

F.No.21/3/2006/VIG  
Government of India  
Ministry of Finance  
Department of Financial Services  
Vigilance Section  
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3rd Floor, Jeevan Deep Building,  
Parliament Street, New Delhi

Date: 23.12.2015

To

1. The Chairperson, State Bank of India, Central Office, Mumbai.
2. The Managing Director & CEO, Bank of Baroda, HO, Mumbai.
3. The Managing Director & CEO, Bank of India, HO, Mumbai.
4. The Chairman & Managing Director, Central Bank of India, HO, Mumbai.
5. The Chairman & Managing Director, Dena Bank, HO, Mumbai
6. The Chairman & Managing Director, Union Bank of India, HO, Mumbai

Subject: - Filling up the post of Director/Deputy Secretary in Office of the Custodian, Mumbai on deputation basis.

Sir/Madam,

The post of Deputy Secretary/Director in Office of the Custodian, Special Court (TORTS) Act, 1992 at Mumbai is going to fall vacant on 01.06.2016. It has been decided to fill up the post from Public Sector Banks having headquarters in Mumbai. The post will be operated at the level of Director or Deputy Secretary subject to the level of officer selected for the post.

2. You are requested to ascertain the willingness of eligible officers in your bank and forward their names alongwith bio-data in the format enclosed (duly signed by an authorized officer) and copies of their Annual Performance Assessment Reports (APARs) for the last five years (complete in all respects) to Director (Vigilance), Department of Financial Services, Ministry of Finance, 3<sup>rd</sup> Floor, Jeevan Deep Building, Parliament Street, New Delhi on or before 01.02.2016.

3. It may be ensured that names of only those candidates whose services can be spared and who have minimum of 3 years of services remaining as on 01.06.2016 and are clear from vigilance angle may be forwarded.

4. Other terms and conditions of deputation will be as follows:

(i) (a) In case an officer to the rank of DGM (scale VI) is selected, the post will be operated at the level of Director which will carry pay scale of Rs. 37,400 - 67,000 + Grade Pay of Rs. 8700/-.

(b) In case an officer to the rank of AGM (scale V) is selected, the post will be operated at the level of Deputy Secretary which will carry pay scale of Rs. 15,600 - 39,000 + Grade Pay of Rs. 7600/-.

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(ii) While on deputation, officer may opt to draw pay of his substantive post in the bank plus Deputation (Duty) Allowance at the rate of 7.75% of basic pay subject to a maximum of Rs. 4000/- per month as provided under Nationalised Bank Officers (Service) Regulations or he/she may opt to draw pay of the post of Director/Deputy Secretary plus grade pay as applicable to his/her eligibility.

(iii) Initially, he/she will be taken on deputation for a period of one year. The term of deputation may further be extended on year to year basis as per instructions issued by Department of Personnel & Training vide their O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 or till the Office of the Custodian, Special Court (TORTS) Act, 1992 at Mumbai operates, whichever is earlier. However, term of deputation may be curtailed/reduced, if necessary, by Department of Financial Services.

(iv) He/she will be entitled to opt for residential accommodation and other facilities and perquisites as may be available to the officer in Office of the Custodian, Special Court (TORTS) Act, 1992 at Mumbai or in the lending bank at the place of posting.

(v) During the period of deputation, the contribution towards leave salary and contributory provident fund will be borne by Office of the Custodian.

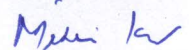
(vi) Borrowing office will meet the expenditure on his TA/DA as per rules applicable to the post held by him Office of the Custodian.

4. Officers having legal background and/or exposure in recovery matters, usual with court related work (High Court/Supreme Court), experienced in administrative matter and liaising with authorities such as Income Tax authorities, chartered accountants, CBI would be given preference. Department may shortlist the candidates, if necessary, before calling for interview/interaction.

5. Doubts with regard to the terms and conditions of deputation etc. will be referred, to Department of Financial Services for clarification.

