

# Module 3

## Vigilance Mechanism

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## Chapter 4

### Identification and rotation of Sensitive Posts and AIPR

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As part of superintendence over vigilance administration of the organizations covered under its advisory jurisdiction, Commission has been emphasizing on the importance of Preventive Vigilance Mechanism. Identification of sensitive posts and rotational transfer of officials holding sensitive posts is one of the tools for the effective implementation of Preventive Vigilance Mechanism. Periodical rotation of officials holding sensitive posts would be helpful in eliminating the scope of developing vested interest by the officials and would also reduce the scope of indulging in corruption.

All the organizations covered under Commission's advisory Jurisdiction are advised by Commission to identify sensitive posts and ensure periodical rotational transfer of officials working on such sensitive posts. It is important that the list of sensitive posts is reviewed and updated at regular intervals. The Chief Vigilance Officers (CVO's), in consultation with the Chief Executive/Management of the respective organizations, must undertake an exercise to identify sensitive posts in their organizations. An exercise to review and identify sensitive posts may be conducted after interval of every three years.

Rotational transfer policy (RTP) is also to be implemented by all organizations to ensure that officers/ officials working on sensitive posts do not remain on these posts beyond the timelines prescribed by Commission / DoPT guidelines . Any Officer who is not clear from vigilance angle and who may/ may not be due for transfer under Rotational transfer Policy (RTP) may be transferred out in case a report is received from the concerned Ministry/ Department. Such an officer will be posted to a non-sensitive post in any Ministry/ Department without seeking his option for posting irrespective of the tenure of his posting in that Ministry/ Department.

## Rotational transfer policy in Central Secretariat Service

Central Secretariat Service (CSS) provides a permanent bureaucratic set up in the Central Secretariat and officers of the service provide continuity in the Central Secretariat. As a part of the cadre management the officers of the Service can be posted to any Ministry /Department under Central Secretariat. Ministries/ Departments have been divided into two groups — Group 'A' and Group 'B'. If an officer has served his tenure in Group 'A', he/she will be eligible for transfer to Group 'B' and vice versa. An officer posted in Group 'A' Ministry/ Department may also opt for posting to another Ministry/ Department in Group 'A' on promotion. On his posting in the new Ministry/ Department in Group 'A', tenure will be counted afresh for future transfer under RTP. The minimum tenure required in a particular Ministry/ Department to be eligible for transfer from one cadre to another is categorized from 5 to 7 Years according to group/grade.

### Transfer on promotion and exemption

On promotion, an officer at any level shall be posted out of the Ministry/ Department if he/she has served in the same Ministry/ Department in any capacity for a period exceeding the prescribed tenure for the promotion post.

### Officers exempted from transfer under Rotational transfer Policy (RTP)

Officers of all grades within two years of superannuation will be exempted from rotational transfers. Officers likely to be promoted within one year shall be exempted from the RTP.

### Offices exempted under Rotational transfer Policy (RTP)

⇒ Officers serving in Prime Minister Office (PMO),

⇒ Cabinet Secretariat,

⇒ O/o Solicitor General & Attorney General,

⇒ Additional Solicitor General.

Consolidated Guidelines regarding Rotation of sensitive post Central Civil Services/Central Civil posts are as under:

⇒ Commission's Circular No. 98/VGL/60 dated 15.04.1999

<https://www.cvc.gov.in/sites/default/files/98vgl60.pdf>

⇒ Commission's Circular No. 98/VGL/60 dated 02.11.2001

<https://www.cvc.gov.in/sites/default/files/instn1.pdf>

⇒ Commission's Circular No. 17/4/08 dated 01.05.2008

<https://www.cvc.gov.in/004vgl9008.pdf>

⇒ CVC Circular dated 04.01.2012

[https://www.cvc.gov.in/sites/default/files/004vgl90\\_09012012.pdf](https://www.cvc.gov.in/sites/default/files/004vgl90_09012012.pdf)

⇒ Commission's Circular No. 03/09/13 dated 11.09.2013

[https://www.cvc.gov.in/sites/default/files/cir\\_13092013.pdf](https://www.cvc.gov.in/sites/default/files/cir_13092013.pdf)

⇒ CVC OM dated 23.08.2018

<https://www.cvc.gov.in/sites/default/files/Rotation%20of%20officers%20working%20in%20sensitive%20posts%20-%20regarding..pdf>

⇒ CVC Circular 22/10/22 dated 25.10.2022

[https://www.cvc.gov.in/sites/default/files/004-vgl-090\\_1.pdf](https://www.cvc.gov.in/sites/default/files/004-vgl-090_1.pdf)

⇒ DoPT OM dated 09.10.2019

[https://documents.doptcirculars.nic.in/D2/D02csd/SensitivePosts\\_OM1hy4i.pdf](https://documents.doptcirculars.nic.in/D2/D02csd/SensitivePosts_OM1hy4i.pdf)

⇒ DoPT OM dated 02.11.2022

<https://documents.doptcirculars.nic.in/D2/D02csd/Akash%20RTPhTyoy.pdf>

## Annual Immovable Property Return (AIPR)

In terms of Rule 18 of CCS (Conduct) Rules, 1964 and DoPT OM dated 05.01.2016, the Immovable Property Return (IPR) is required to be furnished by all the Government Servants belonging to Group-A, B and C. IPR should be submitted by all Officials/officers latest by 31<sup>st</sup> January of each year. Non-submission of IPR within the stipulated date, would invite the denial of Vigilance Clearance for Empanelment, Deputation, assignment to training programme (except mandatory training), applying to sensitive posts etc. as the IPR status needs to be checked for the said purposes.

Timely filing of property return by the officials of Ministries/ Departments/ Organisations is one of the mandatory requirements under Conduct Rules. Non-filing of property returns constitutes good and sufficient reasons for instituting disciplinary action against the delinquent officials. Property returns are also a good tool for CVO's to detect the source of funding of the assets of the officials and to find out whether these have been acquired through legal means.

The confirmation on timely filing of property return by concerned officer(s), or deviation in this regard may be recorded on the covering letter of proposals seeking vigilance clearance to avoid delay in processing of the cases.

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