

File No. 15/3/2012/VIG
Government of India
Ministry of Finance
Department of Financial Services
(Vigilance Section)

New Delhi dated 08th August, 2013

OFFICE MEORANDAM

Subject:- Appointment of CVO in National Insurance Company Ltd (NICL).

The undersigned is directed to invite nominations for appointment on deputation to the post of Chief Vigilance Officer in National Insurance Company Ltd {Public Sector Insurance Co. (PSIC)}. The Head Office of National Insurance Company is in Kolkata. It may be noted that the post is non-Central Staffing Scheme.

2. The duties and responsibilities of Chief Vigilance Officer are as enshrined in Chapter II of CVC Vigilance Manual (www.cvc.gov.in).

3. The post of Chief Vigilance Officers'(CVOs) in PSICs is filled up as per the procedure laid down in the comprehensive guidelines issued vide DoPT's OM No. 372/8/99-AVD.III dated 18th January, 2001 which is also available on DoPT's website.

4. For the post of CVO, NICL, the following categories of officers are eligible to apply:-

(i) Officer of the level of General Manager/DGM with three years of service in Public Sector Banks/CGM in Financial Institutions and ED in LIC;

(ii) Officer of the rank of Director in the Central Government.

5. The officer on appointment to the post of Chief Vigilance Officer is not entitled to general pool accommodation but would be eligible for accommodation provided by NICL.

6. While sponsoring the names of willing officers, the current pay scale of the officers and the actual pay being drawn at the time of sending the name should be indicated.

7. The details of this circular are available on the Department's website at URL. <http://financialservices.gov.in>. It is requested that the contents of this circular may also be posted on your Department's website for wide publicity.

8. It is, therefore, requested to forward names of suitable and willing officers for consideration for the post of CVO in National Insurance Company Ltd (drawn up in

the prescribed proforma I-IV), keeping in view the above mentioned requirements and suitability criteria, along with updated CR dossiers and vigilance clearance of the sponsored officers. The last date for receipt of application is 9th September, 2013. Annexure I-II are for Central Govt. Employee and Annexure III & IV are for the officers of Public Sector Banks/Financial Institutions/Life Insurance Corporation of India.



(Sanjeev Kumar Jindal)

Director (Vigilance)

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To,

- All Secretaries to the Government of India.
- Establishment Officer, Department of Personnel & Training.
- Chief Executive, Indian Banks Association.
- Chairman, LIC
- CMDs of all Financial Institutions.
- CMDs of PSBs.
- ED(Adm), RBI

Copy to: The Central Vigilance Commissioner, Central Vigilance Commission, Satarkata Bhawan, GPO Complex, INA, New Delhi-110 023.

ANNEXURE-I

<u>PERSONAL DATA</u>		
<u>APPLICABLE FOR OFFICER OF CENTRAL GOVERNMENT</u>		
1.	Service & Batch	
2.	Cadre	
3.	First Name	
4.	Middle Name	
5.	Surname	
6.	Date of Joining	
7.	Date of Superannuation	
8.	Gender	
9.	Date of Birth	
10.	Present posting	
11.	Pay Scale	
12.	Basic Pay	
13.	Date of NFSG Grant	
14.	Whether working in the cadre or is on central Deputation	
15.	Date from which the officer is on Central Deputation	
16.	Date of expiry of Central Deputation tenure	
17.	Whether worked on Central Deputation before:	YES/NO
(i)	If yes, Date of Reporting to Cadre	
(ii)	Whether Cooling-Off Period competed	YES/NO
(iii)	Cooling-Off Period Completion Date	

18. Details of Educational & professional

Qualification (in chronological order) :

19. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.

S.No	Type of Posting (Cadre/Centre)	(i) Level/Pay Scale (ii) Designation	Ministry Department Officer 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. (O):

(R):

(Mob):

E-mail:

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-II**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY****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.	
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 Complete 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 the last 05 years.	

Year/Period	Grading

Signature of the officer certifying the proforma.

Name:

Designation:

Tel No:

E-mail:

Annexure-III

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 Vigilance/Disciplinary matters

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

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:

ANNEXURE-IV**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 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 the last 05 years.	

Year/Period	Grading

Signature of the officer certifying the proforma.

Name:

Designation:

Tel No:

E-mail: