



GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF VIGILANCE::CIVIL SECRETARIAT
ITANAGAR

NO.VIG-12/8/2025/366

Dated Itanagar, the 29th July 2025

OFFICE MEMORANDUM

It is observed that there is ambiguity among departments on how to apply for Vigilance Clearance, and the terms & conditions associated with the process. Therefore, in continuation of the order No. VIG-71/2014/365 dated 25.02.2020 and the provisions in the Arunachal Pradesh Vigilance Manual 2022 regarding Vigilance Clearance, the following clarification-cum-advisory is issued for information and necessary action of all concerned.

i. **How to apply:** Department may submit requisition for Vigilance Clearance addressed to Deputy Secretary (Vigilance) / Under Secretary (Vigilance), Govt. Arunachal Pradesh, Itanagar, enclosing therewith duly-filled prescribed form along with No Objection Certificate (NOC) issued by the office of Deputy Commissioner concerned.

ii. **Who is competent to send requisition for Vigilance Clearance:** In general terms, Vigilance clearance is a process initiated by a department to verify an individual's suitability for a specific role or purpose, such as promotion, deputation, etc. Therefore, requisition for vigilance clearance is expected to be sent departmentally by an authority who is maintaining service records of the applicant. It is advisable that requisitions are made by the controlling authority or a competent designated officer of the department who is maintaining the service records. For instance, requisition in respect of AIS/APCS officers are expected from the Department of Personnel, and not from the other Departments.

iii. **Prescribed Form:** There is a prescribed form issued by the Vigilance Department which need to be duly filled up and attached with the requisition for Vigilance Clearance. The form need not be obtained only from Vigilance Department and it can be typed out which should invariably contain following particulars:

- DD (E)
21/6/25
- (1) Name of person whose Vigilance Clearance is required:
 - (2) Designation:
 - (3) Name of the Department in which presently serving:
 - (4) Date of Birth:
 - (5) Present Address & Contact number:
 - (6) Permanent address:
 - (7) Date of Superannuation (For retiring Govt. Servant only):
 - (8) Taking-over Report of Govt Quarter by the Department concerned (For retiring Govt. Servant only who is allotted Govt. Quarter):
 - (9) Reason for obtaining Vigilance Clearance:
 - (10) Whether any Deptt./CBI/Court case pending or contemplated to be initiated against the incumbent, if so, furnish a brief status:
 - (11) NOC/ Land Encroachment Status Report from respective Deputy Commissioner:
 - (12) Signature with official seal of the department's competent designated officer/controlling officer:



iv. **NOC from Deputy Commissioner concerned:** NOC from Deputy Commissioners concerned, i.e., where the employee is ***currently posted as well as the home district*** of the employee (in case home district and posting districts are not the same), is mandatory for issuance of Vigilance Clearance in case of applications for the purpose of retirement, promotion, deputation, MACP, etc. It should clearly state that there is ***no encroachment on govt land or property*** by the applicant or his family.

In the case of employees who are not permanent resident/domicile of the State of Arunachal Pradesh, the NOC from the current place of posting only shall be required to be submitted along with their applications for Vigilance Clearance.

The only exceptions where NOC from Deputy Commissioner need not be submitted are in cases of applications for Passport & Ex-India tour/Ex-India leave.

v. **NOC in case of staffs of Resident Offices:** In such cases, NOC may be issued (for current place of posting) by the Head of that particular Resident Office i.e., Resident Commissioner or Additional Resident Commissioner or Deputy Resident Commissioner, as the case may be, or a designated competent authority. Other terms and conditions will remain same as stated at above para-iv.

vi. **Whether renewal of Vigilance Clearance possible:** Vigilance Clearances have a validity of 10 months only. There is no provision for renewal of Vigilance Clearance. Once the validity period expires, requisitions must be submitted afresh.

vii. **Vigilance Clearance in respect of Contingency Staffs:** It is advisable that Vigilance clearance in respect of contingency staffs is avoided, to do away with procedural delays.

viii. **Time period for applying:** It is often observed that requisitions for Vigilance Clearance are submitted in the last few days immediately preceding DPCs etc, giving little time to Vigilance Department for processing the matter properly as per set procedure. Therefore, it is advisable that all requisitions are submitted in a proactive manner, at least 15 days in advance of the required date, avoiding short-notice submissions.

This is issued with approval of the competent authority.

Digitally signed by
MUDO NIKHANG TAMO

Date: 29-07-2025

12:37:59

Deputy Secretary (Vigilance)

Govt of Arunachal Pradesh

Itanagar

To

All Principal Secretaries/ Divisional Commissioners/ Commissioners/ Resident Commissioners/ Secretaries/ Deputy Commissioners/ Addl. & Dy. Resident Commissioners/ Superintendent of Police, ACB, Govt of Arunachal Pradesh for information and wide circulation.