

डा. एस. के. सरकार

Dr. S.K. Sarkar

अपर सचिव

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सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नॉर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL
PUBLIC GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-11001
<http://www.persmin.nic.in>

D.O. No.372/43/2010-AVD-III

the 27th November, 2010

Dear Chief 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 2011-12 is available on this Department's web-site. A copy of the same is, however, 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. 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 should not be 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 recommended by the Department that leads to debarment for 5 years. It is, therefore, important that only applications of willing officers may be forwarded.

7. On selection, the officer would be eligible for an initial deputation tenure of 3 years in PSUs which is extendable upto a further period of two years in the same PSU (total 5 years) with the prior clearance of the CVC or upto a further period of three years on transfer to another PSU on completion of initial tenure of three years in the previous PSU.

8. The officer on appointment to the post of Chief Vigilance Officer in Central Public Sector Undertakings 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.

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/become eligible for consideration.

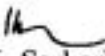
10. While sponsoring the names of willing officers, it may also be indicated alongside each name, a maximum of three location(s)/station(s) in which the officer may like to be considered for placement. The current pay scale of the officers and the actual pay being drawn at the time of sending the name 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 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.

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

12. 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 2011-12, (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, 2011.

With regards

Yours sincerely,


(Dr. S.K. Sarkar)

To
Chief Secretaries of all State Govts./UTs/Cadre Controlling Authorities.

Copy to:

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


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

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 of 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 of 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

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)

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, full details may be given.

- 6 (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 31.3.2010	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

Annexure-III

(FOR CENTRAL VIGILANCE COMMISSION)

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

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
1.	DEPT OF CHEMICALS & PETROCHEMICALS	HINDUSTAN ANTIBIOTICS LIMITED	PIMPRI, PUNE	DIRECTOR	4/5/2005
2.	MIN. OF SHIPPING	KANDLA PORT TRUST	KANDLA	DIRECTOR	8/8/2005
3.	MINISTRY OF PETROLEUM & NATURAL GAS	MANGALORE REFINERIES & PETROCHEMICALS LIMITED (MRPL)	MANGALORE	DIRECTOR	5/11/2005
4.	DEPARTMENT OF FERTILIZERS	FERTILIZERS & CHEMICALS (FACT)	KOCHI	DIRECTOR	1/10/2006
5.	DEPARTMENT OF FERTILIZERS	BRAMPUTRA VALLEY FERTILIZER CORPN.	DIBRUGARH/ ASSAM	DIRECTOR	18/6/2007
6.	MIN. OF SHIPPING	TUTICORIN PORT TRUST	TUTICORIN	DIRECTOR	11/12/2007
7.	MINISTRY OF STEEL	BIRD GROUP OF COMPANIES	KOLKATA	DIRECTOR	10/1/2008
8.	MINISTRY OF STEEL	KUDREMUKH IRON AND ORE COMPANY LTD.	BANGALORE	JOINT SECRETARY	19/3/2009
9.	MINISTRY OF PETROLEUM & NATURAL GAS	NUMALIGARH REFINERIES LIMITED	NUMALIGARH (ASSAM)	JOINT SECRETARY	3/6/2009
10.	MIN. OF SHIPPING.	MORMUGAO PORT TRUST	GOA	DIRECTOR	19/12/2009
11.	MIN. OF SHIPPING	MANGALORE PORT TRUST	MANGALORE	DIRECTOR	13/1/2010
12.	MINISTRY OF STEEL	NATIONAL ALUMINIUM COMPANY LIMITED(NALCO)	BHUBNESHWAR	JOINT SECRETARY	10/2/2010
13.	MINISTRY OF COAL	MAHANADI COALFIELDS LTD	SAMBALPUR	DIRECTOR	2/4/2010
14.	DEPT. DEFENCE PRODUCTION	BHARAT EARTHS MOVERS LIMITED	BANGALORE	JOINT SECRETARY	30/4/2010

