ईपीएफओ, मुख्य कार्यालय
श्रम एवं रोज़गार मंत्रालय, भारत सरकार
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EPFO, HEAD OFFICE
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
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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		

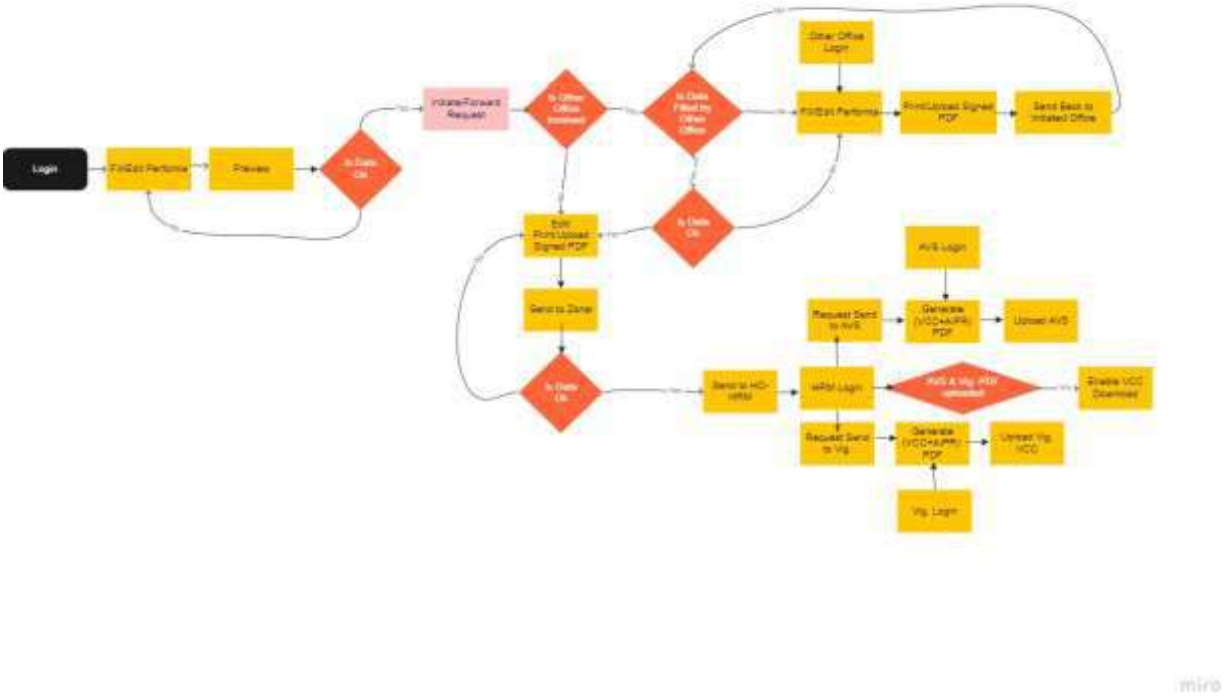
	(iv) Whether any administrative/disciplinary proceeding is contemplated/pending against the officer in the Estt./Personnel/HR Branch		
	(v) Details of Disciplinary proceedings concluded and penalty (i.e.) imposed on the officer in the past.		
	(vi) Currency of penalty		
13.	Whether the officer/official 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:



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+AIPR) 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)			
Field Office	**Role**	**Branch**	**Purpose**
Head Office	VCC Approve	RO/SRO/ADMIN	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
ZTI	VCC Approve	ASD	
PDUNASS	VCC Approve	RO/SRO/ADMIN	
	VCC Approve	RO/SRO/ADMIN	
	Verifier--VCC Forward to HO		
Field Office	**Role**	**Branch**	**Purpose**
Head Office	VCC Forward-ZO [Zonal is ZO]	ACC	1. Verify the data of request 2. Forward to HO for further action 3. Return to initiating office for correction
ZTI			
PDUNASS	VCC Forward-ZO [zonal is PDUNASS]	ACC	
	VCC Forward-ZO [zonal is PDUNASS]	ACC	
	HO Approver--VCC Forward AVS/VIG		
Field Office	**Role**	**Branch**	**Purpose**
Head 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
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

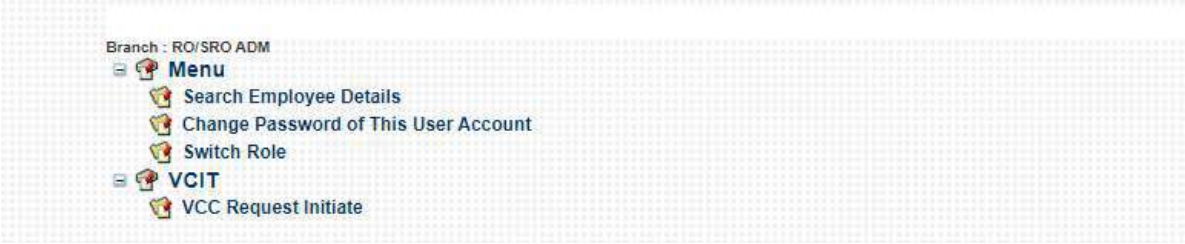
Request Initiation Process (Role: Initiator)

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”

