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श्रम एवं रोजगार मंत्रालय, भारत सरकार
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Web Circulation

No. A-45011/134/2022-HRM-VIII/14921

Dated:

19 DEC 2022

To,

All ACC (HQ)/ACC Zones/Director (PDNASS)/
All RPFCS-in-charge of Regional Offices/
Zonal Training Institutes/
Regional PF Commissioner (ASD), Head Office

Subject: Launch of VCIT Module on pilot basis on 04/11/2022 -reg.

Madam/ Sir,

In continuation to this office circular no. A-45011/134/2022-HRM-VIII/11891 dated 02.11.2022 on the above-cited subject, it is apprised that the VCIT module has been successfully launched on a pilot basis on 4th Nov 2022. The user manual of the module is enclosed herewith. As directed earlier, it is reiterated that the following pre-requisites must be adhered to by the field offices before submission of requests for issue of VCC through the VCIT module;

1. Employee Data in VCIT module will be auto populated from HR Software using the EID of the employee concerned. Therefore, before submitting the online requests for VCC, it must be ensured that the employee data appearing in the HR-Soft is error free. Any discrepancy in the HR-Soft data vis-à-vis the data recorded in the service book of the employees must be rectified at the earliest. In this connection, reference is invited to Head office circular dated 19.01.2021 (Sl No. 176 of 2020-21) whereby directions to ensure cleanliness of HR-Soft database have already been communicated.
2. Online AIPR filed through HR-Soft is mandatory for filing of VCC requests through VCIT module. It may be noted that in case of non-submission of online AIPR, vigilance clearance cannot be issued as per extant CVC guidelines. (Detailed Circular in this regard follows)
3. VCIT module may be used for trial purposes for the further 15 days and any feedback/suggestions for improvement may be sent through email to rc.hrm8@epfindia.gov.in. VCC requests in physical form may continue to be sent as existing system and also through VCIT module to be sent during this period.

4. VCC requests in physical form may continue to be sent as existing system and also through VCIT module to be sent during this period. Further, after 25th of Dec, 2022 the requests are to be sent in VCIT mode only.

Yours faithfully,

Encl: as above



(Uma Mandal)

Additional Central P.F. Commissioner (HRM)

Copy to:-

1. Staff Officer to CPFC- for information.
2. PS to FA & CAO/CVO/All ACC (HQ)s – for information
3. Hindi Section for Hindi version



(Rakhi Chakravarty)

Regional P.F. Commissioner-II (HRM)

VIGILANCE CLEARANCE INITIATE AND TRACKING (VCIT)

Purpose:

1. Initiate the request for vigilance clearance for different purpose through system
2. Collect the information from related division against the request
3. Track the status of initiated request
4. Forward the AVS and VCC (as collected against request) to related office/zone

VCC Request Performa:

S.No	Name of Officer	To be fetched from HR-Soft	
1.	Designation	--do--	
2.	EID	--do--	
3.	Date of Birth	--do--	
4.	Father's Name	--do--	
5.	Present Place of posting	--do--	
6.	Whether on deputation	--do--	
7.	Date of joining	--do--	
8.	Date of superannuation	--do--	
9.	Level Group of the present post and Pay scale	--do--	
10.	Vigilance Clearance required for the purpose of (Please tick in the relevant column)	Drop down menu to select any one.	
	(i) Empanelment		
	(ii) Deputation		
	(iii) Training Programme (except mandatory trg.)		
	(iv) Appointment to sensitive posts		
	(v) Confirmation/Regularisation		
	(vi) ACP / MACP / STS / NFU / NFSG		
	(vii) Voluntary retirement/resignation/Superannuation		
	(viii) Promotion		
	(ix) Issue of NOC for passport/visa/private visit abroad (enclose proforma prescribed vide DoPT No 11013/7/2004-Estt(A) dated 15th Dec 2004 and application for visa-Annexure.1		
	(x) For other purpose not covered above		
11.	Date of eligibility for ACP/MACP/STS/NFU/NFSG		
12.	Local Vigilance Status	As on date of eligibility (in case of ACP / MACP / STS / NFU / NFSG / Promotion)	As on current date
	(i.) Whether the officer has been placed under Suspension ?		
	(ii) Whether any local police case filed/pending?		
	(iii.) Complaints/Investigation pending		

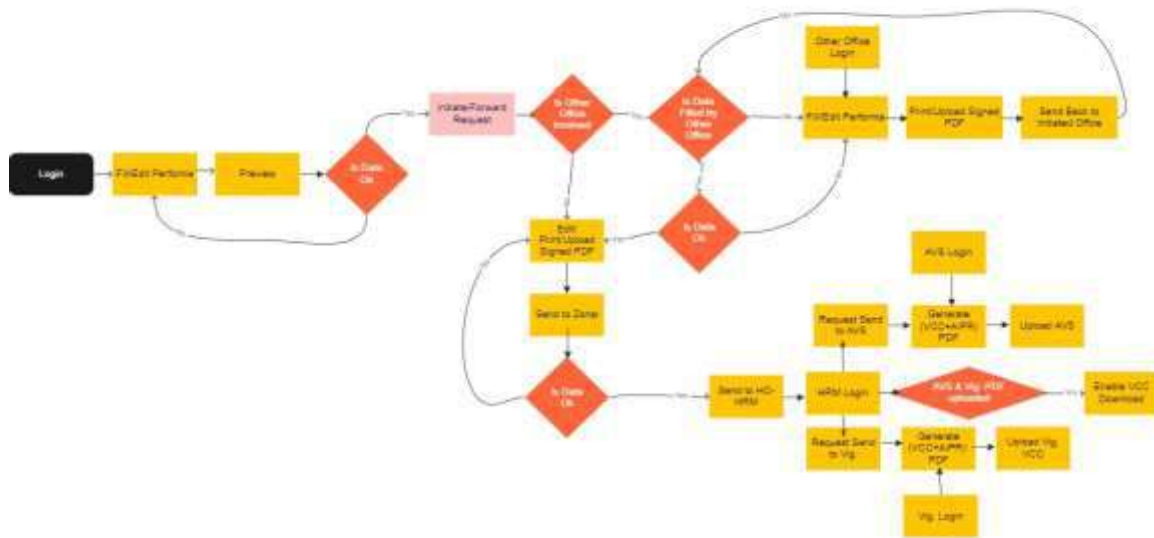
	(iv) Whether any administrative/disciplinary proceeding is contemplated/pending against the officer in the Estt./Personnel/HR Branch		
	(v) Details of Disciplinary proceedings concluded and penalty (i.e.) imposed on the officer in the past.		
	(vi) Currency of penalty		
13.	Whether the officer/official has submitted his/her annual immovable property return on the previous year as required under Rule 18 of the CCS (Conduct) Rules, 1964 within the prescribed time limit.	(Yes / No), If yes, copy of HR-Soft generated PDF to be attached. If NO, the reasons thereof.	
14.	Whether officer/official has submitted Self Certification regarding Police Case / Disciplinary / Administrative Proceeding	(Yes / No), If yes, attach a copy.	

()
Officer/Official
Regional Office_____

Provision in S/W:

1. Initiation of VCC request through system by providing the online Performa
2. Input information like purpose, eligibility date (if any), local VCC as on current date etc., during initiation of request
3. Forward the request to another office (to collect missing information), if required
4. View/update the information at approval level
5. Uploading of signed PDF of filled VCC Performa data at approver level
6. Forward VCC Performa data to zonal, Head office, AVS/Vig. for further action
7. Enabling the generation of combined PDF (VCC+AIPR) against single or multiple selected request
8. Forward the VCC to related office/zone
9. Controlled Data View facility at different level
10. Dashboard for monitoring

Process Flow:



miro

Module's in S/W:

Module	Purpose
Initiator	Initiate the request by filling the mandatory data
Approver	View/Verify/Update the request data. Forward to Zonal by uploading the signed PDF
Forward	Forward the request to Head office/AVS/Vig. Send Back to initiating office (if correction is required). Generate the combined pdf (VCC+AI PR) and upload the AVS/Vig.
Dashboard	Monitoring purpose

Mapped Role/Task in Module's:

Module	Role	Task	Purpose
Initiator	VCC Initiate	VCC Request Initiate	1. Generate the request by filling mandatory data of current date (and/or eligible date). 2. Initiate request for other office (if data is required from other office also)
Approver	VCC Approve	VCC Request Approve (Self Initiated)	1. Review data of request. 2. Update data of requested form (if required) 3. Print the Performa with pre-filled data 4. Upload signed Performa 5. Forward the request data to Zonal for onwards submission 6. Verify the data of other office as provided by them (if request was initiated to other office also) 7. Send request back to other office (if data of other office requires correction) 8. Edit/Update data as required by zonal (if zonal sent back to initiate office)
	VCC Request Approve (Self Initiated)	VCC Request Approve (Forwarded)	1. Update data as on eligible date on requested form 2. Print the Performa with filled data 3. Upload signed Performa 4. Forward back to initiated office 5. Edit/Update Performa data is requested by initiated office
Forward	VCC Forward (HO)	VCC Forward (HO)	1. Verify the data of request 2. Forward to HO for further action 3. Return to initiating office for correction
	VCC Forward AVS/VIG	VCC Forward AVS/VIG	1. Send received request to AVS and vigilance 2. Enable download of

			uploaded VCC (VCC as uploaded by AVS and Vig.) to HRM. 3. Update intermediate status of request 4. Send back the request to initiated office.
	VCC Forward (AVS)	VCC Forward (AVS)	1. Generate PDF of requested data along with AIPR 2. Upload AVS VCC 3. Update intermediate status of request 4. Send back the request to HRM 5.Link AVS PDF 6. Delink the uploaded VCC PDF. 7. Final submit the PDF to HRM
	VCC Forward (Vig.)	VCC Forward (Vig.)	1. Generate PDF of requested data along with AIPR 2. Upload vigilance VCC 3. Update intermediate status of request 4. Send back the request to HRM 5.Link VIG PDF 6. Delink the uploaded VCC PDF. 7. Final submit the PDF to HRM

User/Role Mapping:

Office Type	Initiator--VCC Request Initiate		
	Role	Branch	Purpose
Field Office	VCC Initiate	RO/SRO/ADMIN	1. Generate the request by filling mandatory data of current date (and/or eligible date). 2. Initiate request for other office (if data is required from other office also)
Head Office	VCC Initiate	ASD	
ZTI	VCC Initiate	RO/SRO/ADMIN	
PDUNASS	VCC Initiate	RO/SRO/ADMIN	

Approver--VCC Request Approve (Self-Initiated)			
	Role	Branch	Purpose
Field Office	VCC Approve	RO/SRO/ADMIN	1. Review data of request. 2. Update data of requested form (if required) 3. Print the Performa with filled data 4. Upload signed Performa 5. Forward to Zonal 6. Verify the data of other office as provided by them (if request was initiated to other office also) 7. Send request back to other office (if data of other office is not correct) 8. Edit/Update data as required by zonal (if zonal sent back to initiate office)
Head Office	VCC Approve	ASD	
ZTI	VCC Approve	RO/SRO/ADMIN	
PDUNASS	VCC Approve	RO/SRO/ADMIN	

Approver--VCC Request Approve (Forwarded)			
	Role	Branch	Purpose
Field Office			1. Update data as on eligible date on requested form 2. Print the Performa with filled data 3. Upload signed Performa 4. Forward back to initiated office 5. Edit/Update Performa data is requested by initiated office
Head Office	VCC Approve	RO/SRO/ADMIN	
ZTI	VCC Approve	ASD	
PDUNASS	VCC Approve	RO/SRO/ADMIN	
	VCC Approve	RO/SRO/ADMIN	

Verifier--VCC Forward to HO			
	Role	Branch	Purpose
Field Office			1. Verify the data of request 2. Forward to HO for further action 3. Return to initiating office for correction
Head Office	VCC Forward-ZO [Zonal is ZO]	ACC	
ZTI			
PDUNASS	VCC Forward-ZO [zonal is PDUNASS]	ACC	
	VCC Forward-ZO [zonal is PDUNASS]	ACC	

HO Approver--VCC Forward AVS/VIG			
	Role	Branch	Purpose
Field Office			1. Send received request to AVS and vigilance 2. Enable download of uploaded VCC 3. Update intermediate status of request 4. Send back the request to Initiated Office
Head Office			
ZTI	VCC Forward-HO	HRM	
PDUNASS			

	HO Approver--VCC Forward (AVS)		
Field Office	Role	Branch	Purpose
Head Office			1. Generate PDF of requested data along with AIPR 2. Upload AVS VCC 3. Update intermediate status of request 4. Send back the request to HRM 5.Link AVS PDF 6. Delink the uploaded VCC PDF. 7. Final submit the PDF to HRM
ZTI	VCC Forward (AVS)	HRM	
PDUNASS			
	HO Approver--VCC Forward (Vig.)		
Field Office	Role	Branch	Purpose
Head Office			1. Generate PDF of requested data along with AIPR 2. Upload vigilance VCC 3. Update intermediate status of request 4. Send back the request to HRM 5.Link VIG PDF 6. Delink the uploaded VCC PDF. 7. Final submit the PDF to HRM
ZTI	VCC Forward (Vig.)	HRM	
PDUNASS			

User Id and Role Mapping:

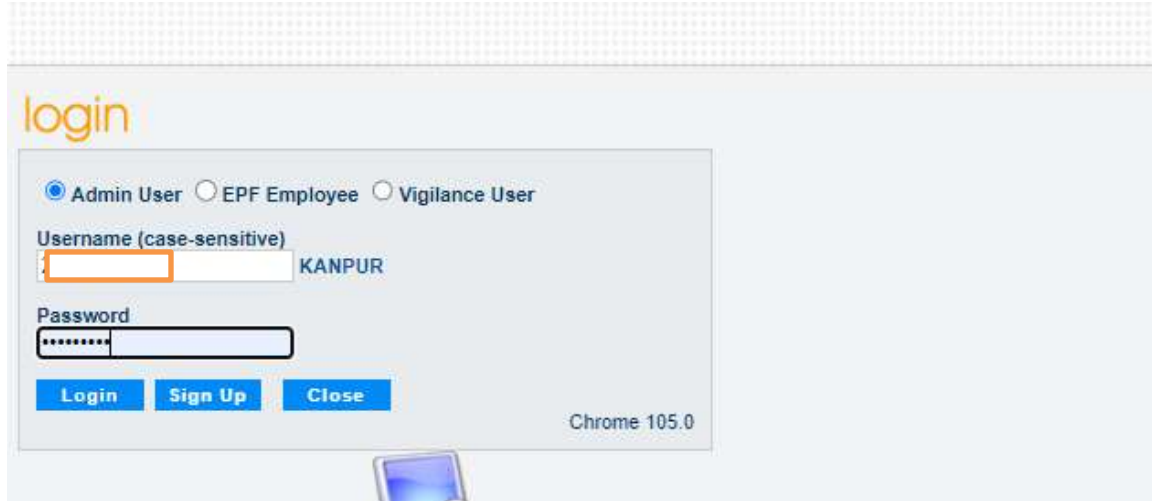
Office Type	Initiator Role	Approver Role	VCC Forward Role	HO-HRM Role	AVS Role	Vig. Role
Field Office	Yes *<<Office_Code>>***	Yes *<<Office_Code>>***	Yes *<<Office_Code>>***	NO	NO	NO
Head Office	Yes 1124***	Yes 1124***	NO	Yes 1998***	Yes 1998***	Yes 1996***
ZTI	Yes *<<ZTI_Office_Code>>***	Yes *<<ZTI_Office_Code>>***	Yes (User-PDUNASS)	NO	NO	NO
PDUNASS	Yes *<<PDUNASS_Office_Code>>***	Yes *<<PDUNASS_Office_Code>>***	Yes *<<PDUNASS_Office_Code>>***	NO	NO	NO

Office Type -> Field Office may initiate request against EID of RO+ZO+ZVD
Office Type -> Head Office may initiate request against HO+NDC
Office Type -> ZTI may initiate request against EID of ZTI
Office Type -> PDUNASS may initiate request against EID of PDUNASS+NZ_ZVD

Request Initiation Process (Role: Initiator)

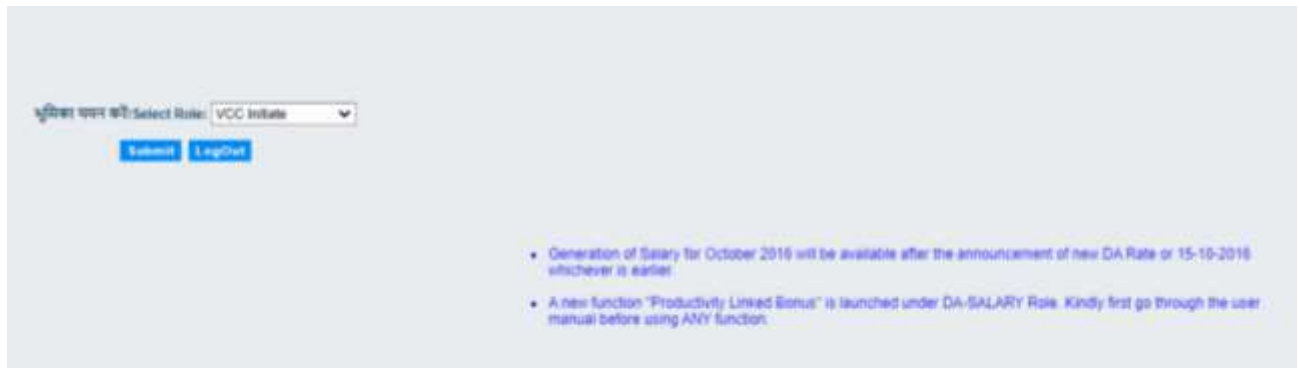
The Main purpose of the role is to initiate the VCC request by filing the status of Local VCC as on current date. Below are the main steps to generate the VCC request.

1. Enter user id and Password under “Admin User”



The screenshot shows a login interface with the word "login" in orange at the top left. Below it, there are three radio buttons: "Admin User" (selected), "EPF Employee", and "Vigilance User". Under "Admin User", there is a "Username (case-sensitive)" field with the text "KANPUR" and a "Password" field with masked characters. At the bottom, there are three buttons: "Login", "Sign Up", and "Close". The text "Chrome 105.0" is visible in the bottom right corner.

2. Select the role as “VCC Initiate”



The screenshot shows a page with a dropdown menu labeled "भूमिका चयन करें: Select Role:" with "VCC Initiate" selected. Below the dropdown are two buttons: "Submit" and "LogOut". At the bottom, there are two bullet points in blue text: "• Generation of Salary for October 2016 will be available after the announcement of new DA Rate or 15-10-2016 whichever is earlier." and "• A new function 'Productivity Linked Bonus' is launched under DA-SALARY Role. Kindly first go through the user manual before using ANY function."

