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NATIONAL TEXTILE CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

Registered Office:

**SCOPE Complex, Core-IV,
7, Lodhi Road,
New Delhi – 110 003**

No.4(1)/2011-Vig.(70)

Dated: 31st Jan., 2011

CIRCULAR

Subject : Guidelines to be followed by NTC Regional / Sub Offices while issuing vigilance clearance in respect of officials working under their control.

As per practice, the vigilance clearance is required to be obtained in respect of officers / employees at the time of considering their cases of promotion, confirmation / clearance of probation period, forwarding of application for appointment / assignment outside the office, issue / renewal of passport, permission to visit abroad, at the time of superannuation, acceptance of resignation in normal course as well as at the time of acceptance of resignation under VRS etc.

2. It has been noticed that the Vigilance Divisions of Regional / Sub Offices are normally issuing vigilance clearance without any consultation with or reference to the Vigilance Division of NTC Ltd. Head Office, New Delhi. The Vigilance Division of the Head Office of the Corporation, New Delhi receives complaints from various sources like the CVC / CBI / Administrative Ministry, as also the source information, etc. In the prevailing practice, it is possible that the Regional / Sub Offices may proceed to issue vigilance clearance even though there may be certain complaints / vigilance cases pending at the level of Vigilance Division of NTC Ltd., Head Office, New Delhi. The existing practice may lead to issue of vigilance clearances, in non deserving cases.

3. It has, accordingly, been decided that in future, whenever the vigilance clearance is required to be issued by the Vigilance Divisions of the Regional / Sub Offices of the Corporation, the Vigilance Division of the concerned Regional / Sub offices should refer such cases to the Vigilance Division of

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NTC Ltd. Head Office, New Delhi for seeking vigilance clearance. After getting approval from the Vigilance Division of NTC Ltd. Head Office, New Delhi, the vigilance clearance in respect of the concerned official may be issued by the Vigilance Division of the Regional / Sub Offices.

4. These instructions should be scrupulously followed in the case of officers of the rank of Asstt. Managers and above.

(B.D. Gupta)
Chief Vigilance Officer

To

All Incharge of NTC Regional / Sub Offices

Copy for information to:

JM to CMD/ JM to Dir(Tech)/ JM to Dir(HR) / DM to Dir(Fin)

Copy for information and necessary action to:

All Addl. CVOs / Sr. Vigilance Officers / Vigilance Officers of NTC Regional / Sub Offices