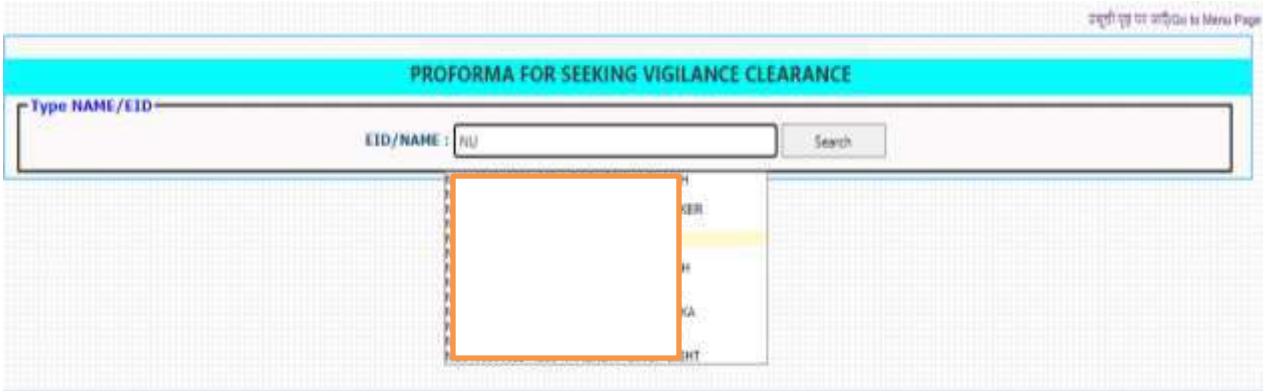
2. Select the role as “VCC Initiate”

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

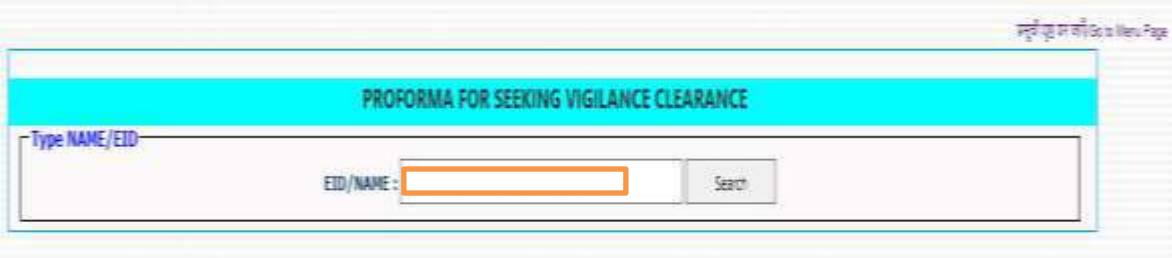


4. On selection, below screen will appear. Type few character of Name or EID against which VCC request is to be initiated.

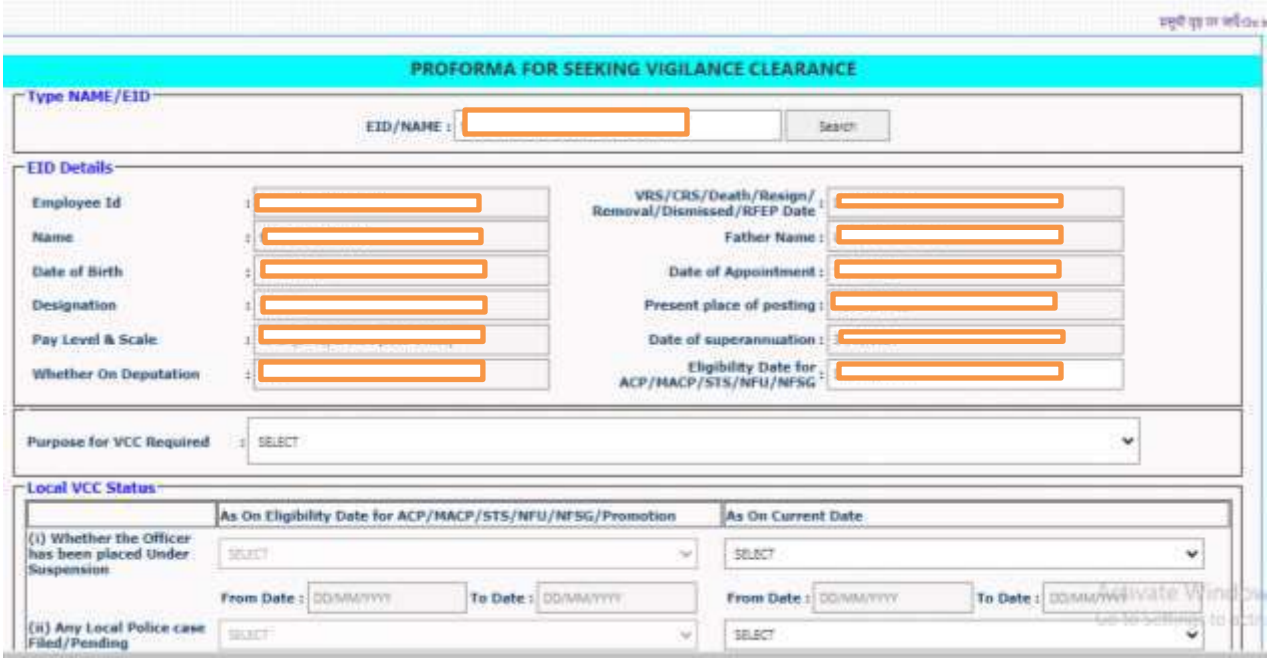
5. A list of matching record will appear on screen. Select the officer record against which VCC request is to be initiate.