3. Select the task as “VCC Request Initiate” under VCIT option

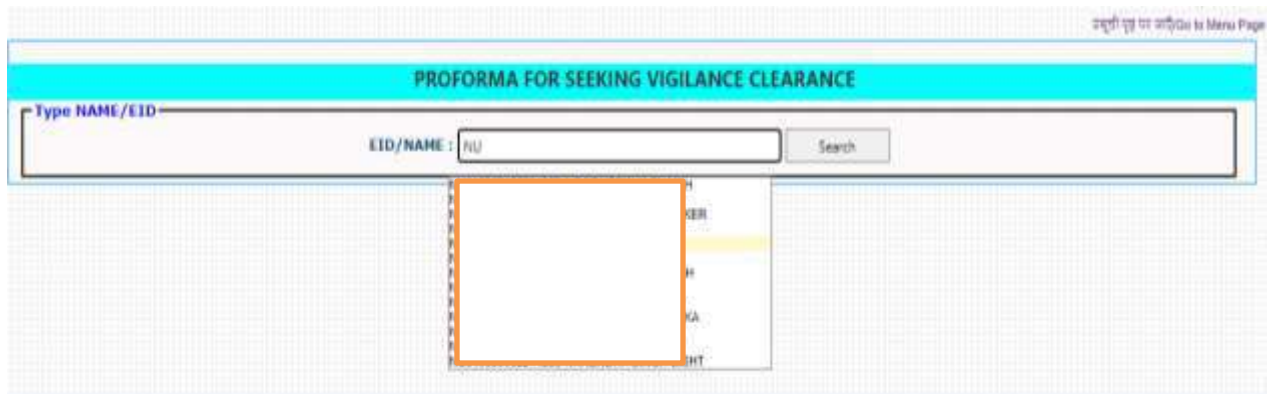


The screenshot shows a menu structure. At the top, it says "Branch : RO/SRO ADM". Below it, there is a "Menu" section with four items: "Search Employee Details", "Change Password of This User Account", "Switch Role", and "VCIT". Under "VCIT", there is a sub-menu with one item: "VCC Request Initiate".

- On selection, below screen will appear. Type few character of Name or EID against which VCC request is to be initiated.



- A list of matching record will appear on screen. Select the officer record against which VCC request is to be initiate.



- After selection the officer record click on SEARCH button



7. On click of search button, EID data as available in HR software will populate on form

प्रमुख सूचना नॉटिस

PROFORMA FOR SEEKING VIGILANCE CLEARANCE

Type NAME/EID

EID/NAME : Search

EID Details

Employee Id	<input type="text"/>	VRS/CRS/Death/Resign/Removal/Dismissed/RTEP Date	<input type="text"/>
Name	<input type="text"/>	Father Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Appointment	<input type="text"/>
Designation	<input type="text"/>	Present place of posting	<input type="text"/>
Pay Level & Scale	<input type="text"/>	Date of superannuation	<input type="text"/>
Whether On Deputation	<input type="text"/>	Eligibility Date for ACP/MACP/STS/NFU/NFSG	<input type="text"/>

Purpose for VCC Required :

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion	As On Current Date
(i) Whether the Officer has been placed Under Suspension	<input type="text"/>	<input type="text"/>
	From Date : <input type="text"/> To Date : <input type="text"/>	From Date : <input type="text"/> To Date : <input type="text"/>
(ii) Any Local Police case Filed/Pending	<input type="text"/>	<input type="text"/>

8. Select the “PURPOSE OF VCC” from dropdown. If VCC purpose is “ACP/MACP/STS/NFU/NFSG , Eligibility date along with status of Local VCC as on eligibility is mandatorily to be filled

प्रमुख सूचना नॉटिस

PROFORMA FOR SEEKING VIGILANCE CLEARANCE

Type NAME/EID

EID/NAME : Search

EID Details

Employee Id	<input type="text"/>	VRS/CRS/Death/Resign/Removal/Dismissed/RTEP Date	<input type="text"/>
Name	<input type="text"/>	Father Name	<input type="text"/>
Date of Birth	<input type="text"/>	Date of Appointment	<input type="text"/>
Designation	<input type="text"/>	Present place of posting	<input type="text"/>
Pay Level & Scale	<input type="text"/>	Date of superannuation	<input type="text"/>
Whether On Deputation	<input type="text"/>	Eligibility Date for ACP/MACP/STS/NFU/NFSG	<input type="text"/>

Purpose for VCC Required :

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion	As On Current Date
(i) Whether the Officer has been placed Under Suspension	<input type="text"/>	NO
	From Date : <input type="text"/> To Date : <input type="text"/>	From Date : <input type="text"/> To Date : <input type="text"/>
(ii) Any Local Police case Filed/Pending	<input type="text"/>	NO

net1364/VC/E/Initiate_Request.aspx

Purpose for VCC Required : 1-ACP/MACP/STS/NFU/NFSG

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion	As On Current Date
(i) Whether the Officer has been placed Under Suspension	YES From Date : 05/02/2021 To Date : 25/06/2021	NO From Date : DD/MM/YYYY To Date : DD/MM/YYYY
(ii) Any Local Police case Filed/Pending	NO	NO
(iii) Complaints/ Investigation Pending	NO	NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	NO	NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		
(vi) Currency of Penalty	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : DD/MM/YYYY To Date : DD/MM/YYYY
Remarks (Mandatory if YES is Selected in any of the above options (i,ii,iii,iv))		

VCC Required from other RO

Add Other Office

POSSIBLE WINDOWS
Go to Settings to activate Windows

9. Default data against “Local VCC (as on Current Date)” “will appear as “NO” .Kindly verify the same and EDIT as per the status available on record.

initiate_request.aspx

EID Details

Employee Id	:		VRS/CRS/Death/Resign/ Removal/Dismissed/RFEP Date	:	DD/MM/YYYY
Name	:		Father Name	:	
Date of Birth	:	28/03/1974	Date of Appointment	:	17/10/2003
Designation	:	RPPC-I	Present place of posting	:	HEAD OFFICE
Pay Level & Scale	:	Level-[8~12] & Scale [9300-34800]	Date of superannuation	:	31/03/2034
Whether On Deputation	:	NO	Eligibility Date for ACP/MACP/STS/NFU/NFSG	:	DD/MM/YYYY

Purpose for VCC Required : 2-Deputation

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion	As On Current Date
(i) Whether the Officer has been placed Under Suspension	SELECT From Date : DD/MM/YYYY To Date : DD/MM/YYYY	YES From Date : 04/01/2021 To Date : 30/04/2021
(ii) Any Local Police case Filed/Pending	SELECT	NO
(iii) Complaints/ Investigation Pending	SELECT	NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	SELECT	NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		no information is a/v
(vi) Currency of Penalty	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : DD/MM/YYYY To Date : DD/MM/YYYY
Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)		

VCC Required from other RO

Activate Windows
Go to Settings to activate Windows

10. Remarks is mandatory if against any information under head LOCAL VCC is YES
(Kindly see text written in RED color)

I/VCC_IT_Initiate_Request.aspx

From Date :	DD/MM/YYYY	To Date :	DD/MM/YYYY	From Date :	04/01/2021	To Date :	30/04/2021	
(i) Any Local Police case Filed/Pending	SELECT			NO				
(ii) Complaints/ Investigation Pending	SELECT			NO				
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	SELECT			NO				
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past				no information is av				
(vi) Currency of Penalty	From Date :	DD/MM/YYYY	To Date :	DD/MM/YYYY	From Date :	DD/MM/YYYY	To Date :	DD/MM/YYYY
Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)								

VCC Required from other RO

Add Other Office

Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1964

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding

YES YES

AIPR YEAR(IN HR S/W) :2021

*Once request is initiated or forwarded, Forwarding to any other office is not possible.

Preview

Note:-

- All Information regarding “Local VCC (On current date and on eligible date (if required)) “to be filled by request initiated office.
- Request to be forwarded for data collection to another office, only when it is not available in personnel file and/or service book
- If information is required from another office then click on “ADD OFFICE”, to generate SUB REQUEST.
- Only one office may be added and information from “ADDED OFFICE” remains mandatory for further processing of request.
- When add office is clicked, below screen will appear

Add Office

Select Zone : UP

Eligible Date : 20/10/2022

Forwarding Reason*

Select Office

Select OFFICE

Select OFFICE

VARANASI

GORAKHPUR

BAREILLY

NODA

LUCKNOW

MEERUT

KANPUR

ALLAHABAD

AGRA

Add Office

- Select the zone and office from which request data is required. Enter forwarding remarks (Mandatory)

Add Office

Select Zone: Select Office:

Eligible Date:

Forwarding Reason*

- vii. Click on “Add Office” to add mentioned office on request page. Below screen will appear after adding office

oct13034/VC_IT_InvData_Request.aspx

(iii) Complaints/ Investigation Pending:

(iv) Any Administrative/ Disciplinary proceeding is contemplated/ Pending against the officer in the Estt./Personnel/HR Branch:

(v) Details of Disciplinary proceeding concluded and penalty imposed in the past:

(vi) Currency of Penalty: From Date: To Date: From Date: To Date:

Remarks (Mandatory if YES is Selected in any of the above option (i,ii,iv)):

VCC Required from other RO

SlNo	Zone	Office Name	Eligible Date	Forwarding Reason	
1	UP	LUCKNOW	20/10/2022	Information as on eligible date is required	<input type="button" value="Delete"/>

Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964: AIPR YEAR(IN HR S/W) :2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding:

*Once request is initiated or forwarded, Forwarding to any other office is not possible.

- viii. If it seems that wrong office has been selected or office has been added wrongly then click on “DELETE” button. Added office will remove from the page

11. System will automatically fetch the details of latest AIPR from HR software and will show on form. AIPR status as YES if latest year AIPR is a/v in HR software. NO if any other AIPR, other than latest year is a/v in system. If AIPR is not a/v in system then request for VCC may not be initiated.

VC_IT_Initiate_Request.aspx

From Date : DD/MM/YYYY To Date : DD/MM/YYYY		From Date : 04/01/2021 To Date : 30/04/2021	
(ii) Any Local Police case Filed/Pending	SELECT	NO	
(iii) Complaints/ Investigation Pending	SELECT	NO	
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	SELECT	NO	
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		no information is a/v	
(vi) Currency of Penalty	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	
Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

VCC Required from other RO

Add Other Office

Status of Annual Inmovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964 : YES AIPR YEAR(IN HR S/W) :2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding : YES

*Once request is initiated or forwarded, Forwarding to any other office is not possible.

Print

12. It is a responsibility of initiated office to collect the information (in specified Self certification format) regarding “Any Police Case etc..” from the employee (whose VCC is required) and keep with them. Provision to upload is not given but office is required to provide status of the same against column “Any Police case etc...”

Purpose for VCC Required : S-Confirmation/Regularisation

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSL/Promotion	As On Current Date
(i) Whether the Officer has been placed Under Suspension	SELECT	YES
	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : 01/06/2022 To Date : 30/06/2022
(ii) Any Local Police case Filed/Pending	SELECT	NO
(iii) Complaints/ Investigation Pending	SELECT	NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	SELECT	NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		not data
(vi) Currency of Penalty	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : DD/MM/YYYY To Date : DD/MM/YYYY
Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)		

VCC Required from other RO

Add Other Office

Status of Annual Inmovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964 : YES AIPR YEAR(IN HR S/W) :2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding : NO

*Once request is initiated or forwarded, Forwarding to any other office is not possible.

Print

13. Once information is updated in the form, office is requested to click on “PREVIEW” so that entered data may be re-verify, before generation of request. Below screen will appear where key parameter has been highlighted.

VIGILANCE CLEARANCE REQUEST FORM DATA

EID/Purpose Details:

Employee ID: [Redacted]
 Name: [Redacted]
 Father Name: [Redacted]
 Date of Birth: [Redacted]
 Date of Appointment: [Redacted]
 Designation: [Redacted]
 Present place of posting: [Redacted]
 Pay Level & Scale: [Redacted]
 Date of supersession: [Redacted]
 On Disputation: [Redacted]
 Eligibility Date for ACP/MACP/STS/NPL/NPSC: [Redacted]
 Purpose for VCC Required: [Redacted]

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NPL/NPSC/Promotion		As On Current Date	
(i) Whether the Officer has been placed Under Suspension	From	To	From	To
			04/01/2021	30/04/2021
(ii) Any Leave Periods were Paid/Pending				NO
(iii) Complaints Investigation Pending				NO
(iv) Any Administrative Disciplinary proceedings is contemplated/Pending against the officer in the Self Certification/HR Branch				NO
(v) Details of Disciplinary proceedings concluded and partly disposed in the past				No Information is given
(vi) Currency of Penalty	From	To	From	To

Other Information

Status of Annual Inconvertible Property Return on the Previous Year as required under rule 18 of the CCS(Central) Rules, 1964: YES
 Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceedings: YES
 *Once request is initiated or forwarded, forwarding to any other office is not possible.

14. Below screen will appear. Click on “EDIT DATA” button if correction is required in data else request ID may be generated by clicking on “Initiate/Forward Request” button

VIGILANCE CLEARANCE REQUEST FORM DATA

EID/Purpose Details:

Employee ID: [Redacted]
 Name: [Redacted]
 Father Name: [Redacted]
 Date of Birth: [Redacted]
 Date of Appointment: [Redacted]
 Designation: [Redacted]
 Present place of posting: [Redacted]
 Pay Level & Scale: [Redacted]
 Date of supersession: [Redacted]
 On Disputation: [Redacted]
 Eligibility Date for ACP/MACP/STS/NPL/NPSC: [Redacted]
 Purpose for VCC Required: [Redacted]

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NPL/NPSC/Promotion		As On Current Date	
(i) Whether the Officer has been placed Under Suspension	From	To	From	To
			04/01/2021	30/04/2021
(ii) Any Leave Periods were Paid/Pending				NO
(iii) Complaints Investigation Pending				NO
(iv) Any Administrative Disciplinary proceedings is contemplated/Pending against the officer in the Self Certification/HR Branch				NO
(v) Details of Disciplinary proceedings concluded and partly disposed in the past				No Information is given
(vi) Currency of Penalty	From	To	From	To

Other Information

Status of Annual Inconvertible Property Return on the Previous Year as required under rule 18 of the CCS(Central) Rules, 1964: YES
 Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceedings: YES
 *Once request is initiated or forwarded, forwarding to any other office is not possible.

Buttons: Edit Data, Initiate/Forward Request

15. Below screen will appear (when request was not forwarded to another office) on click of “Initiate/Generate Request”

localhost:13634 says
Request id is generated ->

OK

Local VCC Status

As On Eligibility Date for ACP/MACP/ST/MT/UNF/SG/Promotion

As On Current Date

(i) Whether the Officer has been placed Under Suspension	From: 06/01/2021 To: 06/04/2021	YES
(ii) Any Local Police Case Pendency		NO
(iii) Complaint Investigation Pending		NO
(iv) Any Administrative Disciplinary proceeding is contemplated/Pending against the Officer in the Self/Personnel Branch		NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		No Information is av
(vi) Currency of Penalty	From: To:	employee was under suspension

Remarks (Hand YES to be the status)

Other Information

Status of Annual immovable Property Return on the Previous Year as required under rule 10 of the CCS(Central) Rules, 1964

APR YEAR(IN HR S/W) 2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding

Once request is initiated or forwarded, form data may not be changed.

Initiate/Forward Request

16. Below screen will appear (when request was forwarded to another office) on click of “Initiate/Generate Request”

localhost:13634 says
Request id is generated -> NU2
sub request id -> NU26037405

OK

Local VCC Status

As On Eligibility Date for ACP/MACP/ST/MT/UNF/SG/Promotion

As On Current Date

(i) Whether the Officer has been placed Under Suspension	From: 06/01/2021 To: 06/04/2021	YES
(ii) Any Local Police Case Pendency		NO
(iii) Complaint Investigation Pending		NO
(iv) Any Administrative Disciplinary proceeding is contemplated/Pending against the Officer in the Self/Personnel Branch		NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		No Information is av
(vi) Currency of Penalty	From: To:	employee was under suspension

Remarks (Hand YES to be the status)

VCC Status Required from

Date : 01/01/2021 Office : LUCKNOW Status Required as On : 28/10/2022

Other Information

Status of Annual immovable Property Return on the Previous Year as required under rule 10 of the CCS(Central) Rules, 1964

APR YEAR(IN HR S/W) 2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding

Once request is initiated or forwarded, form data may not be changed.

Initiate/Forward Request

Note:-

- Once request is generated, its data may not be changed by initiator
- Request Id will be of format :
 <<Designation>>/<<03digit Purpose_id>>/<<Initiate_Year>>/<<Max_serial_in_year>>
- A sub request id of the format <<REQUEST_ID>>/A will also generate, if office was added during request generation

Request Approval Process (Role: Approver)

Initiated Request may be of two type

- Data from other office is not requested (Self-initiated)
- Data from other office is request (forwarded)

So under approval role two types of task will appear

- ✓ VCC Request Approve (Self-Initiated)
- ✓ VCC Request Approve (Forwarded)

Note:- When data from other office is also required, A sub request is also auto initiated during request initiation process and information may be provided through the option “VCC Request Approve (Forwarded)”

1. Enter user id and Password under “Admin User”

2. Select the role as “VCC Approve”

3. Select the task as “VCC Approve (Self Initiated) “, if request is not a forwarded request. Else select the task as “VCC Approve (Forwarded)”, if forwarded task is received from other office and data is to be provided by current office.

