

DPO-118  
14/3

**V.O.CHIDAMBARANAR PORT AUTHORITY**  
**VIGILANCE DEPARTMENT**

**No: Vig-06/01/2024/D. 93**

**Date: 13.03.2024**

**OFFICE MEMORANDUM**

**Subject:** Modification of formats for Vigilance Clearance  
in respect of VOCPA Officers/Employees-Regarding

The formats for seeking vigilance clearance for employees/officers was circulated vide circular No.Vig-24/18/2013/C2/D Dated 14 September, 2013.

While receiving proposal for seeking Vigilance Clearance, it is noticed that, the some of the columns are not filled properly, in some cases the column left unfilled by both processing Departments incase of Class-III & IV as well as General Administration Department incase of Class-I & II Officers. Therefore, Department shall ensure inputs made and proper care must be taken and entry must be done taking into consideration of present status of Dicipilinary Proceedings/Department Proceedings (if applicable) before submission to Vigilance Department.

Besides, Recently, CVC 021-AIS-1(2)/5075 dated 16.03.2022 and MoPSW C-31018/5/2020-Vigilance dated: 15<sup>th</sup> feb 2022 has directed to add "Point 13" and " Point 14" in the existing format.

Therefore, in order to comply CVC as well as Ministry Guidelines for seeking Vigilance Clearance, format has been modified by adding new details suggested by CVC and MoPSW, it has been decided by this office to implement new VC formats for employees/officers of VOCPA.

The existing format Annexure-I is modified as format A (Enclosed) and other remaining format prescribed as earlier for seeking Vigilance Clearance for other purpose like issue of Identity Certificate, NOC For Passport/VISA/Private Visit Abroad/Travel Abroad would remains the same. It may be noted that the other content specified in the circular dated 14 September, 2013 shall remain unchanged.

All the Heads of the Deparment are advised to exercise the above formats for seeking Vigilance Clearance/Vigilance Profile henceforth.

  
**CHIEF VIGILANCE OFFICER**

**Distribution**

- 1.All HoD 2.Ps to Chairman -For information
- ✓2.Sr.DD -For uploading in VOCPA Website



**Particulars of the officer for whom vigilance  
Comments/clearance is being sought  
(To be furnished and signed by the CVO or HOD)**

1. Name of 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)

Sl.No.	Organization (Name in full)	Designation & Place of Posting	Administrative/nodal Ministry/ Deptt. Concerned (in case of officers of PSU etc.)	From	To

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  
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 the officer/official has submitted his/her annual immovable property return of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit."

14. Details of complaint pending against the officer as on dated.

D a t e :  
(Name and Signature)

(\* If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.