

**HARYANA GOVERNMENT
VIGILANCE DEPARTMENT**

APPLICATION FOR THE POST OF CHIEF VIGILANCE OFFICERS

1.	Mode of appointment:	On deputation amongst the Group A officers in service. OR On contract basis amongst the retired officers.
2.	Salary:	In case of deputation: In his own pay scale and on usual terms and conditions of deputation In case of contractual appointment: Rs. 1.00 lakh per month inclusive of all allowances.
3.	Place of Work:	Vigilance Department, Haryana, Chandigarh/Panchkula (However in public interest Government may require such officer to work from any place in Haryana)
4.	Term of Appointment	In case of deputation: For a period of three years extendable upto 5 years or upto the date of attaining the age of superannuation, whichever is earlier. In case of contractual appointment: For a period of three years extendable upto 5 years or upto the date of attaining the age of 65 years whichever is earlier.
5.	Eligibility criteria	Group A Officers having minimum 9 years experience and drawing pay in the pay level 12 (corresponding to Grade Pay 7600) or above. Retired Group A Officers having minimum experience of 5 years against a post in the pay level of 12 (corresponding to Grade Pay 7600) or above. (The officers should be free from department proceedings and Vigilance/Criminal cases.)
6.	Closing Date	5 th December 2022
Note:-- Download Application form from website : http://csharyana.gov.in/en-us/ For detailed guidelines of advertisement see also website: http://csharyana.gov.in/en-us/		

The duly filled-in application form should be sent in an envelope superscribing on the cover prominently- Name of the Post, latest by the closing date i.e 05.12.2022 by Speed Post at the following address **Deputy Secretary, Vigilance Department, Haryana Civil Secretariat, Sector 1, Chandigarh.**

Place:
Date:

ANNEXURE - I
PREScribed PROFORMA FOR SUBMISSION OF APPLICATION FOR THE POST OF
CHIEF VIGILANCE OFFICER

1. Personal Data

1.	Name	
2.	Gender	
3.	Date of Birth	
4.	Serving/Retired	
5.	Name of Ministry or Department, where serving or from which retired	
6.	Post from which Superannuated (in case of retired officers)	
8.	Date of Superannuation (in case of retired officers)	
9.	Date of Entry in FPL 12(corresponding to GP7600)	
10.	Contact Details	
	a. Email id	
	b. Telephone (O)	
	c. Telephone (R)	
	d. Mobile Number	

2. Educational Qualification

S.No.	Qualification/Degree	Year/Division	Institution/University

3. Experience Details

S.No.	Designation with Place of Posting/Position held during Gazetted/Executive service (since date of initial appointment):	Grade	From	To

Past experience in Personnel, Legal and Public Procurement should be specially mentioned.

4. Details of Previous Assignments/employments

1	Details of previous Employments/Foreign assignment, if any	
2	Whether debarred? If yes please furnish details.	

5. Proceedings, if any, against the Applicant

Details of the departmental proceedings and Vigilance/criminal cases etc. pending or commenced or resulting in conviction in the past against the applicant.	
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6. Post presently held:

Post	
Achievements/Relevant Experience	

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of Applicant)

Place:

Date:

**GUIDELINES FOR SELECTION OF OFFICER ON DEPUTATION/RETIRED FOR THE POST OF CVOs IN
VIGILANCE DEPARTMENT**

PAY AND ALLOWANCES

DEPUTATION: The Officers would be eligible to draw parent department pay plus deputation allowance and usual terms & conditions.

RETIRED: Lump sum of Rs.1,00,000/- (One lakh only) per month.

Note: Engagement will be governed by Haryana Civil Services Government Employees' (Conduct) Rules, 2016 and Haryana Civil Services (Punishment & Appeal) Rules, 2016.

SELECTION CRITERIA

- (i) Officer to be appointed as a CVO with Government Organization should have a good working knowledge of various Acts, Rules, Regulations, and Administrative instructions applicable to various Government Departments/ Organizations to be able to discharge the role of CVO efficiently and in a just manner.
- (ii) Officers having past experience in Personnel, Legal and Public Procurement matters may be preferred. Similarly, past experience, if any with the concerned organization may also be considered.
- (iii) An officer under consideration for the post of CVO should have "Very Good" or above grading in the PAR of the last 5 years and should have integrity "beyond doubt".
- (iv) For officers to be considered to be appointed as CVOs, no major penalty should have been imposed in their career as a result of disciplinary/judicial proceedings.
- (v) No criminal charges pertaining to official duties be pending against the officers to be considered. However, criminal cases arising out of family disputes may not be made a basis of ruling out consideration of a particular officer as CVO.
- (vi) An officer will not be considered for appointment as CVO/Vigilance Officer in an organization from which he/she had retired or has served during the employment on a transfer/contract basis.
- (vii) Vigilance clearance from the employer organisation, from which the Government Officer had retired, should be necessarily obtained. In case a retired officer had served in more than one organization, vigilance clearance should be obtained from all organizations where the retired officer had served during a period of 10 years prior to his retirement.
- (viii) He should be in sound health - both physically and mentally.
- (ix) He shall have to give an undertaking to follow the timeline and other guidelines issued by Government from time to time.

