



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhawan, New Delhi-110001

F.No. 109-1/2022-Vig.I

Dated: 04 Jan, 2023

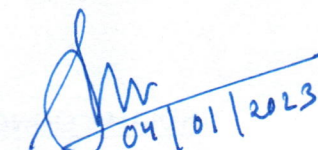
Circular

With the approval of the Competent Authority of the Vigilance Division of the Council, the following guidelines relating to issuance of Vigilance Clearance Certificate from the Council are being issued for compliance with immediate effect:

- a) Applications for issuance of Vigilance Clearance Certificate should be submitted in the attached Format. Vigilance Clearance requests in any other format will not be considered.
- b) The responsibility for the authenticity of the details that are provided in the Application will lie with the signatory of the application.
- c) A duly-filled application in the said format along with supporting documents, if any, should be sent by email only. The Institutes falling under the Vigilance Jurisdiction of Vigilance-I Section should send the email to vigilance1@icar.gov.in, while those under the Vigilance Jurisdiction of Vigilance-II Section should send the email to vigilance2@icar.gov.in. The email should be sent only from the official email ID of the Institute, otherwise the application will not be considered.
- d) The Subject of the email should be 'Vigilance Clearance Certificate'.
- e) It should be brought to the notice of all the staff that the time window for submission of the Annual Immovable Property Return (AIPR) for a given calendar year (year ending 31st December) is 1st January to 31st January of the following calendar year.
- f) The turnaround time for issuance of Vigilance Clearance is two working days. Hence, requests should be sent well in time. Only in cases when requests have been pending for more than two working days, the Vigilance Division may be contacted telephonically on the Official telephone numbers available in the latest ICAR Telephone Directory.

Contd...

This is issued for necessary compliance.



(Somnath)

Under Secretary (Vigilance-1)

Distribution:

1. The Directors of all ICAR Institutes/Bureaux/NRCs/Directorates/ATARIs
2. E-office Notice Board (This document may be downloaded from e-office as per the need as it is not being distributed separately)
3. Media Unit for uploading on the ICAR Website.

FORMAT FOR OBTAINING VIGILANCE CLEARANCE

(To be submitted on the Institute's Letterhead)

Date: __/__/____

| | | | | |
|---|------------|---|-----------------------------------|--------|
| Name of the Employee (in full): | | | | |
| Employee/ERP ID: | | | | |
| Designation: | | | | |
| Place of Posting: (During the last 10 years) | Sr. No. | Name of the Organization & Administrative/Nodal Ministry/Deptt. Concerned | Designation & Place of Posting | Period |
| | | | | |
| Purpose for Obtaining Vigilance Clearance (give details): | | | | |
| Date of Submission of AIPR for the Year ending 20__: | | | | |
| Disciplinary Proceedings initiated against the employee (give details), if any: | | | | |
| Penalty imposed during the last 10 years (give details), if any: | | | | |
| Legal Cases pending against the employee (give details), if any: | | | | |

Signature of the Head of Administration of the Institute with Seal
Name of the Signatory: _____