



P.K.Mishra
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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.35/7/2007-EO(MM-II) (ii)
 28th December, 2007

Dear Sir / Madam,

Like previous years, this is our request seeking nominations of officers for appointment on deputation to posts of Chief Vigilance Officers in Central Public Sector Undertakings during the year 2008.

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

i. The Chief Vigilance Officer is authorized to decide upon the existence of a vigilance angle in a particular case at the time of registration of complaint.

ii. The Chief Vigilance Officer is required to screen all the complaints before referring them to CBI.

iii. Attend 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 monitor the cases 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 Undertakings (CPSUs) are filled as per the procedure laid down in the Central Staffing Scheme for posts in the Central Government. The comprehensive guidelines laying the procedure for selection and appointment of CVOs in PSUs issued vide this Department's O.M. No. 372/9/99-AVD-III dated 18th January, 2001 are available on this Departments website.

4. A tentative list of vacancies of Chief Vigilance Officers in Central Public Sector Undertakings, that are likely to arise during the year 2008, is enclosed.

Pt. circulate to
 all Forest Secretaries
 PCCFs.
 Also put on IFS website

O/o Secy IFS
 Dy. No. 29/1K
 Date..... 3/10/08

O/o J. S. (AKG)
 Dy. No. 52
 Date..... 4/1/08

for 4/1/08

Sery. on leave ft.

5/1/08

JS (AKG)

Director (Admin)

Director (FS)

Director (Admin)

Amr
 04/1/08

(The vacancies, which are currently being intimated, might change during the calendar year.)

5. The officers sponsored for Joint Secretary level posts should be at least in the pay scale of Rs. 18,400 – 22,400 whereas officers to be sponsored for the posts at Director level should be such who have completed 14 years of service and have been granted the Non Functional Selection Grade in the cadre. In case of Deputy Secretary level officers, they should have completed 9 years of service.

6. The posts of Chief Vigilance Officers (CVOs) in the Central Public Sector Undertakings are filled as per the procedure followed under the Central Staffing Scheme for posts in the Central Government. However, in order to attract officers for manning the posts of CVOs in various Public Sector Undertakings certain special dispensations, which are applicable to non-Central Staffing Scheme posts, 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 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. However, we request you to please ensure that application of such an officer is forwarded to our Department along with cadre clearance from the concerned Cadre Controlling Authorities/State Government well in time, i.e., at least 1 year before the expiry of his tenure under the Central Staffing Scheme post.

8. 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.

9. There are special incentives available to CVOs in PSUs located in cities other than Metropolitan Cities. For this purpose, attention is invited to Para 9 of this Department's OM No. 372/8/99-AVD.III dated 18th January, 2001. In this

context, it is stated that the cities having population of more than one million only are treated as Metropolitan Cities.

10. Terms and conditions of the All India Service Officers appointed as Chief Vigilance Officers in Public Sector Undertakings will be covered by the provisions laid down in our Department's circular No. 29018/5/2001-A.I.S.II dated 21st August, 2002 and for the Officers belonging to Group A Services by the provisions laid down in our Department's circular No. 2/29/91-Estt.(Pay.II) dated 5.1.94 read with 2/8/97-Estt.(Pay.II) dated 11.3.1998 read with 2/8/97-Estt.(Pay.II) dated 9th April, 2001.

11. The details of this circular are also available on our Department's web site at URL <http://persmin.nic.in>. We shall appreciate if the contents of this circular could also be posted on your Department's web site for widely publicizing it.

12. I shall be grateful if you could arrange to forward names of suitable and willing officers for consideration for the posts of CVO for the year 2008, drawn up keeping in view the above mentioned requirements and suitability criteria along with updated CR Dossiers and vigilance clearance of the sponsored officers, latest by 31st January, 2008.

With regards,

Yours sincerely,


(P.K.Misra)

To
Secretaries of all Ministries/Departments of the Government of India.

19. Ms. Meena Gupta,
Secretary,
Ministry of Environment &
Forests,
Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi.