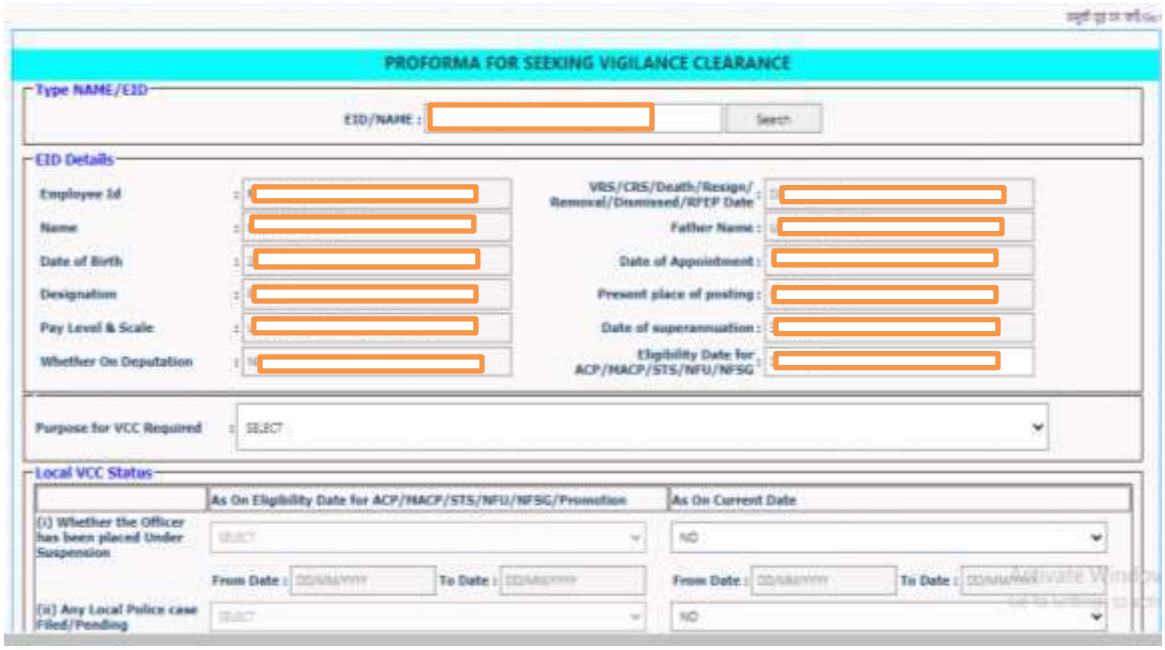
6. After selection the officer record click on SEARCH button

