

No.NZ/PRC/1
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 10th September, 2003

Office Order No. 47/9/03

To

All Chief Vigilance Officers

Subject: Procedure for making reference to the Commission for its second stage advice- regarding.

Sir/Madam,

The Commission has observed that Ministries/Departments/Organisations are not properly following the laid down procedure and also making incomplete reference to the Commission while seeking its second stage advice. This results in back references to the department and causes unnecessary delay in disciplinary proceedings. In order to obviate delays on this account, the Commission reiterates that the cases requiring the Commission's second stage advice may be referred to it along with the following documents:-

- (i) Copy of the Charge-sheet with all the annexures,**
- (ii) CO's statement of defence,**
- (iii) The IO's report and connected documents (including PO's brief and CO's brief),**
- (iv) Self-contained note on findings of the DA on each of article of charges along with tentative view of DA and CVO.**

Yours faithfully,

Sd/-
(Anjana Dube)
Deputy Secretary