

IMPORTANT

E-11925/No.A-65061/1/2023-Group B-CGA/492
Government of India
Ministry of Finance
Department of Expenditure
O/o Controller General of Accounts

New Delhi, the 3rd February, 2025

OFFICE MEMORANDUM

Sub.: Timely submission of requests of Senior Accounts Officer for NOC/cadre clearance to visit abroad.

It has been observed that requests for NOC/cadre clearance for foreign visits are received very late from concerned Pr.AOs, leaving this office with very little time to process the same before the scheduled date of departure of the officer concerned. Further, in some cases the requisite details/vigilance certificate are not given as per proforma prescribed vide DoPT's OM No. F. No. 11013/8/2015-Estt.A-III dated 27.07.2015 and O/o CGA (Vigilance Section) OM dated 30.11.2022 (copy enclosed).

2. It is, therefore, reiterated that the request seeking NOC/cadre clearance complete in all respects (as per the prescribed proforma) must reach this office at least 2 weeks prior to the scheduled date of departure (Check List enclosed).
3. PrCCAs/CCAs/CAs are requested to direct their Principal Accounts Offices for compliance of these instructions.

This issues with the approval of the competent authority.


(Vikal Raj)

Sr.Accounts Officer

To

All Pr.CCA/CCA/CAs of Ministry/Department concerned.
Director (INGAF)/ADG(B&A), Prasar Bharti

Copy to : Sr.AO(ITD) for uploading on website.

Check List

Sl.No.	Items	
1	Name of the Applicant with DoB	
2	Name of the Country to be Visited	
3	Copy of recommended leave	
4	Whether the requisite proforma & undertaking duly filled in by the applicant and its Part-B, duly signed by concerned Sr.AO Admn) in the Principal Accounts Office as per annexure of the CGA's OM dated 492 dated 03.02.2025.	
5	Authority (with designation) with whose approval the proposal is being sent (Pr.CCA/CCA or CA)	
6	Whether the vigilance status of the applicant has been furnished in the requisite proforma as per Vigilance Section, O/o CGA OM dated 30.11.2022 duly signed by officer not below the rank of Dy.CA (with stamp)	

To be Signed by Sr. Accounts Officer (Admn)
Principal Accounts Office
Min./Deptt.

PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, borad, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation

Part B – To be filled by the Administration

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/ top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details)
4. Whether any disciplinary proceeding/ criminal case is pending against the Government servant (Details).

Signature

Date:

Name and Designation

So. Accounts Officer (Adm)

UNDERTAKING

REQUIRED TO BE FURNISHED FOR GRANT OF LEAVE TO VISIT ABROAD

I _____ (Name)

_____ (Designation)

hereby undertake to abide by the following conditions during my visit to

_____ (Name of the Country to be visited):-

1. I will not approach any foreign agency for financial assistance without prior approval of the Government of India.
2. I will not enter directly into any kind of correspondence with any foreign agency except through my present office.
3. I will return to duty in the office (Name of the office alongwith the address) after expiry of leave, if sanctioned to me.
4. I will not employ myself during the period of my stay abroad.
5. I will not involve myself in any activity, which may adversely affect the relations between the two countries.
6. No payment of leave salary will be made in foreign exchange.
7. I will not request for grant of extension of leave, while abroad beyond the period of leave initially sanctioned to me and I also understand that such request shall ordinarily not be entertained and the grant of extension, if any, will depend on the exigencies of work in public interest.

(Signature of the Sr. Accounts Officer)

**MINISTRY OF FINANCE, DEPARTMENT OF EXPENDITURE
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS
MAHALEKHA NIYANTRAK BHAWAN
GPO COMPLEX, E- BLOCK, INA, NEW DELHI-110023
(Vigilance Section)**

No.C-31011/4/2020-Vigilance-CGA-Part(1)/ 732

Dated: 30/11/2022

CIRCULAR

Sub: Proforma for seeking vigilance clearance in respect of Sr. AOs-reg.

Kind attention is invited to this office Circular No. C-31011/4/2020-Vigilance-CGA-Part(1)/94 dated 29.04.2022 regarding furnishing of duly filled in Proforma for seeking vigilance clearance in respect of Sr. AOs.

2. It is further intimated that as per Para 3 (i) of ID Note No. C-18018/02/2014-Vig. dated 12.10.2022 issued by Department of Expenditure, Hon'ble Finance Minister on behalf of the President has approved that Controller General of Accounts, being Head of the Organization may accord vigilance clearance in respect of Senior Accounts Officers of CCAS Cadre till further review.

3. It has been observed that the proforma forwarded by the concerned Ministry/Department regarding vigilance clearance in r/o Sr. AOs is neither properly filled in as per the requisite guidelines nor duly signed by the appropriate authority indicating clearly the name and designation with the official seal of concerned officer for vigilance clearance by the competent authority. It needs also to be ensured that the proposal is forwarded with the approval of Pr. CCA/CCA/CA(independent charge) as the case may be.

4. In view of the above, it is once again requested that all the field offices may submit the requests for seeking vigilance clearance in r/o Sr.AOs along with information about the officer concerned in the revised Proforma (duly countersigned by CCA/CA/Dy.CA with Name & Stamp). It may be ensured that no columns remain unfilled & marked (-) and should be specifically mentioning as Yes/ No/ Not Applicable as the case may be. A copy of the Proforma is annexed.

5. In order to avoid delay, it is reiterated that all such proposals especially for deputation/retirement/passport/ex-India leave cases etc. may be forwarded well in advance for timely issuance of vigilance clearance.

6. This issues with the approval of Controller General of Accounts.

ARawat

(Anang Rawat)

Assistant Controller General of Accounts (Vig.)

Copy for information and compliance to:-

1. All Pr. CCAs/CCAs/CAs (Independent Charge).
2. Administration Section, O/o CGA.

✓ Copy to Sr. AO (ITD) for uploading on website.

ANNEXURE

PROFORMA FOR ISSUE OF VIGILANCE STATUS IN RESPECT OF Sr. AOs

Name of Officer (with Date of Birth)		
Ministry & Office/Department		
1	Whether any Charge Sheet has been issued? Whether any disciplinary proceeding is pending? If so, the details thereof.	
2	Whether any prosecution for criminal charge is pending against the officer in Court of Law? If so, the details thereof.	
3	Whether the officer is under suspension? If so, date from which suspended/suspension extended.	
4	Whether Major Penalty/ Minor penalty imposed during the last ten (10) years? If so, date and currency of such penalty.	
5	If the officer is on deputation, vigilance status from borrowing department may be enclosed.	
6	Whether IPR has been submitted within due date? If so, the date of submission.	
7	Whether the name of officer is appearing in any PE? If so, date of submission of PE Report.	
8	In case of proposal for Ex- India leave whether it has been sanctioned by the Competent Authority?	
9	Remarks, if any	
Undertaking		
As per records available with this office, no vigilance case is either pending or being contemplated against the above-mentioned officer as on date.		

Date :

Place :

CCA/ CA/ DY. CA
Name & Designation of
Officer & Official Stamp

Note: All columns to be properly filled as Yes/No/Not Applicable. No columns to remain unfilled & (-) dash remark is not acceptable.

Ref. Circular No.C-31011/4/2020-Vigilance-cga-Part(I)/732 Dated 30.11.2022