



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
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Block A, INA, New Delhi-10023

सं./No.....021-AIS-1(2).....

दिनांक / Dated.....06.09.2024.....

CIRCULAR No. 10/09/24

Sub: - Proforma for furnishing details of officers by the Cadre Controlling Authorities while seeking vigilance clearance –reg.


Kind attention is invited to the Central Vigilance Commission's OM of even number dated 23.02.2024 vide which revised 13 Point Proforma capturing departmental inputs on antecedents of concerned officer has been circulated. As per extant instructions, the 13-point format is required to be signed by CVO/HoD of the Administrative Ministries/Departments/Organizations. However, it has come to the notice of the Commission that certain Cadre Controlling Authorities are furnishing the details of the officers in the revised 13 Point format signed by an officer other than CVO/ HoD.

2. The Commission has viewed above lapses seriously and advised that while seeking vigilance status of the officers, all the Cadre Controlling Authorities may ensure that details of the officers are correctly furnished to the Commission in revised 13 Point format duly signed by CVO/HoD concerned.

3. It may also be noted that it is the responsibility of the concerned CVO/HoD to ensure that all the relevant information has been provided to the Commission.

4. A copy of the prescribed 13 Point revised proforma is enclosed herewith for information and use by the Administrative Ministries/ Department/ Organizations.

5. This issues with the approval of the Commission.



(Anirban Biswas)
Under Secretary

Encl: As above.

Contd.

To

- (i) The Secretaries of all Ministries/Departments of Gol,
- (ii) All CVOs as per portal (through NIC),
- (iii) Copy forwarded to Sr. TD, NIC, CVC – with a request to upload it on the Commission’s website and notify CVOs through the portal.


(Anrban Biswas)
Under Secretary

PARTICULARS OF THE OFFICER 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 **including whether the officer has functioned as a CVO in part time or additional charge capacity** :

(During the ten preceding years)

Sl.No.	Organization (Name in full)	Designation & Place of posting	Administrative/ nodal Ministry/ Deptt. concerned (in case of officers of PSUs etc.)	Form	TO

DATE:

(NAME AND SIGNATURE)

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

(To be furnished by the CVO or HOD)

- Name of the Officer :
8. Whether the officer has been placed on the "Agreed List" or "List of Officer 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 officer, 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.