

**ANNEXURE – 2****PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS /  
CLEARANCE IS FURNISHED**

| Sl. No. | Particulars                                                                                                                                                                                                                                               |         |                                |      |    |  |  |  |  |  |  |  |  |  |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------|------|----|--|--|--|--|--|--|--|--|--|
| 1.      | Name of 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., wherever applicable                                                                                                                                                               |         |                                |      |    |  |  |  |  |  |  |  |  |  |
| 7.      | Positions held (during the ten preceding years)                                                                                                                                                                                                           |         |                                |      |    |  |  |  |  |  |  |  |  |  |
|         | <table border="1"> <thead> <tr> <th>Sl. No.</th><th>Designation &amp; Place of posting</th><th>From</th><th>To</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </tbody> </table> | Sl. No. | Designation & Place of posting | From | To |  |  |  |  |  |  |  |  |  |
| Sl. No. | Designation & Place of posting                                                                                                                                                                                                                            | From    | To                             |      |    |  |  |  |  |  |  |  |  |  |
|         |                                                                                                                                                                                                                                                           |         |                                |      |    |  |  |  |  |  |  |  |  |  |
|         |                                                                                                                                                                                                                                                           |         |                                |      |    |  |  |  |  |  |  |  |  |  |
| 8.      | Whether the Officer has been placed 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 Officer 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) (*)                                                                                                                                                           |         |                                |      |    |  |  |  |  |  |  |  |  |  |
| 13.     | Whether the Officer /Official has submitted his / her annual immovable property return of the previous year as required under Rule 18 of CCS (Conduct) Rules, 1964 within the prescribed limit                                                            |         |                                |      |    |  |  |  |  |  |  |  |  |  |
| 14.     | Details of complaint pending against the Officer as on date                                                                                                                                                                                               |         |                                |      |    |  |  |  |  |  |  |  |  |  |

Date

CHIEF VIGILANCE OFFICER  
(Name, Signature, Seal)

(\*) If Vigilance Clearance is held by the Officer, it should be submitted to the Ministry / OVC in the following format:

**Certificate to be given by the Head of the Office**

Certificate in respect of Shri / Smt \_\_\_\_\_  
(Name & designation)

1. It is certified that the particulars furnished by the applicant are correct and he / she fulfil the eligibility criteria.
2. The veracity of the qualification certificates and caste certificates submitted by the applicant are ensured and certified
3. It is certified that no disciplinary / vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
4. His / Her integrity is certified.
5. It is certified that no major / minor penalties have been imposed on the Officer during the last 10 years.
6. Attested copies of ACRs for the last five years are enclosed.

**Dated:**

**Signature of the Head of the Office  
Name along with official seal**

# **ANNEXURE – 4**

## **SERVICE PARTICULARS OF THE APPLICANTS TO BE FURNISHED BY THE PORTS CONCERNED**

| Sl. No. | Name / Designation / Department of the Officers<br>D.O.B. /D.O.R. & Date of joining in the Port | Educational Qualification | Posts held in the Port Sector with name of the Department and Port / Method of Recruitment (Please mention whether Adhoc / Regular) | Scale of Pay | Period |    | Vigilance Status (Clear / Not clear) | Minor / Major penalty imposed for the last 10 years with date of order, if any | Whether ACRs / APARs for the last five years, viz., 20-20 to 2024 -2025 are enclosed<br>(If not, whether No Report certificate for that year / period is enclosed) |
|---------|-------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------|--------|----|--------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                                                                 |                           |                                                                                                                                     |              | From   | To |                                      |                                                                                |                                                                                                                                                                    |
|         |                                                                                                 |                           |                                                                                                                                     |              |        |    |                                      |                                                                                |                                                                                                                                                                    |
|         |                                                                                                 |                           |                                                                                                                                     |              |        |    |                                      |                                                                                |                                                                                                                                                                    |

**Dated:**

**Signature of the Head of the Department  
along with official seal**

**ANNEXURE – 5**

**SELF UNDERTAKING**

I, \_\_\_\_\_ (Name & Designation) \_\_\_\_\_

hereby undertake that in the event of my selection to the post of \_\_\_\_\_,

\_\_\_\_\_ Authority, I shall not withdraw my candidature, if selected to the said

post.

**SIGNATURE OF THE APPLICANT**