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30/12/16

HINDUSTAN PAPER CORPORATION LTD
VIGILANCE DEPARTMENT, KOLKATA 700016

No. VIG/18(5)/16/

Date: 30 December 2016

Subject: Vigilance clearance policy for Executives and above (below Board level)

This is the policy on grant and denial of vigilance clearance to for Executives and above (below Board level), who do not come under the purview of the Ministry or the Central Vigilance Commission. This vigilance clearance policy will be applicable to units and subsidiaries of Hindustan Paper Corporation limited including Corporate Headquarters (CHQ) Kolkata. Henceforth, vigilance clearance for Executives and above will be given and denied based on this policy. Vigilance status and vigilance clearance to lower officials/staffs will continue to be given as per the existing arrangements.

Vigilance status of Executives and above, who do not come under the purview of the Ministry or CVC, can be given by the issuing authority as mentioned in Table- II. However, in view of his anticipated absence from office or headquarters, CVO HPC may authorize by a prior order in writing an officer in Vigilance Department or a group of officers in Vigilance Department jointly to give/deny vigilance clearance *in urgent and un-deferrable cases only, subject to ex-post facto approval* of each case by CVO HPC as soon as possible.

Vigilance clearance shall be denied based on status at Table-I table with overriding clarifications given below the table. If an official's status is relevant to two or more rows, then the most adverse rows (denial of vigilance clearance) shall be considered. If vigilance clearance cannot be denied for the purpose for which it is sought or the official's status is none in the listed rows, then the official is clear from vigilance angle for the purpose on that date for a period of three months, unless the clearance is revoked earlier. However, in the case of retirement on superannuation, award of the penalty of dismissal/removal/compulsory retirement, or death/missing, only vigilance status, *inter alia*, will be noted for decision on release and settlement of retirement-related dues and benefits, and no grant/denial of vigilance clearance will be issued.

Whenever an officer joins HPC on deputation or absorption basis from another Government-controlled organization (Government of India or state), his vigilance profile in the previous postings upto last ten years may be collected, and may be used for the purpose of granting or denying vigilance clearance as if he was posted during the period in HPC itself.

Decision on vigilance clearance for purpose other than the ones listed in Table-I will be taken by CVO HPC only. In case of any doubt or confusion, the clarification shall be given by CVO HPC only and shall be obtained only from CVO HPC. Attempt will be made to incorporate such purposes in the policy itself.

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Vigilance clearance shall be specific to the individual, specific to the purpose, and specific to the period of time. Unless revoked earlier, vigilance clearance for the specific purpose shall be valid upto three months only from the date of issue.

In view of gravity or levity in exceptional cases, vigilance clearance may be granted or denied by CVO HPC in relaxation of the policy by specifying the special circumstances in writing. However, such exceptional cases can be decided only by CVO HPC, and CVO HPC shall bring it to the notice to the Board during the next vigilance review. Attempt will be made to subsequently incorporate such special circumstances in the policy itself.

HR&ES Department requiring vigilance clearance/status shall send the requisition for the same to CVO HPC or Vigilance Officer, as the case may be giving the following details of the employee: (1) Name, (2) Designation and department/place of posting, (3) Employee code, (4) When joined HPC, (5) Purpose of vigilance clearance and (6) Status of the officials mentioned in Table-III (as applicable for the purpose).

Vigilance clearance for individual officers will be issued in the format given in Table-IV. In case of vigilance clearance required in bulk, a similar or other suitable format may be used, and vigilance clearance/denial will be issued in a single letter for all the officers in the bulk list.

However, in especially requested cases such as by Central Vigilance Commission, Public Enterprise Selection Board (PESB) or Department of Heavy Industry (Ministry of Heavy Industries & Public Enterprise), and in similar cases, vigilance profile in the prescribed format, if any, may be forwarded as requested.

In case any deviation is noticed, the same shall be brought to the notice of the Board, and published in annual reports in the chapter on vigilance.

Enclosures: Tables-I, II, III and IV

Barun Kumar Sahu 30/12/14
(Barun Kumar Sahu)
Chief Vigilance Officer

Copy for information and necessary action to:

CMD, D(O), D(F), D(M),
CE(CPM), CE(NPM), CEO(NPPC), MD(HNL),
Sr. Manager(Vig) NPM, Manager(Vig) CPM, I/c(Vig) NPPC, Sr Manager(Vig) HNL

Copy for information to:

Secretary
Central Vigilance Commission
Satarkta Bhawan, GPO Complex, Block A, INA, New Delhi 110023

Under Secretary (Vigilance)
Department of Heavy Industry
Udyog Bhawan, New Delhi-110011