VCC Request Approve (Self-Initiated)

1. On click at VCC Request (Self-Initiated) , below screen will appear that will contains list of all requests that were received for action

VCC REQUEST(SELF INITIATED)							
Request ID	Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action	Initiate Rejection
N[redacted]022/4		[redacted]	Training programme(except mandatory trg.)	Request Forwarded to ZO	[redacted]	Action	Rejection
N[redacted]022/3		[redacted]	Deputation	Request Returned by ZO with remarks	N[redacted].pdf	Action	Rejection
N[redacted]022/1		[redacted]	Deputation	Request Returned by ZO with remarks	[redacted].pdf	Action	Rejection
N[redacted]022/2	[redacted]022/2/A	[redacted]	Appointment to sensitive posts	Request Initiated (Data Saved/PDF printed by Other Office)		Action	Rejection

2. Two button “ACTION” & “REJECTION” will appear against each request.
3. Button will disabled automatically when no further action is required from approver or task is at another level
4. Under “Latest status” current status of request is shown
5. Action button is to be used for:
 - a. Updating of form data
 - b. Generation and Printing of PDF of filled Data
 - c. Uploading signed PDF
 - d. Forwarding the request to Zonal Office
6. Rejection button is to be used to reject the request
 - a. Only approver of initiated office may mark the request as rejected.
 - b. Rejection may be initiated only when task is with approval level
 - c. During rejection, rejection remarks is mandatory
 - d. Rejection process will also mark rejection against it sub-id (if any)
7. By clicking on EID, data of request form may be seen. Same hyperlink is to be used to view status, when request is pending with other office
8. By clicking on PDF HYPERLINK, signed pdf (as uploaded against request) may be downloaded

On Click of EID:

- VCC request form Data may be seen
- Signed PDF of Other office(if request is forwarded to other office and pdf has been uploaded by them) may be seen

VIGILANCE CLEARANCE (PROFORMA DATA)			
Request Id : <input type="text" value="222/1"/>		Sub Request Id : <input type="text"/>	
EID Details			
Employee Id : <input type="text"/>	VRS/CRS/Death/Resign/Removal/Dismissed/REF Date : <input type="text" value="DD/MM/YYYY"/>	Father Name : <input type="text"/>	
Name : <input type="text"/>	Date of Appointment : <input type="text" value="17/10/2003"/>	Present place of posting : <input type="text" value="HEAD OFFICE"/>	
Date of Birth : <input type="text"/>	Date of superannuation : <input type="text" value="31/01/2034"/>	Eligibility Date for ACP/MACP/STS/NFU/NFSG : <input type="text" value="DD/MM/YYYY"/>	
Designation : <input type="text" value="RPF-I"/>	Whether On Deputation : <input type="text" value="NO"/>		
Pay Level & Scale : <input type="text" value="Level (B-12) & Scale (2230-34000)"/>			
Purpose for VCC Required : <input type="text" value="DEPUTATION"/>			
Local VCC Status			
As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion		As On Current Date	
(i) Whether the Officer has been placed under suspension : <input type="text" value="SELECT"/>		YES <input type="text"/>	
Purpose for VCC Required : <input type="text" value="DEPUTATION"/>			
Local VCC Status			
As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion		As On Current Date	
(i) Whether the Officer has been placed Under Suspension : <input type="text" value="SELECT"/>		YES <input type="text"/>	
From Date : <input type="text" value="DD/MM/YYYY"/> To Date : <input type="text" value="DD/MM/YYYY"/>		From Date : <input type="text" value="04/01/2021"/> To Date : <input type="text" value="30/04/2021"/>	
(ii) Any Local Police case Filed/Pending : <input type="text" value="SELECT"/>		NO <input type="text"/>	
(iii) Complaints/Investigation Pending : <input type="text" value="SELECT"/>		NO <input type="text"/>	
(iv) Any Administrative/Disciplinary proceeding is contemplated/Pending against the officer in the Post./Personnel/HR Branch : <input type="text" value="SELECT"/>		NO <input type="text"/>	
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past : <input type="text"/>		no information is a/v	
(vi) Currency of Penalty : <input type="text"/>		From Date : <input type="text" value="DD/MM/YYYY"/> To Date : <input type="text" value="DD/MM/YYYY"/>	
Remarks (Mandatory if YES is selected in any of the above option i,ii,iii,iv) : <input type="text"/>		employee was under suspension	
VCC Status of other RO			
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964 : <input type="text" value="YES"/>		AIPR YEAR(IN HR SW) : 2021	
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding : <input type="text" value="YES"/>			
Zonal Remarks : <input type="text"/>			
*Click on Update/Print Button is Mandatory before Upload & Forward .			

On Click of PDF Hyperlink:

Signed PDF as uploaded with the request may be downloaded

VCC REQUEST(SELF INITIATED)							
Request ID	Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action	Initiate Rejection
			Training programme(except mandatory trg.)	Request Forwarded to ZO	N_02092022042911.pdf	Action	Rejection
			Deputation	Request Returned by ZO with remarks	_29082022012231.pdf	Action	Rejection
			Deputation	Request Returned by ZO with remarks	N_29082022012231.pdf	Action	Rejection
			Appointment to sensitive posts	Request Initiated (Data Saved/PDF printed by Other Office)		Action	Rejection

On Click of REJECTION:

Request along with its all sub request may be rejected

- Only approver of initiated office may mark the request as rejected.
- Rejection may be initiated only when task is at approval level
- During rejection, rejection remarks is mandatory
- Rejection process will also mark rejection against it sub-id (if any)

Request for Rejection	
Request Id :	
EID :	
Rejection Remarks* :	
<input type="button" value="Submit"/> <input type="button" value="Close"/>	

On Click of ACTION:

On click of action button, below form will open in EDITING mode and necessary correction may be done. Button to be used for following activities:

- To verify the information as filled by initiator
- To do necessary correction (as required)
- Update the data when request comes back from ZONAL for further correction
- Verify the information as submitted by other office (if other office is also involved), by downloading the signed PDF as submitted by other office
- Accept the information of other office
- Send back the request to other office, if data as submitted by other office needs correction

Note:- No Button will appear on form, if request has involvement of other office and signed pdf is yet to be upload by that office

VIGILANCE CLEARANCE (PROFORMA DATA)			
Request Id : <input type="text"/>		Sub Request Id : <input type="text"/>	
EID Details			
Employee Id : <input type="text"/>	VMS/CRS/Death/Resign/Removal/Dismissed/RFCP Date : <input type="text"/>	Father Name : <input type="text"/>	
Name : <input type="text"/>	Date of Appointment : <input type="text"/>	Present place of posting : <input type="text"/>	
Date of Birth : <input type="text"/>	Date of superannuation : <input type="text"/>	Eligibility Date for ACP/MACP/STS/NFU/NFSG : <input type="text"/>	
Designation : <input type="text"/>	Level (B-12) & Scale (R20-3480) : <input type="text"/>		
Pay Level & Scale : <input type="text"/>	Whether On Deputation : <input type="text"/>		
Purpose for VCC Required : <input type="text"/>			
Local VCC Status			
As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion		As On Current Date	
(i) Whether the Officer has been placed Under Suspension	<input type="text"/>	<input type="text"/>	
From Date : <input type="text"/>	To Date : <input type="text"/>	From Date : <input type="text"/>	To Date : <input type="text"/>
(ii) Any Local Police case Filed/Pending	<input type="text"/>	<input type="text"/>	
(iii) Complaints/Investigation Pending	<input type="text"/>	<input type="text"/>	
(iv) Any Administrative/Disciplinary proceeding is contemplated/Pending against the officer in the Ext./Personnel/HR Branch	<input type="text"/>	<input type="text"/>	
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past	<input type="text"/>	<input type="text"/>	
(vi) Currency of Penalty	From Date : <input type="text"/>	To Date : <input type="text"/>	From Date : <input type="text"/>
Remarks (Mandatory if YES is selected in any of the above option (i),(ii),(iv))	<input type="text"/>		
VCC Status of other RO			
Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964		YES <input type="text"/>	
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding		YES <input type="text"/>	
Zonal Remarks*		<input type="text"/>	
*Click on Update/Print Button is Mandatory before Upload & Forward.			
Update/Print		Upload Signed PDF	

1. EIDT the information (if required)

VIGILANCE CLEARANCE (PROFORMA DATA)			
Request Id : <input type="text"/>		Sub Request Id : <input type="text"/>	
EID Details			
Employee Id : <input type="text"/>	VMS/CRS/Death/Resign/Removal/Dismissed/RFCP Date : <input type="text"/>	Father Name : <input type="text"/>	
Name : <input type="text"/>	Date of Appointment : <input type="text"/>	Present place of posting : <input type="text"/>	
Date of Birth : <input type="text"/>	Date of superannuation : <input type="text"/>	Eligibility Date for ACP/MACP/STS/NFU/NFSG : <input type="text"/>	
Designation : <input type="text"/>	Level (B-12) & Scale (R20-3480) : <input type="text"/>		
Pay Level & Scale : <input type="text"/>	Whether On Deputation : <input type="text"/>		
Purpose for VCC Required : <input type="text"/>			
Local VCC Status			
As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion		As On Current Date	
(i) Whether the Officer has been placed Under Suspension	<input type="text"/>	<input type="text"/>	
From Date : <input type="text"/>	To Date : <input type="text"/>	From Date : <input type="text"/>	To Date : <input type="text"/>
(ii) Any Local Police case Filed/Pending	<input type="text"/>	<input type="text"/>	
(iii) Complaints/Investigation Pending	<input type="text"/>	<input type="text"/>	
(iv) Any Administrative/Disciplinary proceeding is contemplated/Pending against the officer in the Ext./Personnel/HR Branch	<input type="text"/>	<input type="text"/>	
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past	<input type="text"/>	<input type="text"/>	
(vi) Currency of Penalty	From Date : <input type="text"/>	To Date : <input type="text"/>	From Date : <input type="text"/>
Remarks (Mandatory if YES is selected in any of the above option (i),(ii),(iv))	<input type="text"/>		
VCC Status of other RO			
Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964		YES <input type="text"/>	
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding		YES <input type="text"/>	
Zonal Remarks*		<input type="text"/>	
*Click on Update/Print Button is Mandatory before Upload & Forward.			
Update/Print		Upload Signed PDF	

- Click on “Update/Print” Button to save the updated information and generate the PDF of data that to be submitted for onward actions.

(iv) Any Administrative/ Disciplinary proceeding is contemplated/ Pending against the officer in the Estt./Personnel/HR Branch

(v) Details of Disciplinary proceeding concluded and penalty imposed in the past

(vi) Currency of Penalty From Date : DD/MM/YYYY To Date : DD/MM/YYYY

Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,v)

VCC Status of other RO

Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding

Zonal Remarks*

*Click on Update/Print Button is Mandatory before Upload & Forward .

Update/Print Upload Signed PDF

- On click of “Update/Print” a popup will appear on screen that will show the form data and allow to save in PDF form.

PROFORMA FOR SEEKING VIGILANCE CLEARANCE REPORT

1 of 1

Print | Next

Excel PDF Word

PROFORMA FOR SEEKING VIGILANCE CLEARANCE

S.No.	Officer Details	Detailed Information
1.	EID	
2.	Designation	RPFC-I
3.	Present Place of Posting	HEAD OFFICE
4.	Whether On Deputation	NO
5.	Date of Appointment	17/10/2003
6.	Date of superannuation	31/03/2034
7.	Level Group of the present post and Pay scale	Level-[8-12] & Scale [9300-34800]
8.	Vigilance Clearance required for the Purpose	Deputation
9.	VRS/CRS/Death/Resign/ Removal/Dismissed/RFEF Date	
10.	Eligibility Date for ACP/MACP/STS/NFU/NFSG	

PROFORMA FOR SEEKING VIGILANCE CLEARANCE

S.No.	Officer Details	Detailed Information
1.	EID	
2.	Designation	RPFC-I
3.	Present Place of Posting	HEAD OFFICE
4.	Whether On Deputation	NO
5.	Date of Appointment	17/10/2003
6.	Date of superannuation	31/03/2034
7.	Level Group of the present post and Pay scale	Level-[8-12] & Scale [9300-34800]
8.	Vigilance Clearance required for the Purpose	Deputation
9.	VRS/CRS/Death/Resign/ Removal/Dismissed/RFEF Date	
10.	Eligibility Date for ACP/MACP/STS/NFU/NFSG	
11.	Remarks	
12.	Remarks	
13.	Remarks	
14.	Remarks	
15.	Remarks	
16.	Remarks	
17.	Remarks	
18.	Remarks	
19.	Remarks	
20.	Remarks	
21.	Remarks	
22.	Remarks	
23.	Remarks	
24.	Remarks	
25.	Remarks	
26.	Remarks	
27.	Remarks	
28.	Remarks	
29.	Remarks	
30.	Remarks	
31.	Remarks	
32.	Remarks	
33.	Remarks	
34.	Remarks	
35.	Remarks	
36.	Remarks	
37.	Remarks	
38.	Remarks	
39.	Remarks	
40.	Remarks	
41.	Remarks	
42.	Remarks	
43.	Remarks	
44.	Remarks	
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75.	Remarks	
76.	Remarks	
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78.	Remarks	
79.	Remarks	
80.	Remarks	
81.	Remarks	
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83.	Remarks	
84.	Remarks	
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86.	Remarks	
87.	Remarks	
88.	Remarks	
89.	Remarks	
90.	Remarks	
91.	Remarks	
92.	Remarks	
93.	Remarks	
94.	Remarks	
95.	Remarks	
96.	Remarks	
97.	Remarks	
98.	Remarks	
99.	Remarks	
100.	Remarks	

4. Verify the information, If not correct then again UPDATE the information and generate the PDF again
5. If all information is correct then, Print the Generated PDF, Sign it, Scan it and upload using button “UPLOAD Signed PDF”

On Click of UPLOAD SIGNED PDF:

Button to be used to upload signed PDF that to be submitted for onwards information.

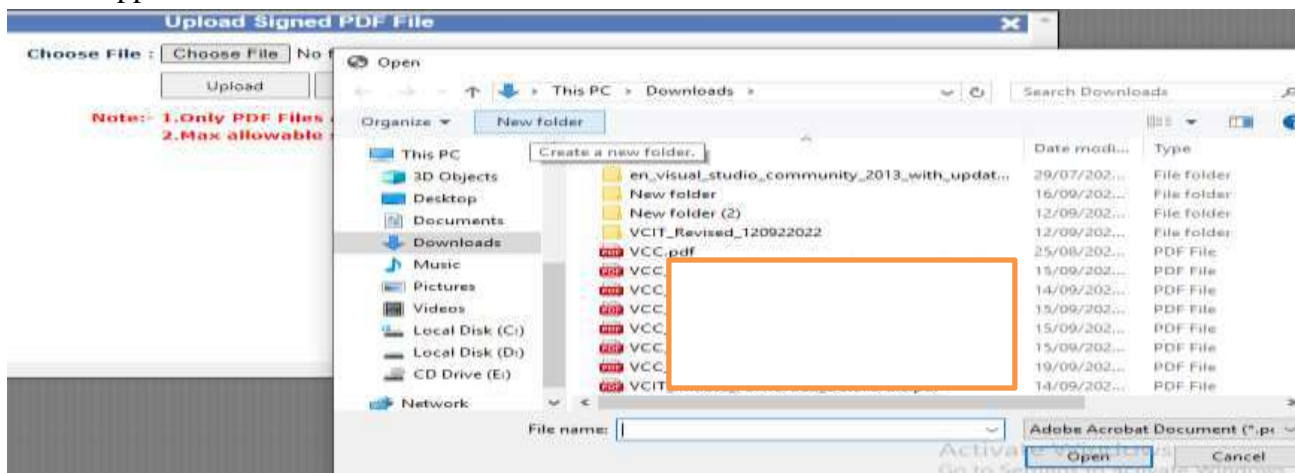
- Only PDF file may be uploaded
- Max size of PDF may be 01MB
- Data as shown on form will also update in database

Note:-Kindly ensure that whenever data is UPDFATED, click on “Update/Print” button to print pdf with latest form data

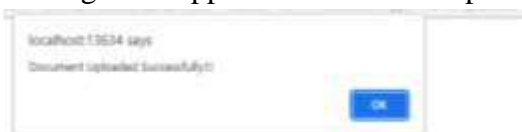
6. On click at “Upload Signed Pdf” , below screen will appear



7. Click on “Choose File” to select the file that to be upload. On click, below screen will appear to select the file



8. After selecting the file, click on “Upload” button to upload the selected file. Below message will appear on successful upload



9. Uploaded file may be re-check by going on main task list and same may be downloaded by clicking on hyperlink shown against column “Pdf Hyperlink”

VCC REQUEST(SELF INITIATED)

Request ID	Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action	Initiate Rejection
		13 ACP/MACP/ISTS/NF/UNFSG		Request Initiated-Pending with other Office		Action	Rejection
		13 Depulation		Signed PDF Uploaded by Initiating Office-Pending with Initiated Office	[PDF Hyperlink]	Action	Rejection

10. Once PDF is uploaded, another button “FORWARD” will appear on screen.

against the officer in the Estt./Personnel/HR Branch

localhost:13634 says
Request is Forwarded Successfully

(v) Details of Disciplinary proceeding concluded and penalty imposed in the past

(vi) Currency of Penalty From Date : DD/MM/YYYY To Date : DD/MM/YYYY

Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)
employee was under suspension--approval

VCC Status of other RO

Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954 : YES AIPR YEAR(IN HR SW) : 2021

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding : YES

Zonal Remarks*

*Click on Update/Print Button is Mandatory before Upload & Forward .

Update/Print Upload Signed PDF Forward

Note:- Button “Update/Print” and “Upload Signed Pdf” are still enable. In case any changes are done in form data (after upload of signed pdf), Kindly reprint the pdf and upload again, else mismatch will appear in form data and uploaded PDF

11. Click on “FORWARD” button to forward the request to Zonal/Head Office (as the case may be)

How to validate data as submitted by other office:

1. If sub request id is appearing on below screen then it indicate involvement of other office

गो लोड हो रहा है | Go to Menu Page

VCC REQUEST(SELF INITIATED)							
Request ID	Sub Request ID	EO	Purpose	Latest Status	PDF Hyperlink	Initiate Action	Initiate Rejection
			ACPMACPISTSNFNFUSG	Request Initiated-Pending with other Office		Action	Rejection
			Deputation	Data updated/PDF Printed by Initiating Office-Pending with Initiated Office		Action	Rejection

2. In such case when “Action” is clicked, no button will appear on form till request is pending with other office. Once PDF is uploaded by other office, then same is shown as follows:

(ii) Any Local Police case Filed/Pending	NO	NO
(iii) Complaints/ Investigation Pending	NO	NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Extl./Personnel/HR Branch	NO	NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		
(vi) Currency of Penalty	From Date : DD/MM/YYYY To Date : DD/MM/YYYY	From Date : DD/MM/YYYY To Date : DD/MM/YYYY
Remarks (Mandatory if YES is selected as any of the above option i,ii,iii,iv)	employee abs under suspension	

VCC Status of other RO						
S No.	Sub Request ID	Other Office	EO Case	VCC Request ID	Latest Status	Action
1		UP	LUDKSON		Request Initiated-Pending with other Office	Mark Ok Send Back

Status of Annual Immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954: YES

Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding: YES

Annual Year(IN HR SW) (2021)

Zonal Remarks*

*Click on Update/Print Button is Mandatory before Upload & Forward.

3. Signed PDF as uploaded by other office may be downloaded by clicking on hyper link as appear before the other office data. Same to be downloaded and verify. A copy of the same may be kept for office record purpose (if required)
4. Two buttons “Mark Ok” and “Send Back” will appear against the data of other office
5. Button “Mark Ok” is to be used to accept the data as submitted by other office. Remarks are mandatory

Mark Ok/Send/Back	
Request Id:	
Sub Request Id:	
Remarks:*	KINDLY VERIFY AGAIN
OK	Close

6. Button “Send Back” is to be used to send back the SUB request back to office. Button to be used only when data as submitted by other office required some correction. Remarks are mandatory

Mark Ok/Send/Back	
Request Id:	<input type="text"/>
Sub Request Id:	<input type="text"/>
Remarks:*	<div>KINDLY VERIFY AGAIN</div> <div></div>
<div>send Back</div> <div>Close</div>	

VCC Request Approve (Forwarded)

Task contains only those request in which “ADD OFFICE” was selected during request initiating process. On click over task list, below screen will appear

VCC Request Approve (Forwarded)					
Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action
<input type="text" value="A"/>	<input type="text" value=""/>	Appointment to sensitive posts	Data Saved/PDF Printed		Action

1. Through this option LOCAL VCC DATA (purpose: ACP/MACP/STS/NFU/NFSG) as on eligible date is to be given
2. Same option is to be used, when request is marked as “SEND BACK” by approver of initiating office
3. By click on PDF Hyperlink signed pdf as uploaded may be downloaded
4. Action button is used to take different action like print, upload signed pdf, forward

On Click of Action Button:

1. Below screen will appear to edit/update the data of LOCAL VCC as on eligible date for purpose “ACP/MACP/STS/NFU/NFSG”.

