

GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
DIRECTORATE GENERAL  
SASHASTRA SEEMA BAL  
EAST BLOCK-V, R.K. PURAM  
NEW DELHI-110066.

\*\*\*\*\*

No.4/SSB/VC/2014(24)/-155

Dated, the 04/02/2015.

**CIRCULAR**

Formats for submission of following MPRs/QPRs/Annual reports to be submitted to SSB FHQ Vigilance Cell are sent herewith for uploading in SSB Web-site for taking further necessary action by all concerned.

Sl. No.	Name of MPR/QPR/Annual reports.	To be submitted by	Remarks (blank formats enclosed)
01	MPR of CVO to CVC	All IsG of Frontiers/SSB Academy/Pers-I (A&B) SSB FHQ/IG(Admn.)/IG (Ops. & Int)/Spl. Ops/ IG(Trg) /IG(P&C) SSB FHQ.	Page 01 to 04.
02	MPR on grant of sanction for prosecution as per section 19 of PC Act.	Pers Dtes.(P-I/A&B)/P-II/P-III/A&B), SSB FHQ	Page 05.
03	QPR on civil works/ contracts.	Engineering/Pers/Provisioning/medical Directorates of SSB FHQ.	Page 06.
04	QPR on reverse auction, e-tendering and e-auction etc.	IG(P&C), SSB FHQ.	Page 07.
05	QPR on RTI	All CPIOs	Page 08 to 09.
06	Quarter review report on pending investigation reports, disciplinary proceedings and other vigilance matters.	All IsG of Frontiers/SSB Academy/Pers-I (A&B) SSB FHQ/IG(Admn.)/IG (Ops. & Int)/Spl. Ops/ IG(Trg) /IG(P&C) SSB FHQ.	Page 10 to 14.
07	Annual report of CVO to CVC (Calendar year wise)	All IsG of Frontiers/SSB Academy/Pers-I (A&B) SSB FHQ/IG(Admn.)/IG (Ops. & Int)/Spl. Ops/ IG(Trg) /IG(P&C) SSB FHQ.	Page 15 to 20.
08	Annual report on private foreign visits (Calendar year wise)	All IsG of Frontiers/SSB Academy/Pers-I (A&B) SSB FHQ/IG(Admn.)/IG (Ops. & Int)/Spl. Ops/ IG(Trg) /IG(P&C) SSB FHQ.	Page 21.

Encl: As above (blank formats).

  
27/2/15  
ASSISTANT DIRECTOR (VIG)

**MONTHLY REPORT OF THE CVO****MONTH:****E-mail ID:****ORGANIZATION: SASHASTRA SEEMA BAL****PART-A (TO BE GENERATED FROM DCM & MIS)****1. COMPLAINTS (Nos)**

Source	Opening balance	Received during the month	Total	Disposed	Balance	Age wise Pendency (Month)			
						<1	1-3	3-6	>6
CVC									
Others									

**2. ACTION ON THE CVC ADVICE (Nos)**

Stage of Advice	Type of proceedings	Opening balance	Received during the month	Total	Disposed *	Balance	Age wise pendency (Months)			
							< 1	1-3	3-6	>6
I	Major									
	Minor									
II	Major									

**3. DEPARTMENTAL INQUIRIES (Nos)****a) UNDER THE CVC JURISDICTION \*\***

Opening balance	Received during the month	Total	Disposed	Balance	Age wise pendency (Months)			
					< 6	6-12	12-18	>18

**b) OTHERS (Nos) \*\*\***

Opening balance	Received during the month	Total	Disposed	Balance	Age wise pendency (Months)			
					<6	6-12	12-18	>18

**4. PROSECUTION SANCTIONS**

Category	Opening Balance	Received during the month	Total	Disposed		Balance	Age wise pendency (Months)	
				Sanctioned	Refused		< 3	>3*
Gr-A								
Gr-B								
Gr-C								
Gr-D								

\*(details of cases pending for prosecution sanction beyond 3 months to be shown in annexure.