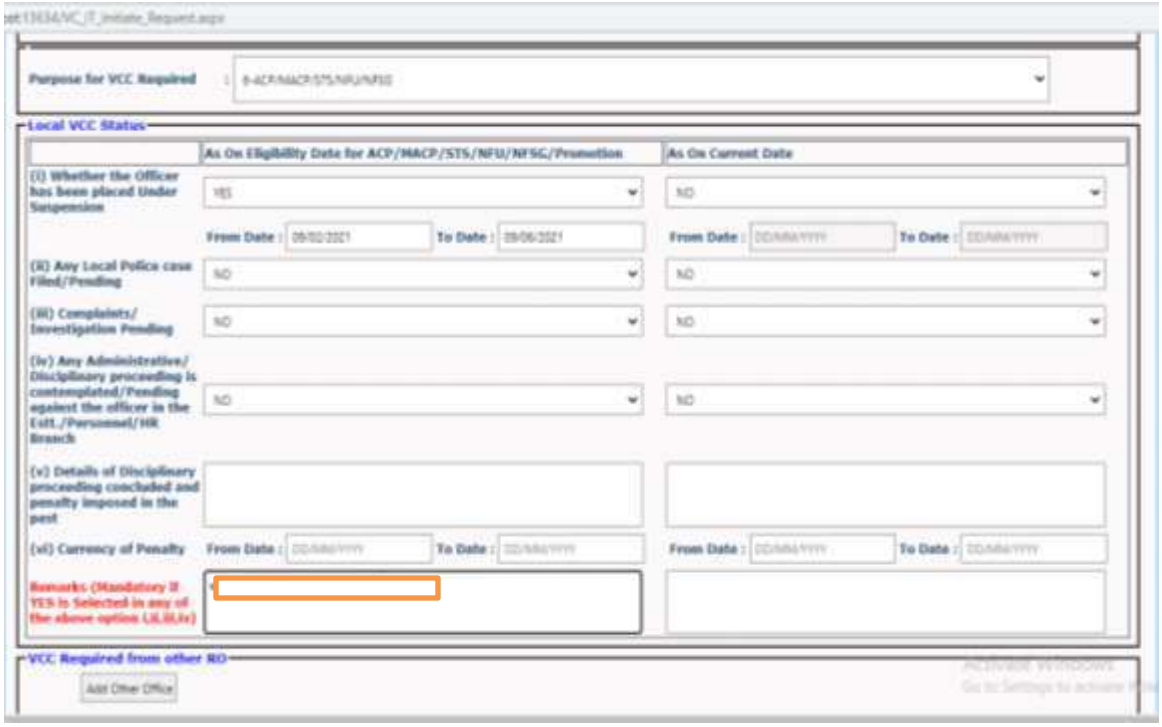


7. On click of search button, EID data as available in HR software will populate on form

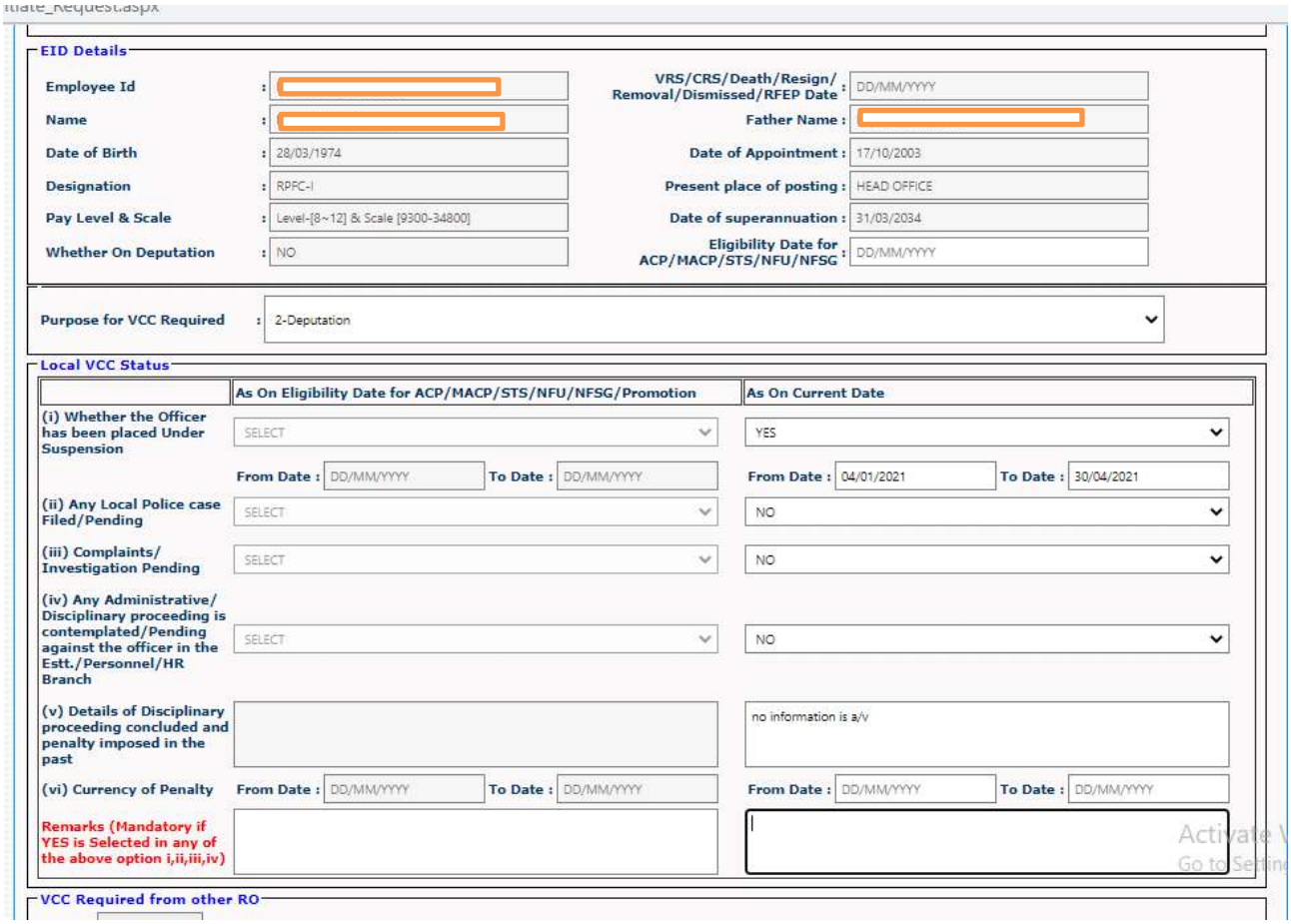


8. Select the "PURPOSE OF VCC" from dropdown. If VCC purpose is "ACP/MACP/STS/NFU/NFSG , Eligibility date along with status of Local VCC as on eligibility is mandatorily to be filled

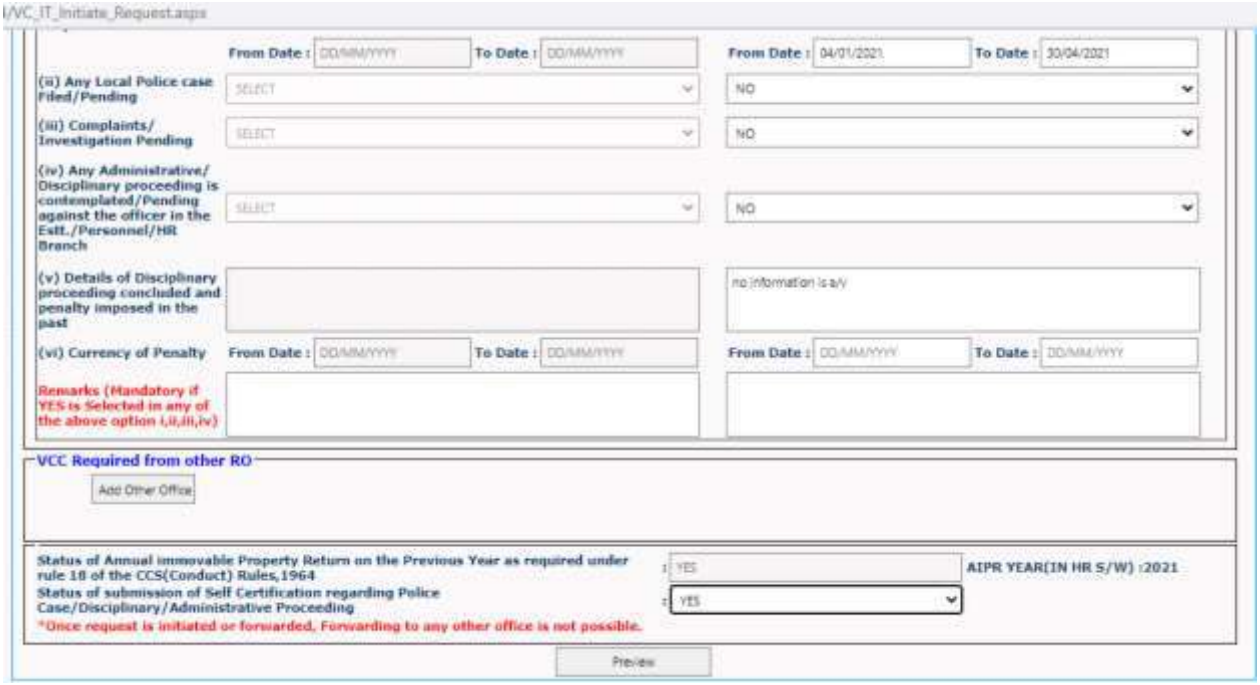




9. Default data against "Local VCC (as on Current Date) "will appear as "NO" .Kindly verify the same and EDIT as per the status available on record.



