



सत्यमेव जयते

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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.372/42/2015-AVD-III

Dated the 17th November, 2015

Dear Secretary,

Nominations of officers are invited for appointment on deputation for the posts of Chief Vigilance Officers (CVO) in Central Public Sector Enterprises (CPSE) and other organizations under Ministries/Departments. 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 CVOs in CPSEs and other organizations under Ministries/Departments 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 and various OMs issued time to time which are also available on this Department's website. The guidelines are, however, under revision.

4. The unfilled vacancies of 2015-16 and the vacancies likely to be arisen during the financial year 2016-17 will be filled up against this circular. A tentative list of vacancies for the financial year 2016-17 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. In order to attract officers for manning the posts of CVOs in various CPSEs and other organizations under Ministries/Departments, 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/her 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 deputation tenure.** 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 CPSEs etc., this may be circulated within the CPSEs 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 Central 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 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 31st March, 2017, whichever is earlier.**

10. 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 2016-17.

11. The names of the officers who had applied for appointment as CVO for the previous financial year 2015-16, shall be retained in the offer list only upto 31.03.2016 and they have to apply afresh for consideration for appointment against vacancies occurring during the financial year 2016-17.

12. The process for submitting applications online will begin on URL <http://supremo.nic.in> from 18th November, 2015. The willing officers will be required to register their names on the said portal as per the instruction available on the portal and submit their application online by **18th January, 2016**. Separate instructions are being issued to the Cadre Controlling Authorities/ Forwarding Authorities for forwarding the applications online through the above mentioned portal. It may be noted that no physical applications would be entertained.

13. I shall be grateful if you could circulate this circular to all concerned under your control and arrange to forward names of suitable and willing officers for consideration for the posts of CVO in CPSEs and other organizations under Ministries/Departments for the financial year 2016-17.

With kind regards,

Yours sincerely,



(T. Jacob)

To

All Secretaries to the Government of India.

Copy to:-

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



(T. Jacob)

Additional Secretary to the Government of India

Tentative vacancy positions for the financial year 2016-17

<u>Sl. No.</u>	<u>Ministry /Department</u>	<u>Name of Organizations</u>	<u>Location</u>	<u>Level</u>	<u>Date of Vacancy</u>
1	Ministry of Commerce	MMTC Ltd.	Delhi	JS	1-May-16
2	Ministry of Railways	Konkan Railway Corporation Ltd. (KRCL)	Navi Mumbai	JS	6-May-16
3	Ministry of Steel	Kudremukh Iron Ore Company Ltd. (KIOCL)	Bangalore	JS	20-May-16
4	Ministry of Petroleum & Natural Gas	Oil India Ltd. (OIL)	Noida	JS	1-Jun-16
5	Ministry of Coal	Neyveli Lignite Corporation Ltd. (NLC)	Neyveli	JS	7-Jul-16
6	Ministry of Mines	National Aluminium Company Ltd. (NALCO)	Bhubaneswar	JS	16-Aug-16
7	Ministry of Power	Rural Electrification Corporation Ltd. (REC)	Delhi	JS	23-Aug-16
8	Department of Defence Production	BEML Ltd.	Bangalore	JS	29-Sep-16
9	Department of Fertilizers	Fertilizers & Chemicals Travancore Ltd. (FACT)	Kochi	JS	7-Dec-16
10	Ministry of Steel	Rashtriya Ispat Nigam Ltd. (RINL)	Visakhapatnam	JS	2-Jan-17
11	Department of Food & Public Distribution	Central Warehousing Corporation (CWC)	Delhi	JS	25-Feb-17
12	Ministry of Water Resources	National Projects Construction Corporation Ltd. (NPCC)	Delhi	DIR	1-Apr-16
13	Ministry of Coal	South Eastern Coalfields Ltd. (SECL)	Bilaspur	DIR	30-May-16
14	Ministry of Railways	Indian Railway Catering & Tourism Corporation Ltd. (IRCTC)	Delhi	DIR	16-Jun-16
15	Ministry of Information & Broadcasting	Prasar Bharati	Delhi	DIR	19-Jun-16
16	Ministry of Coal	Mahanadi Coalfields Ltd. (MCL)	Sambalpur	DIR	28-Aug-16
17	Ministry of Commerce	Projects Equipments Corporation Ltd. (PEC)	Delhi	DIR	19-Oct-16
18	Ministry of Coal	Eastern Coalfields Ltd. (ECL)	Sanctoria	DIR	16-Dec-16
19	Ministry of Textiles	Handicrafts & Handlooms Export Corporation Limited (HHECL) & Central Cottage Industries Corporation of India Limited (CCICIL)	Delhi	DIR	4-Jan-17
20	Department of Consumer Affairs	Bureau of Indian Standards (BIS)	Delhi	DIR	19-Jan-17

