F.3 (27)-GA(AR)/93/ 1009
Government of Tripura
General Administration (AR) Department.

30th
Dated, Agartala the May, 2016.

MEMORANDUM

Subject:- Requisition for Vigilance Clearance.

The undersigned is directed to state that the requisition for issue of Vigilance Clearance in respect of gazetted officers of cadre services is being sent by some departments to the GA (AR) Department after retirement of the officers from the concerned departments.

2. All the Departments were communicated vide Memorandum No.F.6(4)-GA(AR)/2012, dated 10th April, 2012 that the terminal benefits to the retiring officers would be sanctioned on the day of retirement and to facilitate this, Vigilance Clearance shall be issued by the 6th day of the month in which the officer retires(copy enclosed). But, it is noticed that this decision of the Government is not being followed by some departments.

3. It is, therefore, once again requested that the proposals for issue of Vigilance Clearance in respect of the retiring officers should reach the GA (AR) Department at least one month prior to the date of retirement of the concerned officer as conveyed vide this Department’s Memorandum of even No., dated 10th April, 2012.

Enclo:- As stated.

(N. C. Sharma)
Joint Secretary to the Government of Tripura.

Copy to:-
All Principal Secretaries/Secretaries/Spl. Secretaries, Govt. of Tripura for kind information.

Copy also to:-
The Secretary, GA (AR) Department, Govt. of Tripura for kind information.

(N. C. Sharma)
Joint Secretary to the Government of Tripura
MEMORANDUM

Subject: - Requisition for Vigilance Clearance.

It has been decided to sanction terminal benefits to the retiring officers on the day of retirement and in this connection, Vigilance Clearance shall be issued by the 6th of the month in which the officer retires.

2. Therefore, it is necessary that proposals for issue of Vigilance Clearance in respect of the retiring officers reach the GA (AR) Department at least one month before the 6th of the month in which the officers will retire. In this connection, attention is also invited to the instructions contained in this department memo. of even number dated 27th January, 1995.

3. All Department are, therefore, requested to ensure that whenever any requisition is sent to the GA (AR) Department for issue of Vigilance Clearance, particularly in respect of the retiring officers, the above instruction are strictly followed to avoid any inconvenience to the retiring officials.

To

(i) The Principal Secretary, Government of Tripura.
(ii) All Commissioners, Government of Tripura.
(iii) All Secretaries, Government of Tripura.
(iv) All Heads of Departments.
(v) All Departments.

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No.F.6(1)-GA(AR)/2014(P-II)
Government of Tripura
General Administration (AR) Department

MEMORANDUM

Subject: Matter of Vigilance Clearance.

It has been noticed that in some cases the formats which are being furnished by various Department for seeking vigilance clearance do not contain specific information on Disciplinary matter and Criminal case. On many occasions it is left blank while in some cases it is filled in 'conditional' language like - 'as per information available,' etc. Such statements leave ambiguity and cannot be acted upon without supportive documents like self declaration, etc.

2] As the matter of giving vigilance clearance has larger administrative implication, the GA (AR) Department needs specific and pointed information before acting on any such request of Departments. Therefore, the Departments should collect self declaration (Format enclosed) from the officer concerned and indicate the same in the format.

3] It may also be noted that Self Declaration is only a supportive document to supplement the available information of the Department. Therefore, the Department should also check its records before filling the Format on Disciplinary Proceeding and Criminal case. Needless to mention that the self declaration should also be scrutinized by the Department before sending the request for Vigilance Clearance.

4] GA(AR) Department shall be constrained to reject any request for Vigilance Clearance until the statements made in Formats are supported by self declarations.

Enclosed: As stated.

(Y. Kumar)
Secretary to the Government of Tripura

To

1) All Principal Secretaries/ Secretarics, Govt of Tripura
2) Director General of Police, Tripura
3) PCCF, Govt of Tripura
4) All Heads of Departments
5) Addl. Secretary, GA(P&T), Govt of Tripura

Copy to:
* PS to the Chief Secretary, Tripura, for kind information of Chief Secretary.
CERTIFICATE OF SELF DECLARATION

I do hereby declare that:-

a) No disciplinary matter is pending against me

b) No criminal proceeding is pending against me.