**Annexure**

S.No.	Name & Designation of officer	Date of recommendation by Investigating Agency	Reason for pendency
-	-	-	-

5. Age wise data of disposed departmental proceedings (time taken to conclude proceeding from the stage of registration of complaint till final disposal) (nos)

Nature of proceedings	< 3 months	3-6 months	6 months-1 year	1-2 years	>2 years
Major					
Minor					

#### 6. QUALITATIVE PARAMETERS OF VIGILANCE ADMINISTRATION:

##### a. MAJOR PENALTY PROCEEDINGS

No. of cases	No. of officials against whom proceedings finalized (out of column 1)	Cut in pension (out of column 2)	Dismissal/ Removal/ Compulsory Retirement	Reduction in lower time Scale/ Rank	Other Major penalties	Minor penalties other than Censure/ warning	Censure / Warning	No action

##### b. MINOR PENALTY PROCEEDINGS:

No. of cases	No of officials against whom proceedings finalized	Reduction in lower stage	Postponement/ withholding of increment	Recovery from pay	With holding of promotion	Censure / warning	No action

##### c. RANK- WISE BREAK UP OF PUNISHMENT AWARDED.

Group	No. of Cases	No of officials against whom proceedings finalized	Cut in pension	Dismissal/ Removal/ Compulsory retirement	Reduction to lower time scale/ in rank	Other Major penalties	Minor penalties other than Censure / warning	Censure/ warning	No action
(1) Group-C									
(2) Group-B									
(3) Group-A up to DS/ Dir level									
(4) JS and above									

Note : For Banks and PSUs corresponding row entries in (1), (2), (3) and (4) are explained in the end.

#### 7. LIST OF CASES WHERE MAJOR PENALTY IMPOSED

Jurisdiction	Sl. No.	Case No.	Name(S) of charged officers(s)	Date of issue of charge sheet	Date of final order	Punishment	Remark
CVC							
Others							

**PART-B**

(TO BE PREPARED BY THE CVO)

## 8. a) INVESTIGATION REPORTS SUBMITTED BY THE CVO W.R.T. ALL COMPLAINTS/ AUDIT REPORTS/INVESTIGATION OF WORKS ETC. (Nos)

Up to the end of previous month	During the month	Action Recommended on the cases of the Month *			
		Major	Minor	Others	Closure

This should include information provided on complaints in Col. 1.

## b) RANK WISE DETAILS ON ACTION RECOMMEND ABOVE :

Rank	Action recommended (No. of officers)				
	Major	Minor	Others	Closure	Total
(1) Group-C-					
(2) Group -B -					
(3) Group-A up to DS/ Dir level -					
(4) J.S. and above					
Total					

Note : For Banks and PSUs corresponding row entries in (1), (2), (3) and (4) are explained in the end.

**PREVENTIVE VIGILANCE**

## 9. INSPECTION CONDUCTED BY THE CVO (Nos) ( CTE LIKE INSPECTIONS &amp; OTHERS)

Type	Up to the end of the previous month	During this month	No. resulting in Vig. Cases	Recovery effected (In Rs.)
Periodic				
Surprise				
Major works				

## 10. SCRUTINY OF ANNUAL PROPERTY RETURNS:-

Total No. of APRs (2013)	No Scrutinized up to the end of the previous month	No. scrutinized during the month	Balance	Comments
Total number of Group A & B Officers available -				

\* APRs in respect of Group 'A' SSB officers have been placed in the public domain on the website of SSB.

## 11. WHETHER FOLLOWING LIST PREPARED

- a. Agreed list
- b. List of officers' doubtful integrity

## 12. OTHERS ACTIVITIES:

- a) Training courses conducted in vigilance awareness:

- b) Systems improvements undertaken :
- c) Extent of IT usage and the e-governance. :
- d) Job Rotation :
- e) Whether QPR has been forwarded by CVO :
- f) Whether CTE type inspections conducted by CVO :
13. a) Whether tender put up on web-site :
- b) Whether details of tenders above threshold value are put on web-site subsequent to finalization of tenders. :

14. REMARK/ COMMENTS ON VIGILANCE MATTERS OF THE ORGANIZATIONS

PLACE:

DATE:

INSPECTOR GENERAL

Criteria of disposal -

- 1) Complaints- Either issue of charge sheet or final decision for closing or dropping the complaint.
- 2) \* Action taken in table 2:
  - a) Minor Penalty
    - i) I Stage - Issuing Final Orders
  - b) Major Penalty
    - i) I Stage- Appointment of IO/case dropped by DA.
    - ii) II Stage- Issue of Final Orders.

