	<p>वेस्टर्न कोलफील्ड्स लिमिटेड Western Coalfields Ltd (A Mini Ratna Company) (A Subsidiary of Coal India Limited) Regd Office : Coal Estate, Civil Lines, Nagpur – 440001 (MS) Office of the General Manager (P&IR) Phone : (0712)2510439</p>
<p>Regd Office : Coal Estate, Civil Lines, Nagpur – 440001</p>	

REF No: WCL/IR/VIG/GM(IR)/2020/1406

Date: 23-12-2020

CIRCULAR

The following system improvement measures are suggested by Vigilance Department, WCL and duly approved by the Competent Authority, that needs to be followed to ensure uniformity in the process of Vigilance Clearance & Online Vigilance Clearance System (OVS) adopted in respect of non-executive employees of WCL: -

1. All Areas & HQ shall ensure that the pro-forma for updating the vigilance status of a non-executive employee must be filled by Controlling Officer/Charge-sheeting authority, as specified in the Standing Orders of M/s WCL & an Officer of the unit/department (authorized by the Controlling Officer/Charge-sheeting authority), where the concerned non-executive employee is posted/working, for entry of any pending enquiry/pending disciplinary proceeding/any criminal proceedings etc., before submission to the Nodal officer of the concerned Area/HQ as the case may be. Copy of the pro-forma for vigilance clearance status is enclosed for circulation to all concerned.
2. The Nodal officer of the concerned Area/HQ as the case may be, has to cross verify the vigilance status pro-forma submitted by the concerned unit/department before updating the portal with his/her remarks or for further providing the same to any authority.
3. It shall be ensured by all Areas & HQ that the vigilance status of non-executive employees is updated first through a Link Officer of Unit/Department, where the concerned non-executive is posted & subsequently by the Nodal Officer of Area/HQ, as the case may be.


The Link Officer would be the Controlling Officer of the concerned non-executive employee as per certified Standing Orders of the Company and the Nodal Officer shall be the officer nominated by the APM/GM (P&IR) as the case may be at Area & HQ level respectively.

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4. EIS based login credentials of Online Vigilance Clearance System (OVS) platform shall be given to Link Officer & Nodal Officer. Officers having login credentials only need to operate the portal who shall update the Vigilance Status immediately once any adverse report comes to notice, without having to wait for any requirement to arise. The login credentials should be kept confidential by the officials and shall not be shared with any unauthorized person.
5. Areas and HQ shall ensure that the application pro-forma for internal selection of employees to any post in WCL shall mandatorily have a clause regarding self-declaration of issuance of charge-sheet and pending enquiry by the concerned employee who intends to apply against the notification for selection.
6. The scrutiny/selection committee constituted for internal selection for any post, should not overlook the findings or comments on application or on any other relevant document and seek clarification in case of any disparity or ambiguity from issuing authority.

The aforesaid system improvement measures shall be implemented with immediate effect and should be strictly complied by all concerned of HQ's, Areas, Sub Areas, Units & establishments of WCL.

Encl: As above


23/12/2020
General Manager (P&IR), WCL
23/12

Distributions:

- GM (Vigilance), WCL HQ, Nagpur – For kind information
- TS to CMD/D(T)OP/D(T)P&P/D(F) – For kind information
- All HODs, WCL HQ, Nagpur – For necessary action & compliance
- All Area General Managers, WCL Areas – For necessary action & compliance



सतर्कता समाशोधन प्रारूप
VIGILANCE STATUS/CLEARANCE FORM IN RESPECT
OF WAGE BOARD EMPLOYEE OF WESTERN COALFIELDS LTD.

1. एनईआईएस नं.
NEIS No. :-----
2. कर्मचारी का नाम
Name of Employee :-----
3. पिता /पति का नाम
Father's / Husband's Name :-----
4. पदनाम एवं पदस्थापना स्थल
Designation & Place of posting. :-----
5. जन्मतिथि
Date of Birth :-----
6. कंपनी में कार्यभार ग्रहण करने की तिथि
Date of joining the company. :-----
7. सेवानिवृत्ति की तिथि
Date of Retirement
(if applicable) :-----
8. सेवानिवृत्ति का कारण
Cause of Retirement :-----
9. कर्मचारी का आचरण
Conduct of employee :-----
10. यदि कोई आरोप पत्र दिया गया है।
Charge sheet, if any issued :-----
11. आरोप पत्र की प्रकृति
Nature of charges :-----
12. यदि, विभागीय जांच चल रही है।
If Departmental enquiry
initiated :-----
13. जांच का परिणाम
Outcome of enquiry :-----
14. सम्भावित दण्ड की प्रकृति
Nature of punishment imposed :-----
15. कर्मचारी की सत्यनिष्ठा
Integrity of the employee :-----
16. यदि, कर्मचारी की तरफ से कोई बकाया हो।
Outstanding dues, if any against
the employee :-----
17. अभियुक्ति
Remarks :-----

Signature of the Officer of Unit/Department
authorized by the Controlling Officer/
Charge-sheet issuing Authority as per
Certified Standing Orders of M/s WCL
(With Seal)

Signature of Controlling Officer/
Charge-sheet issuing Authority as per
Certified Standing Orders of M/s WCL
(With Seal)