

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

SPMCIL/VIG/03/09/3298

Date: 24.06.2011

**CIRCULAR**

**Sub:** Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office.

The Central Vigilance Commission has issued instructions from time to time to improve the Vigilance administration in the organizations under its purview and to ensure that the posts in the organizations are occupied by persons with exemplary service and clean vigilance track records. After careful consideration, it is considered expedient to put a system at place for Vigilance clearance / non-clearance to the SPMCIL employees coming under the purview of unit cadre as well as corporate cadre, as the case may be.

2. Accordingly, all concerned officials are hereby again instructed to comply with the following procedure as stated below in the matter of Vigilance clearance as stated below:

- (i) Vigilance clearance certificate for below Board Level Executives starting from E-1 level to E-8 level shall hence forth be provided from Vigilance Department of corporate office only. For this purpose, clearance certificate up to E-3 level shall be issued by the Dy. Chief Vigilance Officer and from E-4 to E-8 level, it shall be issued by the Chief Vigilance Officer.
- (ii) The Vigilance clearance / non-clearance for other categories of employees (viz. Supervisors S-1 & S-2 level and Workmen from W-1 to W-5 level) shall be given by the Senior Vigilance Officer posted in the unit.
- (iii) Vigilance clearance proposals are to be submitted in the prescribed proforma enclosed as **Annexure-A** with clearance certificate / comments from the present disciplinary authority of the concerned officer / official.

- cont. by @ -

3. The above may be summarized in tabular form as below:

Category	Level	Who should initiate	Clearance to be issued by
All Corporate Office employees	<ul style="list-style-type: none"><li>• Upto E-3 level</li><li>• E-4 level and above</li></ul>	<ul style="list-style-type: none"><li>• Dy. Manager (HR)</li><li>• Dy. GM (HR) (DGM (HR) in turn shall submit to CVO)</li></ul>	<ul style="list-style-type: none"><li>• Dy. CVO</li><li>• CVO</li></ul>
Executives posted in the Units	E-4 to E-8 level	Sr. VO posted in the Unit, who in turn shall submit to Dy.GM (HR) for onward submission to CVO.	CVO
Executives posted in the Units	E-1 to E-3 level	Sr. VO posted in the Unit, who in turn shall submit to CVO	Dy. CVO
Supervisors posted in the Units	S-1 & S-2 level	VA posted in the Unit	Sr. VO posted in the Unit
Workmen	W-1 to W-5 level	VA posted in the Unit	Sr. VO posted in the Unit

4. Notwithstanding anything contained above in the matter of Vigilance clearance / non-clearance to any of the Company Employees irrespective of his / her belonging to unit cadre or the corporate cadre, the inherent power to interpret the provisions, remains with the CVO of SPMCIL.

5. Vigilance Clearance would be essentially required for the following purposes:

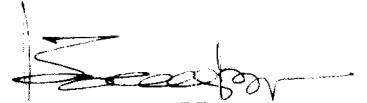
- a) Confirmation
- b) Adhoc promotion /promotion.
- c) ACP/MACP(Modified ACP).
- d) Forwarding of application to other organizations.
- e) Foreign training / seminar/ visit.
- f) Passport,
- g) Retirement on superannuation/ voluntary retirement/ resignation/ compulsory or pre-mature retirement

6. The above guidelines shall come into force with immediate effect and all concerned in units and the corporate office hereby directed to comply accordingly.

7. The guidelines issued by Department of Personnel & Training vide OM No. 11012/11/2007-Estt. (A) dated 14-07-2007 while issuance of Vigilance clearance/ non-clearance to any of the Company Employees shall be followed.

8. This issues with the approval of the Competent Authority.

Encl: As above.