\*\* Departmental inquiries under the CVC jurisdiction would include cases of Group 'A' Officers (Government organized services). Board Level Appointees and two levels below Board Level (PSUs) Scale V and above (PSBs and others) and composite cases where one of the Charged Officers is one of the above categories.

\*\*\* Departmental inquiries - others would include the cases of Group 'B' and 'C' categories not required to be referred to CVC.

With respect to column 6(c) and 8, the categories (1), (2), (3) and (4) are as follows for Banks & PSUs :-

Category	Banks	PSUs
(1)	Below Scale - III	May give the break up as per their prevalent scale
(2)	Scale-III & IV	
(3)	Scale-V and above	Two level below board level
(4)	Board level appointees	Board level appointees

- \* (1) relates to Junior Management  
 (2) relates to Middle Management  
 (3) relates to Senior Management

**NAME OF THE DEPARTMENT/  
DIVISION/ORGANIZATION ETC :-**

**DETAILS OF CASES OF SANCTION FOR PROSECUTION (SoP) AS PER SECTION 19 OF PC  
ACT PENDING FOR MORE THAN THREE MONTHS:**

SL. NO.	SUBJECT	DATE OF RECEIPT OF REQUEST OF SoP; DURATION OF PENDENCY.	REASON FOR PENDENCY	OFFICER WITH WHOM IT IS PENDING	IF THERE IS DISAGREEMENT WITH CVC'S ADVICE THEN DETAILS THEREOF
01	02	03	04	05	06

STATEMENT SHOWING THE QUARTERLY PROGRESS OF ORIGINAL WORKS FOR THE  
QUARTER ENDING \_\_\_\_\_

**Category-I**

- (a) Civil Works  
 (b) Turnkey Works Contracts Rs. 5 Crores & above  
 © Stores/Purchase contracts  
 (d) PPP-Public Private Partnership (Cost/Revenue values)  
 (e) Sale of Goods/ Scrap/ Land

**Category-II**

- (f) Electrical/Mechanical works/Maintenance/Service Contracts including Electronics/ Instrumentation/ Telecommunication/Manpower Supply, etc. Rs.1 Crore & above.  
 (g) Medical Equipment Rs.50 Lkhs & above.  
 (h) Consultancy contracts Rs. 1 Crore & above.

**Category-III**

- (i) Horticulture works Rs.10 lakhs & above.  
 (j) Supply of Medicines 4 Largest Value contracts.

S. No.	Name of work and location	Estimated Cost in lacs	Tendered cost in lacs	% above/below SOR	Agmt. No.	Agency	Date of start	Time of completion	Physical progress in percentage	Name of Engineer in Charge with address	Remarks

1. Certified that all the works/purchases/consultancy and other contracts in progress, as per the prescribed monetary limit have been reported in this QPR.
2. As the monetary value of all works is less than the limits prescribed, two largest works in progress in each discipline has been reported.
3. Marine works and other engineering works has been treated as "Civil Works" for the purpose of reporting in the QPR.
4. Separate QPR for Civil/Elect/Stores/Horticulture works with separate forwarding letter have been submitted.

Signature

\* Inapplicable clause may be struck out.

**QUARTERLY PROGRESS REPORTS OF REVERSE AUCTION, E-TENDERING AND E-AUCTION ETC. IN RESPECT OF SASHA STRA SEEMA BAL (SSB) FOR THE QUARTER ENDING \_\_\_\_\_**

SL NO	Details of the tender.	Estimated cost/ Reserve Price	Awarded cost	Saving	% saving
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**e-Tendering**

					-
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**Reverse Auction**

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**e-Auction**

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## RTI Annual Return Information System (2014-15)

**Quarterly Return Form**

Ministry/Department/Organization: Department of Home Affairs.  
 Quarter: - 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> & 4<sup>TH</sup> Year: 2014-2015

Insert Mode (New Return)

Block-I (Details about the request & appeals).

