

No. 04/02/2002-6V1
Government of Haryana
Chief Secretary's Office
Vigilance Department

Chandigarh, dated: 8th July, 2026

To

1. All the Administrative Secretaries to Government of Haryana
2. All the Heads of Departments in the State of Haryana
3. The Divisional Commissioners of Ambala, Hisar, Gurugram, Karnal, Faridabad and Rohtak Divisions
4. The Registrar General, Punjab & Haryana High Court, Chandigarh
5. All the Deputy Commissioners in the State of Haryana
6. Managing Directors/Chief Administrators of all Boards/Corporations in Haryana
7. Registrars of all State Universities in Haryana

Subject: Mandatory Vigilance Clearance in Service-Related Matters Issuance of Comprehensive Instructions.

I am directed to invite your attention to Para 1.3 of Chapter 1 of the Vigilance Manual, Haryana, which, inter alia, assigns the function of granting Vigilance Clearance/No Objection Certificate (NOC) from vigilance angle in specified matters. Reference is also invited to the Government instructions issued vide No. 04/02/2002-1VI dated 19.08.2016, wherein guidelines were prescribed for obtaining vigilance clearance in pension/superannuation cases of Group 'A' and 'B' officers.

2. The matter has been re-examined by the Government with a view to ensure uniformity, transparency, and procedural consistency in obtaining vigilance clearance across all Departments/Boards/Corporations/Authorities in the State.

3. In supersession/continuation (as applicable) of earlier instructions, it is hereby decided that Vigilance Clearance shall be mandatorily obtained in respect of Group 'A' and Group 'B' officers in the following cases: Pension/Superannuation cases; Promotion cases; Issuance of Passport to Government employees; Deputation cases and any other case where such clearance is mandated by the State Government. The following procedural requirements in the instant matter-

- (i) All proposals for Vigilance Clearance shall be submitted to the competent authority in the prescribed proforma, complete in all respects.
- (ii) In cases of superannuation, proposals shall be sent at least one year prior to the date of retirement of the concerned officer.
- (iii) The concerned Department/Office shall ensure that:
 - a) No vigilance case/complaint is pending or contemplated without proper disclosure;
 - b) Information furnished is accurate, verified, and up-to-date;
 - c) Any omission or suppression shall be viewed seriously.
- (iv) The proforma shall, inter alia, include the following details:

1	2	3	4	5	6	7	8
Full Name of employee. (including aliases, if any, as per record)	Father's Name	Date of Birth	Date of Entry into Government Service	Initial Rank/ Designation	Details of Promotions (with rank/designation and date of promotion)	Complete details of regular postings (including deputation etc.) from the date of recruitment in the present designation as per service/posting record	UID/ Employee ID

4. It shall be the responsibility of both the Head of Department and Administrative Secretary to ensure-

- (i) strict compliance of these instructions.
- (ii) that no case falling under the above categories is processed further without obtaining Vigilance Clearance.
- (iii) that the proposals for Vigilance Clearance are submitted in a time bound manner in prescribed proforma complete in all respects, to avoid delay in processing the case.

5. These instructions are issued to ensure integrity in public administration; maintain uniform vigilance standards across Departments; prevent delays in service matters due to procedural lapses and strengthen preventive vigilance mechanisms.

6. All concerned authorities shall ensure that these instructions are brought to the notice of all officers/officials under their administrative control for strict and meticulous compliance.

Yours faithfully


Special Secretary to Government of Haryana
Vigilance Department

Endst. No. 04/02/2002-6V1

Dated: 08.07.2026

A copy is forwarded to the Director General of Police, State Vigilance & Anti-Corruption Bureau, Haryana for information and necessary action.


Special Secretary to Government of Haryana
Vigilance Department