT),	Goa	DIR	30-Apr-14
3	Ministry of Shipping	Cochin Shipyard Ltd. (CSL),	Kochi	DIR	27-May-14
4	Ministry of Coal	Bharat Coking Coal Ltd. (BCCL)	Dhanbad	DIR	28-Sep-14
5	Department of Heavy Industry	Scooters India Ltd. (SIL)	Lucknow	DIR	10-Dec-14
6	Department of Heavy Industry	NEPA Limited.	Nepanagar (M.P.)	DS	NEW
7	Department of Heavy Industry	NTPC BHEL Power Projects Private Limited (NBPPL)	Chittot (A.P.)	DIR	NEW
8	Ministry of Coal	Coal Mines Provident Fund Organization (CMPFO)	Dhanbad	DIR	NEW
9	Department of Defence Production	Bharat Dynamics Ltd. (BDL)	Hyderabad	DIR	1-Apr-14
10	Ministry of Shipping	Kolkata Port Trust (KoPT)	Kolkata	DIR	14-Feb-15
11	Ministry of Civil Aviation	Airports Authority of India (AAI)	Delhi	JS	6-Apr-15
12	Department of Defence Production	Mazagaon Dock Ltd.(MDL)	Mumbai	JS	9-May-15
13	Ministry of Railways	IRCON International Ltd.	Delhi	JS	5-Jun-15
14	Ministry of Power	Power Finance Corporation (PFC)	Delhi	JS	5-Jun-15
15	Ministry of Road Transport & Highways	National Highway Authority of India (NHAI)	Delhi	JS	20-Jun-15
16	Department of Telecommunications	Mahanagar Telephone Nigam Ltd.(MTNL)	Delhi	JS	30-Jun-15
17	Ministry of Civil Aviation	Pawan Hans Ltd., (PHL)	Delhi	DIR	3-Aug-15
18	Department of Fertilizers	Rashtriya Chemicals and Fertilizers Ltd. (RCF)	Mumbai	JS	6-Aug-15
19	Ministry of Textiles	National Institute of Fashion Technology (NIFT)	Delhi	DIR	10-Aug-15
20	Department of Heavy Industry	Heavy Engineering Corporation Ltd. (HEC)	Ranchi	JS	29-Aug-15
21	Ministry of Power	Damodar Valley Corporation (DVC)	Kolkata	JS	12-Sep-15
22	Department of Telecommunications	Bharat Sanchar Nigam Ltd. (BSNL)	Delhi	JS	23-Oct-15
23	Ministry of Petroleum & Natural Gas	Indian Oil Corporation Ltd. (IOCL)	Delhi	JS	11-Jan-16
24	Ministry of Power	Satluj Jal Vidyut Nigam Ltd. (SJVN)	Shimla	JS	26-Jan-16
25	Ministry of Power	Power Grid Corporation of India Ltd. (PGCIL)	Gurgaon	JS	31-Jan-16
26	Department of Atomic Energy	Electronics Corporation of India Ltd. (ECIL)	Hyderabad	JS	3-Feb-16
27	Ministry of Housing & Urban Poverty Alleviation	Housing & Urban Development Corporation Ltd. (HUDCO)	Delhi	JS	1-Mar-16
28	Department of Chemicals and Petrochemicals	Hindustan Organics Chemicals Ltd.(HOCL)	Mumbai	DIR	Going to vacate soon