VIGILANCE CLEARANCE (PROFORMA DATA)			
Request Id	<input type="text" value=""/>	Sub Request Id	<input type="text" value=""/> /A
EID Details			
Employee Id	<input type="text" value=""/>	VRS/CRS/Death/Resign/Removal/Dismissed/RFP Date	00/00/0000
Name	<input type="text" value=""/>	Father Name	<input type="text" value=""/>
Date of Birth	28/03/1974	Date of Appointment	17/10/2003
Designation	RPF-C	Present place of posting	HEAD OFFICE
Pay Level & Scale	Level-[8-12] & Scale [9200-34800]	Date of superannuation	31/03/2034
Whether On Deputation	NO	Eligibility Date for ACP/MACP/STS/NFU/NFSG	30/06/2023
Purpose for VCC Required	APPOINTMENT TO SENSITIVE POSTS		
Local VCC Status			
(i) Whether the Officer has been placed Under Suspension		As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion	
		NO	
(ii) Any Local Police case Filed/Pending		From : 00/00/0000	To : 00/00/0000
		YES	
(iii) Complaints/ Investigation Pending		YES	
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch		NO	

Purpose for VCC Required : APPOINTMENT TO SENSITIVE POSTS	
Local VCC Status	
(i) Whether the Officer has been placed Under Suspension	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion NO
(ii) Any Local Police case Filed/Pending	From : DD/MM/YYYY To : DD/MM/YYYY
(iii) Complaints/ Investigation Pending	YES
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	YES
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past	NO
(vi) Currency of Penalty	From : DD/MM/YYYY To : DD/MM/YYYY
Remarks (Mandatory if YES is Selected in any of the above option i,ii,iii,iv)	
Status of Annual Immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964 : YES Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding : YES Initiated Office Remarks : Review	

2. Update the form data and click on “Preview” button to verify the same. On click below screen will appear

Purpose for VCC Required : APPOINTMENT TO SENSITIVE POSTS	
Local VCC Status	
VIGILANCE CLEARANCE REQUEST FORM DATA	
Employee Details Employee Id : VRS/CRS/Death/Resign/ Removal/Dismissed/RFP Date : DD/MM/YYYY Name : Father Name : Date of Birth : DD/MM/YYYY Date of Appointment : DD/MM/YYYY Designation : Present place of posting : Pay Level & Scale : Date of superannuation : DD/MM/YYYY On Deputation : Eligibility Date for ACP/MACP/STS/NFU/NFS : DD/MM/YYYY Purpose for VCC Required :	
Local VCC Status (i) Whether the Officer has been placed Under Suspension : NO (ii) Any Local Police case Filed/Pending : YES (iii) Complaints/ Investigation Pending : YES (iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch : NO (v) Details of Disciplinary proceeding concluded and penalty imposed in the past : (vi) Currency of Penalty :	
Initiated Office Remarks : Review	

Below button will also appear on screen:

1. Update/Print—for updating the data in database
2. Upload Signed PDF—to upload signed Pdf
3. Forward—to send data back to request initiated office

Whenever any change are made in form data, kindly click on “Update/Print”→”Upload Signed Pdf” so that information may be updated in database and PDF may contain latest data

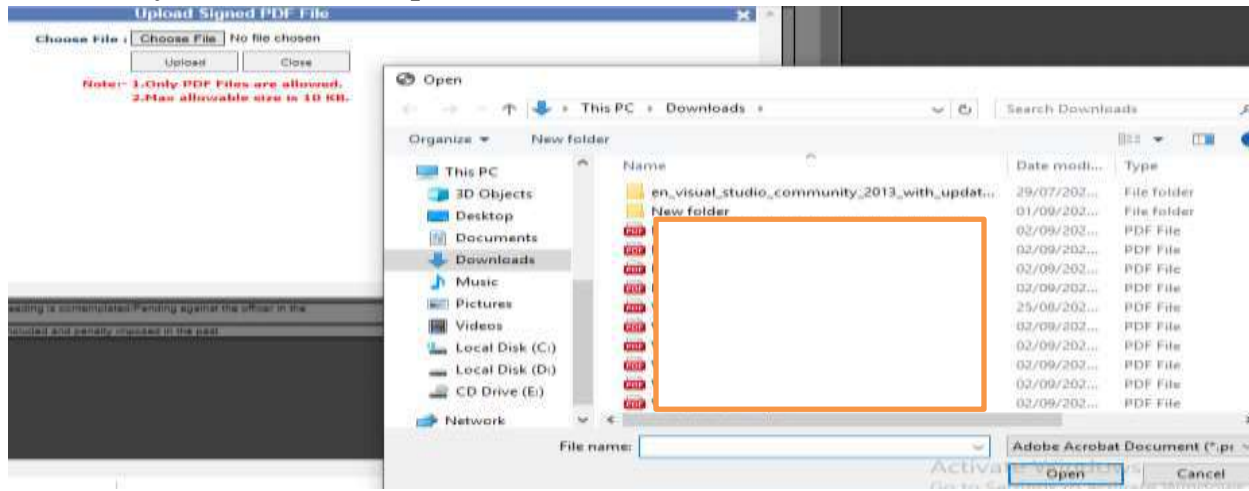
Purpose for VCC Required		APPOINTMENT TO SENSITIVE POSTS	
Local VCC Status			
Pay Level & Scale Date of superannuation On Deputation Eligibility Date for ACP/MACP/STS/NFU/NFS Purpose for VCC Required	: Level-[8-12] & Scale [9300-34800] : 31/03/2034 : NO : 30/08/2022 : Appointment to sensitive posts		
Local VCC Status		As On Eligibility Date for ACP/MACP/STS/NFU/NFS Promotion	
(i) Whether the Officer has been placed Under Suspension		From: To: NO	
(ii) Any Local Police case Filed/Pending		YES	
(iii) Complaints Investigation Pending		YES	
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch		NO	
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past		From: To:	
(vi) Currency of Penalty		did	
(Mandatory if YES is Selected in any of the above option (i) to (iv))			
Other Information			
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS (Conduct) Rules, 1954		YES AIPR YEAR(IN HR SW) :2021	
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding		YES	
*Click on Update/Print Button is Mandatory before Upload & Forward .			
<input type="button" value="Update/Print"/>		<input type="button" value="Upload Signed PDF"/>	
<input type="button" value="Forward"/>		<input type="button" value="Review"/>	
Remarks			

4. On Click of “Update/Print”, data will update and PDF viewer will appear to download the PDF file. **Same PDF to be upload after signing**

PROFORMA FOR SEEKING VIGILANCE CLEARANCE REPORT		
14 of 1		
PROFORMA FOR SEEKING VIGILANCE CLEARANCE		
S.No.	Officer Details	Detailed Information
1.	EID	
2.	Designation	
3.	Present Place of Posting	HEAD OFFICE
4.	Whether On Deputation	NO
5.	Date of Appointment	17/10/2003
6.	Date of superannuation	31/03/2034
7.	Level Group of the present post and Pay scale	Level-[8-12] & Scale [9300-34800]
8.	Vigilance Clearance required for the Purpose	Appointment to sensitive posts
9.	VRS/CRS/Death/Resign/Removal/Dismissed TOEP Date	00/00/0000
10.	Eligibility Date for ACP/MACP/STS/NFU/NFSQ	30/08/2022
VIGILANCE CLEARANCE REQUEST FORM DATA		
proceeding is contemplated/pending against the officer in the Estt./Personnel/HR Branch		
(v) Details of Disciplinary proceeding concluded and penalty i.e imposed on officer in past		
(vi) Currency of Penalty		From: To:
Whether the officer/official has submitted his/her annual immovable property return on the previous year as required under the Rule 18 of the CSS (Conduct) Rules, 1964 within the prescribed time limit		YES AIPR YEAR(IN HR SW) :2021
Whether officer/official has submitted Self Certification regarding Police Case/Disciplinary/ Administrative Proceeding		YES

(Regional Provident Fund Commissioner-I)
 Printed On:-29/08/2022
 Printed through IP:-1
 Request Id:-2
 Sub Request Id:-1

5. “Upload signed PDF” option will open the file browser for selection of signed PDF file.
Only PDF file and of up to 1MB size is allowed



6. Click on “Forward” button will forward the request to initiated office. After that no action on request may be taken by current office.

Request Forwarding Process (Role: Forward)-ZONAL


Request that were initiated from offices (Other than Head Office) will required forwarding of the data through their Zonal office like ZO, PDUNASS etc. So when **approver** of an office clicks on “FORWARD”, the request moves to the login of Zonal Office. Zonal will login through the role assigned to them and take necessary action on request. Zonal may take any of the following actions

- Forward the request to Head Office after verification
- Send back the request to Initiated Office, when correction is required

1. Enter user id and Password under “Admin User”



2. Select the role as “VCC Forward”



3. Select the task “VCC Forward” under module VCIT



4. Click on Task, below screen will appear having a list of all request that were pertain to mentioned ZONAL office

VCC Forward									
Request ID	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	Status	Initiate Action	
10021			Depuration				Request forward to Zonal for approval by initiating officer - Pending with Zonal	View/Forward/Send Back	
10022			ACPMACP/STS/NFU/NFSG				Request initiated - Pending with other Office	View/Forward/Send Back	

5. Screen contains following information, along with request id, EID, name & purpose

“**Approver Pdf**”- Signed Pdf file that was uploaded by Initiated Office. Zonal is requested to download it by clicking on pdf name hyperlink and verify the content

“**Zonal Remarks**” – If request is forwarded back by zonal then old remarks (that were entered during send back) will appear on screen

“**HO Remarks**” – If request is forwarded back by Head Office then remarks (that were entered during send back) will appear on screen

“**Status**”- Current status of request

“**Initiate Action**”- Under this option button named “View/Forward/Send Back” are given. Any action on task may be taken only after clicking on it.

6. On click “**View/Forward/Send Back**”, below screen will appear. Screen will have action button if request is actionable to them. Else only close button will appear on screen

VIGILANCE CLEARANCE REQUEST FORM DATA			
EID/Purpose Details			
Employee Id			
VRS/CRS/Death/Resign/ Removal/Dismissed/RFEP Date			
Name			
Designation	RPFC-I		
Eligibility Date for ACP/MACP/STS/NFU/NFS	20/10/2022		
Purpose for VCC Required	ACP/MACP/STS/NFU/NFSG		
Local VCC Status			
	As On Eligibility Date for ACP/MACP/STS/NFU/NFS/G/Promotion		As On Current Date
(i) Whether the Officer has been placed Under Suspension	YES From: 09/02/2021 To: 09/06/2021		NO From: To:
(ii) Any Local Police case Filed/Pending	NO		NO
(iii) Complaints/ Investigation Pending	NO		NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personnel/HR Branch	NO		NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			
(vi) Currency of Penalty	From: To:		From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)	employee was under suspension		
Other Information			
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1984	YES		AIPR YEAR(IN HR SW) (2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	YES		

Local VCC Status			
(i) Whether the Officer has been placed Under Suspension	As On Eligibility Date for ACP/MACP/ST/BNF/UNFSQ		As On Current Date
	From:	To:	From: NO To:
(ii) Any Local Police case Filed/Pending			From: NO To:
(iii) Complaints/ Investigation Pending			From: NO To:
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personal/HR Branch			From: NO To:
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			From: NO To:
(vi) Currency of Penalty	From:	To:	From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

Other Information	
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954	: YES APR YEAR(IN HR SW) :2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: NO
Remarks History :	[20/10/2022] tgh, [20/10/2022] tgh
Zonal Remarks :	

Close

Local VCC Status			
(i) Whether the Officer has been placed Under Suspension	As On Eligibility Date for ACP/MACP/ST/BNF/UNFSQ		As On Current Date
	From:	To:	From: NO To:
(ii) Any Local Police case Filed/Pending			From: NO To:
(iii) Complaints/ Investigation Pending			From: NO To:
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personal/HR Branch			From: NO To:
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			From: NO To:
(vi) Currency of Penalty	From:	To:	From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

Other Information	
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954	: YES APR YEAR(IN HR SW) :2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: NO
Remarks History :	
Zonal Remarks :	

Send Back Forward Close

7. Click on “Send Back” button if correction is required. It will mark the request back to initiated office. **Remarks is mandatorily to be given**

Local VCC Status			
(i) Whether the Officer has been placed Under Suspension	As On Eligibility Date for ACP/MACP/ST/BNF/UNFSQ		As On Current Date
	From:	To:	From: NO To:
(ii) Any Local Police case Filed/Pending			From: NO To:
(iii) Complaints/ Investigation Pending			From: NO To:
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personal/HR Branch			From: NO To:
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			From: NO To:
(vi) Currency of Penalty	From:	To:	From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

Other Information	
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954	: YES APR YEAR(IN HR SW) :2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: NO
Remarks History :	
Zonal Remarks :	Kindly correct the suspension period.

Send Back Forward Close

OFFICE : KANDRUB (003)		User :
Role : VCC Forward		
Logged In IP : 11		
Purpose for VCC Required		
		localhost:13634 says Request Forwarded to Head office Successfully !!!
		OK

Local VCC Status			
(i) Whether the Officer has been placed Under Suspension	As On Eligibility Date for ACP/MACP/ST/BNF/UNFSQ		As On Current Date
	From:	To:	From: NO To:
(ii) Any Local Police case Filed/Pending			From: NO To:
(iii) Complaints/ Investigation Pending			From: NO To:
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personal/HR Branch			From: NO To:
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			From: NO To:
(vi) Currency of Penalty	From:	To:	From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

Other Information	
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954	: YES APR YEAR(IN HR SW) :2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: NO
Remarks History :	
Zonal Remarks :	Kindly correct the suspension period.

Send Back Forward Close

VCC REQUEST(SELF INITIATED)							
Request ID	Sub Request ID	ED	Purpose	Latest Status	PCR Hypertext	Initiate Action	Initiate Rejection
N [REDACTED] 02232	[REDACTED] 02232A	N [REDACTED]	3 ACP/MACP/ST/S/NFU/NFSG	Request Initiated-Pending with other Office		Action	Rejection
N [REDACTED] 02231		N [REDACTED]	3 Deputation	Request Initiated-Pending with other Office Request Initiated-Pending with other Office Request Initiated-Pending with other Office	V [REDACTED]	Action	Rejection

- Click on “Forward” button if NO correction is required. It will forward the request to Head Office. **Remarks is mandatorily to be given**
- Earlier entered remarks may be seen under column ‘Remarks History’ on the screen

Local VCC Status			
		As On Eligibility Date for ACP/MACP/ST/S/NFU/NFSG	As On Current Date
(i) Whether the Officer has been placed Under Suspension :		From: To:	From: NO To:
(ii) Any Local Police case Filed/Pending			NO
(iii) Complaints/ Investigation Pending			NO
(iv) Any Administrative/ Disciplinary proceeding is contemplated/Pending against the officer in the Estt./Personal/HR Branch			NO
(v) Details of Disciplinary proceeding concluded and penalty imposed in the past			
(vi) Currency of Penalty		From: To:	From: To:
(Mandatory if YES is Selected in any of the above option i,ii,iii,iv)			

Other Information	
Status of Annual Immoveable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules, 1954	: YES
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: NO
Remarks History :	
Zonal Remarks :	

Request Forwarding Process (Role: Forward)-Head Office

Head Office is NODAL office for forwarding the VCC request to AVS & Vigilance Section. Once request is received from Zonal Offices or from ASD (Head Office), same to be forwarded to AVS and vigilance section for providing the Vigilance clearance against mentioned request. Once request received in the login of Head office, following actions may be taken

Action	Purpose	Condition
View	View status of different request and download of approver/avs/vig PDF	
Forward to AVS&VIG Both	Nodal office will verify the incoming request. Download the approver PDF and verify the completeness of data. After satisfaction, request to be forwarded to AVS and VIG both	Fresh request is mandatorily to be forward to AVS and VIG
Forward to AVS Only	After getting the necessary data (as requested by AVS) HRM) will again send the request to AVS Section for further action	Those request which were marked back by AVS section
Forward to VIG Only	After getting the necessary data (as requested by VIG) HRM will again send the request to VIG Section for further action	Those request which were marked back by VIG section
Send Back (Based on Verification of Request Data)	It is an initial verification step. Nodal office will verify the incoming request by downloading the approver PDF. Nodal officer will verify the completeness of data. After satisfaction, request to be forwarded to AVS and VIG both else request may be reverted back reverted back to initiated office by putting the remarks	Once request is forwarded to AVS or VIG this option shall disable
Send Back (Based on remarks received from both AVS & VIG)	When request is forwarded to both AVS& VIG and both found some inconsistency due to which VCC may not be process. Then avs/vig will send back the request to Head office. Such Request will appear here. HRM may update the intermediate status	Once Enabled only when request is marked back to HRM by AVS and VIG both

	and call the requested data/needed data from initiated/zonal office (through offline mode). Nodal hrm may also send back such request back to Initiated Office , if officer is unable to get the data even after multiple follow up	
Update Intermediate Status (Based on AVS Remarks)	When request came back from AVS and more information is required from zonal/initiated office then HRM may update intermediate remarks and may kept request with him	When request send back by AVS for requirement of some data/information , which he was unable to get so far
Update Intermediate Status (Based on VIG Remarks)	When request came back from VIG and more information is required from zonal/initiated office then HRM may update intermediate remarks and may kept request with him	When request send back by VIG for requirement of some data/information , which he was unable to get so far
Forward Both VCC to RPFC-I(HRM)	When vigilance clearance document has been finally submitted by both AVS and VIG. Task may be marked to RPFC-I(HRM)	Vigilance clearance to be finally submitted by AVS and VIG

1. Enter user id and Password under “Admin User”

The screenshot shows a login interface with the title 'login' in orange. Below the title, there are three radio buttons: 'Admin User' (selected), 'EPF Employee', and 'Vigilance User'. Underneath, there is a 'Username (case-sensitive)' field containing 'KANPUR' and a 'Password' field with masked characters. At the bottom, there are three buttons: 'Login', 'Sign Up', and 'Close'. The browser status bar at the bottom right indicates 'Chrome 105.0'.

2. Select the role as “VCC Forward(HO)”

The screenshot shows a role selection interface. It features a label 'भूमिका चयन करें/Select Role:' followed by a dropdown menu currently displaying 'VCC Forward (HO)'. Below this, there are two buttons: 'Submit' and 'LogOut'.

