To

All Chief Vigilance Officers

Subject: Procedure for making references to the Commission for seeking advice.

Sir/Madam,


2. It has been observed that organisations are still making references with incomplete bio-data forms and insufficient justification to support recommendations. The Commission has, therefore, devised a format, a copy of which is enclosed alongwith instructions thereto. The CVOs are therefore, requested to ensure that bio-data forms are properly filled in and recommendation against allegations are given in the enclosed format.


Yours faithfully,

Sd/-

(Mange Lal)

Deputy Secretary

Tel.No. 24651010

Copy for internal distribution
Annexure

PROFORMA FOR SEEKING FIRST STAGE ADVICE OF THE COMMISSION

Name & Date of Birth : 

Designation
(a) Present : 
(b) At the material time : 

1. Date of occurrence of the alleged misconduct : 

2. Source : 

3. Nature of Lapse(s) : 

4. Details of Allegation(s) : 

5. Evidence(s) with type : 

6. Explanation of SPS and reasons as to why the same is acceptable or not acceptable : 

7. Misconduct imputes, with relevant clause(s) of CDA Rules : 

8. Recommendation of the CVO : 

9. Recommendation of the Disciplinary Authority : 

Chief Vigilance Officer
Instructions to the departments on filling up the proforma
in reference(s) seeking first stage advice of the Commission

1. A separate proforma should be used for allegation(s) in respect of each official.

2. It is mandatory to mention the date of birth. A proposal that does not contain date of
birth will be returned back to the department.

3. In Column (3), the nature of allegation would mean a brief description, say false TA
claim; Use of Excess Authority; Supervisory Lapse; etc.

4. Details of allegation(s) should be indicated in Column (4).

5. Evidences in support of each allegation should be indicated clearly in Column (5).
Type of evidences should be indicated, using 'O' for Oral evidence and 'D' for
Documents.

6. In Column (6), the department should specifically comment on explanation of the
official and give reasons why it is not acceptable.

7. In Column (7), nature of misconduct, along with relevant clause(s) of CDA Rules,
should necessarily be mentioned. For instance, it must be indicated whether the
allegation/imputation reflects lack of devotion to duty or lack of integrity or it is a
violation of some other CDA Rule.