



**दक्षिण रेलवे/SOUTHERN RAILWAY**

No.P(R)436/P/Misc./Vol.II

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नई/Chennai - 600 003  
दि./ Dated: १७-02-2015

**पी वी सी सं/ PBC No: 9 / 2015**

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc.,

(As per mailing list -'A')

विषय/Sub: Format for request for Vigilance clearance - reg.

Ref : CVO/MAS letter No. VO/G/56/Format/2015 dt.  
04-02-2015.

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A copy of CVO/MAS letter No.VO/G/56/Format 2015 dt.04-02-2015  
alongwith the 'Format for NOC request from vigilance' on the above subject is  
enclosed for information, guidance and necessary action.



(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
कृते मुख्य कार्मिक अधिकारी  
For Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

## SOUTHERN RAILWAY

VO/G/56/Format 2015

Headquarters Office,  
Vigilance Branch,  
Chennai - 600 008.

Dated: 04.02.2015


**FA&CAO, CPO & CSC/MAS**  
**All NOC processing Units**

**Sub:** Format for request for Vigilance clearance - Reg

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In order to facilitate easy processing of NOC by Vigilance Branch, the revised format for request for NOC from Vigilance, is in overleaf.

Kindly advise all units under your control, who initiate requests for Vigilance clearance, to adhere to the format.

  
[S. Salim Javed]  
Dy.CVO/A  
For SDGM & CVO/SR

**Format for NOC request from vigilance**

Sl No	Data Field	Details
1	Full name of the Staff - With Initial [As per SR and Pay Bill]	
2	Designation	
3	Branch in which lien is maintained	
4	Unit Where working [last 6 years]	
5	Rly Phone No [PB Section or Dealing Unit]	
6	PF/PRAN No	
7	Purpose	
8	Date of birth	
9	Staff No if any	
10	Previous unit where worked	
11	Father/Husband Name	

**Note:**

1. Fields 1 to 8 are mandatory.
2. Handwritten requests are to be avoided; However if unavoidable shall be filled in CAPITAL letters legibly.
3. The purpose column has to be filled in with the reason why vigilance clearance is sought - such as Passport, Ex India Leave [EIL], Deputation, Promotion, MACP, VR, Resignation, Superannuation Etc., Leave period and travel country have to be mentioned in case of EIL.
4. NOC will be issued 4-6 weeks ahead of event date [VR & EIL] and for superannuation during the current month.
5. The branch in which lien maintained has to be clear such as Mech Electrical. Generally PB is mentioned which is incorrect except for PB staff.
6. Vigilance clearance is not required for transfers within SR, except where the transfer to the present unit was effected at the instance of vigilance advice.
7. Generally requests for vigilance advice have to be sent within a reasonable time of requirement at user end. However, in case of urgency the same may be forwarded to this office for immediate consideration.
8. The name and designation of the signing officer have to be clearly mentioned.
9. It is not possible to initiate a correspondence from this end for the issue of vigilance position. Hence it is requested that due care has to be exercised while forwarding the requests.
10. The NOC request has to be initiated only by the Cadre Controlling PB - except for Accounts and Security Branches. Requests from other sources have to be avoided.