3. Select the task “VCC Forward (AVS & VIG)” under module VCIT



4. After clicking of task, below screen will appear through which different actions may be taken by applying different filters

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose: 0-Any Action Required: VIEW Apply Filter

Purpose : 0 Action Selected : VIEW

Filtered Data

Select	Request Id	ED	Name	Purpose	Approver Pdf	Remarks	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Deputation	[Redacted]		Request Forwarded to other office successfully
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	ADP/ACR/STEN/IN/UN/FSB			Request Initiated- Pending with other Office

Action Required Dropdown Menu:

- VIEW
- FORWARD TO AVS&VIG BOTH
- FORWARD TO AVS ONLY
- FORWARD TO VIG ONLY
- SEND BACK (Based on verification of request data)
- SEND BACK TO INITIATED OFFICE (Based on remarks of AVS & VIG both)
- UPDATE INTERMEDIATE STATUS (Based on AVS Remarks)
- UPDATE INTERMEDIATE STATUS (Based on VIG Remarks)
- FORWARD BOTH VCC TO (RPRC-HRM)

5. Filtered data will appear on screen

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose: 0-Any Action Required: VIEW Apply Filter

Purpose : 0 Action Selected : VIEW Selection Count:

Filtered Data

Select	Request Id	ED	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	AVS PdfRemarks	Vig PdfRemarks	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Deputation	[Redacted]	data as submitted by us				Request Forwarded to AVS but not to Vig. By HO- Initial Forwarded to AVS
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	ADP/ACR/STEN/IN/UN/FSB						Request Initiated- Pending with other Office

VIEW:

1. On selection, a list of all request id's as submitted against selected purpose will be shown on screen (irrespective of their status)
2. Zonal remarks may be seen under column "Zonal remarks"
3. Head office remarks may be seen under column "HO Remarks". Column will show only those remarks that were entered while forwarding back the request to initiated office.
4. On click of "Approver Pdf" hyperlink, signed pdf of initiated office may be downloaded
5. On click of "AVS Pdf/Remarks" hyperlink, VCC pdf as uploaded by AVS section may be downloaded. If PDF is not uploaded so far then it will show REMARKS as entered by AVS Section
6. On click of "Vig Pdf/Remarks" hyperlink, VCC pdf as uploaded by Vigilance section may be downloaded. If PDF is not uploaded so far then it will show REMARKS as entered by Vigilance Section

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose: Action Required:

Purpose: 0 Action Selected: VIEW Selection Count:

Filtered Data

	Request ID	DOI	Name	Purpose	Request Path	Final Remarks	NO Remarks	DO's Path/Remarks	Wg. Path/Remarks	Status
<input type="checkbox"/>	<input type="text" value="0-Any"/>	<input type="text" value="0-Any"/>	<input type="text" value="0-Any"/>	0-Any	<input type="text" value="VIEW"/>	NO IN Submitted by: 0-Any				<input type="button" value="View Details"/>
<input type="checkbox"/>	<input type="text" value="0-Any"/>	<input type="text" value="0-Any"/>	<input type="text" value="0-Any"/>	0-Any	<input type="text" value="VIEW"/>	NO IN Submitted by: 0-Any				<input type="button" value="View Details"/>

FORWARD TO AVS&VIG BOTH:

1. This option is used to forward the request to AVS and vigilance section.
2. Before operating any option, kindly download “Approver Pdf” and verify it. **If some correction is required in data then this option is not to be Operate**
3. On selection, available pending record for action “**FORWARD TO AVS&VIG BOTH**” to be shown on screen.
4. Select at least one or max 25 records at a time to forward the request

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose: Action Required:

Purpose: 0 | Action Selected: FORWARD TO AVS&VIG BOTH | Selection Count: 1

Filtered Data

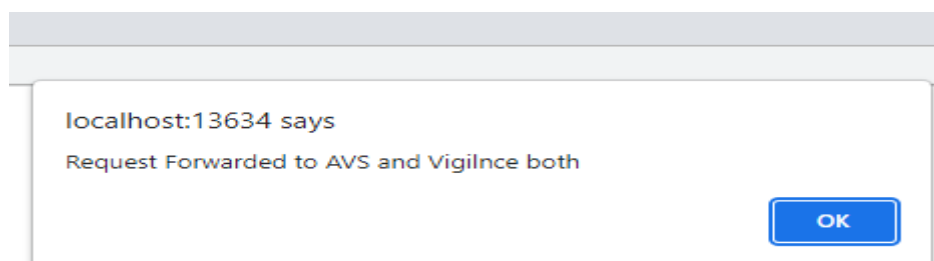
Request ID	EIR	Date	Purpose	Approved FID	Fund Remarks	VIG Remarks	AVS FIDRemarks	Vig FIDRemarks	Status
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	Description	<input type="text" value=""/>	VER IN submitted by us				Reviewed Forwarded to upper office Suspectability in

- Click on “Preview” Button to verify the correctness of selected EID’s. Below screen will appear

Select	Request Id	EID	Name	Purpose	Zonal Remarks	Status
<input type="checkbox"/>				Deputation	data as submitted by m	Request Forwarded to Head office Successfully !!!

Submit Close

- Verify the page heading to ensure the “Selected Action”
- Verify the list of selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
- Click on “Submit” button to forward the request to AVS and Vigilance Section. Below message will appear on screen



- Status of the same may be checked by apply filter “VIEW”

Select Filter

VCC Purpose: Any Action Required: VIEW Apply Filter

Purpose: 0 Action Selected: VIEW Selection Count:

Filtered Data

Select	Request Id	EID	Name	Purpose	Approval File	Zonal Remarks	EID Remarks	AVS Remarks	Vig. Remarks	Status
<input type="checkbox"/>				Deputation		data as submitted by m				Request Forwarded to Head office Successfully !!!
<input type="checkbox"/>				Deputation		data as submitted by m				Request Forwarded to Head office Successfully !!!
<input type="checkbox"/>				Deputation		data as submitted by m				Request Forwarded to Head office Successfully !!!
<input type="checkbox"/>				Deputation		data as submitted by m				Request Forwarded to Head office Successfully !!!

FORWARD TO AVS ONLY:

1. This option is used to forward the request to AVS section.
2. Option is to be used when request comes back from AVS section to HRM and after getting necessary information/document, request is again to be forward to AVS
3. On selection, available pending record for action “**FORWARD TO AVS ONLY**” to be shown on screen.



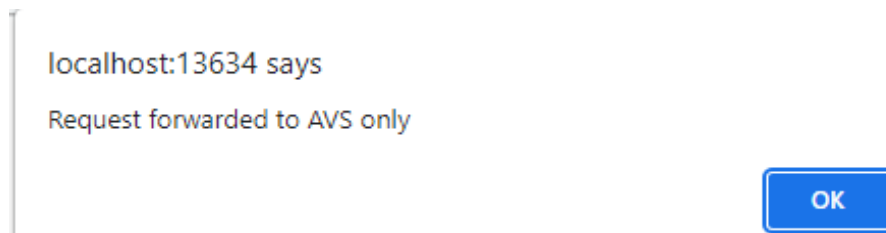
4. Select at least one or max 25 records at a time to forward the request



5. Click on Preview button to ensure the correctness of selected EID's



6. Verify the page heading to ensure the “Selected Action”
7. Verify the list of selected EID's. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
8. Click on “Submit” button to forward the request to AVS Section. Below message will appear on screen



VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose: D-Any Action Required: VIEW Apply Filter


Purpose: D Action Selected: VIEW Selection Count: 3

Filtered Data

Request ID	ID	Status	Purpose	Approver FID	Email Remarks	MD Remarks	AVS FID Remarks	Vig FID Remarks	Status
1024	1024	Completed	Deposition	1024	1024	1024	1024	1024	VCC Forwarded to AVS & Vigilance
1024	1024	Pending	VCH Research/Inquiry	1024	1024	1024	1024	1024	VCC Forwarded to AVS & Vigilance
1024	1024	Pending	Request	1024	1024	1024	1024	1024	VCC Forwarded to AVS & Vigilance

1. This option is used to forward the request to Vigilance section.
2. Option is to be used when request comes back from Vigilance section to HRM and after getting necessary information/document, request is again to be forward to Vigilance
3. On selection, available pending record for action “**FORWARD TO VIG ONLY**” to be shown on screen.

4. Select at least one or maximum 25 records for action



The screenshot shows the 'VCC Forward to AVS & Vigilance' interface. The 'VCC Purpose' dropdown is set to 'D-Arg'. The 'Action Required' dropdown is set to 'FORWARD TO VIS ONLY'. The 'Filtered Data' table shows one record selected (checkbox checked). The record details include: Request ID, FBI, Name, Purpose (Training equipment maintenance (log)), Approver PDF (VCC_Org_M...), Total Remarks (Passed Forward to Crime Office), FBI Remarks, FBI Pathname, Sig Pathname, and Status (Completed/Case Reported by VCC, sent back to VCC-HQ, VCC-VCC PDF forwarded to AVS/Forwarding to HQ-VCC).

FORWARD TO VIG ONLY						
Select	Request Id	EID	Name	Purpose	Zonal Remarks	Status
<input checked="" type="checkbox"/>	NU			Training programme(except mandatory trg.)	Request Forwarded to Zonal Office	Correction/Clarification request by VIG, send back to HQ-HRM [AVS VCC PDF Forwarded by AVS]-Pending at HQ-HRM
				Submit	Close	

- localhost:13634 says
Request forwarded to Vigilance Only

OK

- [illegible]

1. This option is used to send back the request back to initiated office
2. Option will work only when no action on request has been taken so far.
3. Before using the option, kindly verify the “Approver Pdf” as submitted by initiated office. In case it seems that same may not be processed or processing at AVS/VIG may require more data/information then instead of sending it to AVS & VIG, send back it to initiated office for necessary correction.
4. Only one request may be send back at a time as remarks to be entered against each request
5. On selection, available pending record for action “**SEND BACK (Based on verification of Request Data)**” to be shown on screen.

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose

0-Any

Action Required

SEND BACK (Based on verification of request data)

Apply Filter

6. Select at least one records for action

7. Click on Preview button to verify the correctness of selected EID's

Select	Request Id	EID	Name	Purpose	Zonal Remarks	Status
<input checked="" type="checkbox"/>	13634/2022/6			Promotion	forward to next level.	Request received back from Zonal to initiating office for further updation-Pending at Initiated Office

Remarks* Send back based on verification of request data.

Submit Close

8. Verify the page heading to ensure the “Selected Action”
9. Verify the list of selected EID's. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
10. Remarks are mandatory so type the remarks and Click on “Submit” button to send back the request to initiated office. Below message will appear on screen

localhost:13634 says

Request data required more information, Sent back to initiated office

OK

11. Status of the request may be checked by selecting action as “VIEW”

SEND BACK TO INITIATED OFFICE (Based on remarks of AVS&VIG both):

1. This option is used to send back the request back to initiated office
2. Option will work only when request was initially forwarded to both AVS and vigilance both but same returned back to HRM by AVS and vigilance as request may require more data and/or clarification.
3. Before using the option, kindly verify the remarks of AVS and vigilance and pass those remarks to Initiated office so that initiated office may correct the information
4. Use this option only when section is unable to get the information from concern office/zone and no further pendency may be kept in section

- Only one request may be send back at a time as remarks to be entered against each request
- On selection, available pending record for action “**SEND BACK TO INITIATED OFFICE (Based on remarks of AVS&VIG both)**” to be shown on screen.

- Select at least one records for action

Request ID	EID	Name	Purpose	Approval Ref	Status	AVS Status	AVS Pathcode	VIG Pathcode	Remarks
13634	13634	13634	Voluntary retirement/resignation		Pending	Pending			

- Click on Preview button to verify the correctness of selected EID's

Request ID	EID	Name	Purpose	Zonal Remarks	Status
13634	13634	13634	Voluntary retirement/resignation	forwarded	Correction/Clarification requested by AVS & VIG request send back to HC-HR/Pending with HC-HR/HR

Remarks: Send back to initiated office based on remarks of av & vig both

Submit Close

- Verify the page heading to ensure the “Selected Action”
- Verify the list of selected EID's. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
- Remarks are mandatory so type the remarks and Click on “Submit” button to send back the request to initiated office. Below message will appear on screen

localhost:13634 says

Request data required more information, Sent back to initiated office

OK

- Status of the request may be checked by selecting action as “VIEW”

UPDATE INTERMEDIATE STATUS (Based on VIG remarks):

1. This option is used to update the intermediate status against the request that was sent back by vigilance section to HRM
2. After updation of status request shall remain with HRM
3. Such request may not be send back to initiated office till AVS also returned the request back to HRM
4. Option will work only when request was initially forwarded to vigilance but same returned back to HRM as request may require more data and/or clarification.
5. Before using the option, kindly verify the remarks of vigilance and take necessary action on that. Meanwhile Intermediate remarks may be updated against request
6. On selection, available pending record for action “**UPDATE INTERMEDIATE STATUS (Based on VIG remarks)**” to be shown on screen.

The screenshot shows a web application interface titled "VCC Forward to AVS & Vigilance". It features a "Select Filter" section with two dropdown menus: "VCC Purpose" set to "Any" and "Action Required" set to "UPDATE INTERMEDIATE STATUS (Based on VIG Remarks)". An "Apply Filter" button is located to the right of the "Action Required" dropdown.

7. Select at least one records for action

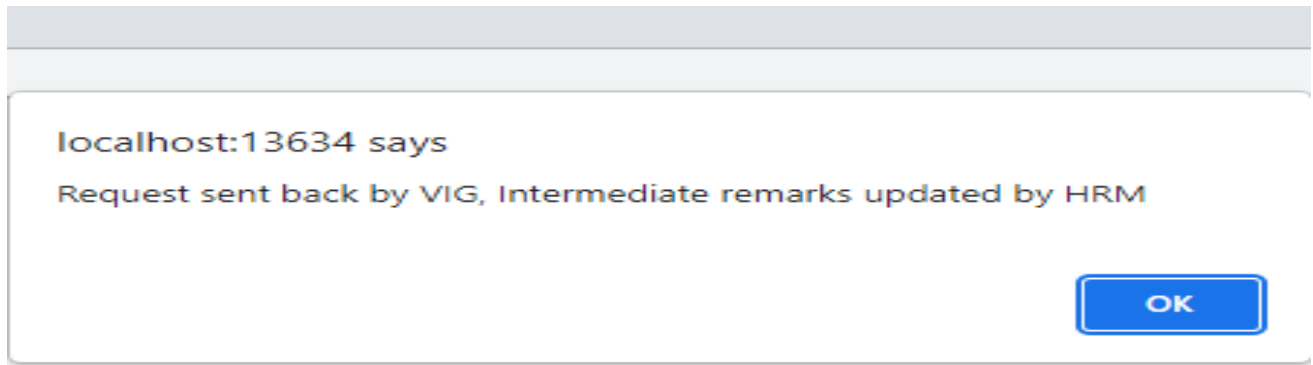
The screenshot shows the same "VCC Forward to AVS & Vigilance" interface, but now with a table of filtered data. The table has columns: Request ID, EID, Name, Purpose, Request ID, Request Remarks, AVS Remarks, Vg. Remarks, and Status. One record is selected, highlighted with an orange background. The record details are: Request ID: 1000000000000000, EID: 1000000000000000, Name: Training programme(except mandatory tg), Purpose: Training programme(except mandatory tg), Request ID: 1000000000000000, Request Remarks: Request Forwarded to Zonal Office, AVS Remarks: AVS_VCC_FORWARDING_PENDING, Vg. Remarks: Please refer to the VCC PDF Forwarded by AVS/Pending at HQ-HRM, and Status: Pending. A "Preview" button is at the bottom right of the table.

8. Click on Preview button to verify the correctness of selected EID's

The screenshot shows a preview window titled "UPDATE INTERMEDIATE STATUS (BASED ON VIG REMARKS)". It contains a table with columns: Select, Request Id, EID, Name, Purpose, Zonal Remarks, and Status. One record is selected, highlighted with an orange background. The record details are: Request Id: 1000000000000000, EID: 1000000000000000, Name: Training programme(except mandatory tg), Purpose: Training programme(except mandatory tg), Zonal Remarks: Request Forwarded to Zonal Office, and Status: Correction/Clarification request by VIG send back to HQ-HRM [AVS VCC PDF Forwarded by AVS/Pending at HQ-HRM]. Below the table is a "Remarks" field with the text "Update VIG Status". At the bottom are "Submit" and "Close" buttons.

9. Verify the page heading to ensure the “Selected Action”
10. Verify the list of selected EID's. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button

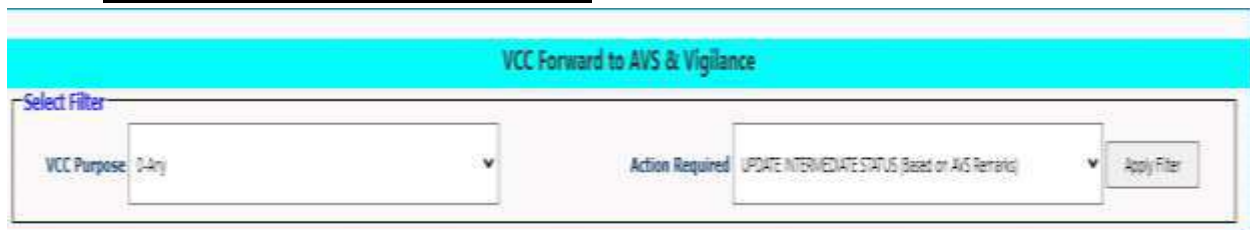
11. Remarks are mandatory so type the remarks and Click on “Submit” button to send back the request to initiated office. Below message will appear on screen



12. Status of the request may be checked by selecting action as “VIEW”

UPDATE INTERMEDIATE STATUS (Based on AVS remarks):

1. This option is used to update the intermediate status against the request that was sent back by AVS section to HRM
2. After updation of status request shall remain with HRM
3. Such request may not be send back to initiated office till vigilance also returned the request back to HRM
4. Option will work only when request was initially forwarded to AVS but same returned back to HRM as request may require more data and/or clarification.
5. Before using the option, kindly verify the remarks of AVS and take necessary action on that. Meanwhile Intermediate remarks may be updated against request
6. On selection, available pending record for action “**UPDATE INTERMEDIATE STATUS (Based on AVS remarks)**” to be shown on screen.



