

F.No.15/5/97/VIG/CVO
Government of India
Ministry of Finance
Department of Financial Services

New Delhi, Date: 15 April, 2014

To

1. The Chairman, State Bank of India, Central Office, Mumbai
2. The Managing Director of Associate Bank of State Bank of India.
3. The Chairman & Managing Directors of Nationalized Banks (Except Dena Bank)
4. The Executive Director, Reserve Bank of India, Department of Administration & Personnel Management, CO., Mumbai.
5. NHB, IIFCL, NABARD, SIDBI, EXIM Bank, IDBI Bank.

Subject: - Appointment of Chief Vigilance Officer in Dena Bank - reg.

Sir/Madam,

The post of Chief Vigilance Officer in Dena Bank is going to fall vacant on 5th May, 2014. You are requested to ascertain the willingness of the officers of the rank of General Manager or Deputy General Manager, having three years' experience in the grade of DGM as on closing date of vacancy, desirous of being considered for appointment as CVO, Dena Bank and forward the names of such officers alongwith their complete Bio-data in the format enclosed and copies of their attested Annual Confidential Reports for the last five years (*complete in all respects*) to this Department on or before 09th May, 2014. It may be ensured that names of only those candidates whose services can be spared and who have minimum of 3 years of service remaining and are clear from vigilance angle are forwarded. The following cases will not be considered:

- vii) The officers against whom some or the other penalty had been imposed in the past.
- viii) The officers having less than three years of service as on date of vacancy i.e. 05.05.2014.

The names of candidates once forwarded will not be permitted to be withdrawn in any circumstances. Therefore, while forwarding the names of candidate for CVO in the above bank, an undertaking may be obtained from the applicants to the effect that under no circumstances, they would withdraw their candidature once a decision is taken to nominate them as CVO in the bank and a copy thereof may also be furnished to this Department. The information may be provided as per the Annexure-I & II enclosed.

Yours faithfully,

M. Singh

(Mritunjay Singh)

Under Secretary to the Govt. of India

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Annexure-I

Application Performance

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:

2/c

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 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.	

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Year/Period	Grading

Signature of the officer certifying the proforma.

Name:

Designation:

Tel No:

E-mail: