

No.003/VGL/28  
Government of India  
Central Vigilance Commission  
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Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi-110 023  
Dated the 28.11.2005

Office Order No. 72/12/05

**Sub: Vigilance Manual –Sixth Edition-2004 - Clarification regarding.**

The Vigilance Manuals issued by the Commission are ready reference books for use by all officers involved in vigilance administration. It is not a substitute for reference to the concerned rules and orders issued by the Commission/Government. The Vigilance Manual comprises of three volumes as under:-

(i) **Vigilance Manual Volume-I:** It is a subject-wise write up on all matters pertaining to the Commission's role and functions including role and functions of the CVOs' handling and investigation of complaints; penalties under the CDA Rules and the procedure for its imposition; the provisions for appeal, revision and review; consultation with UPSC etc. It also contains writes-up on general issues like assistance to the CBI, suspension of public servants and payment of subsistence allowance etc; important penal provisions under the PC Act; and the Constitutional provisions relating to disciplinary matters against the civil servants.

(ii)(a) **Vigilance Manual Volume II (Part-I):** It contains verbatim reproduction of conduct, discipline and appeal rules pertaining to various categories of Government servants, like CCS(CCA) Rules, CCS(Conduct) Rules, AIS( D&A) Rules, Railway Servants (D&A) Rules, etc. It also contains extract from various Acts and Rules, and standard forms. (Last updated in 20.9.1981).

(b) **Vigilance Manual Volume II (Part II):** This volume is divided into three parts and contains verbatim reproduction of instructions issued by the Ministry of Home Affairs/DOPT, the Central Vigilance Commission and the Ministry of Finance respectively, arranged in order of dates of issue of the circulars. (Last update 31.12.1982. A supplement by DOPT on 29.7.1987).

(iii) **Vigilance Manual Volume III (Digest of Case Laws):** This contained summary of case laws having bearing on disciplinary proceedings. It was brought out on 11.2.1970 as a consequence of a suggestion made at the meeting of Chief Vigilance Officers held in 1966. This volume was not updated thereafter. However, in eighties and early nineties, the Commission had been bringing out quarterly bulletins in which summaries of important case laws were being included.

**2. The latest update of Vigilance Manual Volume-I dated 2004 covers only the following chapters:**

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Chapter-I	Organisaiton.
Chapter-II	CVO-Appointment, Role and Functions.
Chapter-III	Complaints.
Chapter-IV	Preliminary Inquiry/Investigation.
Chapter-V	Facilities and Co-operation to be extended by Administrative Authority to the CBI during Investigation of cases.
Chapter-VI	Suspension.

**3. The other chapters of earlier edition i.e. Vigilance Manual Vol.I, 1991 viz**

Chapter-VI	Penal provisions pertaining to bribery and corruption among public servants.
Chapter-VII	Prosecution.
Chapter-VIII	Action against temporary Government servant by the appointing authority.
Chapter-IX	Constitutional provisions.
Chapter-X	Disciplinary Proceedings I (Initial Action).
Chapter-XI	Disciplinary Proceedings II (Oral Inquiry)
Chapter-XII	(Disciplinary Proceedings III (Action on the report of the inquiring Authority).
Chapter-XIII	Disciplinary Proceedings IV (Miscellaneous)
Chapter-XIV	Action after reinstatement.
Chapter-XV	Action against pensioners.
Chapter-XVI	Consultation with Union Public Service Commission in disciplinary matters.
Chapter-XVII	Appeals, Revision, Review, petitions and Memorials.

are yet to be updated and hence Vol.I edited in 1991 may be referred with respect to these chapters alongwith circulars issued by DOPT/CVC from time to time. These will be updated in due course and released as Vigilance Manual Volume I (Part-II). The Vigilance Manual Volume I edition 2004, referred in para 2 above, will hence be referred as Vigilance Manual Volume I (Part-I) edition 2004.

4. It is also brought to the notice that till the finalisation of CVC Regulations all the procedures for references to CVC are as per the circulars printed in Vigilance Manual Volume –II, Part –II (third edition), supplement to Volume–II, Part-II and circulars issued by DOPT, CVC from time to time. Special attention is drawn to letter No.9/1/64- DP dated 13<sup>th</sup> April, 1964 and subsequent amendments/clarifications of CVC/DOPT in these matters.

Sd/-  
(Anjana Dube)  
Deputy Secretary

Copy to:-

All Chief Vigilance Officers