	Opening Balance as on beginning of 4 <sup>th</sup> Quarter.	No. of applications received as transfer from other PAs u/s 6(3)	Received during the Quarter (including cases transferred to other Public Authority)	No. of cases transferred to other Public Authorities u/s 6(3).	Decisions where requests/ appeals rejected.	Decisions where requests/ appeals accepted.
Requests						
First Appeals						

No. of Cases where disciplinary action taken against any Officer.	
-------------------------------------------------------------------	--

No. of CAPIOs designated	No. of CPIOs designated	No. of AAs designated

Block-II (Details about fees collected, penalty imposed and disciplinary action taken).

Registration Fee Amount	Additional Fee & Any other charges.	Penalties Amount

Block-III (details of various provisions of section 8 while rejecting requested information).

No. of times various provisions were invoked while rejecting requests.

Relevant Sections of RTI Act 2005.

Sections 8 (1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	Other

Contd...P/02

Page-02

Block-IV (Details regarding compliance of direction/ recommendation of the Commission).			
S. No.	Reference no. of cases wherein Commission made specific recommendation a per section 25(5) (max 20 chars.)	Whether action is initiated to comply with recommendation of Commission	Details, thereof ( max 250 chars.)

Block-V (Details regarding compliance of direction/ recommendation of the Commission).		
Last date of updating the previous disclosures on the website of PA	Name of the person who is catering/ updating data.	Designation of the person who is entering/ updating data.

**MINISTRY OF HOME AFFAIRS(SSB)**

Period ending \_\_\_\_\_

S/No	Simplification of Rules and Procedures	Whether study completed	Details of implementation
i)	Area/ Organization selected		
ii)	No. of inspection conducted from _____ to _____		
a)	Regular inspection;		
b)	Surprise Inspection		
iii)	Whether a plan for rotation of staff in sensitive areas has been drawn up.		
iv)	Annual Review of property Returns filed by Group A and B service officers.		
<b>2</b>	<b>Strengthening of vigilance machinery.</b>		
	(i) No. of vacant posts of CVO as on 31.12.2014		
	(ii) No. of posts filled up.		
	(iii) Details of vacant posts		
	<b>SURVEILLANCE AND DETECTION</b>		
	(i) No. of names included in the agreed list. (to be indicated in the return for the first quarter in case the Agreed List is not finalised in the first Quarter, the number should be indicated in the Quarter in which it is finalised.		
	(ii) Details of the surveillance to be indicated from the second quarter onwards.		
<b>(I)</b>	<b>DETERRENT PUNITIVE ACTION</b>		
(i)	Cases pending investigation with CVOs.		
(a)	No. pending at the beginning of the quarter		
(b)	No. in which investigation has been completed.		
(c)	No. of cases added during the quarter		
(d)	No. carried forward		

<b>II)</b>	<b>CASE PENDING FOR COMMUNICATION OF COMMENTS OF DEPARTMENT OF CBI'S INVESTIGATION REPORT OF CVO</b>		
(a)	No. pending at the beginning of the quarter.		
(b)	No. in which comments have been sent in the Quarter		
(c)	No. of cases added during the quarter		
(d)	No. carried forward.		
<b>(III)</b>	<b>CASES PENDING DECISION FOR MORE THEN 6 MONTHS AFTER CVCS FIRST STAGE ADVISE.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No. decided during the quarter		
(c)	No. of cases added during the quarter.		
(d)	No. carried forward		
<b>(IV)</b>	<b>CASES IN WHICH APPOINTMENT OF COMMISSIONERS OF DEPART. ENQUIRIES NOMINATED BY CVO ARE PENDING FOR MORE THEN 3 MONTHS.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No. in which CDI has been appointment.		
(c)	No. of cases added during the quarter.		
(d)	No. carried forward.		
<b>(V)</b>	<b>ORAL INQUIRIES PENDING AGAINST GAZETTED OFFICERS.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No disposed off.		
(c)	No. of cases added during the quarter.		
(d)	No. carried forward.		
<b>(VI)</b>	<b>ORAL INQUIRIES PENDING AGAINST NON GAZETTED OFFICERS.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No. disposed off.		
(c)	No. of cases added during the quarter.		
(d)	No. carried forward.		