VIGILANCE CLEARANCE POLICY

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Table-1

Vigilance clearance sought for the purpose ↓	Vigilance status of the Officials ↑	No Objection Certificate for visit abroad (personal/ official)	For promotion/ upgradation	Forwarding application/ nomination for deputation to/ employment for other organisation	Separation (resignation, voluntary retirement)	Conferment of award/reward/ similar based fully/partly on official performance	Confirmation/ absorption	Engagement after superannuation in any form, including as Consultant, on contract etc
Did not seek/ propose seeking vigilance clearance/status in last six months while processing a case when it was necessary under the vigilance clearance policy	Deny	X	Deny	X	Deny	X	X	
Made personal visit abroad without mandatory NOC in last year	Deny	X	Deny	X	Deny	X	X	
In the last one year, applied for outside employment without prior intimation to controlling officer in writing and without through him	Deny	X	Deny	X	X	X	X	
In the last one year, CVO HPC concluded in his report to CMD HPC against the officer after calling version that he prevented the CVO from exercising vigilance function (such as by furnishing wrong/misleading report to CVO, undue delay in responding, threatening an officer posted in Vigilance Department etc)	Deny	X	Deny	X	Deny	X	X	
Currency of major/minor penalty involving vigilance angle	Deny	Deny	Deny	Deny	Deny	Deny	Deny	

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VIGILANCE CLEARANCE POLICY

Table-I

Vigilance clearance sought for the purpose	No Objection Certificate for visit abroad (personal/ official)	For promotion/ upgradation	Forwarding application/ nomination for deputation to/ employment for other organisation	Separation (resignation, voluntary retirement)	Conferment of award/reward/ similar based fully/partly on official performance	Confirmation/ absorption	Engagement after superannuation in any form, including as Consultant, on contract etc
Vigilance status of the Officials							
Major penalty imposed less than five years ago in case involving vigilance angle	X	Deny	X	X	Deny	Deny	Deny
Minor penalty imposed less than three years ago in case involving vigilance angle	X	Deny	X	X	Deny	Deny	Deny
Displeasure issued less than six months ago in case involving vigilance angle after show-cause notice/calling for version/inquiry/admission	X	X	X	X	Deny	Deny	Deny
Convicted in CBI case	Deny	Deny	Deny	Deny	Deny	Deny	Deny
Under criminal prosecution by CBI (not yet exonerated)	Deny	Conditional deny (sealed cover)	Deny	Deny	Deny	Deny	Deny
CBI registered case but not yet prosecution started (prosecution not denied)	Deny	X	Deny	Deny	Deny	Deny	Deny
Charge-sheet issued for major penalty but no decision on vigilance angle	Deny	Conditional deny (sealed cover)	Deny	Deny	Deny	Deny	Deny
Charge-sheet issued for minor penalty but no decision on vigilance angle	X	Conditional deny (sealed cover)	Deny	Deny	Deny	Deny	Deny

VIGILANCE CLEARANCE POLICY

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Table-I

Vigilance clearance sought for the purpose ↓	Vigilance status of the Officials ↓	No Objection Certificate for visit abroad (personal/official)	For promotion/upgradation	Forwarding application/nomination for deputation to/employment for other organisation	Separation (resignation, voluntary retirement)	Conferment of award/reward/similar based fully/partly on official performance	Confirmation/absorption	Engagement after superannuation in any form, including as Consultant, on contract etc
Active case involving vigilance angle under preliminary investigation registered less than three months ago or found prime facie involved in vigilance angle after preliminary enquiry but no charge-sheet issued and the matter not closed	X	X	Deny	Deny	Deny	X	X	
Under suspension	Deny	Conditional deny (sealed cover)	Deny	Deny	Deny	Deny	Deny	
Figures in current list of officers of doubtful integrity (ODI)	Deny	X	X	X	X	Deny	X	
Figures in current list of Agreed list with CBI	Deny	X	X	X	X	Deny	Deny	
Immovable property returns not submitted in time	X	Deny	Deny	Deny	Deny	X	Deny	
Established in last one year only (i.e., not considering older cases) after a fact-finding inquiry that he/she lost an important official document	Deny	X	Deny	Deny	Deny	Deny	X	

VIGILANCE CLEARANCE POLICY

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Table-1

Vigilance clearance sought for the purpose	↓													
	Vigilance status of the Officials													
Continuing on unauthorized absence as on date since last two months, or has taken up another employment without permission	↓													
		No Objection Certificate for visit abroad (personal/ official)	Deny	For promotion/ upgradation	Deny	Forwarding application/ nomination for deputation to/ employment for other organisation	Deny	Separation (resignation, voluntary retirement)	X	Conferral of award/reward/ similar based fully/partly on official performance	Deny	Confirmation/ absorption	Deny	Engagement after superannuation in any form, including as Consultant, on contract etc

Clarification 1: Notwithstanding the above table, vigilance clearance will not be denied in following genuine and extraordinary cases: (i) Implementation of clear and unambiguous Presidential Directives and court orders; (ii) Personal visit abroad for medical treatment of employee (self) or dependent family member, provided the treatment is recommended by Chief Medical Officer HPC wherever available, and (iii) Personal visit abroad needed as per social or religious custom or for pilgrimage, provided the authority competent to sanction the leave is convinced of the genuineness of the claim in (ii) and (iii). However, vigilance clearance even in these cases will not be automatic, and will have to be specifically sought and obtained from CVO HPC beforehand.