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

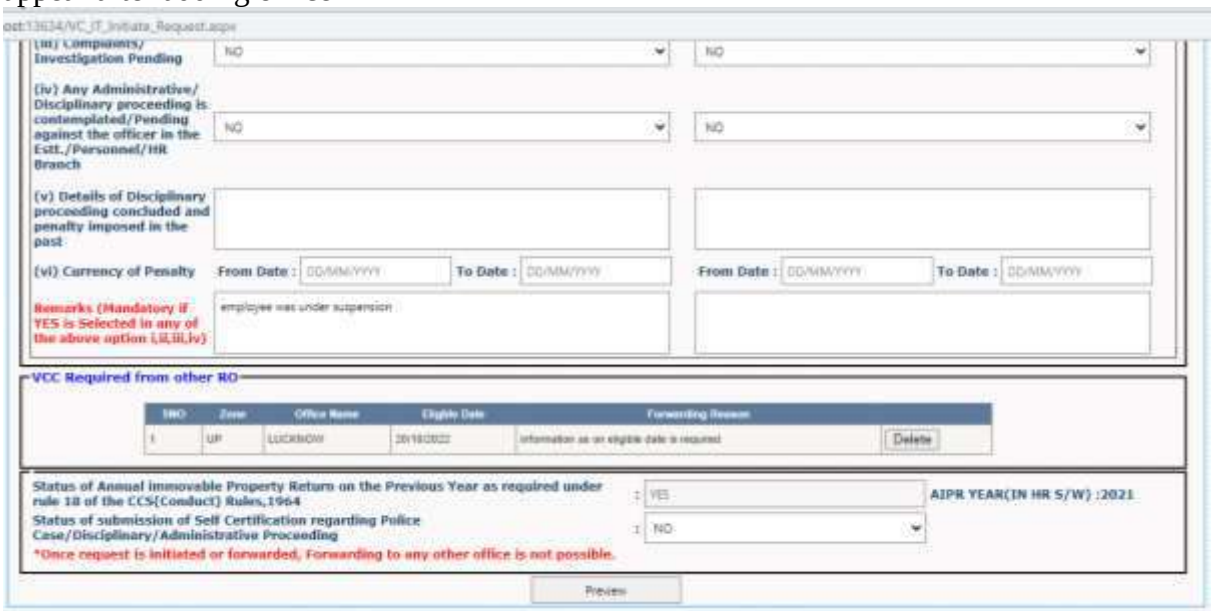


Note:-

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

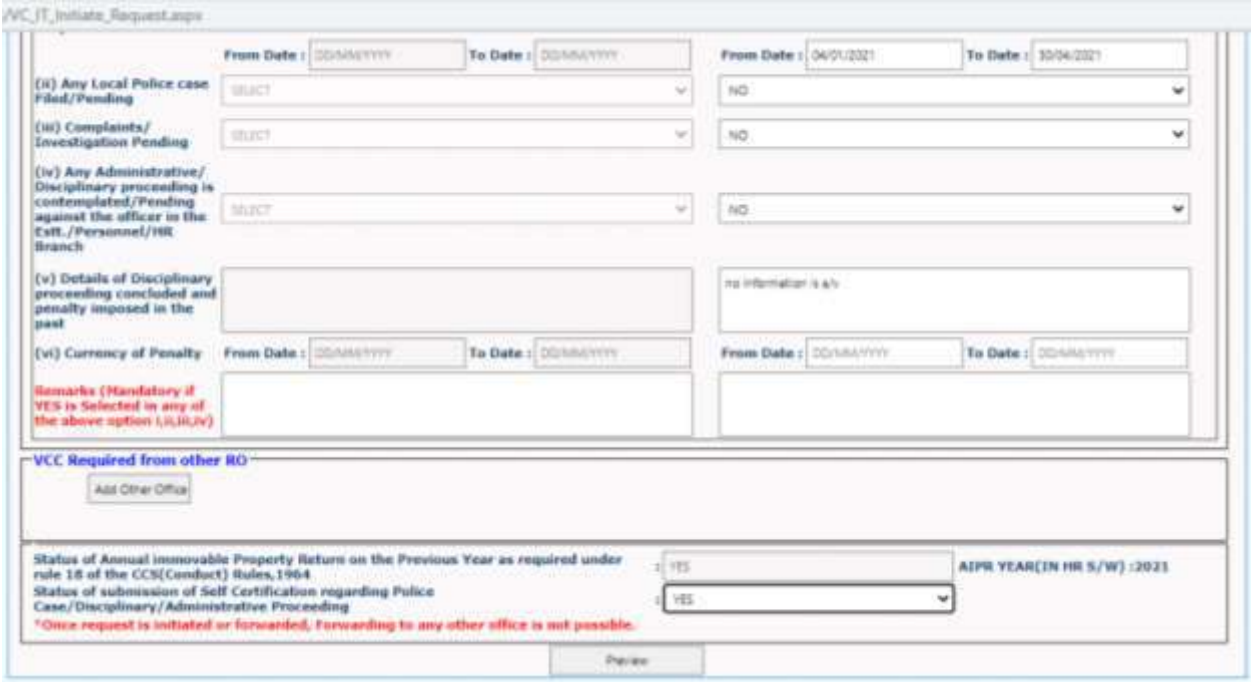
vi. Select the zone and office from which request data is required. Enter forwarding remarks (Mandatory)

