



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..... 02.02.2022

OFFICE MEMORANDUM

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**Subject:-Revised Proforma for furnishing details of the officers while seeking vigilance clearance – reg.**

**Reference Commission's OM No 021-AIS-1(2) dated 03.09.2021.**

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The vigilance profile of an officer contains crucial departmental inputs on his/her vigilance status, and therefore, forms the basis for further processing of proposal in the Commission. It is, therefore, required that vigilance profile should contain all relevant information about the officer, and it be submitted under the signature of CVO/HOD.

2. The Commission vide OM No. 021-AIS-1(2) dated 03.09.2021 (copy enclosed) has revised the profile-format, from '12-point' to '13-point' for departmental inputs. The additional point at Sl No 13 of the revised format reads as follows: **"Whether any complaint is pending against the officer [if so, details to be furnished]"**.

3. It has been observed that some Ministries/Departments are still submitting departmental inputs in the pre-revised format (containing 12 points) while soliciting 'vigilance status' of officers. The Commission has expressed concern in this regard.

4. All Ministries/Departments are, therefore, requested to ensure that proposals seeking vigilance status should contain vigilance profiles of concerned officers, in the **'revised 13-Point format'** only.

5. The above guideline may be noted for strict compliance.

  
(Vivek Kumar)  
Director

To,

- (i) The Secretaries of all Ministries/Department of Gol
- (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.



(Vivek Kumar)  
Director



सत्यमेव जयते

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सं./No.....021-AIS-1(2).....

दिनांक / Dated.....03.09.2021.....

OFFICE MEMORANDUM

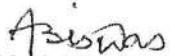
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**Subject:-Revised Proforma for furnishing details of the officers by the Cadre Controlling Authorities while seeking vigilance clearance - reg.**

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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)  
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.