

F.No.A.12026/2/2016-Ad.I  
GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE

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Room No.77-A, North Block,  
New Delhi-110001  
Dated, the 19<sup>th</sup> January, 2016.

**OFFICE MEMORANDUM**

Subject: Appointment to the post of Member, Appellate Tribunal for Forfeited Property (ATFP) at New Delhi.

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**ATFP** : The Appellate Tribunal for Forfeited Property is an appellate authority constituted to hear appeals against the orders passed by the Competent Authorities under SAFEMA (FOP) and NDPS Acts on forfeiture of property. The Tribunal is located at 4<sup>th</sup> Floor, A Wing, Lok Nayak Bhawan, New Delhi.

**Terms of Appointment** : One post of Member, ATFP will be falling vacant on 04.05.2016. A person appointed as Member will hold office for a period of five years or till he/she attains the age of 62 years, whichever is earlier. However, appointment beyond 60 years will be on re-employment basis. The officers selected for appointment will be posted at Delhi. Travelling Allowance for joining the post will be admissible according to rules. The post of Member, ATFP carries HAG Pay scale of Rs.67,000-79,000/- plus usual allowances admissible to Central Government officers of equivalent pay.

**Qualification** : The qualification for appointment to the post is as follows:

“Officers of the level of Joint Secretary and above in the Government of India”

**Application procedure** : Applications of eligible and willing officers are requested through proper channel and are accompanied with (i) bio-data in the proforma at Annexure-I (ii) Certificate to be furnished by the employer/head of office/forwarding authority as in Annexure-II (iii) clear photocopies of the up-to-date CR/APAR dossier of the officer containing CR/APARs of atleast last ten years duly attested by a Group A officer (iv) cadre clearance (v) clearance from vigilance and disciplinary angle as in Annexure-III and (vi) statement giving

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details of major or minor penalties, if any, imposed on the officer during the last ten years, to the following address, so as to reach this office latest by **29.02.2016:-**

Shri Rajinder Kumar  
Under Secretary (Ad.I)  
Department of Revenue  
Room No.77A  
North Block  
New Delhi - 110 001  
Telephone No.2309 3277

Any application received after due date without necessary Annexure as mentioned above will not be entertained.

Wide publicity may be given in all organization and their field formation to facilitate early and optimum number of applications.

  
(Rajinder Kumar)

Under Secretary to the Govt. of India

To

1. Chairman, CBDT/Chairperson, CBEC.
2. Joint Secretaries (Admn.) of all the Ministries/Departments of Government of India
3. Technical Director, NIC, Department of Personnel and Training, Room No. 11/A, North Block, New Delhi with the request to post this circular on the DoP&T website under the heading "Vacancies in the Autonomous Organisations".
4. Section Officer (Computer Cell), Department of Revenue, with the request to upload the vacancy circular on the official web site of the Department of Revenue.

  
(Rajinder Kumar)

Under Secretary to the Govt. of India

**Annexure-I****PROFORMA**

**Space for  
photograph duly  
signed by  
candidate**

1. Name :
2. Date of birth :
3. Designation & Pay Band with Grade Pay :
4. Cadre/Service to which belong :
5. Educational qualification (in reverse chronological order) :

Name of University/ Equivalent Institution	Degree	Year of passing	Division/ % of marks obtained	Academic Distinction	Subject/ specialization

6. Employment record (in chronological order starting with present post, list in reverse:

Name & address of employer	Designation, scale of pay (Pay Band with grade Pay) and whether regular/deputation /ad-hoc	Period of service		Nature of work/experience
		From	To	

7. Information related to :  
knowledge in  
administration of SAFEM

(FOP) & NDPS Acts, if any

8. Awards/honours, if any :
9. Additional information, if :  
any, which you would like  
to mention in support of  
the application for the post

**DECLARATION**

1. I certify that the foregoing information is correct and complete to the best of 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.
2. I shall not withdraw my candidature after the meeting of the Selection Committee.
3. I shall not decline the appointment, if selected for appointment by the ACC.
4. I shall join within 30 days from the date of issue of order of appointment.
5. 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.

Signature of the candidate

Place:  
Date:

**Annexure-II**

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY**

1. Certified that the particulars furnished by Shri/Smt/Kum-----  
----- are correct and he/she possesses educational qualifications and experience mentioned in Annexure-I.
2. It is also certified that there is no vigilance/disciplinary case either pending or being contemplated against him/her and vigilance clearance issued by CVO in the enclosed Annexure (III).
3. His/her integrity is certified.
4. No major or minor penalty was imposed on Shri/Smt/Kum-----  
----- during the last 10 years period.
5. The up-to-date attested Photostat copies of ACR/APARs of last 10 years (each Photostat copy of ACR/APAR should be attested) in respect of Shri/Smt/Kum----- is enclosed herewith.

Seal & Signature of the cadre controlling Authority

**Annexure-III**

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

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

1. Name of the 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 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

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 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 number, if any of the Commission) :
12. 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.