



परिपत्र नं. - २४२

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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
अनुसंधान भवन, २, रफी मार्ग, नई दिल्ली-110 001  
**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या  
No.

प्रेषक 15-7(13)/2002-ओ एंड एन  
From

मुख्य सतर्कता अधिकारी  
Chief Vigilance Officer

To

स्पीड पोस्ट  
दिनांक: 19 अप्रैल, 2006

सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान  
The Directors/Heads of all National Labs./Instts.

विषय: केन्द्रीय सतर्कता आयोग से सलाह लेने के लिए संलग्न किए जाने वाले दस्तावेज।

Sub: Documents to be enclosed for seeking the advice of CVC.

प्रति, महोदय/Sir,

मैं केन्द्रीय सतर्कता आयोग के परिपत्र संख्या 14/3/06 दिनांकित 13.03.06 की एक प्रति, आपकी सूचना, मार्गदर्शन, अनुपालन और आवश्यक कार्रवाई हेतु अग्रेषित कर रहा हूँ।

I am to forward herewith a copy of the Circular No. 14/3/06 dated 13.03.06, received from the CVC, for your information, guidance, compliance and necessary action.

आपसे यह भी अनुरोध है कि किसी भी अधिकारी का मामला केन्द्रीय सतर्कता आयोग से सलाह लेने के लिए इस कार्यालय को प्रेषित करते समय संबंधित अधिकारी/अधिकारियों का जीवन-वृत्त इस पत्र के साथ संलग्न प्रारूप में दिया जाए।

It is further requested that whenever the case of any Official is referred to this Office for seeking advice of CVC, the bio-data of the individual(s) concerned is to be given in the proforma enclosed herewith.

भवदीय/Yours faithfully,

( आर.एस.अन्तिल )

मुख्य सतर्कता अधिकारी

संलग्नक: यथोक्त।

P.T.O. →

प्रतिलिपि/Copy to:

1. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/प्रशासन नियंत्रक/प्रशासनिक अधिकारी - सूचना एवं आवश्यक कार्यवाही हेतु।  
Sr. COAs/COAs/AOs of all national Labs./Instts. of CSIR - for information and necessary action.

2. स्टाफ अधिकारी, महानिदेशक/Staff Officer to DG.

3. संयुक्त सचिव(प्रशासन), सीएसआईआर के अवर सचिव/US to JS (Admn.), CSIR

4. उप सचिव (के. का. ), परिषद् मुख्यालय/DS(CO), CSIR Hqrs.

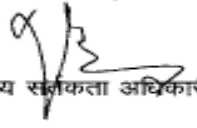
5. उप सचिव (स्था. -I), परिषद् मुख्यालय/DS(E-I), CSIR Hqrs.

6. उप सचिव (स्था. -II), परिषद् मुख्यालय/DS(E-II), CSIR Hqrs.

✓ 7. श्री ए. वाहिद, वैज्ञानिक, आईटी प्रभाग - एक सॉफ्ट प्रति के साथ/Dr. A.Wahid, Scientist, IT Division - along with a soft copy.

8. प्रधान सूचना अधिकारी, परिषद् मुख्यालय/Principal Information Officer, CSIR Hqrs.

9. कार्यालय प्रति/Office Copy.

  
मुख्य संपर्कता अधिकारी

No.006/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 13<sup>th</sup> March 2006

Circular No. 14/3/06

**Subject:-** Reference to the Commission for its advice – Documents including the draft charge sheet to be enclosed for seeking first stage advice and the documents to be enclosed for seeking second stage advice reg.

**Reference:-** (i) No. NZ/PRC/1 dated 9.5.2005  
(ii) No. NZ/PRC/1 dated 26.2.2004

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The Commission has been repeatedly emphasizing the need for sending complete information to the Commission along with the relevant documents while seeking its advice. In particular, it was emphasized that while seeking first stage advice, the draft charge sheet should be enclosed. It is a matter of serious concern that these instructions are not being strictly complied with.

2. In supersession of all earlier instructions it is reiterated that following material should be furnished to the Commission while seeking its advice:-

- (a) A self contained note clearly bringing out the facts and the specific point(s) on which Commission's advice is sought. The self contained note is meant to supplement and not to substitute the sending of files and records.
- (b) The bio-data of the officer concerned in the enclosed format (Annexure-I).
- (c) Other documents required to be sent for first stage advice:
- (i) A copy of the complaint/source information received and investigated by the CVOs;
  - (ii) A copy of the investigation report containing allegations in brief, the results of investigation on each allegation;
  - (iii) Version of the concerned public servant on the established allegations, the reasons why the version of the concerned public servant is not tenable/acceptable, and the conclusions of the investigating officer;
  - (iv) Statements of witnesses and copies of the documents seized by the investigating officer.

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- (v) Comments of the Chief Vigilance Officer and the disciplinary authority on the investigation report (including investigation done by the CBI and their recommendation)
  - (vi) A copy of the draft charge sheet against the SPS alongwith the list of documents and witnesses through which it is intended to prove the charges.
- (d) Other documents required for second stage advice:
- (i) A Copy of the charge sheet issued to the public servant;
  - (ii) A copy of the inquiry report submitted by the inquiring authority (along with a spare copy for the Commission's records);
  - (iii) The entire case records of the inquiry, viz copies of the depositions, daily order sheets, exhibits, written briefs of the Presenting Officer and the Charged Officer;
  - (iv) Comments of the CVO and the disciplinary authority on the assessment of evidence done by the inquiring authority and also on further course of action to be taken on the inquiry report.

This is brought to the notice of all CVOs for strict compliance.

(V. Kannan)  
Director

To

All Chief Vigilance Officers

P.T.O. →

**Bio-Data of the officer against whom Commission's advice is sought**

1. Name of the officer :
2. Designation  
(a) At Present :  
(b) When the alleged misconduct was committed :
2. Service to which belongs :  
(Also please mention the cadre and year of allotment  
in case of officers of the organized/All India Services)
3. Date of Birth :
4. Date of Superannuation :
5. Level/Group of the present post and pay scale :
6. Date of suspension [If under suspension] :
7. Disciplinary Rules applicable to concerned public servant
8. Nature of misconduct, in brief [Like false TA claims, :  
Exceeding delegated powers, supervisory lapses etc.]
9. Allegations/charges in details [which were investigated/  
Inquired] and results thereof
10. Version of public servant on established allegations/:  
Charges [Separately for each allegation/charge]
12. Reasons why version of public servant is not acceptable
13. Misconduct imputed [Whether lack of integrity and/or :  
devotion to duty] with relevant clauses of CDA Rules
14. Recommendation of CVO and disciplinary authority:  
on the findings of investigating/inquiring authority
15. Involvement of officer in previous complaints, if any,  
and results of investigations/inquiries authority
16. Brief particulars of similar cases, if any, in the organization  
in which same or other officer might have been indulged; and  
action taken in the matter

Signature of V.O. \_\_\_\_\_  
Date \_\_\_\_\_  
Tel. No. \_\_\_\_\_