

**No. 022-CVO-08**  
**CENTRAL VIGILANCE COMMISSION**

**Satarkta Bhawan, GPO Complex,**  
**Block - A, INA, New Delhi - 110023**  
**Dated 21.03.2022**

**NOTICE**

**Sub:- Procedure for appointment of part-time CVO and tenure thereof.**

The procedure for appointment of part-time CVO in Ministries/Department/Organisations has been out-lined in the Commission's OM No. 020-CVO-10 dated 13/14.08.2020 read with OM No. 005-CVO-45 dated 05.01.2022. The guidelines are as under:-

- A. Part-time CVOs are appointed from panel of officers, proposed by administrative Ministry/Department to the Central Vigilance Commission, in a self-contained proposal along with following documents:
- i. Posting-profile for the last TEN years.
  - ii. APAR gradings for the last FIVE years.
  - iii. Vigilance-profile in the 13 point format as circulated vide the Commission's OM No. 021-AIS-1(2) dated 16.03.2022.
  - iv. Tenure of the officer proposed as CVO (in his / her present capacity).
  - v. Is he / she holding additional charge as CVO of any other organization?
  - vi. Are the Head Quarters of current and proposed organizations same or different?
  - vii. Brief profile of the organisation (Number of employees, Number of cases handled in a year, status, core activity, organization set up, etc.).
  - viii. Order of preference, if the proposed officer is from the respective Ministry/Department (provided the proposed officer does not hold any charge which attracts conflict of interest to the proposed post of CVO).
- B. The panel should normally contain name of three officers, in the order of preference, for consideration of the Commission. The norm of three officers' panel has been relaxed for small organisations and they may submit panel of two officers for consideration of the Commission, through the administrative departments/ministries;
- C. All Ministries/Departments/organisations are required to seek prior approval/concurrence of the Commission before issuing order for appointment of part-time CVO, or even for making additional charge arrangement under unforeseen situations;
- D. Tenure of Part-time CVO is normally for THREE years, which may be extended by further period upto TWO years with prior concurrence of the Commission. Proposal for extension of tenure of the incumbent or fresh appointment should be submitted to the Commission by concerned departments/ministries SIX months prior to the completion of approved tenure of incumbent CVO.

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No..... 005-CVO-45

दिनांक / Dated.....05.01.2022.....

OFFICE MEMORANDUM

**Subject:** Forwarding panel of officers to the Commission for appointment of part-time Chief Vigilance Officer (CVO) in Ministries/Departments/Autonomous Institutions etc. – Reg.

The procedure for appointment of part-time CVO in Ministries/Departments/Autonomous Institutions, as clarified vide Commission's Circular No. 020-CVO-10 dated 13/14.08.2020, consists of following salient features:

- A. Part-time CVOs in Ministries/Departments/Autonomous Institutions are to be appointed from a panel of officers proposed to the Commission, along with relevant documents;
  - B. The Ministries/Departments/Autonomous Institutions shall submit a panel of three officers to the Commission, in the order of preference, for its consideration.
  - C. Considering availability of limited number of officers in small organisations the above norm will be relaxed, and panel in their cases may consist of two officers.
2. The above instructions are, however, not reflected in the Vigilance Manual (updated 2021) at Para 2.1 of Chapter-II. In order to avoid confusion in this regard, it is clarified that the instructions contained in the circular No. 020-CVO-10 dated 13/14.08.2020 (copy enclosed) are still applicable, and Para 2.1 of Chapter-II of the Vigilance Manual (updated 2021) stands modified accordingly. This clarification may also be read with Para 2.6.1 of Chapter-II of the ibid Manual.

Contd.....P-2/-

3. All Ministries/Departments/Autonomous Institutions are advised to strictly follow the procedures contained in the ibid circular and invariably submit 'panel of officers' for consideration of the Commission. Further, they should obtain prior approval of the Commission for appointment against part-time CVO posts.



(Vivek Kumar)  
Director

Encl: As above.

To,

- (i) The Secretaries of all Ministries/Department of GoI
- (ii) The Chief Secretaries of all Union Territories.
- (iii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (iv) All CVOs of Ministries/Department of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
- (v) Sr. TD – NIC/CVC with a request to upload the same on the Website of CVC under the head "update to the Vigilance Manual (updated 2021)".