6. The nature of work of Director/Deputy Secretary in Office of the Custodian, Mumbai may be seen on **Annexure – A**.

Yours faithfully,



(Mihir Kumar)

Director (Vigilance)

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Email: [dirvig-dfs@nic.in](mailto:dirvig-dfs@nic.in)



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Annexure-I

Application Performa

1. Name of the Candidate :
2. Date of Birth :
3. Age as on last date of application :
4. Date of Superannuation :
5. Present Post held :
6. Name of the Organisation where posted :
7. Present Pay and Scale of pay :
8. Details of Educational & Professional Qualification (in chronological order) :
9. Number of years of regular service :
10. Details of experience of last ten years :

S.No.	Post held on regular basis	From To	Scale of Pay & Basic Pay	Nature of duties	Experience in

11. Complete postal address  
 Permanent :  
 Present :  
 Tel (Office; Resi and Mobile) :  
 Email :



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12. I certify the details furnished by me in column 1-11 are true and I am eligible for the post.

(Name & Signature of the Candidate)

Date:

Place:

**Certificate**

(To be filled by the employer)

Certified that particulars furnished by Sh/Smt/Ms.....have been verified and found to be correct and that no disciplinary proceedings are either pending or being contemplated against him/her. It is also certified that the integrity of the candidate is bonafide.

Signature & Designation  
of the competent forwarding authority  
with telephone no, email & office seal

Date:

Place:



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ANNEXURE-II

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF THE OFFICER

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 Deputation?  (b): If Yes, period of debarment.	

8. **ACR Details:**

a)	Whether ACR Dossier is Complete upto 2015	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:

Tel No:

E-mail:



## Annexure – A

The nature of work of Director/Deputy Secretary of Mumbai Branch of the Office of the Custodian is important and sensitive. He functions as the Head of the Mumbai office of Office of the Custodian which was set up in the aftermath of the securities scam of 1992, under a Special legislation enacted by the Parliament called the Special Court (Trial of Offences Relating to Transactions in Securities) Act, 1992. The primary responsibility of the Director, Mumbai is monitoring of the Court cases in the Hon'ble Special Court with support of solicitors/counsels etc. to defend the interest of the Government.

2. The Director/Deputy Secretary, Mumbai is also responsible for the management, sale and liquidation of the movable/immovable assets of the parties notified under the said Act and needs to have a constant liaison with the Income Tax authorities, banks, chartered accountants and the CBI etc. for achieving the desired results. The assets, both movable and immovable, belonging to the notified parties held by Custodian are managed by the Mumbai office. Consequently, the transfer, de-mat and sale of shares are handled by the Director/Deputy Secretary, Mumbai who is also a Member Secretary of the Disposal Committee set up to assist the Custodian in the sale of shares. The management and sale of immovable properties is also a part of the duties of the Director/Deputy Secretary, Mumbai. Monitoring of receipt of dividends on shares/securities and further investigation into the shares held by the notified parties is also to be carried out by the Director/Deputy Secretary, Mumbai. All the attached bank accounts, fixed deposits of various notified parties are in Mumbai. Cash management and timely investment, running into very large amount, is an important and critical responsibility. The basic work of distribution of attached assets of the notified parties to their creditors, as per lawful priority, as ordered by the Hon'ble Special Court is also to be carried out by the Director/Deputy Secretary, Mumbai. Director/Deputy Secretary, Mumbai also required to attend the Special Court along with the advocates to oversee the prosecution of the cases on behalf of the Custodian for contesting the cases filed against the Custodian and to monitor the progress of each case in the Special Court. Director/Deputy Secretary, Mumbai has also to interact with the Advocate on Record and ensure that Applications, Petitions and Affidavits etc. were drafted, processed and filed in time and also supervise the work of court appointed Chartered Accountants who audit the accounts of the notified parties.

3. Other than those, the Director/Deputy Secretary, Mumbai also plays a strong supporting role in providing material/details to the Custodian in Delhi for defending the interest of the Government in the Hon'ble Supreme Court. The Director/Deputy Secretary, Mumbai is, therefore, at the forefront on behalf of the Custodian, in the Special Court, where all cases relating to the securities scam are first decided. The Director/Deputy Secretary, Mumbai functions under the overall administrative control of the Custodian.