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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
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सं./No..... 006/PRC/1

दिनांक / Dated..... 11.12.2014

Circular No. 09/12/2014

**Sub: - References to the Commission for advice – Procedure regarding.**

- Ref:- (i) Commission's Circular No.14/3/06 dated 13/03/2006  
(ii) Commission's Circular No.32/12/08 dated 01/12/2008  
(iii) Commission's Circular No.21/8/09 dated 06/08/2009

The Commission is being consulted at two stages in disciplinary proceedings, i.e. first stage advice is obtained on the investigation reports and second stage advice is obtained on receipt of inquiry reports before a final decision is taken on conclusion of the disciplinary proceedings. In order to ensure proper appreciation of facts and examination of references, made by the Ministries/Departments/Organisations for its advice, the Commission has been emphasizing on the need for sending complete details/records including providing a tabular statement of the case as prescribed in the above cited circulars. It has been observed that the tabular statements are not being sent or filled-up properly by the departments / organisations while referring cases for first stage / second stage advice of the Commission.

2. As per the role and functions of CVOs, prescribed in Chapter II of Vigilance Manual (sixth edition), the investigation reports together with the specific recommendations of CVO in respect of each suspect officer(s) involved in a case is required to be submitted for consideration of the Disciplinary Authority concerned. After obtaining tentative views/recommendations of the Disciplinary Authority (DA), the case is required to be referred to the Commission for its first stage advice, wherever necessary. Similarly, the CVO would examine the Inquiry officer's report and after obtaining the tentative views of the competent disciplinary authority about further course of action to be taken, seek the Commission's second stage advice, wherever required. To further streamline the consultation with the Commission, henceforth, the tabular statements as in formats prescribed below should invariably be furnished alongwith other records/documents while making references for first and second stage advice of the Commission:-

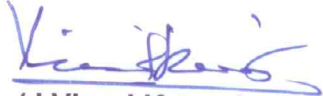
**First stage advice**

Sl.No.	Name and designation of the suspect officer	Allegations in brief	Version of the suspect officer	Findings of inquiry/ investigation on each allegation(s)	Comments/ recommendations of the CVO	Comments/ recommendation of the Disciplinary Authority

**Second stage advice**

Sl. No.	Name and designation of the charged officer	Allegations in brief on each article of charge(s)	Defence statement/ CO's brief	Finding of inquiry officer (IO) on each article of charge(s)	Comments of CVO on IO's findings	Comments/ recommendation of the Disciplinary Authority on IOs findings

3. CVOs of all Ministries/Departments/Organisations would ensure that complete information / records are sent alongwith references being made to the Commission for its advice.

  
(J Vinod Kumar)  
Officer on Special Duty

To

All Chief Vigilance Officers