(Signature)

Name of the Officer :-
Designation :-
Place of posting :-
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR) DEPARTMENT

No.F.6(7)-ARD/2002/(P-I)  
Dated, Agartala, the 14th November, 2010

MEMORANDUM

Subject: - Guidelines Regarding Vigilance Clearance.

The undersigned is directed to forward herewith a Memo No.F.3(27)-ARD/93 dated 6th April 2006 alongwith a proforma for seeking vigilance clearance in respect of the Gazetted Officers (under the cadre service) to seek vigilance clearance.

All Departments are requested to follow the instruction contained in the enclosed Memo and proforma while sending proposal for vigilance clearance to GA(AR) Department.

Enclo: - As stated.

(B. P. Das)
Under Secretary to the
Government of Tripura.

To
All Departments / Head of Departments.
GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (AR/VIGILANCE) DEPARTMENT

No.F.3(27)-ARD/93 10 28
Dated, Agartala, the 6th April, 2006

MEMORANDUM

Subject: Vigilance Clearance

The undersigned is directed to state that a proforma for getting Vigilance Clearance for gazetted officers was circulated to all Departments/Heads of Departments vide Memo No.F.3(27)-ARD/93 dated the 15.10.96 of the then Administrative Reforms Department, now renamed as GA(AR/Vigilance) Department. Accordingly all Departments used to seek vigilance clearance in the said proforma.

2. Vigilance clearance is required for the purpose of promotion of officers and for various other purposes. For the purposes of promotion the State Government adopted the revised guidelines of the Government of India vide Memo No.F. 23(16)-GA/91 dated 15.12.95 of the then Appointment & Services Department, now renamed as the GA(P&T) Department. According to the revised guidelines Sealed Cover Procedure in promotion is applicable to the 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.

(iii) Government servants in respect of whom prosecution for a Criminal charge is pending.

3. According to the above guidelines Sealed Cover Procedure will not be applicable in case of officers against whom disciplinary proceedings are about to be initiated or whose conduct is under investigation.

4. In conformity with the revised guidelines the procedure for issuing vigilance clearance from the GA(AR/Vigilance) Department was also modified and vigilance clearance is being issued on the basis of the revised criteria as mentioned in Para-2 above.

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5. In view of the revised guidelines a revised proforma for seeking vigilance clearance is also needed. Accordingly, a revised proforma has, therefore, been prepared and a copy of the same is enclosed at Annexure-A to this Memo.

6. Henceforth all Departments should send proposal seeking Vigilance Clearance for officers in the revised proforma enclosed at Annexure-A. The proforma should be signed by the Secretary-in-charge of the Department or an officer not below the rank of the Under Secretary as may be authorized by him.

7. All Departments are, therefore, request to follow the instructions contained in this Memo and send proposal for Vigilance Clearance in the revised proforma.

Enclo: As stated

( M. L. Das )
Under Secretary to the
Government of Tripura.

To
All Departments/ Heads of Departments.

All(new)/163-164
PROFORMA FOR SEEKING VIGILANCE CLEARANCE
(To be initiated by the Administrative Department concerned)

Government of Tripura

----------------Department.

No.F.................................. Dated..................................

1. **Particulars of the Officer in respect of whom vigilance clearance is sought**-
   i) Name of the Officer ...........................................
   ii) Service to which he belongs .................................
   iii) His designation .............................................
   iv) His place of posting ........................................

2. **Purpose for which vigilance clearance is required** –
   Promotion/deputation/retirement ................................
   benefits/issue of passport/ any other purpose.

3. **Particulars necessary for vigilance clearance** –
   (i) Whether the officer is under Suspension ..............
   (Reason for suspension may briefly be stated)

   (ii) Whether any charge-sheet has been issued to the officer and the disciplinary proceedings are pending against him (Charge-sheet number and date, if any may be mentioned).

   (iii) Whether any prosecution for a criminal charge against the officer is pending. (Nature of the prosecution may briefly be stated).

Certified that the information given above are true as per records of the Department.

(Signature of the Secretary-in-Charge of the Department or an officer not below the rank of Under Secretary, as may be authorized by him)

To
The GA(AR) Department
Government of Tripura
Government Secretariat,
Agartala.