Vacancy position 2008

ANNEXURE-V

S. No.	Name of Ministry/ Department	Name of the organisation	Level of officer	Station	Date of Vacancy
1.	D/o Atomic Energy	Bhartiya Nabhikiya Vidyut Nigam Limited (BHAVINI)	DIR	Kalpakkam (TN)	Available
2.	D/o Atomic Energy	Nuclear Power Corporation of India	DIR	Mumbai	Available
3.	D/o Chemicals & Petrochemicals	Hindustan Anti-biotic Limited	DIR	Pimpri, Pune	Available
4.	D/o Fertilizers	Brahmaputra Valley Fertilizer Corporation Limited (BVFCL)	DIR	Namrup, Assam	Available
5.	D/o Shipping	Kandla Port Trust	DIR	Kandla	Available
6.	D/o Shipping	Paradip Port Trust	DIR	Paradip	Available
7.	D/o Shipping	Cochin Port Trust	DIR	Kochi	Available
8.	M/o Civil Aviation	Indian Airlines	DIR	New Delhi	14/05/2008
9.	M/o Coal	Bharat Coking Coal Ltd.	DIR	Dhanbad	01/01/2008
10.	M/o Defence	Goa Shipyard Limited	DIR	Goa	25/08/2008
11.	M/o Petroleum & NG	Mangalore Refineries & Petrochemicals Ltd.	DIR	Mangalore	Available
12.	M/o Rural Development	CAPART	Dir	Delhi	08/09/2008
13.	M/o Textiles	Jute Corporation of India Limited	DIR	Kolkata	Available
14.	M/o Textiles	Cotton Corporation of India	DIR	Mumbai	Available
15.	M/o Labour & Employment	Employees Provident Fund Organization	DIR	Delhi	4/9/2008
16.	D/o Atomic Energy	Uranium Corporation of India Ltd.	DS/DIR	Jadugoda	Available
17.	D/o Heavy Industry	Bharat Pumps & Compressors Limited	DS/DIR	Naini, Allahabad	Available
18.	D/o Heavy Industry	Hindustan Photo Films Mfg (HPF). Company	DS/DIR	Ootacamund	Available
19.	M/o Defence	Cochin Shipyard Ltd.	DS/DIR	Kochi	Available
20.	M/o Petroleum & NG	Balmer Lawrie & Corporation	DS/DIR	Kolkata	Available
21.	D/o Fertilizer	KRIBHCO	JS	Noida	03/09/2008
22.	M/o Civil Aviation	Air India	JS	Mumbai	19/03/2008
23.	M/o Coal	Nayveli Lignite Corporation Ltd.	JS	Cudda Lore, Tamil Nadu.	05.11.2008
24.	M/o Defence	Bharat Electronics Limited	JS	Bangalore	Available
25.	M/o Mines	Hindustan Copper Ltd.	JS	Kolkata	Available
26.	M/o Petroleum & NG	Gas Authority of India Limited (GAIL)	JS	New Delhi	05/07/2008
27.	M/o Petroleum & NG	Oil India Limited	JS	NOIDA	05/08/2008
28.	M/o Power	Rural Electrification Corporation	JS	New Delhi	1/10/2008
29.	M/o Urban Development	Central Public Works Department (CPWD)	JS	New Delhi	06/07/2008
30.	D/o Fertilizers	Fertilizers And Chemicals Travancore (FACT)	JS/DIR	Kochi	Available

<u>PERSONAL DATA</u>		
<u>Applying for Level: Deputy Secretary/Director/Joint Secretary</u>		
1.	Service	
2.	Cadre (only for AIS)	
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.	
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	YES/NO

	Under Central Deputation	
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	
	Preference of location if any, for posting on account of personal reasons at a Station/Stations: (a) Only Delhi. (b) Only outside Delhi: <i>(indicate preference of Station/Stations)</i> (c) Delhi as well as other stations: <i>(indicate preference of Station/Stations)</i>	

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) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1.			
2.			
3.			

27.

EXPERIENCE DETAILS

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)	of Tenure From & Tenure To
1.					
2.					
3.					

28. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.

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

The information furnished above by me is correct.