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

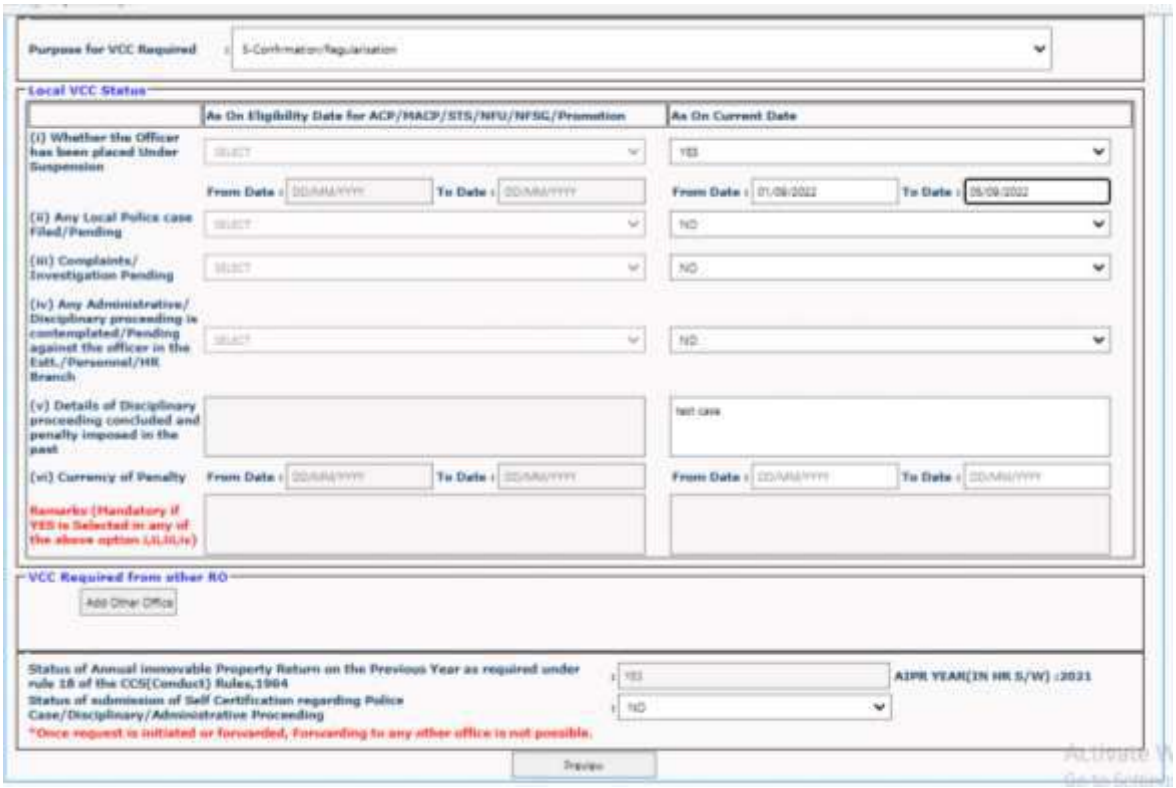


viii. If it seems that wrong office has been selected or office has been added wrongly then click on "DELETE" button. Added office will remove from the page

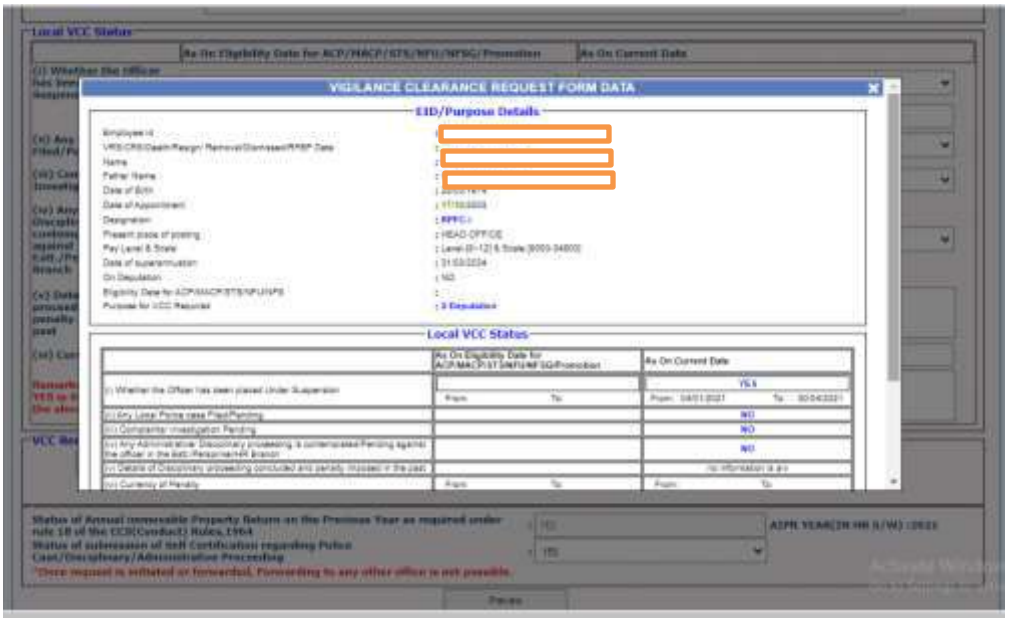
11. System will automatically fetch the details of latest AIPR from HR software and will show on form. AIPR status as YES if latest year AIPR is a/v in HR software. NO if any other AIPR, other than latest year is a/v in system. If AIPR is not a/v in system then request for VCC may not be initiated.