7. Select at least one records for action



8. Click on Preview button to verify the correctness of selected EID's

UPDATE INTERMEDIATE STATUS (BASED ON AVS REMARKS)						
Select	Request Id	EID	Name	Purpose	Zonal Remarks	Status
<input type="checkbox"/>	XXXXXXXXXX2022/3	XXXXXXXXXX	XXXXXXXXXX	Empowerment	request sent to	Correction/Clarification request by AVS [VIG VCC PDF Forwarded by VIG-Pending at HQ-HRM]

Remarks:

Submit Close

9. Verify the page heading to ensure the “Selected Action”
10. Verify the list of selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
11. Remarks are mandatory so type the remarks and Click on “Submit” button to send back the request to initiated office. Below message will appear on screen

localhost:13634 says
Request sent back by AVS. Intermediate remarks updated by HRM

OK

12. Status of the request may be checked by selecting action as “VIEW”

VCC Forward to AVS & Vigilance

Select Filter

VCC Purpose

0:Any

Action Required

VIEW

Apply Filter

Purpose

0

Action Selected

VIEW

Selection Count:

Filtered Data

<input type="checkbox"/>				Deputation		State govt			VCC Forwarded to RPFC-HRM
<input type="checkbox"/>				Officer (PST)/N/P/PS					Request forwarded to VIG and pending with other files
<input type="checkbox"/>				Empowerment		request sent to			Request sent back to AVS. Request forwarded to VIG and pending with other files
<input type="checkbox"/>				Training programme/visit/visiting Vg.		Request forwarded to Zonal Office			Request forwarded to VIG and pending with other files

FORWARD BOTH VCC TO RPFC-I(HRM):

1. This option is used to mark the VCC pdf as uploaded by AVS and vigilance to RPFC-I (HRM)
2. Option to be used only for marking purpose
3. VCC print to be taken by nodal office of HRM (if required)
4. On selection, available pending record for action “**FORWARD BOTH VCC TO RPFC-I(HRM)**” to be shown on screen.

VCC Forward to AVS & Vigilance			
Select Filter	VCC Purpose: <input type="text" value="Query"/>	Action Required: <input type="text" value="FORWARD BOTH VCC TO RPFC-HRM"/>	Apply Filter

- Select at least one or maximum 25 records for action

- Click on Preview button to verify the correctness of selected EID's

- Verify the page heading to ensure the “Selected Action”
- Verify the list of selected EID's. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
- Remarks are mandatory so type the remarks and Click on “Submit” button to send back the request to initiated office. Below message will appear on screen

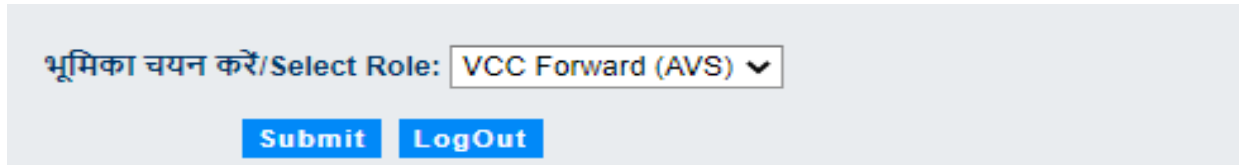
- Status of the request may be checked by selecting action as “VIEW”

Functionality under AVS Section

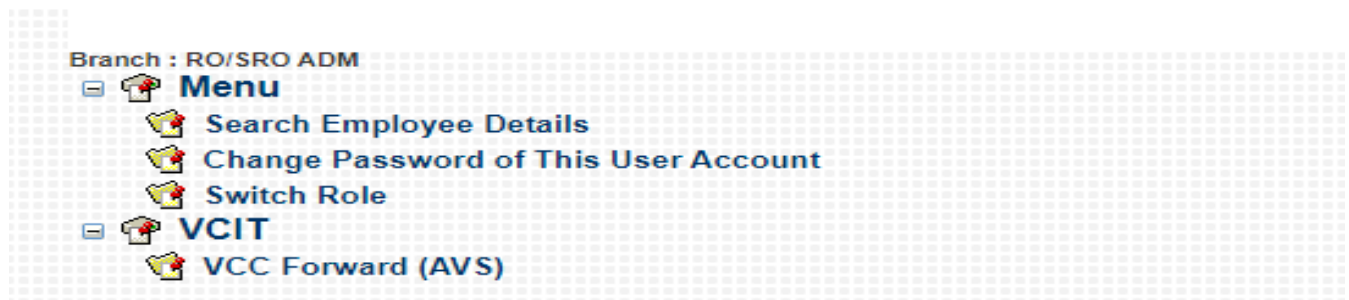
1. Enter User id & Password under selection of “Admin User”



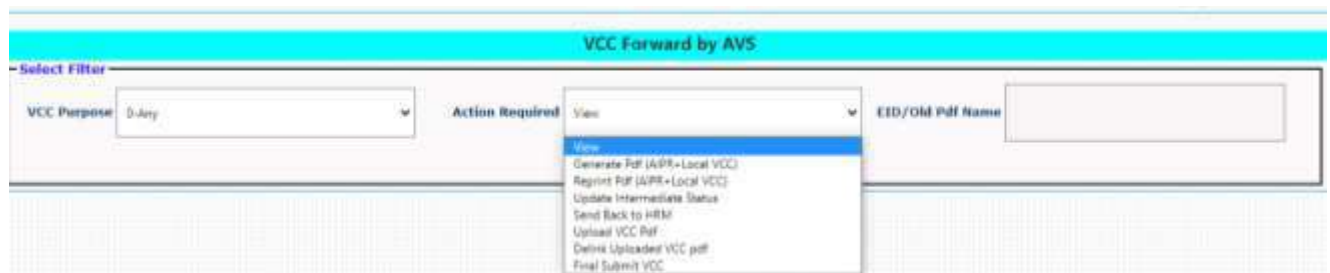
2. After login select the Role “VCC Forward (AVS)”



3. Available task list will appear on screen. Choose the task “VCC Forward (AVS)” under module VCIT



4. Below screen will appear, from which different action may be taken, by selecting option in drop down “VCC Purpose” & “Action Required”



5. Available option(s) for actions are as follows:

Selected Action	Purpose	Condition
VIEW	To view status of all records, that may have any level and/or status	
GENERATE PDF (AIPR+LOCAL VCC)	To generate combined PDF of AIPR+Local VCC as submitted with request	At Least one or max 25 request may be selected at a time
REPRINT PDF (AIPR+LOCAL VCC)	Already printed PDF or part of PDF may be printed against	Already generated PDF name (AIPR+VCC) to be selected from dropdown. On click of “Apply Filter” system will show linked EID against the selected PDF. Select EID’s whose PDF is to be reprint
UPDATE INTERMEDIATE STATUS	In case more information is required to process the vcc but request may be kept pending with the section then section will update intermediate status of request. Same remarks will be shown to HRM and VIG	Request should be in actionable mode. EID is mandatory
SEND BACK TO HRM	When request may not be processed or required more data/information. Even after updating the intermediate status and multiple follow up, the information is not received then request may be marked back to HRM	Request should be in actionable mode. EID is mandatory
UPLOAD VCC PDF	VCC pdf may be uploaded by selecting appropriate request id’s	At Least one or max 25 request may be selected at a time. Against each record ,VCC status may be selected.
DELINK UPLOADED VCC PDF	In case ,it seems that wrong VCC file has been uploaded or wrong EID has been linked with VCC pdf, then same may be delinked	Already uploaded VCC PDF name to be selected from drop down. System will show linked EID with selected PDF and on selection of EID, uploaded pdf will be delinked against selected EID’s
FINAL SUBMIT VCC		At Least one or max 25 request may be selected at a time

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

6. Below additional column along with request id, eid, name, purpose will be shown on screen:

- “Approver Pdf” column, shows the hyperlink of Signed pdf as uploaded by Initiated Office. On click of hyperlink PDF may be downloaded
- “Zonal Remarks” column, show the remarks of zonal office that was filled while forwarding the request to head office.
- “HO Remarks” column, show the “Intermediate Remarks” of head office that was filled while updating intermediate status of request
- “AVS Pdf/Remarks” column, show the hyperlink of VCC pdf as uploaded by AVS section against single or multiple request id. On click of hyperlink VCC PDF may be downloaded.
- “Generated Pdf” column, shows the name of AIPR+Local VCC pdf as generated by AVS section.

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Purpose: Action Selected: Old Pdf Name: Selection Count:

Filtered Data

Select	Request ID	EID	Name	Purpose	Approver PDF	Zonal Remarks	HO Remarks	AVS Pdf/Remarks	Generated PDF	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Requirement	[Redacted]	Request ID is [Redacted]		AVS_VCC_2019022112418.pdf	AVS_2019022112418.pdf	VCC sent to [Redacted] by [Redacted] with [Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	ACPRAC/ST/SP/UP/PS	[Redacted]	Req. Forwarded				

VIEW:

1. On selection, a list of all request id's as submitted against selected purpose will be shown on screen (irrespective of their status)
2. On click of “Approver Pdf” hyperlink, signed pdf of initiated office may be downloaded
3. On click of “AVS Pdf/Remarks” hyperlink, VCC pdf as uploaded by AVS section may be downloaded. Same option to be used to verify the correctness of uploaded VCC PDF.

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

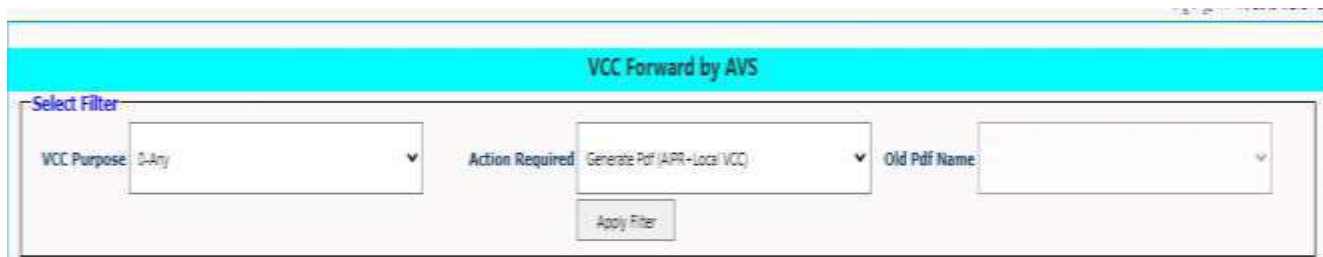
Purpose: Action Selected: Old Pdf Name: Selection Count:

Filtered Data

Select	Request ID	EID	Name	Purpose	Approver PDF	Zonal Remarks	HO Remarks	AVS Pdf/Remarks	Generated PDF	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Requirement	[Redacted]	Request ID is [Redacted]		AVS_VCC_2019022112418.pdf	AVS_2019022112418.pdf	VCC sent to [Redacted] by [Redacted] with [Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	ACPRAC/ST/SP/UP/PS	[Redacted]	Req. Forwarded				

GENERATE PDF (AIPR+LOCAL VCC):

1. This Step is mandatory to take any further action on request
2. On selection, available pending record for action “**GENERATE PDF (AIPR+LOCAL VCC)**” to be shown on screen.
3. Select at least one or max 25 records at a time to generate “Combined Pdf” of AIPR and Local vigilance data (as submitted by initiated office)



4. After selecting of records, kindly click on “Preview” button to see the selected EID.
Below screen will appear

GENERATE PDF (AIPR+LOCAL VCC)						
Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>				Confirmation/Regularisation	Kindly correct the suspension period.	Select

Submit Close

5. Verify the page heading to ensure the “Selected Action”
6. Verify the list of selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
7. Click on “Submit” button to generate “Combined Pdf” of AIPR and Local vigilance data (as submitted by initiated office)
8. On click of “Submit” button below screen will appear. That will show the data on screen and option to save in “PDF” form.

AVS Generate Pdf

1 of 2 ? Find | Next



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

LOCAL VCC & AIPR STATUS [REQUEST ID:-]			
EID:		Designation:	RPFC-I
Present Place of Posting:	HEAD OFFICE	Whether On Deputation:	NO
Date of Appointment:	17/10/2003	Date of superannuation:	31/03/2034
Level Group of the present post and Pay scale:	Level-[8~12] & Scale [9300-34800]	Eligibility Date for ACP/MACP/STS/NFU/NFSG:	
VRS/CRS/Death/Resign/ Removal/Dismissed/RFEP Date:			
Vigilance Clearance required for the Purpose:		Deputation	
Sl.No.	Local Vigilance Status	As on date of eligibility (in	As on Current
Close			

AVS Generate Pdf

Sl.No.	Local Vigilance Status	As on date of eligibility (in case of ACP/MACP/ STS/NFU/NFSG Promotion)	As on Current date
(i)	Whether the office has been placed under suspension ?	[From: To:]	YES [From:01/01/2021 To: 30/04/2021]
(ii)	Whether any Local Police case filed or Pending ?		NO
(iii)	Complaints/Investigation pending ?		NO
(iv)	Whether any Administrative/Disciplinary proceeding is contemplated/pending against the officer in the Estt./Personnel/HR Branch		NO
Close			

AVS Generate Pdf

LOCAL VCC & AIPR STATUS [REQUEST ID:- NU280374058171003/002/2022/1]								
Sl. No.	Name of District, Sub-Division, Taluk & Village in which property is situated	Name & area of Property- Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present Value of the property	If not in own name, state in whose name held & his/her relationship to the Govt, Servant	How acquired, whether by purchase, lease th , mortgage, gift, inheritance, or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from the property	Remarks
1								

Close

9. Press the “Close” button to close the dialog box.

10. Once pdf is generated, name of it may be seen by selecting option as “VIEW”

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: View EID:

Apply Filter

Purpose: 0 Action Selected: VIEW EID: Selection Count:

Select	Request Id	EID	Name	Purpose	Approved Pdf	Total Remarks	HO Remarks	AVS PdfRemarks	Download Pdf	Status
<input type="radio"/>	NU280374058171003	1003	A	Deputation	VCC_AIPR_20221004112710.pdf	State as submitted by HO			VCC_AIPR_20221004112710.pdf	Combined PDF (Local VCC+AIPR) generated by AVS-Pending at AVS

REPRINT PDF (AIPR+LOCAL VCC):

1. This option is enabled only when, combined pdf has already been generated
2. Option to be used print part/full PDF of AIPR+Local VCC
3. PDF name of “Old Generate combined PDF file” is mandatorily to be select from drop down

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: Reprint Pdf (AIPR+Local VCC) Old Pdf Name: Select Old Pdf Name

Apply Filter

Select Old Pdf Name

AVS_20221004112710.pdf

4. On apply filter, screen will show list of EID, against which mentioned PDF was generated

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Purpose: 0 Action Selected: REPRINT PDF (AIPR+LOCAL VCC) Old Pdf Name: AVS_20221004112710.pdf Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approved Pdf	Zonal Remarks	HO Remarks	Full Pdf Remarks	Downloaded Pdf	Status
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	ACFMAADPITS/NFUMFES	<input type="text" value="10458.pdf"/>	has forwarded			AVS_20221004112710.pdf	Combined PDF (Local VCC+AIPR) generated by AVS-Pending at KCS

5. Select the EID's against which combined pdf is to be regenerated
6. After selecting of records, kindly click on "Preview" button to see the selected EID.
Below screen will appear

REPRINT PDF (AIPR+LOCAL VCC) X

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Confirmation/Regularisation	Kindly correct the suspension period.	Select ▼

7. Verify the page heading to ensure the "Selected Action"
8. Verify the list of selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
9. Click on "Submit" button to generate "Combined Pdf" of AIPR and Local vigilance data (as submitted by initiated office)
10. On click of "Submit" button below screen will appear. That will show the data on screen and option to save in "PDF" form.

AVS Generate Pdf

1 of 27 Find | Next PDF

**कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION**

LOCAL VCC & AIPR STATUS [REQUEST ID:- N]			
EID:		Designation:	RPFC-I
Present Place of Posting:	HEAD OFFICE	Whether On Deputation:	NO
Date of Appointment:	17/10/2003	Date of superannuation:	31/03/2034
Level Group of the present post and Pay scale:	Level-(8-12) & Scale [9300-34800]	Eligibility Date for ACP/MACP/STS/NFU/NFSG:	
VRS/CRS/Death/Resign/Removal/Dismissed/RFEP Date:			
Vigilance Clearance required for the Purpose:		Deputation	
Sl.No.	Local Vigilance Status	As on date of eligibility (in	As on Current

Close

AVS Generate Pdf

LOCAL VCC & AIPR STATUS [REQUEST ID:- NU280374058171003/002/2022/1]								
Sl. No.	Name of District, Sub-Division, Taluk & Village in which property is situated	Name & area of Property- Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present* Value of the property	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, gift, inheritance, or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from the property	Remarks
1					YES		Nil	

Close

11. Press the “Close” button to close the dialog box

UPDATE INTERMEDIATE STATUS:

1. Option to be used when more information is required to process the request but same is not available with the section and/or some data has been requested by other section/office to process the request
2. Section wants to keep the request pending with him so that same may be process as soon as requested information is received
3. Only ONE request can be process at a time
4. EID, against which “Intermediate” remarks are to be update, is mandatorily to be select, after applying the filter

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

5. Select the record

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Purpose: Action Selected: Old Pdf Name: Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approved Pdf	Zonal Remarks	VC Remarks	VC Pdf Remarks	Generated Pdf	Status
<input checked="" type="checkbox"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	EMANELMENT	<input type="text" value="123456789"/>	No. Track-002			AVR_20221004112110.pdf	Completed PDF Generated by System on 2022-10-04 11:21:10

6. Click on “Preview” button, below screen will appear

UPDATE INTERMEDIATE STATUS

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	Empanelment	assorgfg	Select

Remarks History

Remarks*

Request Required more data so same has been called from RO.

7. Verify the page heading to ensure the “Selected Action”

8. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button

9. Enter the Remarks (Mandatory) and press on “Submit” button to update the intermediate remarks against the selected Request Id.

10. A confirmation popup will appear.

Office : KANPUR (094) User Id : localhost:13634 says
 Role : VCC Forward (AVS) Intermediate Status updated successfully
 Logged In IP : ::1
 OK

UPDATE INTERMEDIATE STATUS

Select	Request Id	EID	Name	Purpose	Zonal Remarks
<input type="checkbox"/>	02211	02211	02211		

11. Once intermediate status is updated it may be seen by selecting option as “VIEW”

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: View EID:

Apply Filter

Purpose: 0 Action Selected: VIEW EID: Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Requester Pdf	Cloud Remarks	VCC Remarks	AVS's Followups	Generated Pdf	Status
<input type="checkbox"/>	02211	02211	02211	02211	02211	02211	02211	02211	02211	02211

SEND BACK TO HRM:

1. Option to be select, when section is unable to get the requested information from other office/section and request is no more to be kept pending with AVS
2. Only ONE request can be process at a time
3. EID, against which request is to be forwarded back to HRM is to be mandatorily select from the list that appear after apply filter.