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
15.	MINISTRY OF MINES	INDIAN BUREAU OF MINES	NAGPUR	DIRECTOR	11/5/2010
16.	MINISTRY OF MICRO SMALL & MEDIUM ENTERPRISES	NATIONAL SMALL INDUSTRIES CORPORATION LIMITED	DELHI	JOINT SECRETARY	18/6/2010
17.	MINISTRY OF RAILWAYS	RAIL VIKAS NIGAM LIMITED	DELHI	JOINT SECRETARY	30/6/2010
18.	MINISTRY OF STEEL	METALLURGICAL & ENGINEERING CONSULTANT LIMITED (MECON)	RANCHI	DIRECTOR	21/7/2010
19.	Department of Pharmaceutical	M/s BENGAL CHEMICALS AND PHARMACEUTICAL LIMITED(BCPL)	KOLKATA	DIRECTOR	28/8/2010
20.	MINISTRY OF COAL	SOUTH-EASTERN COALFIELDS LIMITED	BILASPUR (MP)	DIRECTOR	19/9/2010
21.	DEPARTMENT OF HEAVY INDUSTRY	HINDUSTAN PAPER CORPORATION LIMITED	KOLKATA	DIRECTOR	1/12/2010
22.	MINISTRY OF COAL	EASTERN COALFIELDS LIMITED	SANCTORIA (WB).	DIRECTOR	20/12/2010
23.	MINISTRY OF PETROLEUM & NATURAL GAS	INDIAN OIL CORPORATION LIMITED	DELHI	JOINT SECRETARY	9/3/2011
24.	MINISTRY OF STEEL	RASHTRIYA ISPAT NIGIM LIMITED	VISAKHAPAT-NAM	JOINT SECRETARY	29/3/2011
25.	MINISTRY OF POWER	RURAL ELECTRIFICATION LIMITED	DELHI	JOINT SECRETARY	1/4/2011
26.	DEPARTMENT OF HEAVY INDUSTRY	BRIDGE & ROOF COMPANY LIMITED	KOLKATA	DIRECTOR	2/4/2011
27.	MINISTRY OF TEXTILES	BRITISH INDIA CORPORATION LIMITED	KANPUR	DIRECTOR	11/4/2011
28.	MINISTRY OF STEEL	NATIONAL MINERALS DEVELOPMENT CORPN.	HYDERABAD	DIRECTOR/JOINT	1/5//2011

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
				SECRETARY	
29.	MINISTRY OF LABOUR	EMPLOYEES' STATE INSURANCE CORPORATION	DELHI	JOINT SECRETARY	4/5/2011
30.	DEPARTMENT OF CHEMICALS & PETROCHEMICALS	HINDUSTAN INSECTICIDES LIMITED	DELHI	DIRECTOR	19/5/2011
31.	MINISTRY OF COMMERCE	MINERAL & METAL TRADING CORPORATION (MMTC)	DELHI	JOINT DIRECTOR	23/5/2011
32.	DEPARTMENT OF ECONOMIC AFFAIRS	SECURITY PRINTING & MINING CORPORATION OF INDIA LIMITED	DELHI	JOINT SECRETARY	7/9/2011
33.	MINISTRY OF COAL	NORTHRN COALFIELD LIMITED	SANGRAULI	DIRECTOR	15/10/2011
34.	MINISTRY OF PETROLEUM AND NATURAL GAS	OIL INDIA LIMITED	DELHI	JOINT SECRETARY	3/11/2011
35.	DEPARTMENT OF HEAVY INDUSTRY	BHARAT HEAVY PLATES AND VESSELS LTD.	VISAKHAPAT-NAM	DIRECTOR	7/11/2011
36.	MINISTRY OF URBAN DEVELOPMENT	DELHI DEVELOPMENT AUTHORITY	DELHI	JOINT SECRETARY	19/12/2011
37.	DEPT. DEFENCE PRODUCTION	MISHRA DHATU NIGAM LIMITED	HYDERABAD	DIRECTOR	8/1/2012
38.	MINISTRY OF PETROLEUM & NATURAL GAS	BHARAT PETROLEUM CORPORATION LIMITED	MUMBAI	JOINT SECRETARY	4/2/2012
39.	MINISTRY OF COAL	COAL INDIA LTD.	KOLKATA	JOINT SECRETARY	27/2/2012
40.	MINISTRY OF FOOD & CIVIL SUPPLIES	CENTRAL WAREHOUSING CORPORATION LIMITED	DELHI	DIRECTOR	15/2/2012
41.	MIISTRY OF PETROLEUM AND NATURAL GAS	ENGINEERS INDIA LIMITED	DELHI	JOINT SECRETARY	6/3/2012
42.	MINISTRY OF PETROLEUM & NATURAL GAS	GAS AUTHORITY OF INDIA LIMITED (GAIL)	DELHI	JOINT SECRETARY	13/3/2012

Sl. No	Min/Dept	Organization	Location	Level	Vacancy From
43.	MINISTRY OF NEW & RENEWABLE ENERGY	IREDA	DELHI	DIRECTOR	30/3/2012
44.	MINISTRY OF CIVIL AVIATION	AIRPORTS AUTHORITY OF INDIA	DELHI	JOINT SECRETARY	30/3/2012