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…"

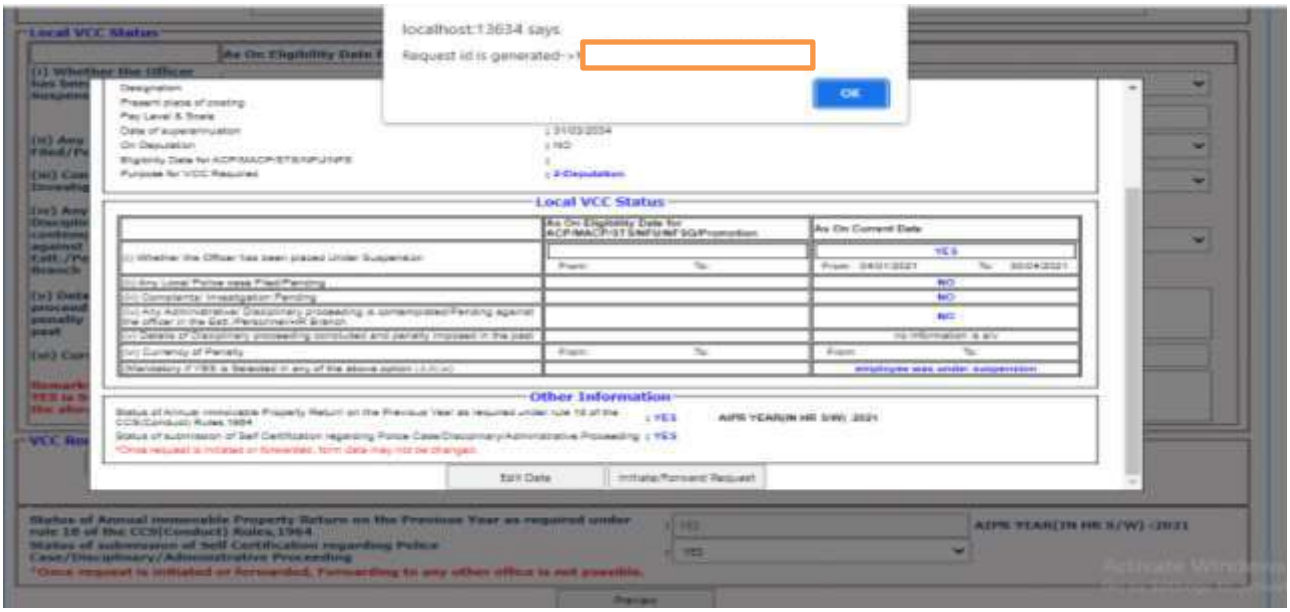


13. Once information is updated in the form, office is requested to click on “PREVIEW” so that entered data may be re-verify, before generation of request. Below screen will appear where key parameter has been highlighted.

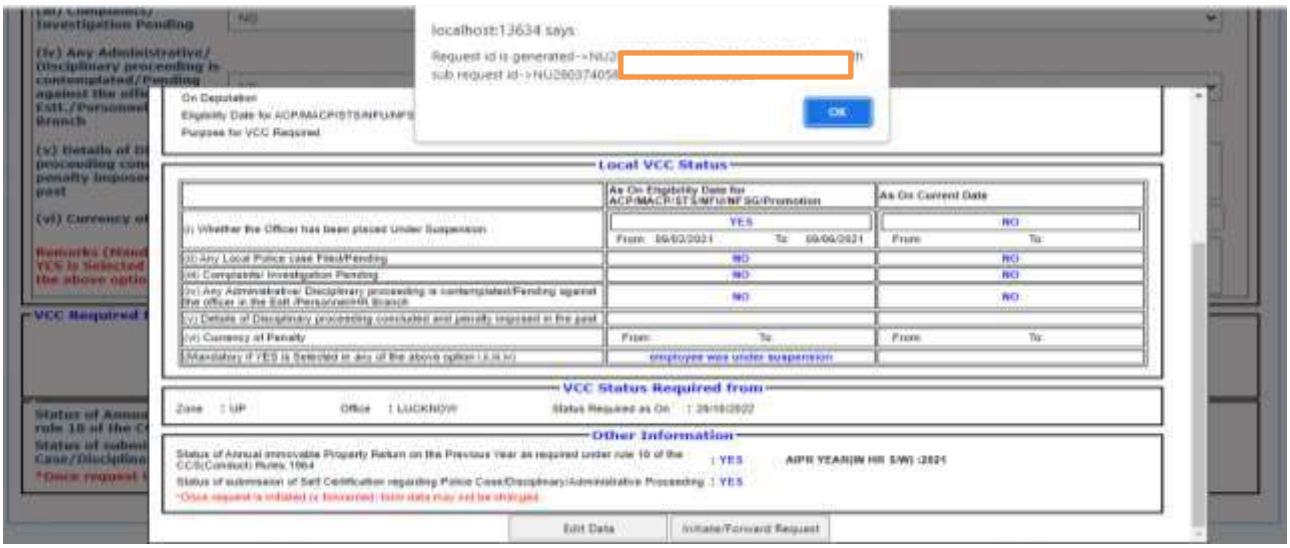


14. Below screen will appear. Click on “EDIT DATA” button if correction is required in data else request ID may be generated by clicking on “Initiate/Forward Request” button

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



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



Note:-

1. Once request is generated, its data may not be changed by initiator
2. Request Id will be of format :
   <<Designation>>/<<03digit Purpose_id>>/<<Initiate_Year>>/<<Max_serial_in_year>>
3. 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)"