Telegraphic Address :  
SATA RKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
011-24600200

फैक्स / Fax :  
011-24651186



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्पले  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली  
Satarkta Bhawan, G.P.O. Com  
Block A, INA, New Delhi-11

सं./No.....  
F.No. 020-CVO-10  
दिनांक / Dated.....  
13.08.2020  
14

Subject:- Forwarding panel of officers to the Commission for appointment of part-time Chief Vigilance Officer(CVO) in Ministries/Departments/Autonomous Institutions etc.

In accordance with the provisions of Chapter-III of the Vigilance Manual-2017, part-time CVOs in Ministries/Departments/Autonomous Institutions are appointed from a panel approved by the Commission. It has been quite often observed that while forwarding a panel for Commission's consideration, Ministries/Departments/Autonomous Institutions do not indicate the order of preference in which their suitability is to be considered. In some cases, only one name is proposed by some Ministries/Departments for appointment of part-time CVO. Apart from restricting the choice of the Commission, rejection of that officer on any ground of suitability would necessitate another reference from the organization leading to delay in appointment of CVO.

2. It has therefore been decided by the Commission that in future, Ministries/Departments/Autonomous Institutions shall forward a panel of two officers (in case of small organizations) and three officers (in case of large organizations) to the Commission for consideration clearly indicating the order of preference for appointment of part-time CVO.

3. The above direction may be noted by all Ministries/Departments/Autonomous Institutions, etc. for strict compliance.

  
(PK Mohanty)

Officer on Special Duty

To

All Chief Vigilance Officers of Ministries/Departments/Autonomous Institutions

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स / Fax : 24651186



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No.....021-AIS-1(2) | 50757

दिनांक / Dated: 16.03.2022

OFFICE MEMORANDUM

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Subject:- Revised Proforma for furnishing details of officers by the Cadre Controlling Authorities while seeking vigilance clearance-modification of Point No. 13- reg.

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Kind attention is invited to the Central Vigilance Commission's OM of even number dated 03.09.2021 vide which 13-point proforma for capturing departmental inputs on antecedence of concerned officer has been circulated. The revised proforma has two distinct parts (Part-I & II) which are to be submitted separately, under the signature of CVO/HOD. Prior to this, the departmental inputs were captured in 12-point proforma. The additional point (Point No 13) of the revised proforma captures information on complaint(s) pending against the concerned officer, along with its relevant details (i.e. age/status/gist etc).

2. The Central Vigilance Commission discharges its functions and duties, as mandated under the CVC Act, 2003, amended from time to time. Para 3.3 (a) of the comprehensive guidelines issued by the Central Vigilance Commission vide its circular No. 25/12/21 dated 24.12.2021 (F. No. 021/VGL/051) on complaint handling mechanism reads as under:

“Central Vigilance Commission deals with complaints in the matters of corruption and irregular acts having vigilance angle.”

Similarly, Para 1.4.9 of Chapter-I of Vigilance Manual (updated 2021) also stipulates that administrative misconduct would be dealt by the disciplinary authority in an appropriate manner. If lapse is without vigilance angle, the disciplinary authority would be within its rights to initiate appropriate penalty proceedings against erring employees.

3. Keeping in view the above, the Commission has decided to modify Point 13 of proforma, as under:

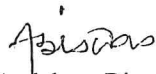
**Present Provision**

“13. Whether any complaint is pending against the officer [if so, details to be furnished]”

**Revised Provision**

“13. Whether any complaint **with vigilance angle** is pending against the officer [if so, details to be furnished]”

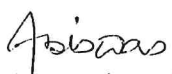
4. The 13-point proforma with above modification may be used for departmental input on antecedence of officers. A copy of the prescribed proforma, along with ibid modification, is enclosed herewith for information, and use by administrative ministries/department/organisations.
5. This issues with approval of the Commission.

  
(Anirban Biswas)  
Under Secretary

To,

- (i) The Secretaries of all Ministries / Departments of GoI
- (ii) All CVOs as per Portal (through NIC)

Copy forwarded to Sr. TD, NIC, CVC-with a request to upload it on the Commission's website and notifying CVOs through the portal.

  
(Anirban Biswas)  
Under Secretary

PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE 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 the ten preceding years) :

S.No.	Organization (Name in full)	Designation & Place of posting	Administrative / nodal Ministry / Dept. Concerned (in case of officers of PSUs etc.)	From	To
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DATE:

(NAME AND SIGNATURE)

VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE COMMENTS /  
CLEARANCE BEING SOUGHT

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

- Name of the Officer :
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 officers, 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 any complaint **with vigilance angle** is pending against the officer [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.