

F. No.27-01/2001-SNG(Vol.III)/Guj.  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(SNG Section)

R.No.419, Sanchar Bhawan  
20, Ashoka Road, New Delhi-01  
Dated: 04.08.2023

To

The CMD  
BSNL CO  
Bharat Sanchar Bhawan  
Janpath, New Delhi- 01

**Subject: Clarification/instructions regarding forwarding of cases for approval of Presidential Orders or seeking Vigilance Clearance for retirement/Voluntary Retirement etc.... – reg.**

Ref: Email dated: 13.07.2023 (email id: labouresttbsnlco@gmail.com)

Sir/Madam

I am directed to refer your email dated 13.07.2023 on the above mentioned subject and to convey the following clarifications/guidelines in this regard.

2. That as per the instructions/guidelines of Vigilance Wing, DoT Hq. it has been conveyed to BSNL that since Sancharvhr portal is not accessible to CVO, BSNL, the vigilance clearance in respect of Group B and below official/officer has to be sought from Vigilance Wing, DoT Hq through Cadre Controlling Authority for unabsorbed officials.

3. In this regard, it is conveyed that in all the cases, where Vigilance Clearance is required in respect of left-out JTOs (GCS Group-B) and Group C & D unabsorbed DoT employees in BSNL, for conveying approval of Presidential Order or for issuing Retirement/Voluntary Retirement Order etc., must be sent to this office through BSNL CO only. Further, for seeking approval of Presidential Order, all such cases must be sent to this office along with the CHECKLIST(Annexure-B), proper recommendation of Circle/BSNL CO and with the inputs/summary of the cases in chronological order, if any, pending against the officials. No case should be sent to this office directly from any Circle Office of BSNL.

4. It is further conveyed that certain additional information is/are required for seeking vigilance clearance through sancharvhr portal from Vigilance Wing, DoT Hq. and hence, it is requested to provide the same in the format attached as (Annexure-A) for the said purpose alongwith the cases that may be sent for granting vigilance clearance.

This issues with the approval of the Competent Authority.

Encl: As above.

Yours faithfully,

Signed by Anuradha Ganesh

Date: 04-08-2023 17:45:47

Reason: Approved

(Anuradha Ganesh)

Under Secretary to the Govt. of India.

Pro-forma of details for seeking Vigilance Clearance

Sl.No.	Service Particulars	Remarks
01	Full Name of the official	
02	Staff No.	
03	Date of Birth	
04	Grade	
05	Designation	
06	Status of filing of Immovable Property Returns (IPR).	(Whether filed or not), if filed, please mention date of filing.
07	Administrative/Disciplinary/Criminal Case, if any	Gist of the cases (either pending/settled) against the official may be provided in chronological order.
08	Details of penalty imposed, if any, with the status of compliance.	Pl. provide compliance report, if applicable.
09	Status of official	Whether working/Retired

*Note: The entire case records/documents regarding point 7 above may not be sent to this office. Only a summary/gist of the case in chronological order may be provided.*

## Annexure-B

CHECKLIST (for submission of absorption cases)

Sl.No	Description	Remarks
1	Attested copy of Option Form of the employee	Pl. enclose as Annexure-I
2	a) Last date of Submission of Option Form b) Actual date of Submission of Option Form.(Date of Submission of Option Form should be clearly stated and substantiated. If the date of exercise of option is not available on the Option Form, document in support of the same shall be provided	
3	Whether the Option was exercised in time.(It may be indicated in clear terms)	Pl. enclose as Annexure-II
4	Complete service particulars of the employee.	Pl. enclose as Annexure-III
5	Complete history in chronological order of the following cases pertaining to the employee	Separate Sheet to be enclosed.
	a) CBI case	
	b) Disciplinary case	
	c) Court case	
	d) CAT Case	
	e) Appeal in Higher court, if any	
6	Vigilance clearance of the Employee	Pl. enclose as Annexure-IV
7	Recommendations of circle office in each case with justification for absorption w.e.f. 01.10.2000(Recommendation shall be signed by SSA & BA head and countersigned by GM(HR) of concerned circle.	Pl. enclose as Annexure-V
8	The detailed reason for late submission of cases for seeking approval for issue of Presidential cases.	Pl. enclose as Annexure-VI
9	Copy of the last annual property returns for in service employee	Pl. enclose as Annexure-VII
10	Any other specific information which is relevant to the case.	