

No.C-34014/01/2020-Vig  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Vigilance Section

Room No. 231 "C" Wing,  
Shastri Bhavan, New Delhi  
dated the, 31.01.2020

**OFFICE MEMORANDUM**

Subject:- Appointment of Part-time Chief Vigilance Officer(CVO) in all the Universities/ Institutes/ Organizations under administrative control of MHRD - reg.

Of late it has been observed that proposals from Universities/Institutes/Organizations for appointment of Part-time Chief Vigilance Officer in their organisation are not supported with the requisite documents/information in the prescribed format which result in loss of significant time in obtaining the information and delay in obtaining approval of Central Vigilance Commission.

2. Heads of the Institutions/Organisations/Universities under the administrative control of MHRD are therefore, requested to ensure that for appointment of part-time CVO, nominations of three officers of sufficient seniority not connected with work of tendering, procurement and recruitment are sent to MHRD along with the following documents to enable us to obtain the approval of the Commission:

- (i) ACRs/APARs gradings of the nominated officials for the last five years.
- (ii) Vigilance Status of the nominated officials in the enclosed proforma (Annexure 'A').
- (iii) Organizational Profile of the Institution in the enclosed pro-forma (Annexure 'B').
- (iv) Bio-data/Curriculum Vitae of the nominated officials.

3. After approval of the Commission to the panel officers, the respective Institution will appoint an officer from the panel so approved for a period of three years and furnish information to the Commission in enclosed proforma (Annexure 'C') under intimation to MHRD.




(Sanjay Kumar)

Under Secretary to the Govt. of India

To

All Head of Institutions under MHRD (through respective Bureau Heads)

Copy to: 

CMIS for uploading on MHRD website

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT

To be furnished and signed by the CVO or HOD

1. Name of the Officer (in full)
2. Father's 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  
Whenever applicable
7. Posting held  
(during the ten preceding years)

S. No	Organization (Name in full)	Designation & Place of posting	Administrative/nodal Ministry/Deptt concerned(in case of officers of PSUs etc	From
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8. Whether the officers has been place on the  
"Agreed List" or "List of Officers of Doubtful integrity"  
(if yes, details to be given)
9. Whether any allegation of misconduct involving  
Vigilance angle was examined against the officers  
during the last 10 years and if so with what result(\*)
10. Whether any punishment was awarded to the officer  
during the last 10 years and if so, the date of imposition  
and details of the penalty(\*)
11. Is any disciplinary/criminal proceedings or charge sheet  
Pending against the officer as on date (if so, details to be  
furnished including reference no, if any, of the Commission
12. Is any action contemplated against the officer as on  
Date[if so, details to be furnished](\*)

(Name and Signature)

Date:

(\*) If vigilance clearance had been obtained from the Commission in the past, the information be provided for the period thereafter.

## ORGANISATIONAL PROFILE

Annexure - "B"

- (i) Name of the Organisation :
- (ii) Status of the Organisation :  
(i.e. whether PSU, Autonomous Body, Statutory Authority, Society, Attached Office etc.)
- (iii) Administrative or nodal Ministry / Department concerned :
- (iv) Core activities of the Organization :
- (v) Organizational set up, No. of Executives & Employees etc. (group-wise)
- (vi) Annual Budget of the Organization :
- (vii) Name of ex-CVO :
- (viii) Date of occurrence of vacancy and how the vacancy has arisen :
- (ix) Interim arrangement, if any, made for handling CVO's job :
- (x) Any other remarks :

(Signature, Name & Designation)

**PARTICULARS OF CHIEF VIGILANCE OFFICER**

S. No	Particulars	
1.	Name of the Organisation with full address (Please indicate the Administrative Ministry / Department / Autonomous bodies)	
2.	Name of the C.V.O	
3.	Telephone number (s) Office: Residence: Mobile No.: Email ID:	
4.	Fax No.	
5.	Date of birth of CVO	
6.	Date of superannuation of CVO	
7.	Designation of the CVO within the Organization	
8.	Service to which he belongs with cadre	
9.	Pay-scale of the incumbent	
10.	Whether the post of CVO is full-time or part-time?	
11.	Whether the functions of CVO have been assigned to him in addition to his normal duties or he is working on full-time as CVO only?	
12.	Date of approval of the appointment of the CVO by the Commission.	
13.	Whether on deputation or from Within the organization?	
14.	Date on which he took over the charge of the post of CVO	
15.	Date on which his tenure ends	
16.	Whether attended any training course for CVOs organized by the CVC? If so, the dates	
17.	Whether worked as CVO earlier? If so, the name of the organization (with period)	
18.	If the post of CVO is vacant or not filled with the approval of the Commission, since	

	when and why?	
19.	Date of relinquishing charge by relinquishing predecessor	
20.	If office located out of Delhi. Please indicate name(s) and other particulars including residence/ office telephone Nos. of Delhi based officer(s) of your organization who can be contacted in emergent situation to pass on messages to you.	
21.	Fax No., if any (Delhi)	
22.	Any other remarks.	