

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2, Rafi Marg, New Delhi – 110001

No. 15-1(44)/72-O&M-II-Vig.-Part(1)

Dated: 29 September 2026

OFFICE MEMORANDUM

Sub: Protocol for Maintenance and Updating of Five-Year Vigilance Status Database for Vigilance Clearance – reg.

The undersigned is directed to convey the approval of the DG,CSIR for the implementation of a comprehensive protocol governing the maintenance, updating, and utilization of the Five-Year Vigilance Status Database across all CSIR Laboratories, Institutes, Units, and Headquarters.

This protocol aims to eliminate redundant administrative processing, expedite Vigilance Clearance for service matters, support the ongoing digitization of vigilance administration, and establish source-level accountability.

1. One-Time Compilation of Five-Year Status

1.1. As a one-time exercise, the Vigilance/Administration Division of each Laboratory/Institute shall compile the vigilance status of every officer presently posted in the Laboratory/Institute for the preceding five years in the prescribed format (**Annexure-I**). In case the officer has served in another CSIR Laboratory/Institute/office during the preceding five years, the present lab will take the details from the previous lab/Institute.

1.2. The present Laboratory/Institute shall be responsible for maintaining the consolidated five-year record of the officer and ensuring that it remains updated.

2. Intimation of New Complaint/Case After Transfer

2.1. Whenever a complaint or vigilance-related matter is received against an officer who has since been transferred to another CSIR Laboratory/Institute, the Laboratory/Institute receiving the complaint shall examine it promptly.

2.2. If the complaint is not anonymous/pseudonymous and is specific, fact-based and capable of verification, the same, along with the available relevant records, shall be communicated to the officer's present Laboratory/Institute within five working days.

2.3. The communication shall specifically mention:

- Date of receipt of complaint;
- Nature of allegations;
- Period to which the allegations relate;
- Present status/action taken;
- Whether any inquiry has been initiated;
- Whether the matter has been referred to CVC/CBI/any other agency; and
- Any other relevant development.


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2.4. Complaints which are anonymous/pseudonymous, purely generic or devoid of specific verifiable facts need not be transferred merely for the purpose of updating the officer's vigilance database, subject to applicable CVC/CSIR instructions.

2.5. Responsibility for timely communication shall remain with the Laboratory/Institute where the complaint or matter was received. Any failure to communicate a relevant matter within the prescribed five working days shall be attributable to the concerned Laboratory/Institute and shall not result in delay in processing the vigilance clearance of the officer, provided the present Laboratory/Institute has processed the case on the basis of the information available to it.

3. Updating of the Five-Year Database

3.1. The database shall not be treated as a one-time record. Any new complaint, disciplinary proceeding, criminal case or other vigilance-related development shall be incorporated immediately.

3.2. The concerned Laboratory/Institute shall designate an officer/official responsible for updating the database.

3.3. Whenever an officer is transferred, the updated five-year vigilance status shall be transmitted to the new Laboratory/Institute along with the other relevant service records.

3.5. In case of transfer outside CSIR, the concerned Laboratory/Institute shall retain the record and furnish the status to the Office of CVO, CSIR whenever required.

4. Procedure for Seeking Vigilance Clearance from Office of CVO

4.1. The Laboratory/Institute shall submit the request for vigilance clearance along with the prescribed Five-Year Vigilance Status Certificate.

4.2. Where the vigilance clearance/status of the officer was already forwarded by the Laboratory/Institute to the Office of CVO within the preceding three months and there has been no change in the vigilance status, the Laboratory/Institute need not resubmit the complete five-year details.

4.3. In such cases, a one-page No-Change Certificate in the prescribed format (**Annexure-II**) shall be forwarded.

4.4. If there is any change, however minor, the complete updated status shall be furnished along with details of the change.

4.5 Handling of Retired/Superannuated Employees - Considering the low volume of vigilance clearance requests for retired/superannuated personnel, such requests shall continue to be processed on a case-to-case basis as per existing practice.

5. Cases Requiring Fresh Detailed Verification

A fresh detailed five-year status shall invariably be obtained where:

- i. The previous vigilance status is more than three months old;
- ii. Any new complaint has been received;
- iii. A previously reported complaint has progressed to inquiry/investigation;


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- iv. A disciplinary proceeding has been initiated or concluded;
- v. A criminal case/FIR/prosecution has been registered or materially progressed;
- vi. A matter has been referred to or received from CVC/CBI/other statutory agency;
- vii. There has been a change in the status of an existing case;
- viii. The officer has returned from deputation or from an organisation outside CSIR;
- ix. The officer has joined from another organisation and the five-year status has not been fully verified;
- x. The officer has served in multiple organisations during the relevant five-year period and the complete record is not available; or
- xi. The Office of CVO specifically requires fresh verification.