ROLES AND RESPONSIBILITIES

1. Prepare a list of points and places in their organisation where instances of corrupt practises are prevalent/highly probable.
2. CVO will make detailed examination of the existing procedures and practises prevailing in the organisation with a view to eliminate or minimize scope of corruption/malpractices.
3. To ensure that the organisation has SOP/manuals on important subjects pertaining to procurement, contracts, recruitment etc. and these manuals are updated from time to time and followed.
4. CVO shall implement an effective whistle-blower mechanism in the organisation.
5. CVO shall carry out Scrutiny inspections as well as surprise checking of works by the Department concerned especially in areas where there is scope of discretion/showing favour (like award of tenders, ongoing Civil Works, abuse of discretionary powers while making decision).
6. CVO shall prepare a list of Officers of Doubtful Integrity (ODI) in the month of January every year.
7. CVO in consultation with Head of Department of the concerned organization, shall identify and prepare list of sensitive post in organization where there is too much discretion or possibility of corruption and there will be periodical rotation of staff posted at such sensitive post after every three years.
8. CVO shall ensure observance of conduct rules relating to filing of information pertaining to assets, liabilities, gift, transactions (including benami transactions) etc. by employee. He shall also undertake prompt scrutiny of annual property returns of employees.
9. CVO will scrutinise Internal auditor's reports, Statutory auditor's report and CAG audit report to find out any instance of misappropriation of fund and financial irregularities and take further enquiry/investigation with the approval of HoDs to fix responsibilities.
10. CVO will scrutinise all complaints received from various sources and further ensure that all complaints having vigilance angles are looked into promptly and appropriate action taken after obtaining the permission of Head of Department.
11. CVO's will send a quarterly report of the activity & functioning of Vigilance Wing of their respective department/organization to the Vigilance Department in the prescribed format at the end of each quarter.
12. CVO will ensure observance of Vigilance Awareness Week once a year during last week of October every year.
13. CVO will ensure that rules and time limits with regard to disciplinary proceedings are scrupulously followed at all stages by all concerned as any violation of rules would render the entire proceedings vitiated..

14. CVO will ensure that there is no undue delay in submission of records in enquiries/cases.
15. The CVO will ensure that proper action against such convicted employees is taken and assist the HoD/Administrative Secretary in this important action.
16. CVO shall ensure compliances of various instructions/guidelines issued from time to time.
17. The cases received for prosecution sanction should be monitored closely so that timely decision is taken.
18. CVO should not be involved in decision-making process or administrative matters of the Department/Organization, which may fall within the purview of vigilance.

VIGILANCE PROFILE

Integrity, service record and reputation and conduct should be ensured and only officers without any iota of suspicion/doubt in these matters and also having wide experience in areas of functions of Government Department will only be considered for this purpose.

TERM OF EMPLOYMENT

The CVOs will be employed for a period of 3 years which will be extendable maximum up to 5 years with prior approval of the competent authority. The maximum age of the appointment of retired CVOs is fixed at 65 years (in case of retired officers). The Chief Secretary, Vigilance and DG, State Vigilance Bureau will review the work of the CVOs on time to time basis. More than one department may be allocated to one CVO.

PERFORMANCE

After completion of three years term, work, conduct, performance and health will be reviewed by the competent authority and thereafter the case shall be recommended for further extension.

The following metrics will be used to measure the performance:

1. Leadership and Innovation: Positive contribution of Vigilance Work for enhancing efficiencies in an organization to be put in place
2. Information/Data Analytics: Improve the percentage of cases pursued
3. Strategic Planning: Shifting priority from punitive and preventive vigilance to proactive and predictive vigilance management.
4. Process Improvement: Enable real-time monitoring of cases.
5. Human Resource Department: Training programmes organized and percentage of staff trained.
6. Operational results: Make available relevant information on the web on a real-time basis.

TERMINATION OF SERVICE

- a) The contract of an employee may be terminated at any time by the appointing Authority without assigning any reason, by giving one month's notice or on payment of remuneration for such period if the notice falls short of one month provided that, if an employee remains wilful absent during the period of notice, he shall not be entitled to receive any remuneration during the period of wilful absence. In case the employee himself/ herself wants to resign, he/ she can do so by giving one month's notice or by depositing one month's remuneration in lieu thereof.
- b) The contract of an employee shall be terminated by the Appointing Authority in case of insubordination, misconduct or unsatisfactory or poor performance at any time during the service without notice.
- c) Wilful absence from duty for a period of more than seven days, in one or more spells, shall be enough cause for the termination of the contract.
- d) The contract of an employee can be terminated without notice by the Appointing Authority in case of non - availability of funds, change in schemes, rationalization of the activities or any other reason that makes it imperative/necessary to discontinue the appointment to the post & no remuneration in lieu thereof shall be admissible.