



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.....021-AIS-1(2).....

दिनांक / Dated.....03.09.2021.....

OFFICE MEMORANDUM

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**Subject:-Revised Proforma for furnishing details of the officers by the Cadre Controlling Authorities while seeking vigilance clearance - reg.**

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Please find enclosed revised proforma, approved by the Commission, for furnishing details of the officers by the Cadre Controlling Authorities while seeking vigilance clearance from the Commission.

2. All the Cadre Controlling Authorities are requested to furnish the same in the revised proforma (S. No. 1 to 13 in two separate sheets) to enable processing from Commission's side in a smooth manner.

*Anirban Biswas*  
(Anirban Biswas)  
Under Secretary

Encl. As above.

*All Cadre Controlling Authorities of Ministries/Departments.*

**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/Deptt. concerned (in case of officers of PSUs etc.)	From	To

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)

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 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.