OFFICE MEMORANDUM

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

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.

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)

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
</table>

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.