(Signature)

To be filled by the Cadre Controlling Authority

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

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

Signature:

Name:

Designation:

PROFORMA-I

PARTICULARS OF OFFICERS RECOMMENDED FOR APPOINTMENT
AS CHIEF VIGILANCE OFFICER DURING THE YEAR 2008: -

1.	Name:	
	Date of Birth:	
	Cadre:	
	Year of civil service examination	
	Date of joining service:	
	Year of allotment:	
	Category (Whether SC/ST):	
2.	(i) Educational qualification:	
	(ii) Scale of pay and Basic Pay:	
	(iii) Date of grant of NFSG/STC/SAG:	
3.	<p>Preference of location if any, for posting on account of personal reasons at a Station/ Stations:</p> <p>(a) Only Delhi:</p> <p>(b) Only outside Delhi: (indicate preference of Station/ Stations)</p> <p>(c) Delhi as well as other stations: (Indicate preference of Station/ Stations)</p>	
4.	Whether ACR Dossier is complete upto 31.3.2006 or ACR for any year is not available in the dossier?	
5.	Adverse, if any: (Expunged of unexpunged) in any ACR. if so, year-wise details thereof.	
6.	Whether proceedings were initiated against the officer by Disciplinary Authority at any time during his career and if so, the details thereof.	
7.	<p>Last post held on tenure deputation basis with the Central Government, its Subordinate, Attached and Affiliated Bodies, Central Public Sector Undertakings/ National or Multi State Coop. Societies controlled by Central Government with periods and date of reporting to the Cadre after deputation/leave at the Centre on any other deputation with periods.</p>	

8.	Whether the officer proceeded on deputation(s) as mentioned in Col. 7 above from the cadre or in continuation or Central deputation.	
9.	(a) Whether clear from vigilance angle. (b) Whether integrity is certified or not.	
10.	Complete service profile (deputation of posts held and duration) of the officer duly signed by him must be attached with this proforma.	
11.	A separate sheet may be attached indicating relevant experience in the field of Vigilance and Administration.	

(The information furnished above is correct as per record.)

NAME:

DESIGNATION:

(This should be filled by the competent authority of State Government/Cadre authority as prescribed in the letter.)

PROFORMA-I

PARTICULARS OF THE OFFICERS, WHO ARE WILLING/APPLYING
FOR THE POST OF CHIEF VIGILANCE OFFICER

1. Name of the Officer (in full) :
2. Fathers' Name :
3. Date of Birth :
4. Date of superannuation :
5. Date of Entry into Service :
6. Posting held :
(during ten preceding years)

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

7. Whether the officer was at any stage of his official career placed on the "Agreed List" or 'List of Officers of Doubtful Integrity". If yes, full details may be given.

(NAME, DESIGNATION & SIGNATURE)

(The competent authority of State Government/cadre controlling authority should fill this.)

Date:

Place:

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

ANNEXURE- II

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.

Signature

of the officer certifying the proforma.

**TO BE FILLED BY THE CADRE CONTROLLING
AUTHORITY**

ANNEXURE-III

NAME OF THE OFFICER;

SERVICE

CADRE;

BATCH

Date of Birth

- 1(a). Whether the Officer has ever been debarred from Central Deputation:
- 1(b) If Yes, period of debarment
2. Has the officer been on Central Deputation before
3. If Yes, date of completion of Cooling Off

Signature

of the officer certifying the proforma

Name

Designation

Stamp.

**TO BE FILLED BY THE CADRE CONTROLLING
AUTHORITY**

ANNEXURE-IV

NAME OF THE OFFICER

SERVICE;

CADRE

Batch

Date of Birth

1.	Whether ACR Dossier is Complete upto 31.3.2007	YES/NO
2.	ACR for any Year (in the last 5 years) Not available in the Dossier	
3.	Adverse entries if any (Expunged or unexpunged) in Any ACR(s) If Yes, Year-wise details Thereof.	YES/NO
4.	ACR grading of the last 05 years.	

Year/Period	Grading

**Signature
of the officer certifying the proforma**

Name

Designation

Stamp