

**Dr. Devesh Chaturvedi**  
Joint Secretary  
Phone : 2309 4398  
Fax : 2309 4630



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नॉर्थ ब्लॉक, 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.372/8/2016-AVD-III**

**Dated the 7<sup>th</sup> December, 2016**

Dear Sir /Madam,

Nominations of officers are invited for appointment on deputation for the posts of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under Ministries/Departments. It may be noted that these posts are Non-Central Staffing Scheme posts.

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

- (i) The Chief Vigilance Officer has been authorized 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 CVOs in CPSEs and other organizations under Ministries/Departments are filled up as per the procedure laid down in the comprehensive guidelines issued vide this Department's O.M. No. 372/8/99-AVD-III dated 18<sup>th</sup> January, 2001 and various O.M.s issued time to time which are also available on this Department's website. The guidelines are, however, under revision.

4. **The unfilled vacancies of 2016-17 and the vacancies likely to arise during the financial year 2017-18 will be filled up against this circular. A list of vacancies will be made available on DoPT's web site, i.e. persmin.nic.in.**

5. The officers sponsored for Joint Secretary level posts should be – (a) empanelled to hold Joint Secretary level post at the centre; or (b) holding Super Time Scale / Senior Administrative Grade (SAG) and an officer of his/her service and batch should have been empanelled to hold Joint Secretary level post at the centre. The officers sponsored for

Director level posts should have completed 14 years of Group 'A' service and should have been granted the Non-Functional Selection Grade in the cadre.

6. The normal tenure of the post of a CVO is 3 years. In order to attract officers for manning the posts of CVOs in various CPSEs and other organizations under Ministries/Departments, certain special dispensations have been made. For instance, if an officer occupying a post under the Central Staffing Scheme (CSS) on deputation submits his application for the post of CVO in CPSEs etc. before one year of expiry of his/her tenure under CSS post, the administrative Ministry/Department may forward the application to the Cadre Controlling Authority of the concerned officer, with the approval of Minister-in-charge for consideration for appointment to the post of CVO in CPSEs etc. so that the officer, if selected for appointment as CVO may be allowed a combined tenure of 7 years on both posts put together subject to having spent at least 2 years on the post under the CSS. However, NOC of EO Division of DoPT may be taken before the applications of such officers are forwarded. This may be brought to the notice 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. The officer selected as CVO would be entitled to the pay, perks, benefits & perquisites etc., as per extant guidelines.

8. As equivalent officers of Central Public Sector Enterprises (CPSEs) are also eligible for appointment to the post of CVO in CPSEs etc., this letter may also be circulated amongst officers of the CPSEs under your administrative control.

9. The officers once sponsored are not allowed to withdraw their names subsequently and it will be the responsibility of the Cadre Controlling Authorities (CCAs) to ensure the release of the officers in the event of their final selection.

10. If an officer does not join within one month of issue of his appointment order, his appointment would be treated as cancelled and the officer concerned would stand debarred from central deputation including CSS and Non-CSS for a period of five (5) years from the date of issuing of orders of his appointment. Further, the officer would also be debarred from being considered for deputation on foreign assignments/consultancies abroad during the period of debarment. The officers who are debarred from central deputation should not be sponsored for consideration for these posts till they complete their debarment period and become eligible for re-consideration. It is also pointed out that it is not only the failure to take up the appointment, but also withdrawal after a panel has been drawn up by the Department, that leads to debarment for 5 years. It is, therefore, important that only applications of willing officers are forwarded to this Department.

11. 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 CPSE/organization in that particular location/station. However, the officer

may be posted at any place in India. It has been noticed in the past that while sponsoring names, preference has been shown for a particular CPSE/organization in a particular region. It is clarified that such requests cannot be entertained and officers are required to indicate only their options for place of postings. Officers sponsored will remain under consideration for posting for the period of one year only from the date of clearance of the Central Vigilance Commission (CVC) or 31<sup>st</sup> March, 2018, whichever is earlier.

12. The names of the officers sponsored for the previous years but not approved by CVC for appointment to the post of CVO, will not be considered again for the financial year of 2017-18.

13. It is clarified that the names of the officers who had applied for appointment as CVO for the previous financial year 2016-17, shall be retained in the 'offer list' to be considered only upto 31.03.2017. Such officers if they wish to be considered in 2017-18 would have to apply afresh for consideration.

14. **The willing officers will have to submit their applications online through online services available on the DOPT website at URL <http://persmin.gov.in/CVO Online/Dashboard.html> by 28<sup>th</sup> February, 2017.** After submission of their CVO application, the officers are required to take a printout of the same. The process for submitting the printed copy of application is as follows:-

- a) The officers will have to submit a copy of the application duly signed to the administrative Ministries/Departments/Organizations/State Government where they are posted at present and another copy to their respective Cadre Controlling Authority (CCA). In case of officers working in their cadre where administrative Ministry/Department/State Govt. and Cadre Controlling Authority is the same, the officer will submit a copy of application to their Cadre Controlling Authority only.
- b) The administrative Ministries/Departments/Organizations/State Governments will forward the applications to the respective Cadre Controlling Authorities (CCAs) of the concerned officers with the approval of Competent Authority alongwith vigilance clearance and NOC for relieving the officers in case of their selection.
- c) The Cadre Controlling Authority (CCA) will retain the hard copy of the applications and forward the nominations of officers online after vetting the details filled by the officer and filling up their respective columns by logging in with the existing user ID & password used at the time of forwarding applications last year i.e. 2016-17. CCAs who do not possess of user ID & password may obtain new ID & password by registering on the URL at <http://persmin.gov.in/CVO Online/Dashboard.html>. The procedure for the same is available on the same URL. There is no requirement for sending the hard copy of the application to DoPT. However, once the Cadre Controlling Authorities submit the online applications, they will be required to send the hard copy of CR dossiers/certified copies of ACRs (at least for last 5 years) of the concerned officer to DoPT.
- d) It is pertinent to mention here that only in case of Indian Administrative Service (IAS) officers, their respective State Governments would forward the applications

directly to DOPT using the CCA module. In case of Indian Police Service (IPS) officers and India Forest Service (IFoS) officers working in their state cadre, the State Governments will have to forward the hard copy of applications to the respective CCA i.e. Ministry of Home Affairs for IPS officers and Ministry of Environment, Forest & Climate Change for IFoS officers.

15. It may be noted that the hard copy of applications will not be entertained.

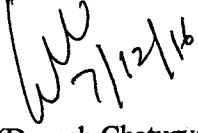
16. It may also be noted that the software for filling CVO application works best on Mozilla Firefox.

17. I shall be grateful if you could circulate this letter to all concerned under your control and arrange to forward names of suitable and willing officers for consideration for the posts of CVO in CPSEs and other organizations under Ministries/Departments for the financial year 2017-18.

18. It is further clarified that the above instructions are applicable to officers working on central deputation under central staffing scheme (CSS) as well as to the officers of CPSEs. For officers of All India Services working in their respective State / UT cadres as well as officers of organized Group 'A' services, a circular to all State / UT Governments / UT and to the cadre controlling authorities are being issued separately.

With regards,

Yours sincerely,


  
(Devesh Chaturvedi)

To

All Secretaries to the Government of India.

Copy to:

1. The Central Vigilance Commissioner, Central Vigilance Commission, Satarkata Bhawan, GPO Complex, INA, New Delhi.



(Devesh Chaturvedi)

Joint Secretary to the Government of India