

No.C.31017/A1/ 2025/C.V.O | 377  
GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
(CHIEF VIGILANCE OFFICE)

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Puducherry, the 04 FEB 2025

OFFICE MEMORANDUM

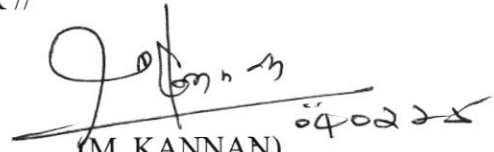
Sub: Revised Proforma for seeking vigilance clearance – Communicated.

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Vigilance clearance for the purpose of retirement on superannuation is being issued 45 days prior to the date of retirement. Of late, it has come to notice that date of retirement is mentioned incorrectly and vigilance clearance sought for the purpose of retirement on superannuation three months prior to the date of retirement. Therefore, the date of birth of the Government official is required to consider issue of vigilance clearance. Hence, the existing Proforma is slightly revised and attached.

2. All the Departments/Offices are requested to send particulars in the Revised Proforma indicating Name & Designation of the official, Date of Birth & Employee code, while seeking vigilance clearance for the purpose of retirement on superannuation, voluntary retirement, resignation, confirmation/regularization/promotion, issue of identity certificate to apply for passport/NOC to go abroad.

// BY ORDER //

  
(M. KANNAN)

UNDER SECRETARY TO GOVERNMENT

Encl: As above.

To  
All the Head of Departments/Offices,  
Puducherry.

[For those who have been disbursed salary through esalary paysoft]

**PROFORMA**

Sl. No.	Name of the Govt. Servant (with <b><u>Employee Code &amp; Date of Birth</u></b> )	Present Designation	Name of Father / Husband	Service particulars from date of initial appointment to till date including deputation				Whether the official has filed his/her property return online for the current year.	Details of Disciplinary action, initiated against the individual, if any, pending in the Dept/ Office as on date	Remarks, if any
				Name of the Department / Office/ Institution	Designation	From	To			

Note: No column should be left blank and Employee Code & Date of Birth is mandatory.

Signature with seal