

**PROFORMA FOR APPLICATION TO THE POST OF  
MEMBER, CENTRAL BOARD OF DIRECT TAXES**

**Circular No.A.12026/22/2015-Ad.I dated June, 2016**

**PART - A**

1. NAME :  
2. DATE OF BIRTH :  
3. SERVICE :  
4. PRESENT POST / ORGANISATION :  
5. PAY-SCALE :

6. **DETAILS OF EXPERIENCE IN ADMINISTERING & RUNNING THE DIRECT  
TAX ADMINISTRATION IN THE CENTRAL GOVERNMENT  
(EXPERIENCE OTHER THAN THAT SPECIFIED SHOULD NOT BE INDICATED)**

S.NO.	POST HELD	PERIOD OF POSTING WITH SPECIFIC DATES	WHETHER FIELD FORMATION OF CBDT OR NOT

7. BRIEF DESCRIPTION OF WORK THAT CAN BE CLASSIFIED AS THAT OF HIGH PROFESSIONAL MERIT & EXCELLENCE IN THE ENTIRE CAREER (NOT MORE THAN 100 WORDS)

8. DATE OF SUPERANNUATION :

**DECLARATION**

6. I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time I found to have concealed/distorted any material information; my appointment shall be liable to summary termination without notice.
7. I shall not withdraw my candidature after the meeting of the Selection Committee.
8. I shall not decline the appointment, if selected for appointment by the ACC.
9. I will join within 30 days from the date of issue of order of appointment.
10. I am aware that in case I violate any of the conditions mentioned at Sl.No.2 to 4, the Government of India is likely to debar me for a period of three years for consideration for appointment outside the cadre and in any Autonomous Body/Statutory Body/Regulatory Body.

Place:

Date:

Signature of the candidate  
Tel No. & Mobile No.  
Email Address:

**PART-B**

**(TO BE FILLED & SIGNED BY THE CADRE CONTROLLING AUTHORITY)**

**( INDICATE "YES" OR "NO" IN THE BOX PROVIDED )**

1. Whether details of experience in administering & running the direct tax administration in the Central Government with at least 10 years of experience in the field formations of the Central Board of Direct Taxes indicated by the applicant in Part -A are correct as per records:

2. Whether full History of Posting of the officer is furnished:  
(Please give detailed history of postings)

3. Whether cadre clearance is being granted for this post:

4. Whether the office is clear from vigilance angle

5. Whether upto date vigilance status in the attached format is enclosed

**(Signature & seal of the cadre controlling authority)**

**PART - C**

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE CLEARANCE IS  
BEING SOUGHT**

( To be furnished and signed by the CVO or HOD)

10. Name of the Officer (in full) :
11. Father's name :
12. Date of Birth :
13. Date of Retirement :
14. Date of entry into service :
15. Service to which the officer  
Belongs including batch/year  
/cadre etc. wherever applicable:
16. Positions Held ( during ten preceding years):

S. No.	Organisation (name in full)	Designation & Place of Posting	Administrative/nodal Ministry/ Department concerned ( in case of officers of PSUs etc)	From	To

17. Whether the officer has been placed on the Agreed List or List of Officers of Doubtful Integrity (If yes, details to be given) :
18. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result(\*) :
19. Whether any punishment was awarded to the Officer during the last 10 years and if so the date Of imposition and details of penalty(\*) :
20. Is any disciplinary/criminal proceedings or Charge sheet pending against the officer as On date ( if so, details to be furnished, including Reference number, if any of the Commission) :
21. Is any action contemplated against the officer As on date ( if so, details to be furnished)(\*) :

DATE:

(NAME AND SIGNATURE)

(\*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.