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: Send Back to HRM Old Pdf Name:

Apply Filter

4. After click on “Apply Filter”, EID record will appear on screen

5. Select the record

Select	Request Id	EID	Name	Purpose	Approve Pdf	Zonal Remarks	VC Remarks	AVS Pdf Remarks	Generated Pdf	Status
<input checked="" type="checkbox"/>			ADP/ADP/STENPUNPSE			As Forwarded			AVS_2021004112110.pdf	Completed PDF (1100) VCC-APP: generated by AVS Pending at AVS

6. Click on “Preview” button, below screen will appear

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>				Confirmation/Regularisation	Kindly correct the suspension period	Select

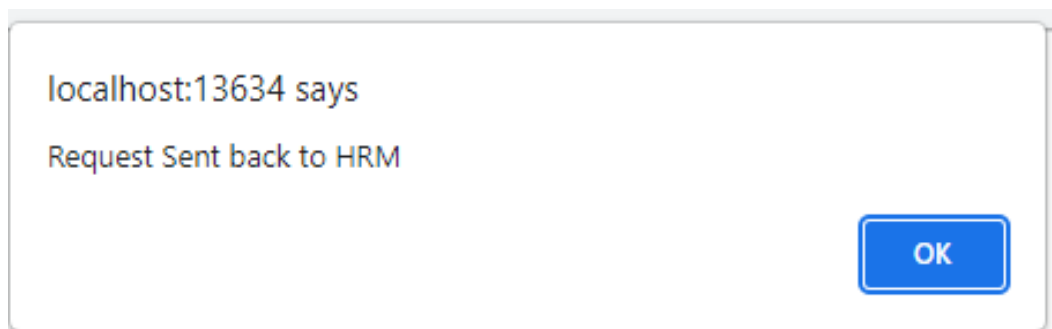
Remarks History

Remarks

Send to HRM

Submit Close

7. Verify the page heading to ensure the “Selected Action”
8. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
9. Enter the Remarks (Mandatory) and press on “Submit” button to update the intermediate remarks against the selected Request Id.
10. A confirmation popup will appear



11. Once intermediate status is updated it may be seen by selecting option as “VIEW”

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: View EID:

Purpose : 0 Action Selected : VIEW EID : Selection Count: 3

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	AVS Pdf/Remarks	Generated Pdf	Status
<input type="checkbox"/>	NL [redacted]	[redacted]	[redacted]	Deviation	VO [redacted]	data as submitted by to		AVS_VCC_1603002125554.pdf	AVS_20220919123810.pdf	VCC sent to HC-HRM by AVS-Pending with HC-HRM
<input type="checkbox"/>	NL [redacted]	[redacted]	[redacted]	Empanelment	VO [redacted]	request sent to		AVS_VCC_1908002043242.pdf	AVS_20220919160357.pdf	VCC sent to HC-HRM by AVS-Pending with HC-HRM
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	Training programme/selection (mandatory reg.)	[redacted]	Request Forwarded to Zonal Office		[redacted]	[redacted]	Request Data updated Correction as send back by AVS to HC-HRM-Pending with HC-HRM

UPLOAD VCC PDF:

- Option to be select, when VCC PDF is ready for upload
- On click of apply filter, screen will show those records against which pdf is not uploaded or earlier uploaded pdf was delinked.

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: Upload VCC Pdf Old Pdf Name: [redacted]

- Select at least one request or 25 (max) to process further

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any Action Required: Upload VCC Pdf Old Pdf Name: [redacted]

Purpose: 0 Action Selected : UPLOAD VCC PDF Old Pdf Name : N/A Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	AVS Pdf/Remarks	Generated Pdf	Status
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	ACPNACHP/STEN/UPP/STEN	[redacted]	Yes Provision			AVS_20221004121712.pdf	Generated PDF Link (VCC-APP) generated by AVS-Pending at AVS

- After selection, click on “preview” button to verify the list of selected EID’s

5. Below screen will appear

Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
			Confirmation/Regularisation	Kindly correct the suspension period.	Select

Submit Close

6. Verify the page heading to ensure the “Selected Action”
7. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
8. Select the VCC status against each record
9. Click on “Submit” button, if all selected EID’s are correct.
10. A file selection dialog box will appear on screen
11. Click on “Choose File” to select PDF file that to be upload [30 MB (Max)]

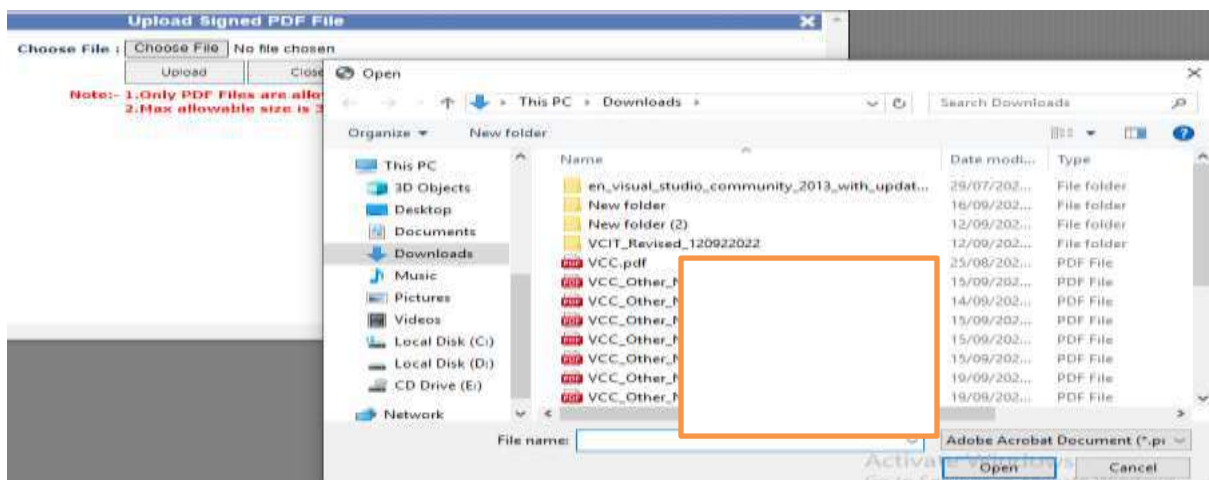
Upload Signed PDF File

Choose File : Choose File No file chosen

Upload No file chosen

**Note:- 1.Only PDF Files are allowed.
2.Max allowable size is 30 KB.**

12. A file selection dialog box will appear



13. Select the VCC file and click on upload button
14. On successful upload, below message will appear

localhost:13634 says

VCC PDF Uploaded Successfully

OK

- Uploaded VCC may be seen, by selecting option “VIEW”
- Uploaded VCC may also be downloaded clicking hyperlink that appear before the column “AVC Pdf/Remarks”

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any

Action Required: View

EID:

Apply Filter

Purpose : 0 Action Selected : VIEW EID :

Selection Count:

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	AVS PdfRemarks	Generated Pdf	Status
<input type="checkbox"/>				Deputation		data is submitted by re		AVS_VCC_19030302123198.pdf	20230616122810.pdf	VCC Uploaded by AVS and Pending for Final Submit-Pending with AVS

DELINK UPLOADED VCC PDF:

- Option to be select when,
 - Wrong VCC pdf file was uploaded
 - Wrong selection of EID was done, during PDF upload
- Only already uploaded VCC that are yet to be finally submitted may be delinked
- Name of already uploaded VCC pdf is mandatorily to be select from drop down

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any

Action Required: Delink Uploaded VCC pdf

Old Pdf Name: Select Old Pdf Name

Apply Filter

Select Old Pdf Name

AVS_VCC_19030302123198.pdf

- List of request id's against selected VCC pdf name will appear on screen

VCC Forward by AVS

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Apply Filter

Purpose: Action Selected: Old Pdf Name: Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approved PDF	Zonal Remarks	HD Remarks	AVS PDF Remarks	Generated PDF	Status
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="A"/>	Confirmation/Regularisation	<input type="text" value=""/>	Yes, You Said		AVS_VCC_04102022113052.pdf	AVS_VCC_04102022113052.pdf	VCC uploaded to AVS and pending to File (uploading with AVS)

Preview

- Un-Check the request id's against which uploaded PDF to be delinked
- Click on preview button to verify the selection of EID's

DELINK UPLOADED VCC PDF(Selected id's will be relinked)

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="A"/>	Confirmation/Regularisation	Kindly correct the suspension period.	Clear

Submit Close

- Verify the page heading to ensure the "Selected Action"
- Verify the selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
- Click on "Submit" button, if all selected EID's are correct.
- On successful delinking, below message will appear on screen
- Delink will also clear VCC status against the unchecked record

localhost:13634 says

Selected Request Id delinked successfully

OK

12. Updated status may be seen by selecting action as “VIEW”

The screenshot shows the 'VCC Forward by AVS' interface. Under the 'Select Filter' section, 'VCC Purpose' is set to 'D-Any' and 'Action Required' is set to 'View'. The 'EID' field is empty. Below this, the 'Purpose' is '0', 'Action Selected' is 'VIEW', and 'EID' is empty. The 'Selection Count' is 0. The 'Filtered Data' table has columns: Request Id, EID, Name, Purpose, Approver Pdf, Zonal Remarks, HO Remarks, AVS Pdf Remarks, Generated Pdf, and Status. One record is visible with a status of 'Submitted by AVS'.

FINAL SUBMIT VCC:

1. Option to be select only when complete verification of uploaded VCC PDF and EID' involved in it has been done
2. Once VCC is finally submitted all option will DISABLED
3. Final submit will also allow HRM to download the uploaded VCC
4. Selection will show those records against which VCC pdf has been uploaded but final submission is pending
5. Select at least one or maximum 25 records at a time

The screenshot shows the 'VCC Forward by AVS' interface. Under the 'Select Filter' section, 'VCC Purpose' is set to 'D-Any' and 'Action Required' is set to 'Final Submit VCC'. The 'Old Pdf Name' field is empty. Below this, the 'Purpose' is '0', 'Action Selected' is 'FINAL SUBMIT VCC', and 'Old Pdf Name' is 'N/A'. The 'Selection Count' is 1. The 'Filtered Data' table has columns: Request Id, EID, Name, Purpose, Approver Pdf, Zonal Remarks, HO Remarks, AVS Pdf Remarks, Generated Pdf, and Status. One record is visible with a status of 'VCC - uploaded but not submitted for final submission'.

6. Click on preview button to verify the EID selection

The screenshot shows the 'FINAL SUBMIT VCC' modal window. It contains a table with columns: Request Id, EID, Name, Purpose, Zonal Remarks, and VCC Status. One record is visible with a status of 'Clear'. Below the table are 'Submit' and 'Close' buttons.

7. Verify the page heading to ensure the “Selected Action”
8. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button

9. Click on “Submit” button, if all selected EID’s are correct.
10. On successful, below message will appear on screen

localhost:13634 says

Final VCC PDF Submitted to HRM

OK

11. Status of the same may be verify by selecting action as “VIEW”

VCC Forward by AVS

Select Filter

VCC Purpose: 0-Any

Action Required: View

EID/Old P#B Name:

Apply Filter

Purpose : 0
Action Selected : VIEW
EID/Old P#B Name :
Selection Count:

Filtered Data

Select	Request M	EID	Name	Reason	Approve P#B	Send Remarks	HD Remarks	AVS P#B Remarks	Download P#B	Notes
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Discretion	XXXXXXXXXX 03/28/20	Send to Submittal by H		AVS_VCC_1802021212994.pdf	AVS_20200919122012.pdf	VCC sent to H-C-0001 by AVS Pending date H-C-0001
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Sequestration	XXXXXXXXXX 03/28/20	Request sent to		AVS_VCC_1802020442142.pdf	AVS_20200919122012.pdf	VCC sent to H-C-0001 by AVS Pending date H-C-0001
<input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Taking program/warrant mandatory (g.)	XXXXXXXXXX 03/28/20	Request Forwarded to Court Office		AVS_VCC_1802020606060.pdf	AVS_20200919122012.pdf	VCC sent to H-C-0001 by AVS Pending date H-C-0001

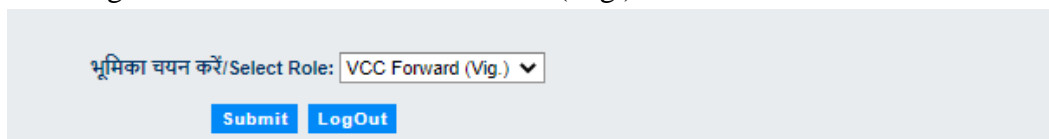
Functionality under Vigilance Section

1. Enter User id & Password under selection of “Admin User”



The login form is titled "login" in orange. It features three radio buttons for user selection: "Admin User" (selected), "EPF Employee", and "Vigilance User". Below the radio buttons are two input fields: "Username (case-sensitive)" with the value "KANPUR" and "Password" with masked characters. At the bottom are three buttons: "Login", "Sign Up", and "Close". The browser status bar at the bottom right indicates "Chrome 105.0".

2. After login select the Role “VCC Forward (Vig.)”



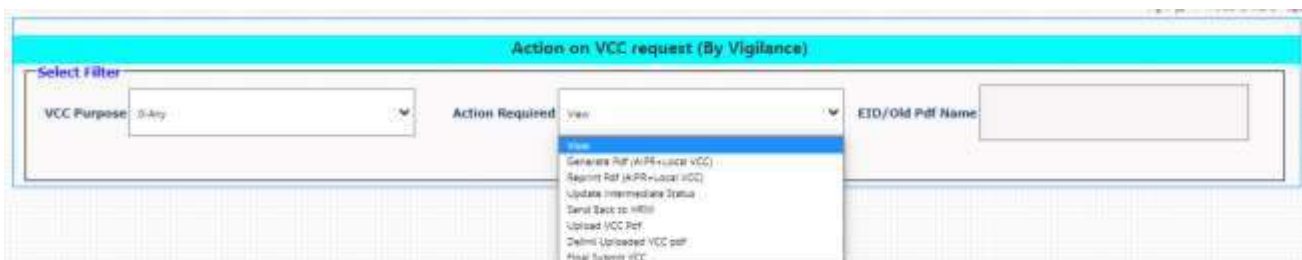
This form shows a dropdown menu for role selection. The text "भूमिका चयन करें/Select Role:" is followed by a dropdown menu currently displaying "VCC Forward (Vig.)". Below the dropdown are two buttons: "Submit" and "LogOut".

3. Available task list will appear on screen. Choose the task “VCC Forward (Vig.)” under module VCIT



The screenshot shows a menu structure. At the top, it says "Branch : RO/SRO ADM". Below this is a "Menu" section with a tree icon. The menu items are: "Search Employee Details", "Change Password of This User Account", and "Switch Role". Below the menu section is a "VCIT" section with a tree icon. The VCIT item is expanded, showing a sub-item "VCC Forward (Vig.)" which is highlighted in red.

4. Below screen will appear, from which different action may be taken, by selecting option in drop down “VCC Purpose” & “Action Required”



The screenshot shows a web application window titled "Action on VCC request (By Vigilance)". It has a "Select Filter" section with a "VCC Purpose" dropdown set to "S-Any" and an "Action Required" dropdown set to "View". To the right of the "Action Required" dropdown is a text field for "ETD/Old Pdf Name". The "Action Required" dropdown is open, showing a list of actions: "View", "Generate Pdf (APR+Local VCC)", "Report Pdf (APR+Local VCC)", "Update Intermediate Status", "Send Back to HR/HR", "Upload VCC Pdf", "Delete Uploaded VCC pdf", and "Final Submit VCC".

5. Available option(s) for actions are as follows:

Selected Action	Purpose	Condition
VIEW	To view status of all records, that may have any level and/or status	
GENERATE PDF (AIPR+LOCAL VCC)	To generate combined PDF of AIPR+Local VCC as submitted with request	At Least one or max 25 request may be selected at a time
REPRINT PDF (AIPR+LOCAL VCC)	Already printed PDF or part of PDF may be printed against	Already generated PDF name (AIPR+VCC) to be entered. System will show linked EID with that PDF. Select EID's whose PDF to be reprint
UPDATE INTERMEDIATE STATUS	In case more information is required to process the vcc but section wants to keep the request with them so intermediate remarks may be updated.	Request should be in actionable mode. EID is mandatory
SEND BACK TO HRM	When request may not be processed or required more data/information , request may be marked back to HRM	Request should be in actionable mode. EID is mandatory
UPLOAD VCC PDF	VCC pdf may be uploaded by selecting appropriate request id's	At Least one or max 25 request may be selected at a time
DELINK UPLOADED VCC PDF	In case ,it seems that wrong VCC file has been uploaded or wrong EID has been linked with VCC pdf, then same may be delinked	Already uploaded VCC PDF name to be entered. System will show linked EID with that PDF and on selection of EID, uploaded pdf will be delinked against selected EID's
FINAL SUBMIT VCC		At Least one or max 25 request may be selected at a time

GENERATE PDF (AIPR+LOCAL VCC):

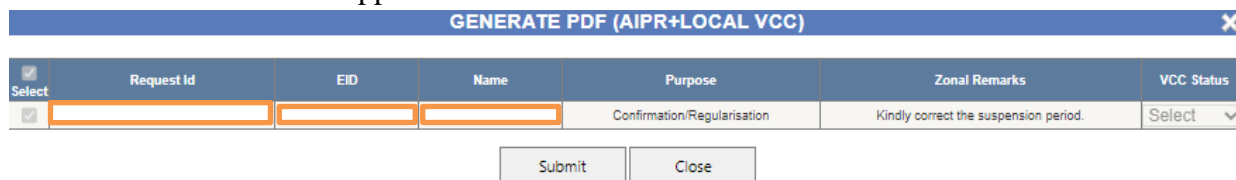
1. This Step is mandatory to take any further action on request
2. On selection, available pending record for action “**GENERATE PDF (AIPR+LOCAL VCC)**” to be shown on screen.



3. Select at least one or max 25 records at a time to generate “Combined Pdf” of AIPR and Local vigilance data (as submitted by initiated office)



4. After selecting of records, kindly click on “Preview” button to see the selected EID.
Below screen will appear



5. Verify the page heading to ensure the “Selected Action”
6. Verify the list of selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
7. Click on “Submit” button to generate “Combined Pdf” of AIPR and Local vigilance data (as submitted by initiated office)
8. On click of “Submit” button below screen will appear. That will show the data on screen and option to save in “PDF” form.

