



रक्षामंत्रालय
Ministry of
Defence

रक्षालेखानियंत्रककार्यालयगुवाहाटी
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विकसित भारत
अभियान
1947 TO 2047

No. AN/IB/881/Permission/PP/Vol.-IX

Date:12.10.2026

IMPORTANT CIRCULAR No - 121

To,

The Officer(s)-in-Charge

- 1) All Sections of MO CDA Guwahati
- 2) All Sub-Offices under CDA Guwahati.

Subject : Grant of Vigilance Clearance for issuance of NOC for obtaining ordinary passport and proceeding abroad in respect of SAOs and AD(OL) – reg..

Reference:- HQrs Office Circular No. AN/Vig/13133/Misc Corr/Vol.II dated 09.10.2026.

A copy of CGDA HQrs Office letter mentioned under reference on the subject matter is enclosed herewith for information, guidance and strict compliance please.

(J B Bugar DAS)
DCDA(Admin)

	रक्षा लेखा महानियंत्रक कार्यालय उलान बटार रोड, पालम, दिल्ली छावनी-110011 CONTROLLER GENERAL OF DEFENCE ACCOUNTS Ulan Batar Road, Palam, Delhi Cantt.- 110010 Phone: 011-25665-564/768 Fax: 011-25674806/25674821 email: cgdavigilance.dad@gov.in	विकसित भारत अभियान 1947-2047
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No. AN/Vig/13133/Misc Corr/Vol.II

Dated: 09.10.2026

CIRCULAR

Subject : Grant of Vigilance Clearance for issuance of NOC for obtaining ordinary passport and proceeding abroad in respect of SAOs and AD(OL) – reg.

Reference: AN-II Section (Local) letter No. AN/II/2605/Order File dated 12.07.2024.

Attention is invited to the letter under reference, wherein it has been directed that Vigilance Clearance shall invariably be obtained from this HQrs office by the concerned PCsDA/CsDA/PIFAs/IFAs (SAG level) in cases relating to grant of NOC for obtaining an ordinary passport and proceeding abroad in respect of SAOs and AD(OL).

2. In this context, it has been observed that proposals seeking Vigilance Clearance received in this HQrs. office are mostly incomplete resulting in avoidable related communications.

3. Now, it has been decided to ensure uniformity, completeness and expeditious processing/disposal of such cases, the application(s) may be forwarded strictly in the following prescribe format duly signed and completed in all respect with requisite documents:

For obtaining ordinary passport	as per Annexure-I to this circular
For proceeding abroad on private visit	as per Annexure-II (Part-A & B to O.M. No. 11013/8/2025-Estt.A-III dated 27.07.2015) to this circular. The concerned office shall ensure compliance with the applicable provisions of DoP&T and Para 297 of OM Part-I.

4. Proposals not conforming to the prescribed requirements or containing incomplete particulars may be returned unactioned.

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5. It may be noted that the above instruction is intended to ensure uniformity in submission of proposals for Vigilance Clearance to HQrs office and does not dispense with any requirement prescribed under the extant DoP&T, MEA or other Government instructions relating to grant of NOC, Vigilance Clearance or permission for proceeding abroad.

6. The above instructions may be brought to the notice of all concerned and strict compliance may be ensured.

This issues with the approval of Jt.CGDA & CVO.

Encl.:

1. Annexure-I – Departmental Application Proforma for issue of NOC for obtaining Indian Ordinary Passport.
2. Prescribed proforma (Part A and Part B) and undertaking (In terms of Para 297 of OM Part-I) for private visit abroad, as applicable.


(Umesh Kumar)
ACGDA (Vig)

To,

- ✓ (i) All PCsDA/CsDA/PIFAs/IFAs (SAG level)
(Through website/WAN)
- (ii) AN-IV section

Copy to :-

IT &S Wing (local) - for uplodation to the CGDA Website/WAN

Proforma for seeking vigilance clearance for obtaining / renewal of passport

1. Name/Designation/A/c No. of the employee:

2. Office of posting:

3. Date of Birth:

4. Date of appointment in Government service:

5. Date of appointment in present grade:

6. Present residential address:

7. Purpose of application:

☐ Fresh Passport ☐ Re-issue/Renewal of Passport

8. Applying for:

☐ Self ☐ Dependent family member

In case of dependent family member, furnish Name, Occupation and Address.

9. Details of existing passport, if any:

Passport No.: _____

Date of Issue: _____

Date of Expiry: _____

10. Whether any criminal case is pending against the applicant:

Yes / No

(If yes, furnish details)

11. Whether any disciplinary/vigilance proceedings are pending or contemplated against the applicant: Yes / No

(If yes, furnish details)

12. Whether any penalty has been imposed upon the officer in the past:

Yes / No

(If yes, furnish details)

13. Whether the statement of Immovable Property Return for the previous year have been filed within the prescribed time : Yes / No

(Specify the date of submission) (DD/MM/YYYY)

14. Whether any other matter exists which may have a bearing on grant of Vigilance Clearance/NOC: Yes / No

(If yes, furnish details)

15. Undertaking :

I certify that the information furnished above is true and complete to the best of my knowledge and belief and that no material fact relevant to the grant of Vigilance Clearance/NOC has been concealed.

Place: _____

Date: _____

(Signature of the applicant)

(Recommendation of the controlling officer)

**PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD**
(DoPT OM No. 11013/8/2015-Estt.A-III dated 27.07.2015)

Part A – To be filled by the Government Servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry / Department
4. Passport No.
5. Details of private foreign travels to be undertaken:

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of Private foreign travel undertaken during the last four years:

Period of travel	Name of foreign countries visited	Purpose

Date :

Signature

Name and Designation

Part B – To be filled by the Administration

(DoPT OM No. 11013/8/2015-Estt.A-III dated 27.07.2015)

Name, Designation & A/c no. of officer :

1. Whether the Government servant is handling large amounts of government cash.
2. Whether the Government servant is dealing with secret/top secret matters.
3. Whether any case involving serious charges against the Government servant is under investigation (Details).
4. Whether the Government servant is under suspension.
5. Whether any disciplinary proceeding/criminal case is pending against the Government servant (Details).

Signature

Date :

Name and Designation

Undertaking

(In terms of Para 297 of OM Part-I)

A) I Undertake that:-

- a) I will not participate in any anti-Government activities during my visit abroad as mentioned in Para 297 of OM Part-I.
- b) I will not stay abroad beyond my leave period as sanctioned by the Competent Authority.

B) Further, I understand that:-

- a) While I am abroad whether on an official duty or private affairs. I shall continue to be subject to all the provisions of Government Servants conduct Rules including those relating to the communications of official documents or information, connections with the press and criticism of Government as expression of opinion on matters relating to foreign countries and
- b) Any breach of these provisions whether committed in India or abroad shall render me equally liable to disciplinary action.

(Signature of the Applicant)

Place :

Date :

Name:

Grade:

A/c No.:

Office: