

V.O.CHIDAMBARANAR PORT TRUST
VIGILANCE DEPARTMENT

No.Vig-24/18/2013/C2/D

Dated 14 September, 2013

CIRCULAR

The issue of vigilance clearance to employees / officers in VOC Port Trust has been reviewed in order to streamline and standardise the process and procedure, after taking into account the best practices prevailing on the subject in other Ports. Accordingly, it has been decided to issue consolidated instructions as detailed below for compliance.

2. All Departments in VOCPT are requested to ensure that vigilance clearance in respect of employees/officers is invariably obtained from the Vigilance Department/VOCPT for the following purposes:-

- (a) Forwarding of application and interview for all outside employment
(Regular/ Deputation Contract/ Assignment basis for fixed periods etc)
- (b) Extension of service/ period of contract employment/ tenure of deputation and re-employment after retirement, commercial employment after retirement
- (c) Promotion to higher scales, ad-hoc promotion, promotion on temporary basis, promotion before holding of DPC and before issuing promotion order, declaration of probation period, regularization, deputation, appointment on absorption, appointment on transfer, redeployment and grant of Financial up-gradations under MACP Scheme
- (d) Declaration of probation period and confirmation of appointment
- (e) Compulsory retirement/Pre-mature retirement under FR 56(j) /Superannuation from service (Normal Retirement)/Voluntary retirement/Resignation/Termination on Medical Grounds
- (f) Issue of Identity certificate, No Objection Certificate for Passport/Visa/private visit abroad/ travel abroad
- (g) Posting including transfers to and from sensitive areas/Departments as identified by VOCPT, posting in positions carrying special pay / allowances
- (h) Foreign Assignments including business trips abroad
- (i) Training abroad including Seminars/Conferences abroad
- (j) Awards including National and International Awards

3. Vigilance Clearance has to be sought only in the following format prescribed (enclosed), as applicable:

- (i) Format I - For (a) to (j) except (f) mentioned above
- (ii) Format II - For (f) above
- (iii) Format III - For higher level posts or any other purpose for which vigilance profile is sought by CVC/Ministry of Shipping/ Other Organizations.

4. The validity of vigilance clearance will be for a period of three months, if the purpose does not differ. Beyond this period, the same has to be revalidated from the Vigilance Department by the department concerned. The revalidation should also be done for person retiring on superannuation, VRS etc.
5. In the case of superannuation, vigilance clearance has to be obtained separately for issuing retirement notice and relieving order. For issue of relieving order, vigilance clearance has to be sought for only during the last month of superannuation.
6. Vigilance clearance will not be accorded in the following cases;
 - (i) Charge sheet issued
 - (ii) Pending prosecution
 - (iii) Under suspension
 - (iv) Under currency of penalty
 - (v) Non-submission of Annual Property Returns in time
 - (vi) Serious issues under investigation questioning the integrity
 - (vii) Community certificate verification case pending at various stages
7. The department seeking vigilance status should furnish all the relevant papers duly verified in the prescribed format as applicable at least 15 working days in advance.

The above may be circulated / brought to the notice of all concerned for strict compliance of these instructions with immediate effect.

This issues with the approval of Chairman, VOCPT.

(R.RAMAKRISHNAN, IAS)
CHIEF VIGILANCE OFFICER

To

All HODs

Copy to:

The Chairman, VOCPT for kind information