Clarification 2: It is clarified that vigilance clearance/status will not be needed for (i) Applying for passport (self/family/others), (ii) Personal or otherwise visit abroad by family members who are not employees of HPC, (iii) Applying for and getting awards instituted by state government, Government of India and any reputed organization (not being a business partner/associate/vendor of HPC), (iv) Award/reward for personal achievements in sports, games, cultural competition etc; and (v) Extension of stay abroad (on personal visit, training or official duty) on bonafide grounds upto three months or multiple visits during the period, provided prior vigilance clearance had been taken for the visit abroad.

Clarification 3: Abroad means anywhere outside India, and is irrespective of visa requirement.

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Vigilance Clearance Policy

Table II

Issuing authority of Vigilance clearance

Issuing authority of Vigilance clearance	Personnel category	Purpose of the vigilance clearance
CVO, HPC	All personnel at Corporate Headquarters (CHQ), Kolkata (including in marketing and liasion offices in Delhi and elsewhere)	All purposes
CVO, HPC	Level of DGM and above of units and subsidiaries.	All purposes
CVO, HPC	Manager and above of units and subsidiaries	Confirmation and promotion
Vigilance officers (VO) of the units and subsidiaries (only those appointed in consultation with CVO HPC).	Upto Senior Manager level of respective units and subsidiaries	All purposes listed in Table-1 except confirmation and promotion of Manager/ Senior Manager level.

However in extraordinary circumstances, CVO HPC may issue vigilance clearance even for units and subsidiaries where Vigilance Offices are to issue the vigilance clearance.

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VIGILANCE CLEARANCE POLICY

Table-III

Name of Departments who will provide status of the officials

Status of the officials	Name of the Department
Did not seek/propose seeking vigilance clearance/status in last six months while processing a case when it was necessary under the vigilance clearance policy	Vigilance Department
Made personal visit abroad without mandatory NOC in last one year	HR&ES Department
In the last one year, applied for outside employment without prior intimation to controlling officer in writing and without through him	HR&ES Department
In the last one year, CVO HPC concluded in his report to CMD HPC against the officer after calling version that he prevented the CVO from exercising vigilance function (such as by furnishing wrong/misleading report to CVO, undue delay in responding, threatening an officer posted in Vigilance department etc.)	Vigilance Department
Currency of major/minor penalty involving vigilance angle	HR&ES Department
Major penalty imposed less than five years ago in case involving vigilance angle	HR&ES Department
Minor penalty imposed less than three years ago in case involving vigilance angle	HR&ES Department
Displeasure issued less than six months ago in case involving vigilance angle after show-cause notice/calling for version/inquiry/admission	
Convicted in CBI case	HR&ES Department
Under criminal prosecution by CBI (not yet exonerated)	HR&ES Department
CBI registered case but not yet prosecution started (prosecution not denied)	HR&ES Department
Charge-sheet issued for major penalty but no decision on penalty in case involving vigilance angle	HR&ES Department
Charge-sheet issued for minor penalty but no decision on penalty in case involving vigilance angle	HR&ES Department
Active case involving vigilance angle under preliminary investigation registered less than three months ago or found prime facie involved in vigilance angle after preliminary enquiry but no charge- sheet issued and the matter not closed	Vigilance Department
Under suspension	HR&ES Department
Figures in current list of officers of doubtful integrity (ODI)	Vigilance Department
Figures in current list of Agreed list with CBI	Vigilance Department
Immovable property return is not submitted in time	HR&ES Department will submit last date of submission.
Established in last one year only (i.e., not considering older cases) after a fact-finding inquiry that he/she lost an important official document	HR&ES Department
Continuing on unauthorized absence as on date since last two months, or has taken up another employment without permission	HR&ES Department

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HINDUSTAN PAPER CORPORATION LTD
VIGILANCE DEPARTMENT

Table-IV

No. VIG/1_()/1_

Date:

Subject: Issue of Vigilance clearance

Particular furnished by HR&ES Department

Reference No. & Date	
Name of the official	
Designation:	
Employee Code:	
Place of posting	
Purpose of seeking vigilance clearance	

Particular furnished by Vigilance Department

Vigilance Status of official:	
Remarks on vigilance clearance as per policy (not relevant in case of retirement)	Granted/Denied /Granted by special order of CVO HPC
Validity Period of vigilance status issued	

Signature of issuing authority
(Name)
Designation

Dr. K. S. Shrivastava