CONFIDENTIAL

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: VIGILANCE BRANCH
OLD SECRETARIAT: DELHI-54

F.No.DE.7/5/vcr/misc./Vig./HQ/2013/ Dated:-

To

Asstt. Director of Edn.(GOC),
GOC Branch,
Old Secretariat,
Delhi.

Sub.: Format for seeking Vigilance Clearance Report - reg.

Sir,

I am directed to refer to this branch letter of even number dated 12/04/2013, vide which a format received from DOV was forwarded for seeking Vigilance Clearance Report.

The Dyt. Secretary (Vig.), DOV vide letter No. 01/11/2008/DOV/8362 dated 23/09/2013 (Copy enclosed) has intimated that some of the departments are still not seeking the Vigilance Clearance Report in the desired format.

All are therefore directed to seek the Vigilance Clearance Report hereafter strictly as per format/guideline issued by DOV vide above mentioned letter.

Yours faithfully,

Encl:-- As above.

SUPERINTENDENT (VIG.)

F.No.DE.7/5/vcr/misc./Vig./HQ/2013/6248 Dated:- 15/10/13

Copy to:-
01. Spl. Director (Sectt. Branch), Old Secretariat, Delhi, I am enclosing herewith a copy of letters dt.01/04/13 & dt.23/09/13 received from DOV, for information and further necessary action at your end.

02. OS (IT), Directorate of Education, Delhi with request to upload the contents of circular of DOV in the website of this Directorate.

SUPERINTENDENT (VIG.)
Govt. of National Capital Territory of Delhi  
DIRECTORATE OF VIGILANCE  
4th Level, C-Wing, Delhi Secretariat  
I.P. Estate, New Delhi  
F.No. 01/11/2008/DOV/ 0362.  
Dated:- 23/9/2013

To

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

Subject:- Vigilance report in r/o Gazetted Officers, working under Govt. NCT of Delhi- reg.

Sir/Madam,

Kindly refer to this office circulars/letters of even No. dated 07/09/2009, 11/04/2011 and 01/04/2013 on the subject cited above, vide which it was requested to furnish the relevant information in respect of the concerned officer on the prescribed format. However, it has been observed that most of the departments are not furnishing the complete information, resulting in the delay as well as issuance of incorrect vigilance report.

You are, therefore, requested to kindly direct the concerned officers to follow the guidelines circulated by this Directorate time to time scrupulously, in letter and spirit.

A request for vigilance report should be sent to this Directorate, preferably one month before the event for which the same is required, on the following format, duly verified/signed/stamped by the Head of Office/Authorized Officer:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; designation of the officer</th>
<th>Date of Birth</th>
<th>Details of any vigilance matter/disciplinary proceedings/criminal proceedings pending or contemplated against the officer.</th>
<th>Details of penalties imposed, if any.</th>
<th>Details of previous postings as Gazetted Officer.</th>
<th>Any other relevant information.</th>
</tr>
</thead>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Deptt.</td>
<td>Period</td>
</tr>
</tbody>
</table>

A certificate of the concerned Head of Office/Authorized Officer be also given in the proforma that “it is certified that above information is as per service book and personal file(s)/record and is true and correct.”

In case, the request for vigilance report is not furnished in time, on the above mentioned proforma and with all the relevant information, this Directorate would not be able to furnish the vigilance report.

This issues with the approval of Secretary(Vig.).

(Rajesh Tiwari)  
Dy. Secretary(Vig.)