

Standard Operating Procedure for vigilance report and preparation of OPR/APR of employees for Promotion/higher scale etc.

1. The Vigilance Cell will maintain a Register on declaration of Assets by an employee with the following details [Last date of submission of declaration of Assets as on 1st January of each year is 30th April of the year]:

Sl. No.	Name & designation of employee	Date of submission of declaration of Assets as they stood on.....	Signature by Deputy Secretary/ Assistant Secretary
1			
2			

2. The Vigilance Cell will maintain a Register of the Departmental Proceedings and pending Court case of employees with following the details:

Sl. No.	Name & designation of employee	Departmental Proceedings case no. and date	Status of Departmental Proceedings	Court case no. and date	Court case status	Signature by Deputy Secretary/ Assistant Secretary
1.						
2.						

3. The entries in both the Registers shall be authenticated by Deputy Secretary/ Assistant Secretary of the Vigilance Cell. The Register and the declaration of Assets submitted by the employees will be in custody of the Section Officer/ Assistant Secretary of the Vigilance Cell.
4. The Law Officer of this Department will update the criminal court case status of an employee and shall inform the updated status with necessary documents to the Vigilance Cell immediately upon obtaining knowledge of the same and also on Quarterly basis and the Vigilance Cell will update the records accordingly.
5. The Vigilance Cell shall maintain the following 4 mother files at their end for recording the submission of "Declaration of Assets" by an employee and their "Integrity report":

- a) Vigilance file for Group 'A' officers.
 - b) Vigilance file for Head Assistant and U.D. Assistant;
 - c) Vigilance file for L.D. Assistant and other Group 'C' employees.
 - d) Vigilance file for Group 'D' employees.
6. The Establishment Cell will place the Personal file of employee concerned or promotional file etc. to the Vigilance Cell of this Department for obtaining vigilance report / integrity report in respect of an employee.
 7. The Vigilance Cell will place, in the respective 4 files about the declaration of Assets, Departmental Proceedings & Court case status as per relevant documents and Registers in the 1st week of May every year or upon receiving the Declaration of Assets/ submission receipt (in case of Group 'A' officers) for a year from all employees of the 4 specific category, whichever is earlier and place before the appropriate authority for approval for issuing vigilance report.
 8. The Vigilance Cell will further upload the approved certificate/clearance report in the Personal file of concerned employee or promotional file etc. with hyperlink and return the Personal file or promotional file etc. to the Establishment Cell for further course of action.
 9. After receiving the vigilance report/ integrity report from the Vigilance Cell, the Establishment Cell will process the APR of the employee for acceptance by the appropriate authority.
 10. The Establishment Cell will process in the Personal file of the employee concerned and upload the required documents like APRs, Integrity report etc. for promotion/ movement of higher scale as per CAS. The Dealing Assistant of Establishment Cell will upload the scanned copy of APRs and necessary correspondence with the Appointing Authority in Personal file of the employee for completion of the process.
 11. The synoptic schedule chart below shall be followed:
 - I : 4 nos. of mother files to be created by the Vigilance Cell (as detailed in para 5).
 - II : The Vigilance Cell will place those 4 files before the appropriate authority i.e. Secretary of the Department for approval for issuing vigilance report in respect of the employee concerned of this Department by 15th May every year (as detailed in para 8).
 - III : The Establishment Cell shall complete the process as stated in para 11 within 31st May of each year.
 12. The Assistant Secretary / Section Officer will monitor constantly to complete the job within the fixed time.