GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
{DIRECTORATE OF VIGILANCE}
LEVEL-4 : C- WING: DELHI SECRETARIAT: NEW DELHI-110002
(Phone No. 23392257/23392303 & Fax No. 23392354/23392353)

No. F.01/11/2008/DOV/ 3528

Dated: 01/04/2013

To

1. All the Pr. Secretaries/Secretaries/HODs
Govt. NCT of Delhi,
New Delhi/Delhi.

2. Commissioner of Police
Delhi Police HQ, I.P. Estate,
New Delhi-02.

Sub: Vigilance clearance report in respect of Gazetted officers working under Govt. of
NCT of Delhi -reg.

Sir/Madam,

This Directorate of Vigilance, Govt. NCT of Delhi has been experiencing difficulties in
processing the vigilance clearance matters in respect of Gazetted Officers working in Govt. of
NCT of Delhi due to non-furnishing the relevant information by the concerned
Departments/Cadre Controlling Authorities concerned. Non-furnishing the relevant information
in respect of the officer concerned by the respective Department delays the issuance of vigilance
clearance report by the Directorate of Vigilance and the officer concerned has to suffer
unnecessarily.

Hence, this Directorate was issued circular/letter No. 01/11/2008/DOV/7122 dated
07/09/2009 & 11/04/11 on above cited matter. But still most of the Departments are not follow
the guidelines contained in this said circular/letter.

It is, therefore, again requested that while seeking vigilance clearance report in respect
of an officer by the Department, the service particulars of the officer concerned in enclosed
proforma must invariably be sent to the Directorate of Vigilance.

Additionally, it is informed and requested that the following guidelines may kindly be
followed scrupulously:-

- This Directorate provides vigilance status in respect of the officer concerned. The
decision regarding promotion, ACP, releasing of retirement benefits, permission
for visiting aboard etc, should be taken by the Administrative Authority/Department concerned in accordance with Office Memorandum No. 11012/11/2007-Estt (A) dated 14/12/07 issued by the DOPT, Govt. of
India (available on dopt website) without any back reference to this Directorate for
clarification on any point.

- All Departments are requested to verify all the particulars of the officer(s)
concerned from the service record before sending a request for vigilance
status/vigilance clearance report to this Directorate.

- Request for providing vigilance status/vigilance clearance report in respect of an
officer will be entertained by this Directorate only if the same is received through
the Cadre Controlling Authority.

Contd....2/-
A request for the vigilance status/vigilance clearance report in respect of an officer should be sent to this Directorate well in time preferably one month before the event for which the same is required.

This Directorate of Vigilance will not mention the present status of complaint pending, if any, against an officer while furnishing vigilance status/vigilance clearance report to the Departments.

Besides, it has been found that employees of various Departments are frequently visiting in the Directorate of Vigilance, Govt. of NCT of Delhi and insisting to handover personally their vigilance status on same day which is not practically possible. Besides, most of the Departments keep pending request of their employees and forwarding to this Directorate on very short notice while the purpose on verse as a result it is difficult to this Directorate to dispose off.

It is, therefore, requested that the above guidelines may kindly be followed scrupulously.

Yours faithfully,

(Anil Kumar Gupta)
Deputy Secretary (Vig)

---

**PROFORMA FOR SEEKING VIGILANCE STATUS REPORT**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Officer</th>
<th>D.O.B.</th>
<th>Designation</th>
<th>Cadre/Ex-cadre</th>
<th>If any vigilance matter is contemplated against the officer in the Department, details of the same may please be furnished.</th>
<th>Details of the previous posting(s) on Gazetted posts (As per service book &amp; duration record)</th>
<th>Details of the previous posting(s) on Gazetted posts (As per service book &amp; duration record)</th>
<th>Details of the previous posting(s) on Gazetted posts (As per service book &amp; duration record)</th>
<th>Deplt.</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is certified that above information is as per Service Book and records and is correct and true.

Name & Signature of the Head of Office/Officer authorized with seal & Date