

डॉ. 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

नॉर्थ 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>
Dated the 19th October, 2012.

D.O. No.372/42/2012-AVD-III

Dear Secretary,

Nominations of officers are invited for appointment 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. Details of vacancies of Chief Vigilance Officers in Central Public Sector Undertakings etc. that are presently available and likely to arise during the financial year 2013-14 are available on this Department's web-site. However, a tentative list of vacancies is enclosed.

Office of Secretary (H&FW)

FTS No. 1119331111

Date: 26/10/12

31/10/2012
Sn. DR

29/10/2012

sd (Sd/1)

WIA - on leave
26/10/12

26/10/12

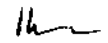
- 2
5. The officers sponsored for Joint Secretary level posts should be – (a): empanelled to hold Joint Secretary level post at the centre; OR (b): an officer of his service and batch should be empanelled to hold Joint Secretary level post at the centre. The officers sponsored for Director level posts should have completed 14 years of Group 'A' service and should have been granted the Non-Functional Selection Grade in the cadre.
6. 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. **However, it is necessary to obtain cadre clearance from the parent cadre for a shift from a Central Staffing Scheme post to a Non-Central Staffing Scheme post as this entails an additional two years of central deputation.** 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. As equivalent officers of Central Public Sector Enterprises are also eligible for appointment to the post of CVO in PSEs etc., this may be circulated within the PSEs under your administrative control.
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 Public Sector Enterprise, as per guidelines issued by the Department of Public Enterprises, from time to time.
9. 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 Enterprises 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 PSE/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 31st March, 2014, whichever is earlier.

10. 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.

11. I shall be grateful if you could arrange to forward names of suitable and willing officers for consideration for the posts of CVO in PSEs etc. for the financial year 2013-14, (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 15th January, 2013.

With regards,

Yours sincerely,



(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.

(Dr. S.K. Sarkar)

Additional Secretary to the Government of India

ANNEXURE-I

<u>PERSONAL DATA</u>		
<u>Applying for Level: Deputy Secretary/Director/Joint Secretary (please tick)</u>		
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.	Pay Scale	
15.	Basic Pay	
16.	Date of NFSG Grant	
17.	Whether working in the cadre or is on Central deputation.	
18.	Date from which the officer is on Central Deputation.	
19.	Date of expiry of Central Deputation tenure.	
20.	Details of Central deputation/other deputation outside cadre.	
21.	Total period spent outside the cadre alongwith details thereof	

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22.	Whether Spouse is working Service of Spouse (if working and participating under Central Staffing Scheme)	YES/NO
23.	Cadre of Spouse (if AIS)	
24.	Whether Spouse working Under Central Deputation	YES/NO
25.	Whether slotted for Foreign Training/Assignment	YES/NO
26.	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from Date to	YES/NO
27.	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	
28.	Preference of location if any, for posting on account of personal reasons at a Station/Stations: 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.	

29. **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.				

30. **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.				

31. **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.					

7

2.					
3.					

32. **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

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)

ANNEXURE- IITO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF THE OFFICER

SERVICECADREBATCHDate 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.	

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8.	Has the officer been on Central Deputation before. If Yes, date of completion of "Cooling Off".	
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10. ACR details:

a)	Whether ACR Dossier is Complete upto 31.3.2012	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 USE OF 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