<b>(VII)</b>	<b>CASES PENDING FOR MORE THEN 6 MONTHS AFTER CVCS IIND STAGE ADVISE.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No. decided during the quarter.		
(c)	No. of cases added during the quarter		
(d)	No. carried forward.		
<b>(VIII)</b>	<b>CASES PENDING FOR WANT OF SANCTION FOR PROSECUTION IN CBI CASES.</b>		
(a)	No. pending at the beginning of the quarter		
(b)	No. decided.		
(c)	No. of cases added during the quarter.		
(d)	No. carried forward and reasons for delay in taking a decision in those cases.		
<b>(IX)</b>	<b>REVIEW UNDER FR 56 (i).</b>		
(a)	No. of officers due for review.		
(b)	No. reviewed.		
(c)	No. weeded out/decided to be weeded out.		
(d)	No. yet to be reviewed with reasons for delay.		

**PART-V****DETAILS OF DISCIPLINARY CASES :**  
**DETAILS INDICATING NO. OF CASES :**

NAME OF MINISTRY:

MINISTRY OF HOME AFFAIRS (SSB) :

	<b>GAZETTED Govt. servants.</b>	<b>NON- GAZETTED Govt. servants.</b>	<b>EMPLOYEE OF PUBLIC SECTOR DRAWING PAY MINIMUM OF WHICH IS RS. _____ /- P.M.</b>
<b><u>CASES UNDER INVESTIGATION</u></b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
(a) Departmentally			-
Less than 6 months.			
More than 6 months.			
(b) By the CBI			
Less than 6 months.			
More than 6 months.			
<b><u>ACTION ON INVESTIGATION REPORTS</u></b>			
Less than 3 months.			
More than 3 months.			

-05-

SUSPENSION		GOVERNMENT SERVANTS		EMPLOYEE OF PUBLIC SECTOR DRAWING PAY MINIMUM OF WHICH IS RS. _____/- P.M.
		GAZETTED	NON- GAZETTED	
		(1)	(2)	
(a)	Under suspension			
(b)	Under suspension for less than 06 months.			
(c)	No. under suspension for over 6 months			
(d)	Whether over 3 months cases have been reviewed.			
II	<b>PENDING MINOR PENALTY PROCEEDINGS</b>			
(a)	Less than 6 months			
	Between 6 months to 1 year			
	More than 1 year			
III	<b>PENDING MAJOR PENALTY PROCEEDINGS</b>			
(a)	Less than 6 months			
	Between 6 months to 1 year			
	More than 1 year			
(b)	No. pending with I.O. for more than 6 months.			

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**11. LIST OF CASES WHERE MAJOR PENALTY IMPOSED.**

Jurisdiction	Sl. No.	Case No.	Name(s) of charged Officers(s)	Date of issue of charge sheet	Date of final order	Punishment	Remarks
CVC	-						
Others							

**PART -III ( TO BE PREPARED BY THE CVO)****12. a) INVESTIGATION REPORTS SUBMITTED BY THE CVO (Nos)**

Upto the end of previous year	During the year	Action recommended on the cases of the Month			
		Major	Minor	Others	Closures

\* This should include information provided on complaints in Col.5

**b) RANK WISE DETAILS ON ACTION RECOMMEND ABOVE**

Rank	Action recommended ( No. of officers)			
(1) Group C				
(2) Group B				
(3) Group A upto DS/Dir. Level				
(4) JS and above				
Total				

NOTE : For Banks and PSUs corresponding row entries in (1), (2), (3) and (4) are explained in the end.

**13. INSPECTIONS CONDUCTED BY THE CVO (Nos) : Nil.****a) CONTRACT AND MAJOR PURCHASES.**

Type	Upto the end of the previous month	During this month	No. resulting in Vig.Cases	Recovery effected (Rs.)
Period				
Surprise				
Major Works				

**b) OTHER THAN CONTRACTS AND MAJOR PURCHASES :**

Type	Upto the end of the previous month	During this month	No. resulting in Vig.Cases	Recovery effected (Rs.)
Period				
Surprise				
Major Works				

**14. CASES IN WHICH COMMISSION ADVICE HAS NOT BEEN COMPLIED WITH.**

Name of Officers	IO's findings	CVC 2 <sup>nd</sup> stage advice	Final decision

**15. ACTION TAKEN ON CTES REPORT (IF ANY)**

Names of works with date of inspection	No. of paras referred to CVO for action	No. of paras in which action taken by CVOs	Paras settled by CTE	No. of paras referred for vigilance investigation with date	Paras pending for disposal	Recovery proposed by CTE	Recovery affect Dept.