  
(A.K.RAY)  
Dy. CVO

**All General Managers,**  
Mints/Presses/Mill,  
SPMCIL

Copy to :

1. ES to CMD
2. Director (T)/Director (F)/Director(HR)/CVO
3. All GMs /Dy.GMs (Corporate Office)/ Dy. CVO
4. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board

Annexure-A

**DETAIL OF THE OFFICERS FOR WHOM VIGILANCE CLEARNACE IS BEING SOUGHT**

**PART A:**

1.	NAME OF THE OFFICER (IN FULL)	
2.	FATHER'S NAME	
3.	DATE OF BIRTH	
4.	DATE OF ENTRY INTO SERVICE	
5.	DATE OF RETIREMENT	
6.	POSITIONS HELD (DURING PRECEDING 10 YRS.)	PLEASE SEE OVERLEAF
7.	EMPLOYEE CODE	
8.	DEPARTMENT/UNIT	
9.	PURPOSE OF SEEKING VIGILANCE CLEARANCE	
10.	WHETHER THE EMPLOYEE IS UNDER SUSPENSION?	
11.	WHETHER ANY ACTION IS PENDING AGAINST HIM ON AN ORDER OF CONVICTION PASSED BY A COURT OF LAW?	
12.	WHETHER ANY CRIMINAL TRIAL/PROSECUTION IS PENDING AGAINST HIM IN A COURT OF LAW (CRIMINAL PROSECUTION SHALL BE CONSIDERED AS PENDING WHEN A CHARGESHEET IS ISSUED TO THE EMPLOYEE?)	
13.	WHETHER ANY DEPARTMENTAL PROCEEDING INTO A MISCONDUCT IS PENDING (A DEPARTMENTAL PROCEEDING SHALL BE CONSTRUED AS PENDING AS SOON AS IT HAS BEEN DECIDED BY THE COMPETENT AUTHORITY TO ISSUE A CHARGE SHEET)?	
14.	WHETHER A PENALTY (MAJOR/MINOR) WAS IMPOSED DURING THE LAST 10 YEARS?	
15.	WHETHER ANY CRIMINAL CASE AGAINST THE EMPLOYEE IS PENDING WITH OTHER AGENCIES LIKE CBI, POLICE ETC. ?	

NOTE: FORWARDED TO VIGILANCE HEAD  
DATE: .....

Dy. General Manager (HR)  
SPMCIL

**PART B:**

16.	WHETHER ANY VIGILANCE INVESTIGATION IS PENDING OR CONTEMPLATED WHERE THE EMPLOYEE PRIMA FACIE APPEARS TO BE INVOLVED ? (TO BE ALSO CHECKED WITH UNITS WHERE THE EMPLOYEE WAS PREVIOUSLY POSTED DURING LAST THREE YEARS)	
17.	WHETHER ANY CRIMINAL CASE AGAINST THE EMPLOYEE IS PENDING WITH OTHER AGENCIES LIKE CBI, POLICE, ETC. ?	
18.	WHETHER THE OFFICER WAS AT ANY STAGE OF HIS OFFICIAL CAREER PLACED ON THE "AGREED LIST" OR "LIST OF OFFICERS OF DOUBTFUL INTEGRITY". IF YES, FULL DETAILS MAY BE GIVEN.	
19.	WHETHER ANY ALLEGATION OF MISCONDUCT WITH A DISTINCT VIGILANCE ANGLE WAS EXAMINED AGAINST HIM DURING THE LAST 10 YEARS AND IF SO, WITH WHAT RESULT.	

20. **STRIKE OUT WHICH ARE NOT APPLICABLE:**

- 1 VIGILANCE CLEARNACE GIVEN
- 2 VIGILANCE CLEARANCE WITHHELD
- 3 VIGILANCE STATUS IS

DATE: .....

(NAME, SIGNATURE OF Sr. VO/Dy.CVO)  
SPMCIL

**PART C:**

FORWARDED TO CVO (AS APPLICABLE)

21. **STRIKE OUT WHICH ARE NOT APPLICABLE:**

- 1 VIGILANCE CLEARNACE GIVEN
- 2 VIGILANCE CLEARANCE WITHHELD
- 3 VIGILANCE STATUS IS

DATE: .....

(NAME, SIGNATURE OF CVO)  
SPMCIL

BACK TO HEAD HR

: 2 :

6

Sl.No.	NAME OF THE ORGANISATION	POSITION HELD	FROM	TO
6.1				
6.2				
6.3				
6.4				
6.5				

**Dy. General Manager (HR)**  
**SPMCIL**