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Government of Jammu and Kashmir  
General Administration Department  
(Vigilance Section)  
Civil Secretariat, Jammu

Subject:- Documents for Vigilance Clearance.

**CIRCULAR No: || - GAD(Vig) of 2018**  
**Dated: 10 . 04. 2018**

The General Administration Department vide Circular No.16-GAD(Vig) of 2014 dated 12.03.2014 had impressed upon all the Administrative Secretaries/ Heads of the Departments and the Managing Directors of all the PSUs to furnish complete bio data alongwith complete posting details right from initial appointment to till date in original of the employees to the GAD(Vig) while seeking vigilance clearance.

However, it has been observed that the Departments invariably furnish Photostat copies and incomplete posting details of Government employees while seeking vigilance clearance, as a consequence whereof, proper scrutiny of records is hampered and avoidable hardship is caused to the employees by way of delay in regularization, promotion, placements, etc.

It is, therefore, impressed upon all the Administrative Secretaries/ Heads of the Departments and the Managing Directors of all the PSUs to provide complete posting details of employees in original, duly countersigned by their controlling officer as per below proforma:-

S. No	Full Name, Parentage & Residence (both permanent and present)	Date of Birth (D.O.B)	Date of appointment (D.O.A)	Posting held with Designation from first Appointment to till date		Period of deputation/ attachment etc.	
				From	To	From	To

Further, the above details should be authenticated by the concerned HOD/DDO/Controlling Officer in original and instead of furnishing the bio data details in piece meals, complete details on consolidated basis should be furnished to enable the GAD(Vig) to process the vigilance clearances in one go without having to seek missing details from the indenting departments time and again.

Sd/-  
(Khurshid Ahmad)IAS  
Commissioner/Secretary to the Government

No.GAD(Vig)06-Adm/2014

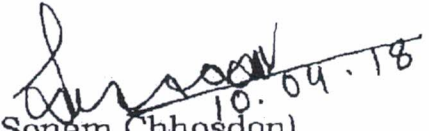
Dated 10 . 04. 2018

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Received Letter No. 30  
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Receipt Clerk  
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Kashmir Div.

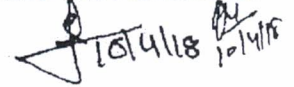
S.O(A)  
Circulate to all  
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10-4

Copy to the:-

1. All Financial Commissioners.
2. Principal Secretaries to the HCM/Hon'ble Governor, J&K.
3. All Principal Secretaries/Commissioner/Secretaries to the Government.
4. Chief Vigilance Commissioner, J&K, Jammu.
5. Director General of Police, J&K, Jammu
6. Director, Vigilance Organization, J&K, Jammu.
7. All Heads of Departments/Managing Directors of all PSUs.
8. Private Secretary to the Chief Secretary.
9. Private Secretary to the Commissioner/Secretary to the Government, GAD.
10. Circular file/stock file
11. I/c Website, GAD

  
(Sonam Chhosdon)  
10.04.18

Under Secretary to the Government

  
10/4/18 10/4/18

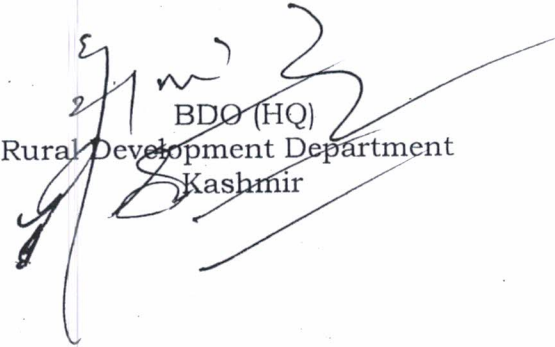
Government of Jammu and Kashmir  
Directorate of Rural Development Kashmir

No:-DRDK/Estt/51/Gnl/15/1633-44

Dated:- 19 - 04-2018

Copy of the above forwarded to the:-

1. Project Officer Wage Employment ( ACD) \_\_\_\_\_(All)  
for information and necessary action.

  
BDO (HQ)  
Rural Development Department  
Kashmir