

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

No. CVO/DVC/- 420

Date: 16.10.2012.

**VIGILANCE CIRCULAR NO. 4**

**Sub: Submission of requisition for Vigilance Clearance.**

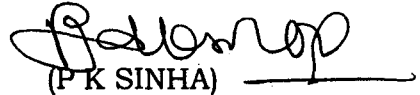
Of late it has been observed that requisitions for Vigilance Clearance for the purpose of retirement on superannuation/ voluntary retirement are being sent by the Head of the Offices / Head of the Departments before the stipulated period of 03(three) months despite instructions causing complications in issuance of the Vigilance clearance.

To obviate complications, the requisitions for Vigilance Clearance should be submitted for different purposes as per the following timelines:

01. 03(three) months in case of retirement - Superannuation / Voluntary.
02. 01(one) month in case of Passport/Visa etc.
03. 15(fifteen) days in case of Promotion/ Deputation/Redesignation/Outside employment/Resignation etc.

In respect of Sl. No. 01 above additional Vigilance clearance should also be obtained one week before the final release. This issues in partial modification of the Vigilance Circular No. 1 issued vide No. CVO/DVC/1 dated 24.01.2011. Other guidelines contained in the **VIGILANCE CIRCULAR NO. 1,2 & 3** will remain unchanged.

This is for information of all the concerned authorities.

  
(P K SINHA)  
Chief Vigilance Officer

Copy to:-

- (c) Chairman, DVC  
- for information please.
- (d) JS&CVO, MOP

Copy to:-

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

Distribution:

- (c) Dy. Chief Engineer (C)/Suptg. Engineer (Tech/Vig)/ Manager (Vig),  
DVC H.Q./All PVOs - for necessary action and monitoring of the  
implementation of above in their areas of Vigilance administration.
- (d) Master File.