**16. NATURE OF VIGILANCE ACTIVITY.**

Total No. of Departmental Inquiries		No. of inquiries pertaining to core activities on the organization out of Col.1		No. of inquiries pertaining to personal matters out of Col.1	
Major	Minor	Major	Minor	Major	Minor

**17. ACTION ON APPOINTMENT OF CDIs AS NOS.**

Opening balance of pending appointment	Nomination received during the year	No. of appointment orders issued	Closing balance		
			< 6 months	6m-1 yr.	> 1 yr.

**18. DETAILS OF MISCONDUCTS WHERE MAJOR PENALTY WAS IMPOSED.**

- a) In respect of officers coming within the jurisdiction of CVC.  
b) Others

Nature of misconduct	1 <sup>st</sup> Stage advice of CVC	Finding of IO	2 <sup>nd</sup> Stage advice of CVC	Nature of imposed disciplinary authority.

This information is meant to see the consistency in nature of misconduct vis-à-vis penalty imposed by the DA.

**PREVENTIVE VIGILANCE****19. SCRUTINY OF ANNUAL PROPERTY RETURNS.**

Total No. of APRs	No. scrutinized up to the end of the previous month	No. scrutinized during the month	Balance	Comments
Total No. of Group A&B Officers available				

**20. WHETHER FOLLOWING LIST PREPARED.**

- a) Agreed List :  
b) List of Officers of Doubtful Integrity :

**21. OTHER ACTIVITIES**

- a) Training Courses conducted in vigilance awareness. :

- b) Systems improvements undertaken :
- c) Extent of IT usage and the e-governance :
- d) Job Rotation :
- e) Whether QPR has been furnished by CVO :
- f) Whether CTE type inspections conducted by CVO :
- g) Amount of expenditure in gifts to public/ Govt. servants in terms of CVC office order No.60/9/04 dated 22.09.2004. :
22. a) Whether tender put up in web site. :
- b) Whether details of tender about threshold value are put on web-site subsequent to finalization of tenders. :
23. Has computerized file tracking system been introduced. :
24. No. of cases in which Deptl. action initiated/punishment awarded for causing delays :
25. Any system designed to ensure that principal of first come first serve in dealing with public/others stake holder is followed : :
26. No. of cases in which dept. action initiated: /punishment awarded for violating sequential approach :
27. Any steps taken to increase transparency in dealing with public/others stake holders. :
28. Systems improvement recommended to reduce opportunities for corruption. :
29. Remarks/ comments on vigilance matter: Of the organization.

Place New Delhi  
Date:

Signature of the IG

**Criteria of disposal-**

- 1) Complaints- Either issue of charge sheet or final decision for closing or dropping the complaint.
- 2) \* Action taken in Table-2 :

## a) Minor Penalty

1<sup>st</sup> Stage – Issuing Final Orders

## b) Major Penalty

- i) 1 Stage- Appoint of IO/ case dropped by DA
- ii) II Stage – Issue of Final Orders

\*\* Departmental inquiries under the CVC jurisdiction would include cases of Group 'A' Officers (Government organized services). Board Level Appointees and two levels below Board Level (PSUs) Scale V and above (PSBs and others) and composite cases where one of the Charged Officers is one of the above categories.

\*\*\* Departmental inquiries – others would include the cases of Group 'B' and 'C' categories not required to be referred to CVC.

With respect to column 10© and 12(b), the categories (1), (2), (3) and (4) are as follows for Banks & PSUs:-

Category	Banks	PSUs*
(1)	Below scale-III	May give the break up as per their prevalent scale
(2)	Scale-III & IV	
(3)	Scale-V and above	Two level below board level
(4)	Board level appointees	Board level appointees

- \* (1) relates to Junior Management
- (2) relates to Middle Management
- (3) relates to Senior Management

Name of the Organisation : **Sashastra Seema Bal, Ministry of Home Affairs.**

Details of Officers/Officials who had gone abroad on private visits during 20\_\_\_\_\_.

Title	Name of the Officer.	Designation	Name of country visited.	Duration of stay (From - to)	Source of funding.	Remarks (Purpose/ reasons of visit).
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