

ANNEXURE – IV**PROFORMA**

PARTICULARS OF OFFICERS RECOMMENDED FOR APPOINTMENT AT
DEPUTY SECRETARY / DIRECTOR / JOINT SECRETARY AND EQUIVALENT
AT THE CENTRE DURING 2006.

<u>BASIC DATA</u>		
1	Service	
2	Cadre	
3	Identity Number (for IAS Officers)	
4	First name	
5	Middle Name	
6	Sur Name	
7	Exam Year	
8	Allotment Year	
9	Date of Joining	
10	Sex	
11	Date of Birth	
12	Category	
13	Recruitment Source	
14	Pay Scale	
15	Basic Pay	
16	Date of NFSG Grant	
<u>PREFERENCE IF ANY, FOR POSTING ON ACCOUNT OF PERSONAL REASONS AT STATION/STATIONS</u>		
17	Only Delhi	
18	Only outside Delhi (indicate preference of Station / Stations)	
19	Delhi as a well as Other Stations	

	(indicate preference of Station/Stations)	
20	Whether officer is willing to be considered for a Post in PSU/ Autonomous Body / Registered Society	
<u>ACR</u>		
21	Whether ACR Dossier is complete up to 31/3/2005	
22	ACR for any year is not available in the Dossier	
23	Adverse entries if any (expunged or unexpunged) in any ACR(s) If yes, Year-wise details thereof	
<u>DISCIPLINARY PROCEEDINGS</u>		
24	Whether any Disciplinary Proceedings were initiated against the officer any time during his career If yes, details thereof	
25	Whether Debarred Previously If Yes, Details thereof	
26	Whether Slotted for Foreign Training / Assignment	
<u>LAST TENURE POST</u>		
27	Last Post held on tenure deputation basis with the Central Govt., its subordinate Attached and Affiliated Bodies, Central PSUs/National or Multi State Coop. Societies/Autonomous Bodies/Societies controlled by Central Govt./Inter Cadre deputation	Designation : Ministry : Department : Office : Place : Tenure Form : Tenure To :
28	Date of Reporting to Cadre	

29	Whether the officer proceeded on deputation as mentioned above from	CADRE / CENTRAL DEPUTATION
30	Whether Cooling-off Period Completed	
31	Cooling-off Period Completion Date	
<u>VIGILABNCE CLEARANCE</u>		
32	Whether clear from Vigilance Angle	
33	Whether integrity is certified	
34	Spouse Service and Cadre if any	Service : Cadre :
35	Whether Spouse working under Central Deputation	
36	Whether the officer is on Compulsory Wait If Yes, since which date	Date :
37	Officer applied for Offer List during the Year	Year 2003 : Year 2004 : Year 2005 :

EDUCATIONAL QUALIFICATIONS

Sl. No.	Qualification	Discipline Specialization 1 Specialization 2	Year / Division / CGPA	Institution University Place Country
1				
2				

TRAINING DETAILS

Sl. No.	Training Year & Training Name	Training Subject & Institute Name	Country	Period of Training (From & TO) or Duration in Weeks
1				
2				
3				
4				

04

EXPERIENCE DETAILS

Sl. No.	Type of Posting (Cadre / Centre)	Cadre (If Inter-Cadre Deputation)	Level & Designation	Ministry Department Officer Place	Experience Subject (Major & Minor)	Tenure Form & Tenure To
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

EXPERIENCE DETAILS

Sl. No.	Type of Posting (Cadre / Centre)	Cadre (If Inter-Cadre Deputation)	Level & Designation	Ministry Department Officer Place	Experience Subject (Major & Minor)	Tenure Form & Tenure To
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

11							
12							

The information furnished above is correct as per record.

NAME :

DESIGNATION :

(This should be filled by the competent authority of State Govt. / Cadre Authority as prescribed in the letter)

ANNEXURE – V

PROFORMA TO BE FILLED ALONGWITH ANNEXURE - IV

NAME OF THE OFFICER :

Note :

1. *Each column should be replied in descriptive manner;*
2. *Separate proforma should be filled in respect of every officer;*
3. *Proforma should be signed by an officer of the State Government not below the rank of Special Secretary/Joint Secretary (for IAS officers) and Under Secretary to Govt. of India (for Group 'A' Central Services Officers).*

- 1 **Details of disciplinary
proceedings initiated against the
officer during his career, so far**

- 2 **Whether complains including
that of corruption, against the
officer, which in the view of the
State Government may have a
direct bearing / relevance on the
vigilance status of the officer as
on date, are pending against the
officer. If so, details thereof.**

- 3 **Whether 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 final
out come thereof.**

- 5 **Whether the name of the officer
appears in the Agreed List**

**Signature & Stamp
of the officer certifying the proforma**