6. Responsibility Matrix

Activity	Responsibility	Time limit
Initial five-year data compilation	Present Laboratory/Institute	One-time exercise
Verification of previous posting details	Present Laboratory/Institute + Previous Lab/Office	As required
Intimation of relevant new complaint to present Lab	Lab where complaint is received	Within 5 working days
Updating vigilance database	Present Laboratory/Institute	Immediately on occurrence
Submission of No-Change Certificate	Present Laboratory/Institute	With request for clearance
Submission of detailed status where change has occurred	Present Laboratory/Institute	Immediately/with clearance request
Final vigilance clearance	Office of CVO, CSIR	As per applicable requirement

7. Responsibility in Special Situations

7.1. Transfer within CSIR: The previous Laboratory/Institute shall transfer the updated vigilance status to the new Laboratory/Institute, and the latter shall become responsible for maintaining the database thereafter.

7.2. Transfer outside CSIR: The last CSIR Laboratory/Institute shall retain the relevant record and furnish it to the Office of CVO whenever required.


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7.3. **Deputation:** The parent CSIR Laboratory/Institute shall maintain the database, while the borrowing organisation shall be requested to intimate any vigilance-related development concerning the officer during the period of deputation.

7.4. **Merger/closure of Laboratory/Institute:** The successor organisation/administrative authority shall assume responsibility for the vigilance records and outstanding cases.

7.5. **Retirement/resignation:** The relevant vigilance record shall be preserved in accordance with the applicable record-retention requirements, particularly where any proceeding is pending or likely to have continuing implications.

7.6. **Pending court/CBI/CVC matter:** The case shall continue to be reflected in the database until its final disposal and shall not be treated as closed merely because there has been no recent development.

8. Accountability and Certification

8.1. The Designated Vigilance Officer/ Competent Authority of the Laboratory/Institute shall ensure the correctness and completeness of the information furnished to the Office of CVO.

8.2. The certificate shall clearly distinguish between:

- (a) "No vigilance matter exists"; and
- (b) "No change in vigilance status since the last certificate."

These two statements shall not be used interchangeably.

8.3. Any subsequent development having vigilance implications shall be reported immediately and shall override the earlier "No-Change Certificate."

9. Implementation Timelines

- Target Date for Database Compilation: All CSIR Laboratories, Institutes, Headquarters, and Units shall complete the full compilation and verification of the Five-Year Vigilance Database by **31st December 2026**.
- Effective Date: The revised protocol shall formally come into force across all CSIR establishments with effect from **1st January 2027**.

Encls: Annexure-I & II


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(Yogendra Pratap Singh)
Chief Vigilance Officer

Copy to:

1. Directors of all CSIR Laboratories / Institutes
2. Office of DG, CSIR
3. Heads of CSIR Units / Directorates / Divisions at CSIR HQ
4. Joint Secretary(Admn), CSIR HQ
5. Senior Deputy Secretary (E-I) / Deputy Secretary (Central Office)
6. IT Division – for publication on the CSIR Website
7. Guard File/Office copy

Annexure-1

Laboratory/Institute: _____

Vigilance/Administration Nodal Officer Database Period From: _____ To: _____

S. No.	Employee ID	Name of Officer	Designation	Present Division/Section	Date of Joining Present Lab	Date of Last Change in Status	Previous Posting(s) During 6 Years	Complaint(s)	PIDPI/Whistle-blower Complaint(s)	Preliminary Inquiry/Fact Finding	Disciplinary Proceeding(s)	CBI Investigation/RC/FIR	Criminal Case/Prosecution	CVC Reference(s)	Other Vigilance Matter(s)	Present Status / Action Pending	Date of Last Vigilance Status / Clear made	Remarks
1																		
2																		


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NO-CHANGE CERTIFICATE FOR VIGILANCE STATUS

No. _____
Date: _____

Subject: No-Change Certificate in respect of Shri/Smt./Dr. _____

Ref: Vigilance Status/Clearance forwarded to the Office of CVO, CSIR vide letter No. _____ dated _____.

It is certified that the vigilance status of **Shri/Smt./Dr.** _____, **Designation** _____, **Employee ID** _____, **presently posted at** _____, has been reviewed with reference to the vigilance records available in this Laboratory/Institute.

1. It is certified that **there has been no change in the vigilance status of the officer since the above referenced (Ref.) date.** No new complaint, disciplinary proceeding, criminal proceeding, CBI/CVC reference or other matter having vigilance implications has come to the notice of this Laboratory/Institute during the intervening period.
2. It is further certified that no change has occurred in the status of any matter already reported to the Office of CVO, CSIR.
3. In case any vigilance-related matter comes to notice subsequently, the same shall be communicated to the Office of CVO, CSIR immediately, as per the prescribed protocol.

Signature: _____
Name: _____
Designation: _____
Laboratory/Institute: _____
Date: _____
Official Seal

Note:- This certificate means "**No change since the last vigilance status furnished**" and shall **not** be construed as a certificate that "no vigilance matter exists" in respect of the officer.


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