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**New Reference Received**

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**New Reference Received (alert trigger to BO/SO/DH through Email- mobile)**

**From PESB-** Normally reference received from PESB seeking vigilance clearance for new appointment for Board Level post like Chairman, Director, MD etc. enclosing bio-data of the officer **containing posting details only i.e point no. 1 to 7 of (13 point profile).**

**From DOPT/Ministry etc.**

**Action on the part of DH- DH shall observe the reference and initiate the reference, after initiation by DH. -**

A letter seeking 13 points profile (Standard Format in editable form) will be generated by system. After due approval in system, it will be auto forwarded through system to the concerned party i.e –

1. Ministry/organization and
2. CBI
3. Concerned Vigilance Sections etc.

This shall be a draft letter, DH shall carefully observe all the details generated by system, like address and organization or section details etc. any correction/ updation required, can edit the letter and forward it to senior officer (SO/US)- Senior officer can also edit the letter. After approval of the SO/US, system will issue the letter electronically – **(alert trigger to concerned recipients through Email- mobile.**

As and when the information received-**(alert triggers to concerned DH/SO/BO through Email- mobile or system screen on login).**

**B- Reply received from Department/Sections/CBI**

1. DH Shall process the reply received from Department/Sections/CBI. The processed sheet shall appear in the following format. DH can copy the sheet and paste it the e- office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of officer, Batch Cadre etc. | Ministry’s comments | Vigilance Section’s comments | CBI’s feedback | Decision  This field will be active in BO Login |
| This will auto populate | This will auto populate | This will auto populate | This will auto populate | Drop Down   1. Clearance Granted 2. Can not be considered 3. Denied 4. Clarification |

1. The processed case shall appear in the SO/US account.
2. SO/US can edit the note/write his/her comments
3. Thereafter it appears in BO login. BO can also edit notes/write his/her comments and submit
4. It will go to Secretary’s login
5. Then VC and finally CVC.
6. Reverse flow also same

2. BO shall mark the decision approved by the Commission in the system.

3. If clarification mark in the system - a remark column shall be provided- The reference will appear in the pending list.