

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

New Delhi dated 3<sup>rd</sup> January, 2013

**OFFICE MEORANDAM**

**Subject:- Appointment of CVO in Public Sector Insurance Companies(PSICs).**

The undersigned is directed to invite nominations for appointment on deputation to the posts of Chief Vigilance Officer in the Public Sector Insurance Co. (PSIC). It may be noted that these posts are non-Central Staffing Scheme.

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

- (i) The Chief Vigilance Officer has been authorised to decide upon the existence of vigilance angle in a particular case at the time of registration of complaint.
- (ii) The Chief Vigilance Officer should screen all the complaints before referring them to CBI.
- (iii) Attending the 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 monitoring the case 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 PSICs are filled up as per the procedure laid down in the comprehensive guidelines issued vide DoPT's OM No. 372/8/99-AVD.III dated 18<sup>th</sup> January, 2001 which is also available on DoPT's website.

4. Details of vacancies of Chief Vigilance Officers in 6 PSICs are enclosed (Annex. IV).

5. The post of CVO in PSICs is at the level of Director/DS in GoI. The officers sponsored for Director/DS level posts should have completed 14/9 years of Group 'A' service.

6. The officer of the level of General Manager in Public Sector Banks/Financial Institutions and ED in LIC are also eligible for appointment to the post of CVO in PSICs.

7. The officer on appointment to the post of Chief Vigilance Officer in Central Public Sector Enterprises is not entitled to general pool accommodation but would be eligible for accommodation provided by the concerned PSIC.

8. While sponsoring the names of willing officers, it may also be indicated alongside each name, a maximum of three location(s)/station(s) in which the officer may like to be considered for placement. The current pay scale of the officers and the actual pay being drawn at the time of sending the name should also be indicated. Once an officer gives the choice of location/station, then as far as possible that officer would be considered for posting in any PSIC in that particular location/station.

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

10. It is, therefore, requested to forward names of suitable and willing officers for consideration for the posts of CVO in PSIC (drawn up in the prescribed proforma I-III), keeping in view the above mentioned requirements and suitability criteria, along with updated CR dossiers and vigilance clearance of the sponsored officers, preferably by 21<sup>st</sup> January, 2013.

  
(Sanjeev Kumar Jindal )  
Director (Vigilance)  
Tel. No. 2334 0846  
Email ID: [dirvig-dfs@nic.in](mailto:dirvig-dfs@nic.in)

To,

- All Secretaries to the Government of India.
- Establishment Officer, Department of Personnel & Training.
- Chief Executive, Indian Banks Association.

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

**PERSONAL DATA**

Applying for Level: Deputy Secretary/Director/ (please tick)

1.	Service	
2.	Cadre	
3.	First Name	
4.	Middle Name	
5.	Surname	
6.	Exam Year	
7.	Allotment Year	
8.	Date of Joining	
9.	Date of superannuation	
10.	Gender	
11.	Date of Birth	
12.	Category	
13.	Present posting	
14.	Pay Scale	
15.	Basic Pay	
16.	Date of NFSG Grant	
17.	Whether working in the cadre or is on Central deputation.	
18.	Date from which the officer is on Central Deputation.	
19.	Date of expiry of Central Deputation tenure.	
20.	Details of Central deputation/other deputation outside cadre.	
21.	Total period spent outside the cadre alongwith details thereof	

22.	Whether Spouse is working Service of Spouse (if working and participating under Central Staffing Scheme)	YES/NO
23.	Cadre of Spouse (if AIS)	
24.	Whether Spouse working Under Central Deputation	YES/NO
25.	Whether slotted for Foreign Training/Assignment	YES/NO
26.	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from Date to	YES/NO
27.	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	
28.	Preference of location if any, for posting on account of personal reasons at a Station/Stations:  <b>Please indicate 3 preferences only. As far as possible, the officer will be considered for posting in any PSIC in the preferred station.</b>	

2.					
3.					

**32. EXPERIENCE DETAILS IN VIGILANCE AND ADMINISTRATIVE MATTERS.**

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 the &	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".	
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10. ACR details:

a)	Whether ACR Dossier is Complete upto 31.3.2012	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

Te~~p~~ No:

Em~~ail~~

**Annexure-III**

**(FOR USE OF CENTRAL VIGILANCE COMMISSION)**

**PARTICULARS OF THE OFFICERS PROPOSED TO BE EMPANELLED FOR APPOINTMENT AS CVOS**

1. Name of the Officer (in full) :  
1.A Service Batch Cadre
2. Fathers' Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into Service :
6. Service to which the officer belongs, including batch/year, Cadre etc. wherever applicable
7. Positions held (during the last ten years) :

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

8. Experience, if any, in handling vigilance/disciplinary matters :

**(Name & Signature of the applicant)**

Year/Period	Grading	Remarks, if any

Annexure -IV

LIST OF COMPANIES WHEREIN POSTS OF CVOs ARE PROPOSED TO BE FILLED FROM ALL INDIA ALLIED SERVICES/CENTRAL SERVICES

Sl. NO.	Name of the Institution	Place of Posting
1.	Life Insurance Corporation of India	Mumbai
2.	New India Assurance Company Ltd.	Mumbai
3.	General Insurance Company Ltd.	Mumbai
4.	Oriental Insurance Co. Ltd.	New Delhi
5.	National Insurance Co. Ltd	Kolkata
6.	United India Insurance Co. Ltd.	Chennai