

Administration of
Union Territories of
Daman & Diu and Dadra & Nagar Haveli,
(Vigilance Department)
Secretariat, Moti Daman.

No. DC/VIG/CIRCULAR/ 247

Date : 25 /08/2014.

Read : (i) O.M. No. 1-2(C)(156)/94-ADMR/DNH/I/70 dated 30/04/2002.
(ii) O.M. No. DC/VIG/CIRCULAR/422 dated 17/12/2013.

Office Memorandum

Subject : Issue of Vigilance Clearance Certificate.

Attention of all Secretaries/Departmental Heads/Heads of Office is invited to the Office Memorandums referred to in the preamble above prescribing the procedure of issuance of Vigilance Clearance Certificate to all Group A/B/C/MTS employees working in the Administration of Daman & Diu and Dadra & Nagar Haveli.

2. In supercession of the instructions conveyed vide aforesaid OMs and with a view to simplify and streamline the procedure for issuance of Vigilance Clearance Certificate, the following instructions are hereby issued for strict adherence by all concerned with immediate effect.

(a) Competent Authority for issuance of Vigilance Clearance Certificate.

(i) All Heads of Office will issue the Vigilance Clearance Certificate in respect of **all Group "A", "B", "C" and Multi Tasking Staff** working under them after satisfying themselves that there is no criminal case, preliminary vigilance inquiry, departmental inquiry contemplated/pending against the Official, without referring the matter to the Vigilance Department.

(ii) In case of issuance of Vigilance Clearance Certificate to **Heads of Office**, the concerned Head of Office will process the proposal in his personal file and forward the same, through its concerned Head of Department to the Deputy Secretary (Personnel), who shall verify the service particulars/record and forward the file/proposal to the Deputy Secretary (Vigilance) and the Deputy Secretary (Vigilance), after verifying its office records, shall issue the vigilance clearance certificate to the Head of Office, after obtaining approval of the concerned Head of Department.

(iii) The Vigilance Clearance Certificate in respect of **IAS/IPS/IFS/DANICS/DANIPS Officers** will be issued only by the Vigilance Department with prior approval of the Hon'ble Administrator of Daman & Diu and Dadra & Nagar Haveli.

(b) No Vigilance Clearance Certification shall be issued in following cases:

- (i) Government servants under suspension.
- (ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
- (iii) Government servants in respect of whom prosecution for a criminal charge is pending.

(c) **Maintenance of proper records by Heads of Office :**

The Heads of Office will maintain proper records regarding the Disciplinary cases/Criminal cases of the employees under them. In the case of transfer of employee, the position regarding Disciplinary case/Criminal case should be intimated to the concerned Heads of Office, where the Official/Officer is posted.

(d) **Intimation by Police Department :**

The Police Department will intimate all cases registered/arrests/charge sheeted etc. in respect of all such government employees, to the concerned Heads of Office, to keep proper record and for necessary action.

(e) **Format for Noting and Vigilance Clearance Certificate :**

All cases for grant of Vigilance Clearance Certificate shall be processed in personal file of employee in the format of noting in **Annex – A** and Vigilance Clearance Certificate be issued as per format in **Annex – B**.

3. The orders/instructions/guidelines issued on the subject by the Central Vigilance Commission and Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, from time to time should also be followed strictly.

This issues with the approval of Hon'ble Administrator, Daman & Diu and Dadra & Nagar Haveli vide its diary No. 4865 dated 29/07/2014.



(P. Lalchhuanga)
Special Secretary (Vigilance),
Daman & Diu and Dadra & Nagar Haveli.

Encl: Annex – A & B

To

- 1) All Secretaries, DD and DNH.
- 2) All Heads of Department, DD and DNH.
- 3) All Heads of Offices, DD and DNH.

Copy to : (1) The Deputy Inspector General of Police, DD and DNH.
(2) The Staff Officer/P.S. to Hon'ble Administrator, DD and DNH.

✓ 3) The SIO NIC Daman for reuploading the same on official website.

Submitted:

1. Subject: Issue of Vigilance Clearance Certificate in respect of Shri/Smt. _____, Group: _____ Designation: _____ for the purpose of _____.

2.	Residential Address of the employee	
3.	Authority to issue Vigilance Clearance Certificate	
4.	Whether the officer/official (i) Is under suspension (Yes/No). (ii) Has been issued a charge sheet and disciplinary proceedings are pending (Yes/No) (iii) Has a prosecution for criminal charge pending (Yes/No)	
5.	Whether there is any departmental inquiry pending/contemplated against the official under rule 14/16 of the C.C.S (CCA) Rules, 1965 as per the records available with the Office. (If in the affirmative please indicate the No. & date of issue of charge memorandum).	
6.	Whether there is any preliminary inquiry pending/contemplated against the official as per records available with the Office. (If in the affirmative, mention the allegation in brief).	
7.	Whether there is an FIR registered/criminal case pending against the official as per the Records available with Office. (If in the affirmative, a copy of FIR/status of the criminal case be mentioned).	

The draft Vigilance Clearance Certificate is prepared and placed at C/ _____ for approval and signature, please.

Submitted please.

ANNEX – B

Administration of
Daman & Diu/Dadra & Nagar Haveli, U.T. *
(Department of _____)

No. _____

Daman/Diu/Silvassa. *
Dated : / /

VIGILANCE CLEARANCE CERTIFICATE

This is to certify that there is no Preliminary Vigilance Inquiry/Departmental Inquiry under rule 14/16 of the Central Civil Services (Classification, Control & Appeal) Rules, 1965/Criminal Case, contemplated/pending against Shri/Smt./_____, Group : _____, Designation : _____, Daman/Diu/Dadra & Nagar Haveli. *

This issues with the approval of the _____
DD and DNH/Head of Department, vide diary No. _____ dated _____
in the file No. _____ for the purpose of _____

**Head of Office/Deputy Secretary (Vigilance), *
Daman/Diu/Dadra & Nagar Haveli. ***

To

(Head of Office)

* Strike out whichever is inapplicable.