

No.NZ/PRC/1  
Government of India  
Central Vigilance Commission  
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi- 110 023  
Dated the 12<sup>th</sup> May 2003

To

All Chief Vigilance Officers

**Subject: Procedure for making references to the Commission for seeking advice.**

Sir/Madam,

Kind attention is invited to the Commission's circular letter of even number dated 16.3.2000 reiterating the Commission's instructions dated 7.12.1995 and dated 24.11.1997 on the procedure for making references to the Commission.

2. It has been observed that organisations are still making references with incomplete bio-data forms and insufficient justification to support recommendations. The Commission has, therefore, devised a format, a copy of which is enclosed alongwith instructions thereto. The CVOs are therefore, requested to ensure that bio-data forms are properly filled in and recommendation against allegations are given in the enclosed format.

3. Kindly acknowledge receipt.

Yours faithfully,

Sd/-  
(Mange Lal)  
Deputy Secretary  
Tel.No. 24651010

Copy for internal distribution

**PROFORMA FOR SEEKING FIRST STAGE ADVICE OF THE COMMISSION**

Name & Date of Birth :

Designation

(a) Present :

(b) At the material time :

1. Date of occurrence of the  
alleged misconduct :

2. Source :

3. Nature of Lapse(s) :

4. Details of Allegation(s) :

5. Evidence(s) with type :

6. Explanation of SPS and  
reasons as to why the  
same is acceptable or  
not acceptable :

7. Misconduct imputes, with  
relevant clause(s) of CDA  
Rules :

8. Recommendation of the  
CVO :

9. Recommendation of the  
Disciplinary Authority :

Chief Vigilance Officer

**Instructions to the departments on filling up the proforma  
in reference(s) seeking first stage advice of the Commission**

1. A separate proforma should be used for allegation(s) in respect of each official.
2. It is mandatory to mention the date of birth. A proposal that does not contain date of birth will be returned back to the department.
3. In Column (3), the nature of allegation would mean a brief description, say false TA claim; Use of Excess Authority; Supervisory Lapse; etc.
4. Details of allegation(s) should be indicated in Column (4).
5. Evidences in support of each allegation should be indicated clearly in Column (5). Type of evidences should be indicated, using 'O' for Oral evidence and 'D' for Documents.
6. In Column (6), the department should specifically comment on explanation of the official and give reasons why it is not acceptable.
7. In Column (7), nature of misconduct, along with relevant clause(s) of CDA Rules, should necessarily be mentioned. For instance, it must be indicated whether the allegation/imputation reflects lack of devotion to duty or lack of integrity or it is a violation of some other CDA Rule.