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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) 1507570

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:

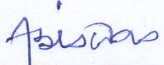
**Present Provision**

“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]”

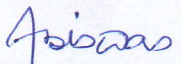
4. The 13-point proforma with above modification may be used for departmental input on antecedence of officers. A copy of the prescribed proforma, along with ibid modification, is enclosed herewith for information, and use by administrative ministries/department/organisations.
5. This issues with approval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