21	Ministry of New & Renewable Energy	Indian Renewable Energy Development Agency Ltd. (IREDA)	Delhi	DIR	25-Jan-17
22	Ministry of Coal	Central Coalfields Ltd. (CCL)	Ranchi	DIR	7-Feb-17
23	Ministry of Steel	Manganese Ore (India) Ltd. (MOIL)	Nagpur	DIR	15-Feb-17
24	Ministry of Petroleum & Natural Gas	Mangalore Refinery & Petrochemicals Ltd. (MRPL)	Mangalore	DIR	17-Feb-17
25	Department of Heavy Industry	Common CVO in Instrumentation Limited Kota (ILK), REIL, HSL & SSL	Jaipur	DIR	1-Mar-17

PERSONAL DATA**Applying 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.	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 he/she or his/her batch have been empanelled to hold the post of JS to the Government of India	YES/NO
20.	Whether working in the cadre or is on the Central Deputation	
21.	Date from which the officer is on Central Deputation	
22.	Date of expiry of Central Deputation tenure	
23.	Details of Central Deputation/other deputation outside the cadre	
24.	Total period spent outside the cadre alongwith details thereof	
25.	Whether Spouse is working	YES/NO
26.	Service of the Spouse	

27.	Cadre of Spouse (if AIS)	
28.	Whether Spouse working under Central Deputation	YES/NO
29.	Whether slotted for Foreign Training/Assignment	YES/NO
30.	Whether debarred from Central Staffing Scheme Previously	YES/NO
31.	If yes, Date from Date to	
32.	Whether worked on Central Deputation before	YES/NO
33.	If yes, Date of reporting to cadre	
34.	Whether completed the 'Colling-Off' period	YES/NO
35.	'Colling-Off' period completion date	
36.	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 CPSE in the preferred station. However, the officer may be posted at any place in India.	

37. EDUCATIONAL QUALIFICATIONS
(Please only mention Graduation and above)

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

38. 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 Subject	From date & To date
1.			
2.			
3.			
4.			

39. EXPERIENCE DETAILS

(Complete Service Profile)

Sl. No.	Type of Posting (Cadre/ Centre/ Others)	(i) Level/Pay scale (ii) Designation	Ministry/ Department/ Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure from & Tenure to
1.					
2.					
3.					
4.					

40. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.

Sl. No.	Type of Posting (Cadre/ Centre/ Others)	(i) Level/Pay scale (ii)Designation	Ministry/ Department/ Office Place	Field of 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. (0):

(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 Government/Cadre Authority)

To 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.	
8.	Has the officer been on Central Deputation before? If Yes, date of completion of "Cooling Off".	

9. ACR DETAILS:

a)	Whether ACR Dossier is completed upto 31.03.2013	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 last 5 years:

Year/Period	Grading

Signature of the officer certifying the proforma

Name:

Designation:

(TO BE FILLED BY THE APPLICANT FOR 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 the last ten years):

Sl. No.	Organization	Designation & Place of posting	From	To	Jobs handled

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

(Name & Signature of the applicant)