

NO.DJB/VIG/OS (Vig.)/2014/

119878

Dated: 26-09-2014

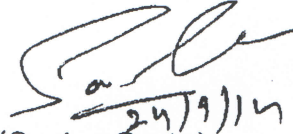
INSTRUCTIONAL ORDER

It has been noticed that DDO offices/Administrative sections at times send the Service Book & Personal Files of employees to vigilance department with information related to concerned employee, e.g. his running absent unauthorisedly, remaining in Jail/Judicial custody etc., for initiating disciplinary action against the employees concerned or for seeking different types of clarifications related to the vigilance cases. Due to non-availability of SB & PF of employees concerned benefits remain held-up for long periods. This may also result into non-payment of annual increment, delay in their administrative issues etc. by the DDO office concerned.

Therefore, all the DDOs and Administrative sections are hereby directed not to send the SB & PF of employees to the vigilance office. If a case is required to be sent to vigilance office, a detailed self-contained note on the matter alongwith attested copies of relevant documents be sent to vigilance office in separate file. The SB & PF of an employee be sent to vigilance office only when it is requisitioned specifically in writing by the vigilance office.

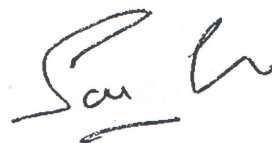
This issues with the approval of competent authority.

4473
29/9/14
All DDOs/All ACs


24/9/14
(Sanjay Gupta)
Jt. Director (Vigilance)

Copy for kind information to: -

- | | | |
|----|----------------------|--|
| 1. | PS to Member (Admn.) | : For kind information of Member (Admn.) |
| 2. | PS to Member (Fin.) | : For kind information of Member (Fin.) |
| 3. | PS to CVO | : For kind information of CVO |
| 4. | All Chief Engineers | |
| 5. | All Directors | |
| 6. | All SEs | |


Jt. Director (Vigilance)