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No.NZ/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 9<sup>th</sup> May,2005

**Office Order No. 30/5/05**

**Subject:- Reference to the Commission for its advice.**

Reference:-

- i. No. 1/14/73-R dated 24.7.1973
- ii. No. DO PRC 4 dated 11.8.1986
- iii. No. NZ PRC 1 dated 7.12.1995
- iv. No. NZ PRC 1 dated 9.8.1996
- v. No. NZ PRC 1 dated 16.3.2000
- vi. No. NZ PRC 1 dated 12.5.2003
- vii. No. NZ PRC 1 dated 10.9.2003
- viii. No. NZ PRC 1 dated 26.3.2004

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The Commission has issued instructions regarding the manner in which the references to the Commission for first stage and second stage advice are required to be made. Although these instructions have been reiterated by the Commission several times, the complete information is not being sent by all the CVOs. The Commission has noted this lapse with concern and desires that the cases received with incomplete information will not be entertained in future and returned to the concerned departments/Organisation.

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;
  - (v) Comments of the Chief Vigilance Officer and the disciplinary authority on the investigation report {including investigation done by the CBI and their recommendation}
- (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.

(Anjana Dube)  
Deputy Secretary

To  
All Chief Vigilance Officers

**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 :
3. Service to which belongs :  
(Also please mention the cadre and year of allotment  
in case of officers of the organized/All India Services)
4. Date of Birth :
5. Date of Superannuation :
6. Level/Group of the present post and pay scale :
7. Date of suspension [If under suspension] :
8. Disciplinary Rules applicable to concerned public servant
9. Nature of misconduct, in brief [Like false TA claims, :  
Exceeding delegated powers, supervisory lapses etc.]
10. Allegations/charges in details [which were investigated/  
Inquired] and results thereof
11. 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 C.V.O. \_\_\_\_\_  
Date \_\_\_\_\_  
Tel. No. \_\_\_\_\_