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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नाथ ब्लाक, 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. 372/7/2006 - AVD.III**

Dated: December 8, 2006  
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Dear Dr. Panda,

As in earlier years, this is to request nominations of officers for appointment on deputation to posts for Chief Vigilance Officers in Central Public Sector Undertakings during the year 2007.

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

- a. The Chief Vigilance Officer is authorized to decide upon the existence of vigilance angle in a particular case at the time of registration of complaint.
- b. The Chief Vigilance Officer is required to screen all the complaints before referring them to CBI.
- c. Attend quarterly meeting with Zonal Joint Director of CBI for preparation of "Agreed List".
- d. Monitoring on corruption, malpractices and misconduct on the part of employees and take remedial action.
- e. Closely monitor the cases 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 as per the procedure laid down in the Central Staffing Scheme for posts in the Central Government and CVO guidelines.

4. In the enclosed statement at **Annexure I**, the existing and anticipated vacancies of Chief Vigilance Officers in Central Public Sector Undertakings, that are likely to arise during the year 2007, have been indicated. (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 basis 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 of the Central Staffing Scheme post and the post of CVO. This may be brought to the notice

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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 kindly 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. The applications not accompanied by cadre clearance from the concerned Cadre Controlling Authority/ State Government and not received one year before the expiry of tenure of the officer will not be entertained.

8. On appointment to the post of Chief Vigilance Officer in Central Public Sector Undertaking an officer would not be 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.

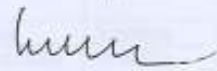
9. There are special incentives available to CVOs in PSUs located in cities other than Metropolitan Cities. For this purpose, attention is invited to Para 9 of this Department's OM No. 372/8/99-AVD.III dated 18<sup>th</sup> January 2001. In this context, it is stated that the cities having population 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-AIS.II dated 21<sup>st</sup> 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 9<sup>th</sup> April, 2001.

11. 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 web site for wide publication.

With kind regards,

Yours sincerely,



(Brahm Dutt)

**Dr. R. C. Panda,**  
Secretary,  
Ministry of Heavy Industry & Public Enterprises,  
Udyog Bhawan,  
New Delhi 110001.

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ANNEXURE-II

PROFORMA-I

PARTICULARS OF OFFICERS RECOMMENDED FOR APPOINTMENT AS  
CHIEF VIGILANCE OFFICER DURING THE YEAR 2007: -

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. Preference of location if any, for posting  
on account of personal reasons at a Station/  
Stations  
  - (a) Only Delhi:
  - (b) Only outside Delhi:  
(indicate preference of Station/ Stations)
  - (c) Delhi as well as other stations:  
(indicate preference of Station/ Stations)
4. Whether ACR Dossier is complete upto 31.3.2005  
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. Last post held on tenure deputation  
basis with the Central Government, its

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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.

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.

(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.)

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PROFORMA-II

**ANNEXURE-III**

**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.

DATE:

(NAME, DESIGNATION & SIGNATURE)  
(This should be filled by the competent authority of State Government/cadre controlling authority.)