### ANNEXURE - IV

## **PROFORMA**

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

	BASIC	
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	
PREF	ERENCE IF ANY, FOR POSTING ON ACC	OUNT OF PERSONAL REASONS AT
<u>STIO</u>	N/STATIONS	
17	Only Delhi	
18	Only outside Delhi (indicate	23
	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>A C R</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	•
	DISCIPLINARY PROCEEDINGS	
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	
	LAST TENURE POST	
27	Last Post held on tenure deputation basis with the Central Govt., its	Designation :
	subordinate Attached and Affiliated Bodies, Central PSUs/National or Multi	Ministry :
	State Coop. Societies/Autonomous Bodies/Societies controlled by Central	Department :
	Govt./Inter Cadre deputation	Office :
		Place :
		Tenure Form :
		Tenure To :
28	Date of Reporting to Cadre	

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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	
	VIGILABNCE CLEARANCE	
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 :

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## **EDUCATIONAL QUALIFICATIONS**

SI. No.	Qualification	Discipline Specialization 1 Specialization 2	Year / Division / CGPA	Institution University Place Country
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## TRAINING DETAILS

SI. No.	Training Year & Training Name	Training Subject & Institute Name	Country	Period of Training (From & T0) or Duration in Weeks
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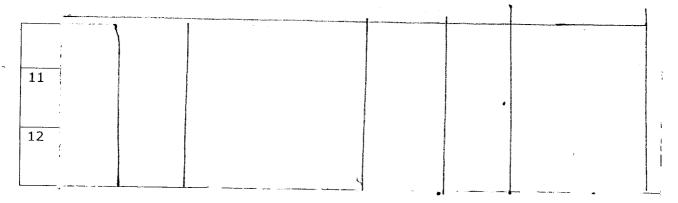
# **EXPERIENCE DETAILS**

SI. No.	Type of Postin g (Cadr e / Centr e)	Cadre (If Inter- Cadre Deput ation)	Level & Designation	Ministry Department Officer Place	Experience Subject (Major & Minor)	Tenure Form & Tenure To
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# **EXPERIENCE DETAILS**

SI. No.	Type of Postin g (Cadr e / Centr e)	Cadre (If Inter- Cadre Deput ation)	Level & Designation	Ministry Department Officer Place	Experience Subject (Major & Minor)	Tenure Form & Tenure To
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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)

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#### <u>ANNEXURE – V</u>

#### **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