

MATTERS FOR VIGILANCE CLEARANCE

Authority The issues which need vigilance clearance were
PC No.17/2002 examined by the Management and it is decided
dt.29-03-2002 that the following issues need vigilance clearance
before approval is accorded (w.e.f.29.3.2002)

Circumstances/cases where vigilance clearance is to be obtained:

1. Recruitment (whether on Regular or Deputation or Contract, Assignment basis for fixed periods) to posts in all the disciplines of the Company joining from other PSUs/Government Departments (both Central and State Government), including selection of internal candidates against open selection.
2. Extension of service, period of contract employment, tenure of deputation, reemployment after retirement from Defence services, PSUs and Government Departments (both Central and State Government) wherever applicable.
3. Promotions to higher scales/posts through DPC.
4. Deputation of Company employees to other organizations within the country and for Foreign Assignments.
5. Postings including transfers to sensitive areas/departments such as Bills section, Pay Rolls, Cash Section, MM / Purchase / Stores, Recruitment and Promotions, Security, Vigilance, Civil Engg., Plant Maintenance (Mechanical & Electrical), Canteen, Transport and IGQC.
6. Retirement from service on Voluntary Retirement/Termination on Medical Grounds/Compulsory Retirement/Pre-mature Retirement through review.
7. Visit abroad for both Official & Private purpose.
8. Training abroad including Seminars/Conferences.
9. Awards including National and International.

VIGILANCE CLEARANCE – GUIDELINES FOR IMPLEMENTATION.

Authority A circular was issued vide PC No:17/2002 dt:29.3.2002
BDL/04/Corp/ regarding issues which need Vigilance clearance.
GM/2002 Guidelines for implementation is given against each
Dt.30-03-2002 issue for compliance.

Circumstances /cases where vigilance clearance is to be obtained	Guidelines for implementation
<p>1. Recruitment (whether on Regular, Deputation or Contract, Assignment basis for fixed periods) to posts in all the disciplines of the Company joining from other PSUs/ Government Departments (both Central and State Government), including selection of internal candidates against open selection.</p>	<p>1. Vigilance clearance in respect of the candidates is to be obtained from the previous employer(s) so that cases registered against them, extent of their involvement in cases involving moral turpitude, integrity, etc., are known to the Management of BDL.</p> <p>2. If delay is anticipated in its return, the candidate concerned selected for appointment may be appointed provisionally pending receipt of the details called for from the previous employer. The said information should, however, be obtained within a period of three months in case of non-executives/six months in case of executives. The concerned department of BDL will follow up the case regularly. The conditional appointment may be made clear to the individual. The following certificate from all applicants may be taken. “I am not involved in any court/police/vigilance case and there is no restriction placed on me by any authority.”</p> <p>3. Still, if there is no response from the previous employer of the candidate, it would be presumed that there was no Vigilance case pending/contemplated.</p> <p>4. In case of internal candidates, such vigilance clearance is to be obtained from company Vigilance Department, preferably before interview, if not, within one month of selection.</p>

Circumstances /cases where vigilance clearance is to be obtained	Guidelines for implementation
2. Extension of service, period of contract employment, tenure of deputation, re-employment after retirement from Defence services, PSUs and Government Departments (both Central and State Government) wherever applicable.	1. Procedure as at item-1 above is to be adopted for the cases of re-employment of pensioners, i.e, after retirement from Defence Services, PSUs and Government Departments (both Central and State Government). 2. However, for extension of service/tenure of deputation/period of contract employment necessary vigilance clearance is to be obtained from the company Vigilance Department, preferably before such extension is communicated.
3. Promotions to higher scales/posts through DPC	Vigilance clearance from the Company Vigilance Department is to be obtained for all promotions. Those who have not been cleared by the Vigilance Department, they may also be interviewed by the DPC but their results will not be announced till Vigilance clearance is obtained (i.e, to be kept in a sealed cover).
4. Deputation of Company employees to other organizations within the country and for Foreign Assignments.	Vigilance clearance is to be obtained from the Company Vigilance Department to ensure that the employee deputed from the Company is free from involvement in vigilance cases.
5. Postings including transfers to sensitive areas/departments such as Bill Section, Pay Rolls, Cash Section, MM / Purchase / Stores, Recruitment and Promotion, Security, Vigilance, Civil Engg., Plant Maintenance (Mechanical & Electrical), Canteen, Transport and IGQC	Vigilance clearance from the Company Vigilance Deptt is to be obtained for posting/transfer to sensitive areas/departments. However, no vigilance clearance is required for postings or transfers from sensitive areas/departments to other Departments.

Circumstances /cases where vigilance clearance is to be obtained	Guidelines for implementation
6. In case of retirement from service on Voluntary Retirement/ Termination on Medical Grounds/ Compulsory Retirement/Pre-mature Retirement through review.	Vigilance clearance from the Company Vigilance Dept is to be obtained to ensure that the employee leaving the service of the company is free from involvement in cases involving moral turpitude, integrity, etc., which may result in loss to the Company and before final settlement of dues of the individual concerned. The prescription is to ensure that the employee does not escape from action by the Management for the misconducts if any committed by him prior to cessation of service.
7. Issue of pass port	No vigilance/security clearance is required. However, NOC from Management is to be obtained.
8. Visit abroad for both Official & Private purpose	Vigilance clearance is required before issuing NOC. Where the Vigilance clearance has already been obtained at an earlier date without mentioning specific date of commencement of journey for obtaining VISA and to complete other formalities, the actual date of commencement of journey and such return journey is to be informed to the Vigilance Department at the earliest.
9. Training abroad including Seminars/Conferences.	Vigilance clearance is required. This is not applicable to the training programmes organized by Indian Institutions.

Circumstances /cases where vigilance clearance is to be obtained	Guidelines for implementation
10. Nomination for Awards including National and International Awards	Vigilance clearance from the Company Vigilance Department is to be obtained before recommending the nomination of an employee for any award including national and international awards because such awards are given for meritorious work/achievement in specific areas and to ensure that the employee nominated is free from involvement in cases involving moral turpitude, integrity, etc., as once the awards are announced the individual concerned could receive the award without further requirement for vigilance clearance.