Vig. Generate Pdf

1 of 2 Find | Next PDF

**कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION**

LOCAL VCC & AIPR STATUS (REQUEST ID: F 2022/1)

EID:		Designation:	RPFQ-I
Present Place of Posting:	HEAD OFFICE	Whether On Deputation:	NO
Date of Appointment:	17/10/2003	Date of superannuation:	31/03/2034
Level Group of the present post and Pay scale:	Level-[8-12] & Scale [9300-34800]	Eligibility Date for ACP/MACP/STS/NFU/NFSG:	
VRS/CRS/Death/Resign/Removal/Dismissed/RFEP Date:			
Vigilance Clearance required for the Purpose:	Deputation		

Sl No. Local Vigilance Status As on date of eligibility (in case of ACP/MACP/ STS/NFU/NFSG Promotion) As on Current date

Close

Vig. Generate Pdf

Sl.No.	Local Vigilance Status	As on date of eligibility (in case of ACP/MACP/ STS/NFU/NFSG Promotion)	As on Current date
(i)	Whether the office has been placed under suspension ?	[From: To:]	YES [From:01/01/2021 To: 30/04/2021]
(ii)	Whether any Local Police case filed or Pending ?		NO
(iii)	Complaints/Investigation pending ?		NO
(iv)	Whether any Administrative/Disciplinary proceeding is contemplated/pending against the officer in the Estt./Personnel/HR Branch		NO

Close

Whether the officer/official has submitted his/her annual immovable property return on the previous year as required under the Rule 18 of the CSS (Conduct) Rules, 1964 within the prescribed time limit		YES AIPR YEAR(IN HR SW) :2021
Whether officer/official has submitted Self Certification regarding Police Case/Disciplinary/ Administrative Proceeding		YES

LOCAL VCC & AIPR STATUS [REQUEST ID:- NU280374058171003/002/2022/1]

Sl. No.	Name of District, Sub-Division, Taluk & Village in which property is situated	Name & area of Property- Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present* Value of the property	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, gift, inheritance, or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from the property	Remarks
---------	---	---	--	--------------------------------	--	---	---------------------------------	---------

Close

9. Press the “Close” button to close the dialog box.

10. Once pdf is generated, name of it may be seen by selecting option as “VIEW”

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: C-Any Action Required: View EID:

Apply Filter

Purpose: 0 Action Selected: VIEW EID: Selection Count:

Filtered Data

Request ID	SR	Name	Purpose	Approved PDF	Final Remarks	HD Remarks	Vig. Pdf Remarks	Generated Pdf	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Deposition	<input type="text"/>	Not up submitted by us		VIG_VCC_1880302818847.pdf	VIG_20220410132027.pdf	VCC MTD is not up to date. Pending with HD office.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Encumbrance	<input type="text"/>	Request sent to			VIG_20220410184028.pdf	Continued PDF. VCC MTD is not up to date. Pending at HD.
<input type="text"/>	<input type="text"/>	<input type="text"/>	Training programme/ seminar/ etc.	<input type="text"/>	Request forwarded to Senior office			VIG_20220410132027.pdf	VCC MTD is not up to date. Pending at HD.

REPRINT PDF (AIPR+LOCAL VCC):

1. This option is enabled only when; combined pdf has already been generated
2. PDF name of “Old Generate combined PDF file” is mandatorily to select from the drop down

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: C-Any Action Required: Reprint Pdf (AIPR+Local VCC) Old Pdf Name: Select Old Pdf Name

Apply Filter

Select Old Pdf Name

VIG_20220041131703.pdf

3. On apply filter, screen will show list of EID, against the selected PDF

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Purpose: 0 Action Selected: REPRINT PDF (AIPR+LOCAL VCC) Old Pdf Name: VIG_20221004113707.pdf Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approved Pdf	Zonal Remarks	HT Remarks	Vig PdfRemarks	Generated Pdf	Status
<input checked="" type="checkbox"/>				CONFIRMATION/REGULARISATION		Yes. Provided			VIG_20221004113707.pdf	Combined PDF (Local VCC+AIPR) generated by OIS Pending at VIG

- Select the EID's against which combined pdf is to be regenerated
- After selecting of records, kindly click on "Preview" button to see the selected EID.
Below screen will appear

REPRINT PDF (AIPR+LOCAL VCC)

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>				Confirmation/Regularisation	Kindly correct the suspension period.	Select

- Verify the page heading to ensure the "Selected Action"
- Verify the list of selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
- Click on "Submit" button to generate "Combined Pdf" of AIPR and Local vigilance data (as submitted by initiated office)
- On click of "Submit" button below screen will appear. That will show the data on screen and option to save in "PDF" form.

Vig. Generate Pdf

1 of 2 ? Find | Next

**कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION**

LOCAL VCC & AIPR STATUS [REQUEST ID:- N]

EID:	N20034000411000	Designation:	RPFC-I
Present Place of Posting:	HEAD OFFICE	Whether On Deputation:	NO
Date of Appointment:	17/10/2003	Date of superannuation:	31/03/2034
Level Group of the present post and Pay scale:	Level-[8~12] & Scale [9300-34800]	Eligibility Date for ACP/MACP/STS/NFU/NFSG:	
VRS/CRS/Death/Resign/Removal/Dismissed/RFEP Date:			
Vigilance Clearance required for the Purpose:	Deputation		
Sl No	Local Vigilance Status	As on date of eligibility / in	As on Current

Vig. Generate Pdf
✕

	Whether the officer/official has submitted his/her annual immovable property return on the previous year as required under the Rule 18 of the CSS (Conduct) Rules, 1964 within the prescribed time limit	YES AIPR YEAR(IN HR SW) :2021
	Whether officer/official has submitted Self Certification regarding Police Case/Disciplinary/ Administrative Proceeding	YES

LOCAL VCC & AIPR STATUS [REQUEST ID:- NU280374058171003/002/2022/1]

Sl. No.	Name of District, Sub-Division, Taluk & Village in which property is situated	Name & area of Property- Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present* Value of the property	If not in own name, state in whose name held & his/her relationship to the Govt. Servant	How acquired, whether by purchase, lease**, mortgage, gift, inheritance, or otherwise with date of acquisition & name with details of person(s) from whom acquired.	Annual Income from the property	Remarks

Close

10. Press the “Close” button to close the dialog box

UPDATE INTERMEDIATE STATUS:

1. Option to be used when more information is required to process the request but same is not available with the section and/or some data has been requested by other section/office to process the request
2. Section wants to keep the request pending with him so that same may be process as soon as requested information is received
3. Only ONE request can be process at a time

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: All

Action Required: Update Intermediate Status

Old Pdf Name:

Apply Filter

4. click of “Apply Filter”, record of selected EID will appear on screen

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: EID:

Purpose: 0 Action Selected: UPDATE INTERMEDIATE STATUS EID: IN280374058171003 Selection Count: 1

Filtered Data

Select	Request ID	EID	Name	Purpose	Approved PIR	Zonal Remarks	HO Remarks	Vg PIR/Remarks	Generated PIR	Status
<input checked="" type="checkbox"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="A"/>	Empanelment	<input type="text" value="Not"/>	Not yet submitted to HO			VCC_20220810112707.pdf	Combined PDF (Last VCC=APR) generated by VCC Pending at HO

- Select the record against which intermediate status is to be update

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: Old PIR Name:

Purpose: 0 Action Selected: UPDATE INTERMEDIATE STATUS Old PIR Name: N/A Selection Count: 1

Filtered Data

Select	Request ID	EID	Name	Purpose	Approved PIR	Zonal Remarks	HO Remarks	Vg PIR/Remarks	Generated PIR	Status
<input checked="" type="checkbox"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="A"/>	Empanelment	<input type="text" value="Not"/>	Not yet submitted to HO			VCC_20220810112707.pdf	Combined PDF (Last VCC=APR) generated by VCC Pending at HO

- Click on “Preview” button, below screen will appear

UPDATE INTERMEDIATE STATUS

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="IN280374058171003"/>	<input type="text" value="A"/>	Empanelment	assorgfg	Select

Remarks History

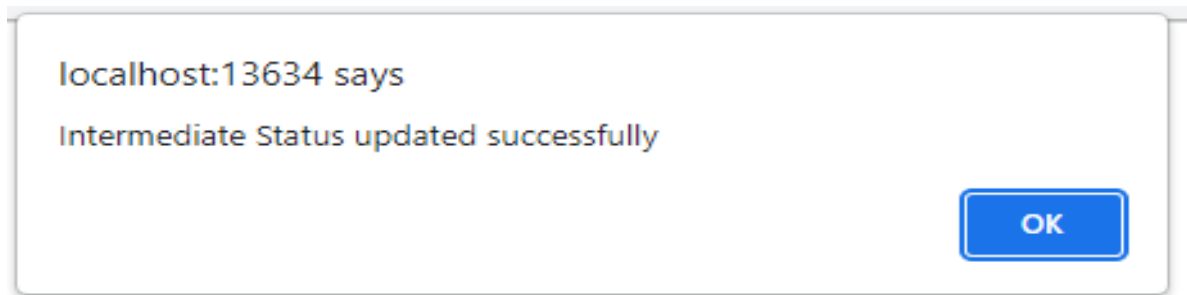
Remarks*

Request Required more data so same has been called from RO.

- Verify the page heading to ensure the “Selected Action”
- Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
- Enter the Remarks (Mandatory) and press on “Submit” button to update the intermediate remarks against the selected Request Id.

10. A confirmation popup will appear.

11. Once intermediate status is updated it may be seen by selecting option as “VIEW”



Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: EID:

Purpose : 0 Action Selected : VIEW EID :

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HQ Remarks	Vig Pdf/Remarks	Generated Pdf	Status
<input type="checkbox"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	<input type="text" value="123456789"/>	Deputation	<input type="text" value="123456789"/>	data as submitted by to		<input type="text" value="Intermediate STATUS UPDATED AS"/>	VG_2022081812307.pdf	Intermediate Status updated against Request by VIG-Pending with VIG

SEND BACK TO HRM:

1. Option to be select, when section is unable to get the requested information from other office/section and request is no more to be kept pending with Vigilance
2. Only ONE request can be process at a time
EID, against which request is to be forwarded back to HRM is to be select

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

3. On click of “Apply Filter”, record of EID will appear on screen

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Delay Action Required: Send back to HRM Old Pdf Name: [Empty]

Apply Filter

Purpose: 0 Action Selected: SEND BACK TO HRM Old Pdf Name: N/A Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HR Remarks	Vig Pdf/Barcode	Generated Pdf	Status
<input checked="" type="checkbox"/>	[Highlighted]	[Highlighted]	[Highlighted]	ADMISSION/PURPOSE VCC	[Highlighted]	No Remarks			VIS_202208110707.pdf	Uploaded PDF VCC VCC APP Generated by Vigilance & VCC

Preview

4. Select the record that to be send back to HRM
5. Click on “Preview” button to verify the selected EID. Below screen will appear

SEND BACK TO HRM

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>	[Highlighted]	[Highlighted]	[Highlighted]	Confirmation/Regularisation	Kindly correct the suspension period	Select

Remarks History

Remarks: Send to HRM

Submit Close

6. Verify the page heading to ensure the “Selected Action”
7. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
8. Enter the Remarks (Mandatory) and press on “Submit” button to update the intermediate remarks against the selected Request Id.
9. A confirmation popup will appear

localhost:13634 says

Request Send back to HRM

OK

10. Once intermediate status is updated it may be seen by selecting option as “VIEW”

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: EID:

Apply Filter

Purpose : 0 Action Selected : VIEW EID :

Selection Count:

Filtered Data

Select	Request ID	EID	Name	Purpose	Approved PDF	Zone Remarks	HD Remarks	Vig PDF Remarks	Generated PDF	Status
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Acquisition	[Redacted]	PDF is submitted to		Vig_VCC_1008202013847.pdf	Vig_2020081812267.pdf	VCC sent to VC+ARM by V/S-Pending with VC+ARM
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Dissemination	[Redacted]	Request sent to			Vig_2020081814008.pdf	Combined PDF (VCC+ARM) generated by V/S-Pending at V/S
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	Training programme (not mandatory)	[Redacted]	Request forwarded to Zone Office		Review is SENT BACK Intermediate is UPDATED SUCCESSFULLY	Vig_2020081812267.pdf	Request sent to VC+ARM by V/S-Pending with VC+ARM

UPLOAD VCC PDF:

1. Option to be select, when VCC PDF is ready for upload
2. On click of apply filter, screen will show those records against which pdf is not uploaded or earlier uploaded pdf was delinked.
3. Select at least one request or 25 (max) to process further

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: Old Pdf Name:

Apply Filter

Purpose : 0 Action Selected : UPLOAD VCC PDF Old Pdf Name : N/A Selection Count: 1

Filtered Data

Select	Request ID	EID	Name	Purpose	Approved PDF	Zone Remarks	HD Remarks	Vig PDF Remarks	Generated PDF	Status
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	ACR/MACP/STENPU/AFSD/VC	[Redacted]	Yes, Forwarded			Vig_2020081812267.pdf	Combined PDF (VCC+ARM) generated by V/S-Pending at V/S

Preview

4. After selection, click on “preview” button to verify the list of selected EID’s
5. Below screen will appear

UPLOAD VCC PDF						
Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>			A	Confirmation/Regularisation	Kindly correct the suspension period.	<div> <div>Select</div> <div>Select</div> <div>Clear</div> <div>Not Clear</div> </div>

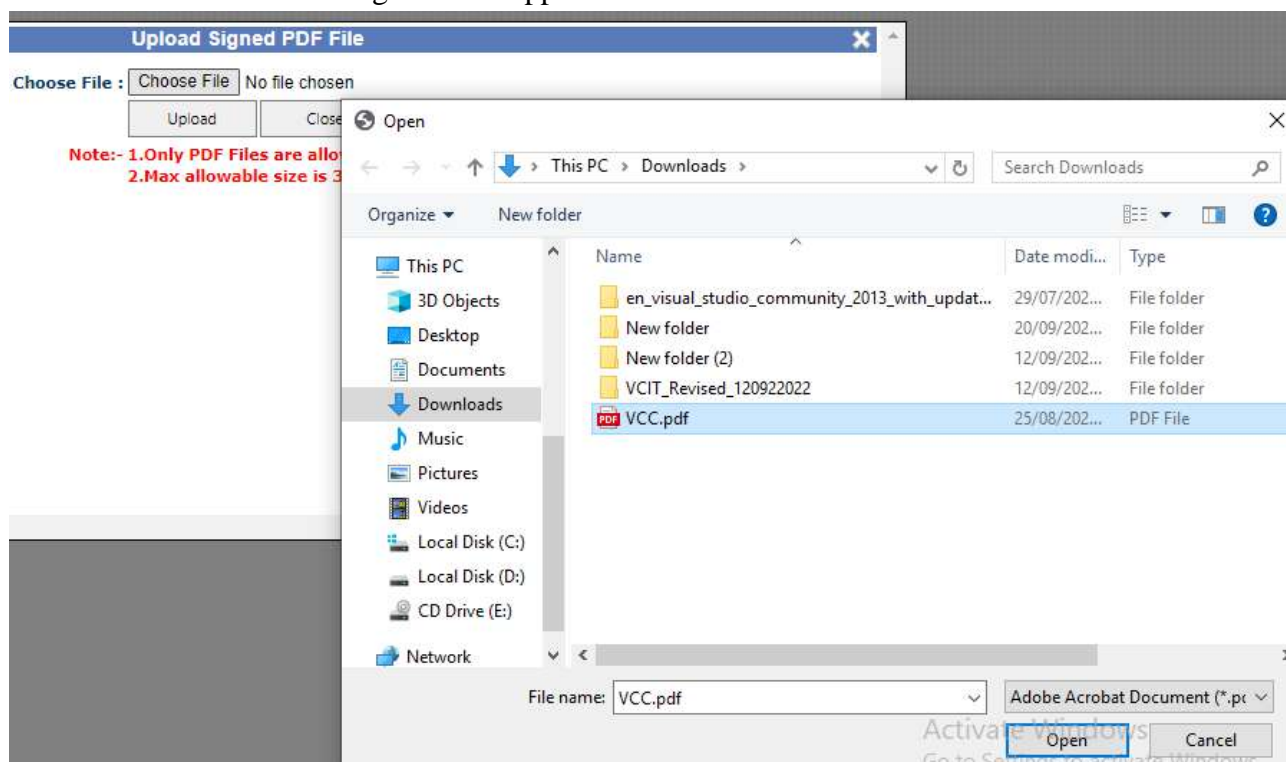
6. Verify the page heading to ensure the “Selected Action”
7. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
8. Click on “Submit” button, if all selected EID’s are correct.
9. Select the VCC status against each record
10. A file selection dialog box will appear on screen
11. Click on “Choose File” to select PDF file that to be upload [30 MB (Max)]

Upload Signed PDF File

Choose File : No file chosen

**Note:- 1.Only PDF Files are allowed.
2.Max allowable size is 30 KB.**

12. A file selection dialog box will appear



- Un-Check the request id's against which uploaded PDF to be delinked
- Click on preview button to verify the selection of EID's

7. Verify the page heading to ensure the “Selected Action”
8. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
9. Click on “Submit” button, if all selected EID’s are correct.
10. On successful delinking, below message will appear on screen
11. It will also delink the VCC status against the un-checked request id’s

Selected Request Id delinked successfully

OK

12. Updated status may be seen by selecting action as “VIEW”

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: 0-Any ▼	Action Required: View ▼	EID:
Apply Filter		

Purpose : 0 Action Selected : VIEW EID :

Selection Count:

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Total Remarks	HO Remarks	Vig PdfRemarks	Generated Pdf	Status
<input type="checkbox"/>	N [redacted] 2021	[redacted]	[redacted]	Deputation	VCC On [redacted] 040.pdf	data as submitted by us		[Intermediate] INTERMEDIATE STATUS UPDATED AS	VG_20220919102907.pdf	Unloader PDF Delivered by VG -Pending with VG

FINAL SUBMIT VCC:

1. Option to be select only when complete verification of uploaded VCC PDF and EID' involved in it has been done
2. Once VCC is finally submitted all option will DISABLED
3. Final submit will also allow HRM to download the uploaded VCC
4. Selection will show those records against which VCC pdf has been uploaded but final submission is pending

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Any

Action Required: Final Submit VCC

Old Pdf Name:

Apply Filter

5. Select at least one or maximum 25 records at a time

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Any

Action Required: Final Submit VCC

Old Pdf Name: N/A

Apply Filter

Purpose: 0 Action Selected: FINAL SUBMIT VCC Old Pdf Name: N/A Selection Count: 1

Filtered Data

Select	Request Id	EID	Name	Purpose	Approved PDF	Zonal Remarks	HD Remarks	Vig Pdf Remarks	Downloaded PDF	Status
<input checked="" type="checkbox"/>				ADPMACRSTGMPUPSS		req. forwarded		VIG_VCC_04102022113838.pdf	VIG_20221004110707.pdf	VCC Uploaded by VIG and pending for Final Submit/Pending for VIG

Preview

6. Click on preview button to verify the EID selection

FINAL SUBMIT VCC

Select	Request Id	EID	Name	Purpose	Zonal Remarks	VCC Status
<input checked="" type="checkbox"/>			LA	Confirmation/Regularisation	Kindly correct the suspension period.	Clear

Submit Close

7. Verify the page heading to ensure the “Selected Action”
8. Verify the selected EID’s. In case “WRONG” EID is selected for action, kindly click on “CLOSE” button
9. Click on “Submit” button, if all selected EID’s are correct.
10. On successful, below message will appear on screen

localhost:13634 says
Final VCC PDF Submitted to HRM

OK

11. Status of the same may be verify by selecting action as “VIEW”

Action on VCC request (By Vigilance)

Select Filter

VCC Purpose: Action Required: EID:

Purpose : 0 Action Selected : VIEW EID :

Filtered Data

Select	Request Id	EID	Name	Purpose	Approver Pdf	Zonal Remarks	HO Remarks	Vig Pdf/Remarks	Generated Pdf	Status
<input type="checkbox"/>	10	1	Subash Kumar	Deputation		Data as submitted by ro		WG_VCC_10092020138478g0020910102027.pdf		VCC sent to HO-HRM by VCC-Pending with HO-HRM

*****END*****