VACANCY CVO FOR 2013-14

Sl. No.	Ministry /Department	Name of PSUs	Location	Level	Date of Vacancy
1	Department of Fertilizers	Brahmaputra Valley Fertilizer Corporation Ltd., DIBRUGARH.	Dibrugarh	DIR	14-Oct-03
2	Department of Heavy Industry	Bharat Bhari Udyog Nigam Ltd., KOLKATA	Kolkata	Dir	1-May-05
3	Ministry of Textiles	Jute Corporation of India Ltd. KOLKATA	Kolkata	DS	10-May-05
4	Department of Pharmaceuticals	Bengal Chemicals & Pharmaceuticals Limited, KOLKATA	Kolkata	DS	23-Aug-05
5	Ministry of Petroleum & Natural Gas	Numaligarh Refinery Ltd., NUMALIGARH	Numaligarh	JS	3-Jun-09
6	Ministry of Shipping	New Mangalore Port Trust (MPT), MANGALORE	Mangalore	DIR	13-Jan-10
7	Ministry of Mines	Mineral Exploration Corporation Ltd., NAGPUR	Nagpur	DIR	24-Feb-11
8	Ministry of Railways	Konkan Railway Corporation Ltd. NAVI MUMBAI	Navi Mumbai	JS	9-May-11
9	Ministry of Defence	Ordinance Factory Board, KOLKATA	Kolkata	JS	19-May-12
10	Ministry of Railways	Braithwaite & Company Ltd., KOLKATA	Kolkata	DIR	21-Jun-12
11	Ministry of Railways	Burn Standard Company Ltd. KOLKATA	Kolkata	DIR	21-Jun-12
12	Department of Atomic Energy	Bharatiya Nabhikiya Vidyut Nigam Limited (BHAVINI), KALPAKKAM	Kalpakkam	DIR	23-Jul-12
13	Ministry of Power	North Eastern Electric Power Corporation Ltd. (NEEPCO), SHILLONG.	Shillong	DIR	19-Aug-12
14	Ministry of Coal	Central Coalfields Ltd. RANCHI	Ranchi	DIR	6-Apr-13
15	Ministry of Petroleum & Natural Gas	Balmer Lawrie & Company Ltd. KOLKATA	Kolkata	DIR	30-May-13
16	Department of fertilizers	National Fertilizers Ltd., DELHI	Delhi	JS	7-Apr-13
17	Department of Chemicals and Petrochemicals	Hindustan Organic Chemicals Ltd., MUMBAI	Mumbai	DIR	9-Apr-13
18	Ministry of Commerce	Projects Equipments Corporation Ltd. (PEC), DELHI	Delhi	DIR	19-Apr-13
19	Ministry of Urban Development	National Building Construction Corporation Ltd., DELHI	Delhi	JS	21-May-13
20	Ministry of Textiles	National Institute of Fashion Technology (NIFT), DELHI	Delhi	DIR	29-May-13
21	Department of Shipping	Jawahar Lal Nehru Port Trust, MUMBAI	Mumbai	JS	10-Jun-13
22	Ministry of Textiles	Cotton Corporation of India Ltd., MUMBAI	Mumbai	DIR	15-Jun-13
23	Ministry of Housing & Urban Poverty Alleviation	Housing & Urban Development Corporation Ltd. (HUDCO), DELHI.	Delhi	JS	29-Jun-13
24	Ministry of Railways	RITES Ltd., GURGAON	Delhi/ Gurgaon	JS	4-Sep-13

25	Ministry of Health & Family Welfare	Medical Council of India (MCI). DELHI	Delhi	DIR	28-Sep-13
26	Ministry of Civil Aviation	Pawan Hans Helicopters Ltd., DELHI	Delhi	DIR	21-Oct-13
27	Ministry of Information & Broadcasting	Prasar Bharati, DELHI	Delhi	DIR	28-Nov-13
28	Ministry of Rural Development	Council for Advancement of People's Action and Rural Technology (CAPART), DELHI	Delhi	DIR	30-Nov-13
29	Ministry of Petroleum & Natural Gas	Oil & Natural Gas Corporation Ltd., DELHI	Delhi	JS	26-Dec-13
30	Ministry of Petroleum & Natural Gas	Indian Oil Corporation Ltd. (IOCL), DELHI	Delhi	JS	1-Jan-14
31	Department of Defence Production	Garden Reach Shipbuilders & Engineers Ltd., KOLKATA	Kolkata	DIR	8-Jan-14
32	Department of Atomic Energy	Nuclear Power Corporation of India Limited, MUMBAI	Mumbai	DIR	11-Mar-14
33	Department of Heavy Industries	Cement Corporation of India Ltd. DELHI	Delhi	DIR	31-Mar-14