

No. 49/97/2013-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 4<sup>th</sup> December, 2013.

To

All concerned IAS / HCS Officers.


Subject: Revised criteria for the post of Chief Vigilance Officer in South Delhi Municipal Corporation on deputation basis.

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Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of circular No. AC(Estt.)/SDMC/2013/2215, dated 12.11.2013 received from South Delhi Municipal Corporation, Central Establishment Department, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Center, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(SATISH SHARMA)  
Superintendent Services-II.

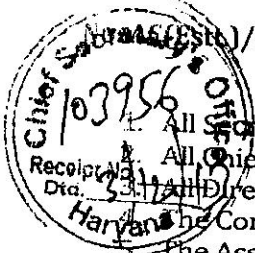
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**SOUTH DELHI MUNICIPAL CORPORATION  
CENTRAL ESTABLISHMENT DEPARTMENT  
22<sup>nd</sup> FLOOR, DR.S.P.MUKHERJEE CIVIC CENTRE  
J.L.NEHRU MARG, NEW DELHI - 110 002**

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AC(Estt)/SDMC/2013/2215

Dated: 12.11.2013.

**CIRCULAR**

1. All Secretaries, Government of India.
2. All Chief Secretaries, States/ UTs.
3. All Director General of Police, States/ UTs.
4. The Controller General of Defence Accounts, West Block-V, R.K. Puram, N. Delhi.
5. The Assistant Comptroller and Auditor General, O/o the Comptroller & Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi.
6. The Controller General of Accounts, Ministry of Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
7. The Controller General of Accounts, Posts & Telegraphs Deptt., Patel Chowk, N. Delhi.
8. Director (Local Bodies), 9<sup>th</sup> Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi.
9. The Secretary (Services), GNCTD, Delhi Sachivalaya, I. P. Estate, N. Delhi-2.
10. The Chief Executive Officer, Delhi Cantonment Board, Delhi Cantt-110010.
11. The Registrar, Delhi High Court, New Delhi.
12. The District Judges, Tis Hazari Courts, Delhi.
13. The Chairman, CBDT, Ministry of Finance, North Block, New Delhi.
14. The Chairman, DDA, Vikas Sadan, INA, New Delhi.
15. The Director General (Works), CPWD, Nirman Bhawan, New Delhi-11.

**Subject : Revised criteria for the post of Chief Vigilance Officer in South Delhi Municipal Corporation on deputation basis.**

/Madam,

Please refer to this office Circulars No. AC(E)/SDMC/2013/1875 dated 24.09.2013 and No. AC(Estt)/SDMC/2013/2067 dated 17.10.2013 vide which it was communicated that one post of Chief Vigilance Officer (CVO) in Pay Band 4 Rs.37400-67000 + Grade Pay Rs.10000 is required to be filled up urgently in South Delhi Municipal Corporation on deputation basis.

2. The matter has been considered further and in supersession of the aforesaid Circulars dated 24.09.2013, and 17.10.2013, Group A service officers of Central Government fulfilling the following criteria will be eligible to be considered for the post of Chief Vigilance Officer:-

- (a) Not below the rank of Dy. Secretary to Govt. of India or equivalent.
- (b) Unblemished record of service and integrity beyond doubt.
- (c) Should not be from South Delhi Municipal Corporation.
- (d) Should not have worked as CVO in South Delhi Municipal Corporation.
- (e) Should not have crossed the age of 55 years as on the last date for receipt of applications.
- (f) Must have gradings not lower than 'Very Good' in PARs in the last five years.

3. The officers who have already applied need not apply again, However, their eligibility in regard to conditions 2 (a) to 2 (f) shall be considered as per the revised criteria.

4. It is, therefore, requested that the names of suitable and willing officers fulfilling the above criteria, along with their Application, Bio-data, ACRs/PARs for the preceding 05 years, Integrity Certificate, Certificate of unblemished record of service, Vigilance Clearance and Cadre Clearance may please be forwarded to the Director(Personnel), South Delhi Municipal Corporation, 22<sup>nd</sup> Floor, Dr. S.P. Mukherjee Civic Centre, J.L. Nehru Marg, N. Delhi-110002, within 30 days of issue of this circular.

5. This may please be given **TOP PRIORITY**.

(Sunil Bhardwaj)  
Asstt Commissioner (Estt.)

Copy to: Director (IT) with the request to upload the Circular on SDMC's website.



*this letter not received to Services-II Branch  
Date Dated:- 24.09.13, 17/10/2013*

*06/12/13*

APPLICATION FOR THE POST OF..... IN  
SOUTH DELHI MUNICIPAL CORPORATION ON DEPUTATION BASIS.

1. Name and address in Block Letters :-.....
2. Date of Birth (in Christian era) :-.....
3. Date of retirement under Central/  
State Government Rules :-.....
4. Educational Qualifications :-.....  
:-.....  
:-.....  
:-.....
5. Whether education and other qualifications:- .....  
required for the post are satisfied  
(Details of given qualification) .....
6. Please state clearly whether in the light :-.....  
of entries made by you above, you meet  
the requirements of the post and you are  
eligible as per RRs.
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated  
by your signature, if the space below is insufficient.

Period		Post held	Pay Scale/Grade Pay	Office	Nature of Duties
From	to				

8. Nature of present employment i.e. :-.....  
Adhoc or temporary or quasi-  
permanent or permanent.
9. In case the present employment is :-.....  
held on deputation/contract basis,  
please state  
(a) The date of initial appointment  
(b) Period of appointment on deputation/contract  
(c) Name of the parent office/organization to which you belong
10. Additional details about present employment.  
Please state whether working under:  
(a) Central Government  
(b) State Govt.  
(c) Autonomous Organisation  
(d) Government Undertaking  
(e) Universities  
(f) Others

11. Details of Pay Scale on initial appointment and subsequent promotions.

Sl. No.	1st appointment/Promotions	Date	Pay Scale/Grade Pay	Whether held on Regular/ Adhoc/ ACP /MACP basis
1.	Initial appointment in service			
2.	1st Promotion			
3.	2 <sup>nd</sup> Promotion			
4.	3 <sup>rd</sup> Promotion			
5.	4 <sup>th</sup> Promotion			
6.	5 <sup>th</sup> Promotion			
7.	6 <sup>th</sup> Promotion			

\*If financial up- gradation on ACP/MACP basis, please give details of regular promotion also.

12. Additional information, if any, which you would like to mention in support of your suitability for the post, Enclose a separate sheet, if the space is insufficient.

13. Remarks

Date:-.....

Signature of the candidate:-  
Address:-

Countersigned  
(Employer)

**CERTIFICATE**  
(To be given by Head of Office of the Applicant)

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. It is certified that the officer is eligible to hold this post as per the provisions of the Recruitment Rules mentioned in deputation vacancy circular.

DATE:-.....

NAME OF THE OFFICER/DESIGNATION  
WITH OFFICIAL SEAL OF HEAD OF OFFICE

NOTE: - Application should be forwarded though proper channel with approval of Competent Authority.