

DEENDAYAL PORT AUTHORITY
VIGILANCE DEPARTMENT

Circular No.- 44

Sub:-Modification of formats for Vigilance Clearance-reg.

The formats for seeking Vigilance Clearance by Staff/officers of DPA was prepared and circulated vide circular no KPC/4002-Vig/248-A dtd 19.03.2013 under para no 3.

With regards to the existing VC formats, it has been noticed that the staffs /Officers face difficulties while using these formats due to less clarity. Also, in recent past, CVC and MoPSW suggested to add more details in the existing format. Therefore in order to simplify the process of submission of application for seeking VC and also to incorporate new details suggested by CVC and MoPSW in the existing VC formats, it has been decided by this office to design and implement new VC formats for staff / Officers of DPA.

Accordingly, the following two formats have been prepared for seeking Vigilance Clearance for various purposes. The existing formats I, II and III are hence forth replaced by these newly prepared formats.

Format A : **For HoD/Class I & II officer**

Format B : **For Class III & IV employee**

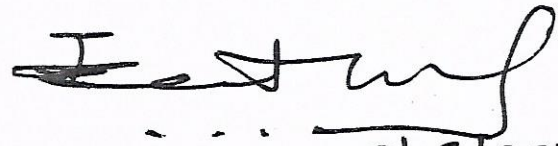
It is to be noted that the other details specified under para 2,4,5,6 and 7 of above referred circular dtd 19.03.2013 shall remain unchanged. All staff /officers are requested to use the above formats for seeking VC henceforth.

Encl: As above

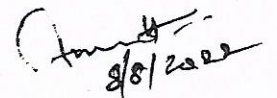
No. 253
To,

All HoDs

Copy to : (i) PS to Chairman, DPA -for kind information of Chairman
(ii) PS to Dy. Chairman, DPA -for kind information of Dy. Chairman


08/08/2022

Chief Vigilance Officer
Dt. 10/08/22


8/8/2022

FORMAT-A
(For HoD/Class I & II officer)

Application form for seeking Vigilance Clearance for Passport NOC/Permission for Private travel abroad/Visa (Appendix to be attached)/Grant of MACP/Promotion/Any other, as applicable.

Particulars of the Officer for whom Vigilance comments / clearance is being sought (All relevant items to be furnished by the HoD)

Purpose for Vigilance Clearance:- _____

1. Name of Officer & Designation (in full) :
2. Employee No./Personal No. :
3. Father's name :
4. Date of Birth :
5. Date of Retirement :
6. Date of entry into service :
7. Service to which the officer :

Belongs including batch/year
Cadre etc. wherever applicable

8. Positions held (during the ten preceding years)*

Sr.No.	Designation & place of posting	From	To

(*In case of Visa/Passport/Travel Abroad, this information is not required)

9. Whether the Officer has been placed :
on the "Agreed List" or "List
of Officers of Doubtful Integrity".
(If yes, details to be given)

(To be filled in by Vigilance Dept.)

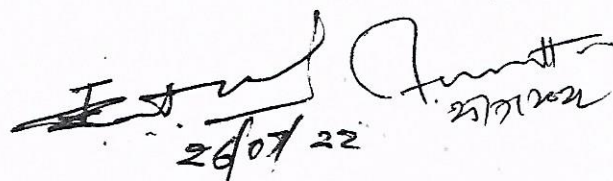
10. Whether any allegation of misconduct :
involving vigilance angle was
examined against the Officer during
the last 10 years and if so, with
what result.

11. 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.

**(copy of entry of punishment in
service book to be submitted)**

12. Is any disciplinary proceedings or :
Criminal proceedings or Charge
Sheet pending against the
Officer as on date. (if so, details

Cont..2


26/07/22

to be furnished including reference
no., if any, of the Commission)

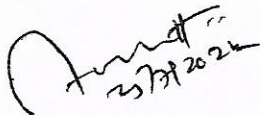
13. Is any action contemplated against the Officer as on date. (If so, details to be furnished) :
14. Whether the officer/official has submitted his/her annual immovable property returns of the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed limit. :
15. Whether any complaint with vigilance angle is pending against officer (if so, details to be furnished) :

Name & Sign of HoD

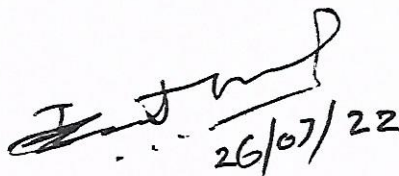
To be filled by Vigilance Department

- 16 Remarks of Vigilance Department :
(Indicate complete status and recommendations, if any, attach separate sheet if required)
- 17 Vigilance Clearance : ACCORDED/NOT ACCORDED

V.C Report No.
Date:


23/07/2022

Signature of CVO


26/07/22

(For Class III & IV employee)

Application form for seeking Vigilance Clearance for Passport NOC/Permission for Private travel abroad/Visa (Appendix to be attached)/Grant of MACP/Promotion/Any other, as applicable.

Purpose for Vigilance Clearance:-

1. Name of Employee & Designation (in full) :
2. Employee No./Personal No. :
3. Date of entry in to service :
4. Father's name :
5. Date of Birth :
6. Date of Retirement :
7. Whether any Disciplinary proceeding contemplated/initiated/pending against the individual (indicate details/status, also indicate previous record if any) :
8. Whether any punishment awarded to the Employee if so, indicate the date of imposition and details of the penalty.
(in case penalty is implemented/completed copy of entry of punishment in service book to be submitted) :
9. Whether any local police/ACB/CBI case filed by DPA or private person indicate the date & FIR no. :
10. In case the police/criminal complaint filed by local police/ACB/CBI, if so details of the charge sheet filed to be furnished) :
11. Whether any complaint with vigilance angle is pending against Employee (if so, details to be furnished) :

Name & Sign of HoD

To be filled by Vigilance Department

12. Remarks of Vigilance Department :
(Indicate complete status and recommendations, if any, attach separate sheet if required)

13. Vigilance Clearance : ACCORDED/NOT ACCORDED

V.C Report No.

Date:

Signature of CVO

APPENDIX

Application for Obtaining Vigilance Clearance for Visa for Foreign Country

1. Name in full with surname first :
(IN BLOCK LETTERS)
2. Employee Identification No. :
3. Designation & Department :
4. Father's/Husband's full name :
5. Date of Birth & Age :
6. Date of appointment :
7. Became permanent employee on :
8. Residential Address :
9. Passport No. :
10. Country of Visit :
(Please indicate address (es) of
place (s) where you intended to visit)
11. Purpose of Visit :
12. Name of person(s) and relation ship :
being visited aboard
13. Arrangement for stay :
14. Duration of stay/visit (vide :
serial nos 8 to 10 above)
15. Expenditure being incurred for the :
visit (to include travel and stay
expenses separately)
16. Source of finance for the visit :
17. Details of previous private foreign :
travel, if any, undertaken during the
last 5 years.

Place:

Date:

Signature of the applicant