

No. VCC/S.O.P./2017-VS II



Office of JS & CVO
Vigilance Unit, CPWD
Nirman Bhawan, New Delhi-110108
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19/6/17

Sub: Issue of VCC in case of retired/retiring employees.

Ref: OM No.82/4/2017-S&D/258 dated 08/05/2017.

1. In order to minimize delay in issue of PPO (Pension Payment Order) and to expedite pension cases of employees already retired or going to retire, O.M. No. 82/4/2017-S&D/258 dated 8.5.2017 stipulates that CVO, CPWD may accept the request of issue of VCC ten weeks in advance and issue VCC two months in advance.

This matter has been deliberated in vigilance unit to streamline the issue of VCC for retired or retiring officers and it has been decided to accept the request of :-

- i) VCC case of Group 'A' Officers – 90 days before retirement and
- ii) Group B/C officers-75 days before retirement

Request for VCC in the case of retired/retiring officer must reach in vigilance unit as per the above time lines through concerned Administration section of directorate only, alongwith details of PAO of the retiring officer.

2. OM No.C-31016/1/2012-AV II dated 23.10.2015 stipulates that VCC of retired/retiring officers should not have mention of pending complaint against them. If VCC is issued 2 months in advance without mention of complaint against the retiring officers, a situation may come that the pending complaint may get converted into charge sheet before retirement of that officer. Therefore, in order to protect government interest in such situation, it is decided that the matter shall be intimated alongwith copy of charge sheet to the concerned PAO and Administrative Unit for taking appropriate action, by the concerned EE (Vigilance). Any information

of charge sheet issued by the concerned EE (Vig.) to the concerned PAO & Administrative Unit shall automatically make the VCC issued in advance null and void.

3. It is further decided that if request for VCC is received in Vigilance Unit with delay as compared to the time lines mentioned in Para 1 (i) & (ii) above, the matter shall be brought into the notice of CCA and concerned Administrative Section for appropriate action, by the EE (MIS) Vigilance Unit. In such situation delay in issue of VCC from Vigilance Unit, if any, shall be attributable to the concerned Administration Unit.

4. The S.O.P. from receipt of request to issue of VCC for Group A and Group B/C officers are attached as Annexure A & B.

This issues with the approval of CVO, CPWD.



(VARUN KUMAR)

Executive Engineer (MIS)

To

(Through CPWD Website only)


1. All Spl. DGs(CPWD), E-in-C (PWD)
2. All ADGs (CPWD)
3. CCA (MoUD)
4. All CEs (CPWD)
5. All SEs of Vigilance Unit.
6. All EEs of Vigilance Unit
7. AE(Computer Cell) for uploading in website.

Timeline for processing of case for issue of Vigilance status for Group-A officers :

Case-1: In case of retirement of Group-A Officers:

- i) **Step-1:** Submission along with PAO details of retiring officer by concerned Administrative section of Directorate to vigilance unit, CPWD – at least 90 days before the date of retirement.
- ii) **Step-2:** 7 working days by VS.II unit for verifying the details and submitting the proposal to EE (MIS) for checking and onward submission.
- iii) **Step-3:** 3 working days by EE (MIS)/SE (V)-I/CVO, CPWD for checking and submission to MoUD for issuing Vigilance Status.
- iv) **Step-4:** 7 working days by MoUD for processing and issuing Vigilance status.
- v) **Step-5:** 3 working days for issuing the Vigilance Status to concerned Administrative section of Directorate.
- vi) **Latest time for Issuing Vigilance status: Minimum 20 working days and maximum 60 days before retirement after receiving of VCC in Vigilance Section.**

Note - No officer other than the Administrative section of Directorate shall forward the request for issuing the vigilance Status. Such request, if any from unauthorized office, shall be filed without any action by vigilance unit.


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Annexure-B

Timeline for processing of case for issue of Vigilance status for Group-B/C officers:

Case-1: In case of retirement of Group-B/C officers:

- i) **Step-1:** Submission along with PAO details of retiring officer by concerned Administrative section of Directorate to vigilance unit, CPWD at least 75 days before the date of retirement.
- ii) **Step-2:** 7 working days by VS.II unit for verifying the details and submitting the proposal to EE (MIS) for checking and onward submission.
- iii) **Step-3:** 3 working days by EE (MIS)/SE (V)-I/CVO, CPWD for checking and submission to MoUD for issuing Vigilance Status.
- iv) **Step-4:** 3 working days for issuing the Vigilance Status to concerned Administrative section of Directorate.
- v) **Latest time for Issuing Vigilance status: Minimum 13 working days and maximum 60 days before retirement after receiving of VCC in Vigilance Section.**

Note - No officer other than the Administrative section of Directorate shall forward the request for issuing the vigilance Status. Such request, if any from unauthorized office, shall be filed without any action by vigilance unit.


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