



OFFICE MEMORANDUM

Subject: Rationalization and Streamlining of Mechanism for Handling of Vigilance and Non-Vigilance Matters – reg.

At present, the Vigilance Division of ICAR comprises two Sections, namely Vigilance-I and Vigilance-II and work related to ICAR Hqrs./ICAR Institutes/Units has been equally distributed among them. Both these Sections are presently handling all the vigilance as well as non-vigilance cases pertaining to their respective jurisdiction.

2. In pursuance of the instructions issued by the Department of Personnel and Training (DoPT) vide OM no. 104/76/2024-AVD-IA dated 09.10.2024 and Central Vigilance Commission (CVC) Master Circular no. 024/VGL/068 dated 23.05.2025, the existing mechanism of handling the complaints and cases related to vigilance and non-vigilance, i.e., administrative and disciplinary matters, has been reviewed by the Competent Authority in consultation with the CVO, ICAR and other officers of related Divisions of ICAR Hqrs.

3. After due deliberations, the Competent Authority has approved restructuring and streamlining of the existing mechanism for handling complaints in ICAR by segregating vigilance matters from non-vigilance (administrative/disciplinary) matters, with clear demarcation of functions for expeditious disposal of cases, in the following manner:

(i) **Vigilance Section (Vig. Section):** The existing Vigilance-I Section is restructured as Vigilance Section. This Section shall exclusively deal with complaints/matters related to ICAR Hqrs./Institutes/Units etc. involving vigilance angle, including corruption, abuse of official position, disproportionate assets, misappropriation, forgery, cheating and other similar offences, as well as cases where the integrity of an official may reasonably be in doubt. All such cases shall be processed strictly in accordance with CVC and DoPT guidelines. The Vigilance Section shall function under the supervision of the CVO, ICAR.

(ii) **Service Discipline Section (SD Section):** The existing Vigilance-II Section is restructured as Service Discipline Section. This Section shall deal with complaints/matters not involving vigilance angle but requiring action under Conduct Rules, Service Rules or administrative instructions etc., including misconduct, indiscipline, negligence, procedural lapses, attendance/leave issues, supervisory failures, etc. The SD Section shall function under the supervision of an administrative authority of Joint Secretary level.

(iii) **Transfer Mechanism for Complaints/Cases:** To ensure appropriate classification and handling of complaints/cases, the following mechanism shall be followed:

- a. Where a complaint received in the Vigilance Section is found to be purely non-vigilance (administrative/disciplinary) in nature, it shall be transferred to the SD Section by the CVO with the approval of the Disciplinary Authority.
- b. Where a complaint examined in the Service Discipline (SD) Section reveals a *prima-facie* vigilance angle, the matter shall be transferred to the Vigilance Section with the approval of the Secretary, ICAR.

c. Notwithstanding the above, such segregation shall not apply to the following categories of cases, which shall continue to be handled and processed by the Vigilance Section irrespective of the presence or absence of vigilance angle:

- i. complaints received by the Central Vigilance Commission (CVC) and referred to the CVO for investigation and report, wherein the CVO is required to submit reports to the Commission for first-stage advice irrespective of the outcome; and
- ii. complaints/disclosures received under the Public Interest Disclosure and Protection of Informers' Resolution (PIDPI), 2004 and the Whistle Blowers Protection Act, 2011.

(iv) **Procedure for issuing Vigilance Clearance:** With a view to streamlining the process of issuance of Vigilance Clearance, the following procedure shall be followed:

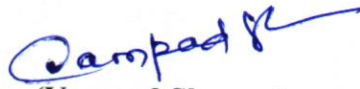
- a. All proposals for vigilance clearance in respect of officers/officials shall first be examined by the Service Discipline (SD) Section, which shall intimate the disciplinary status of the concerned officer/official, in the prescribed format.
- b. Thereafter, the proposal shall be forwarded to the Vigilance Section for verification of vigilance status and issuance of Vigilance Clearance.

4. Accordingly, the existing staff shall continue to function in their respective Sections under the new framework, with deployment of officers as indicated below:

Existing Section	Restructured Section	Under Secretary	Controlling Officer
Vigilance-I Section	Vigilance Section	Shri Sanjeev Kumar	CVO, ICAR
Vigilance-II Section	Service Discipline Section	Shri Neeraj Tanwar	Shri K.L. Meena, JS (Pers. & TS)

5. The above arrangement shall come into force with immediate effect. All the Divisions of ICAR Hqrs. and all the ICAR Institutes/Units are requested to take note of the above instructions and ensure strict compliance.

6. This issues with the approval of the Competent Authority. Hindi Version will follow.


(Vampad Sharma)
Director (Admn.)

Distribution:

1. The Directors of all the ICAR Institutes/Units
2. All the DDGs, ICAR Hqrs., Krishi Bhawan, New Delhi
3. JS (Pers.&TS), ICAR Hqrs., Krishi Bhawan, New Delhi
4. CVO, ICAR
5. Sr.PPS to Secretary (DARE) & DG, ICAR / PSO to AS (DARE) & Secretary, ICAR / PPS to AS(DARE) & FA, DARE/ICAR
6. All the Directors at ICAR Hqrs.
7. E-office dashboard/Noticeboard/Website for information of all concerned.