

कोल इण्डिया लिमिटेड

सतर्कता विभाग
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संदर्भ संख्या / Ref. No.

तिथि / Date.

CIL/VIG/05057/Part-I/ 2600

Dated: 22/02/2006.

OFFICE MEMORANDUM

Sub: Vigilance Status.

Various communications have been issued in the past relating to the procedures to be followed for intimating the vigilance status of the employees. Having regard to the fact that a large number of circulars have been issued in this regard by the Govt. of India and the Central Vigilance Commission in the recent past, it is felt that there is a need for clear formulation of the guidelines/procedures to be followed in the matter. Taking into account the up-to-date circulars/instructions issued by the Government and the CVC, following procedures are to be followed with immediate effect.

2. Vigilance Status of employees will be necessary for processing various administrative matters such as:

- i) Confirmation in Services (after probation period)
- ii) Promotion.
- iii) Conferment of award.
- iv) Settlement of dues on Superannuation.
- v) Voluntary Retirement from services.
- vi) Resignation.

3. While processing vigilance status the following issues will be reflected:

- i) If any complaint having Vigilance angle (as defined by the Central Vigilance Commission) involving the employee is under investigation. Further if CBI is holding any open enquiry or has filed FIR but investigation report has not been received.
- ii) If initiation of disciplinary proceeding against the employee has been contemplated and referred to the Ministry of Coal or the Central Vigilance Commission and their decision is awaited.

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- iii) If the employee has been issued charge sheet (Major penalty or Minor penalty) and the proceeding is under progress.
 - iv) If the employee is under suspension.
 - v) If the employee has been punished in a disciplinary proceeding during last five years indicating the period of punishment.
 - vi) If sanction has been given for prosecution of the employee, as sought by CBI/other prosecuting agency.
 - vii) If the employee has been issued charge sheet in any criminal case and the case is under trial.
- 4.1 Vigilance Status should be sought, indicating the purpose, from Vigilance Department at least seven working days before the date of requirement. Based on factual information, as on date Vigilance clearance may be given in cases, except the following:
- i) Employee has been placed under suspension.
 - ii) Penalty imposed in a disciplinary proceeding is in force.
 - iii) The employee has been issued charge sheet and the disciplinary proceeding is under progress.
 - iv) In case of a regular case, the competent authority has decided to accord sanction for prosecution of the officer in court.
 - v) Sanction for prosecution has been accorded.
- 4.2 In cases of final settlement of dues on superannuation or Voluntary Retirement/Resignation Vigilance Status shall be withheld only if a major penalty Memorandum has been served on the employee and till the issue of final order in the case.
- 4.3 The Vigilance Status shall be sent to the Personnel Department for appropriate action when asked for.
5. While seeking Vigilance Clearance it must be intimated whether the concerned official has filed his Annual Immovable Property Return for the last five years.

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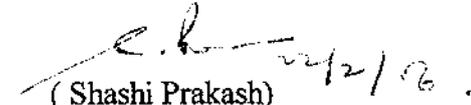
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6. Applying for Passport: In accordance with the instructions of the Ministry of External Affairs vide OM No. VI/401/40/83 dated 09.07.2002 normally intimation given by an employee that he is applying for a Passport and a declaration by him to the Management duly acknowledged by his Head Of Office is considered adequate for processing his request for passport. As such no specific Vigilance Clearance will be required for applying for passport in normal cases. The concerned Head of Division/Department, if required by the employee, may issue no objection certificate.

7. All concerned are requested to take action accordingly.

8. This supercedes all existing circulars/office orders in this regard.

9. This issues with the approval of Chairman, CIL.


(Shashi Prakash)
Chief Vigilance Officer

Distribution

- i) CMD, ECL/BCCL/CCL/NCL/WCL/CMPDI/MCL/SECL.
- ii) Director (P&IR)/ Director Technical/Director Finance/Director Marketing.
- iii) Director Personnel, ECL/BCCL/CCL/NCL/WCL/MCL/SECL (for wide Circulation).
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- vi) TS to Chairman, CIL
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