

**DAMODAR VALLEY CORPORATION  
OFFICE OF CHIEF VIGILANCE OFFICER  
TOWERS : VIP ROAD  
KOLKATA-54**

No. CVO/DVC/- 402

Date: 06.01.2012

**VIGILANCE CIRCULAR NO. 2**

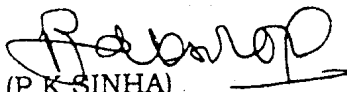
**Sub: Procedure for Vigilance Clearance in respect of Official Foreign Training/ Seminars/ Private visit abroad and acquiring Indian Passport & Visa.**

In partial modification of the Vigilance Circular No. 1 issued vide No. CVO/DVC/1001 dated 24.01.2011, point no. 1(a) & (d) have been merged. In view of above the applicants desirous to obtain Vigilance Clearance for the purpose of ~~No~~ **Objection** in respect of Official Foreign Training/ Seminars/Private visit abroad and for acquiring Indian Passport & Visa are required to furnish relevant information in all the columns and clearly indicate the kind of leave to cover proposed absence, the purpose of visit for which the Passport is required and source of fund to meet future expenses of the proposed foreign visits in the modified Annexure - II (Copy enclosed).

Annexure - I will be used in respect of 1(a) to (c) except 1(c) & (d) for general purposes. Other guidelines contained in the **VIGILANCE CIRCULAR NO. 1** will remain unchanged.

~~The applications not completed in respect of all the specified fields may be liable for rejection and have to be resubmitted after completion in all respect.~~

This is for strict compliance.

  
(P K SINHA)  
Chief Vigilance Officer

Copy to:-

- (a) Chairman, DVC - for information please.
- (b) JS&CVO, MOP

Copy to:-

- (a) Financial Advisor, DVC
- (b) Dir. (HRD)/ Dir. (Tech)/ Dir. (Accounts)/  
Dir. (Sys)/Dir. (Proj.)/ Dir. (Commercial), DVC.
- (c) All Chief Engineers & Project Heads, DVC.
- (c) Addl. Secretary, DVC.
- (d) CE, IT Cell - for up loading on DVC website.

Distribution:

- (a) DGM (Vig)/Dy. CVO/Sr. Manager/ Manager (Vig), DVC H.Q./All PVOs, Field Officers - for necessary action and monitoring of the implementation of above in their areas of Vigilance administration.
- (b) Master File.

**DAMODAR VALLEY CORPORATION**  
(PROFORMA TO BE USED FOR OFFICIAL & PRIVATE FOREIGN VISIT ACQUIRING INDIAN  
PASSPORT, VISA AS PER CVO/DVC.....)

**Part - I (TO BE FILLED IN BY THE APPLICANT)**

1.Name		2. Design.	
3. Staff No.		4. Date of Birth	
5. Pay Scale		6. Date since working (in the present post)	
7. Kind of leave applied for/ sanctioned			
8. Purpose of visit, duration and name of foreign country/ countries to be visited			
9. Source of funds to be spent on the visit alongwith estimated expenditure			
10. Name of the Person(s)/ Organization to be visited and its relationship with the applicant. Complete address and contact numbers (including E-mail) of the host, if any, may be specified.			
11. Attach sponsorship document(s), if applicable.			
12. Indicate names of family members, if any, accompanying the officer.			
13. Passport number; its validity and place of issue.			
14. Status of Visa			
15. Details of private foreign travel during last five years, if any (enclose a separate sheet, if necessary).			

(i) The particulars (S. No.1-6) furnished by the applicant are as per the service records.

(ii) Whether any complaint/vigilance/disciplinary case is pending against the employee and whether he/she is undergoing any penalty? .....

Case is forwarded for according vigilance clearance for the purpose of issuing NOC for private visit abroad.

(Dealing Official of Adm/HR)

Controlling Officer/ (Adm/HR)

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Part-II

(FOR USE BY VIGILANCE BRANCH)

PTO

(i) Vigilance clearance is granted/withheld due to .....

OR

(ii) (a) There is no vigilance clearance in respect of the above with the unit.

OR

(b) Vigilance clearance may be withheld due to .....

MANAGER(VIG.)/DGM(VIG)/DYCVO

(V)

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Vigilance clearance is granted / withheld due to .....

CVO/DVC/HQ

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Note: Part II (ii) (a) & (b) is meant for referring the cases of executives to H.Q.