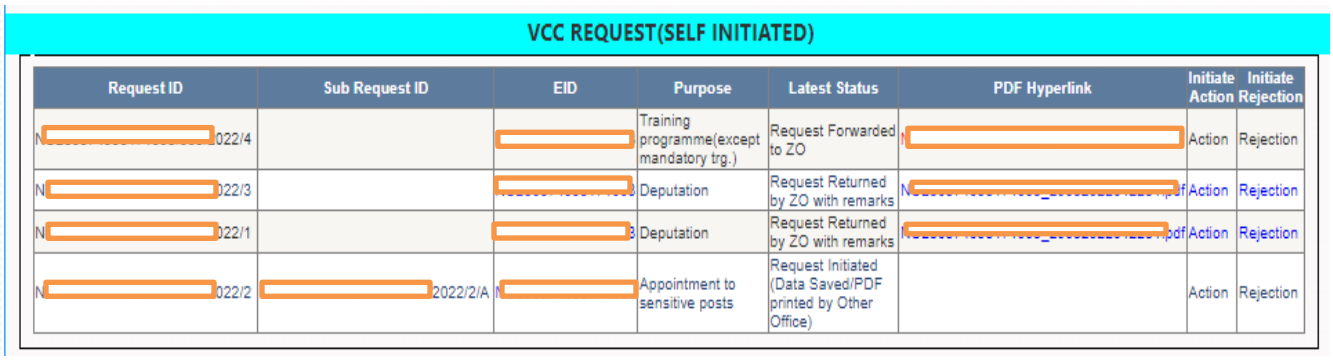
1. Enter user id and Password under "Admin User"

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



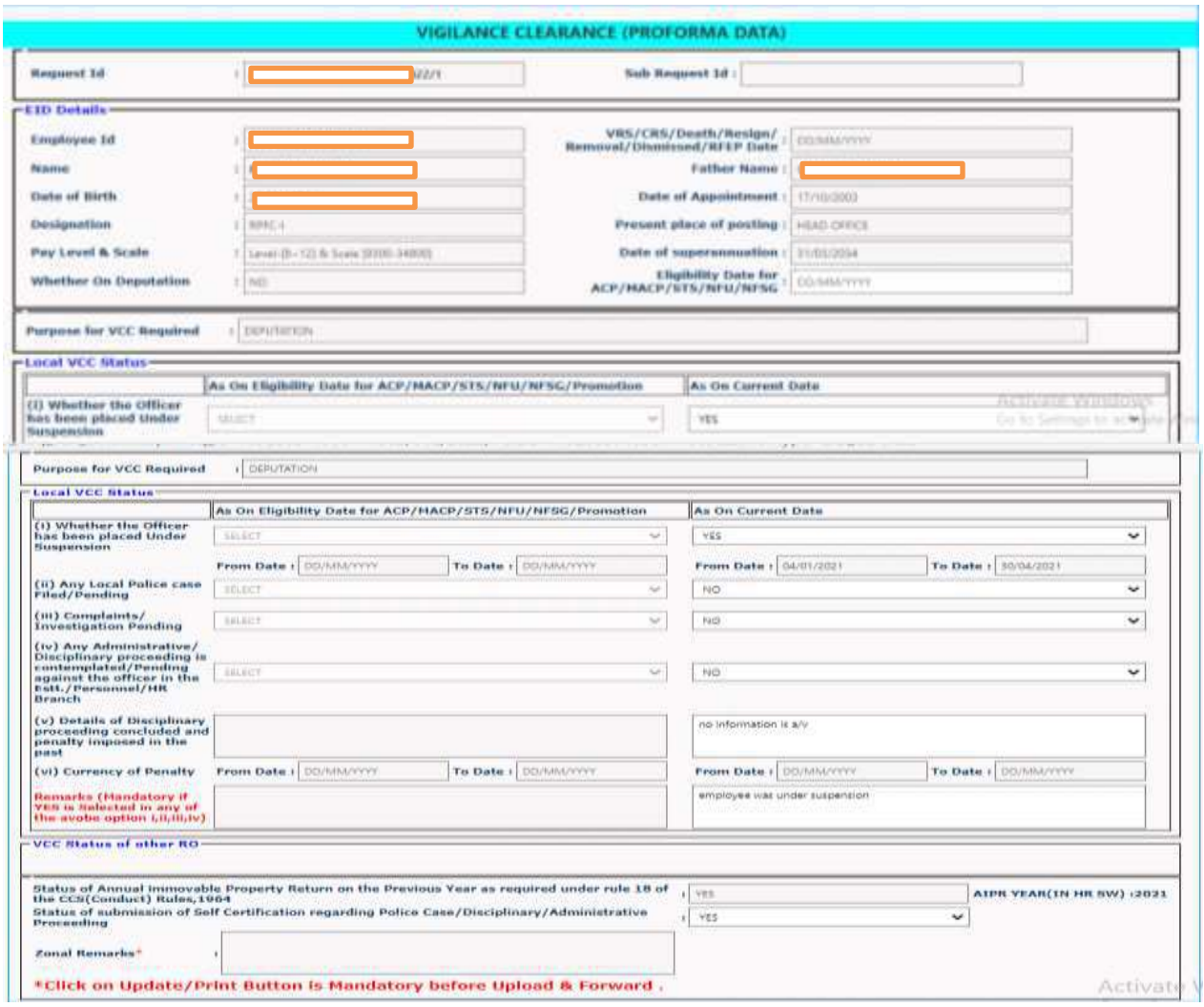
VCC REQUEST(SELF INITIATED)

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	N[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]2022/2/A	N[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 : [redacted] Sub Request Id :

EID Details

Employee Id : [redacted]
Name : [redacted]
Date of Birth : [redacted]
Designation : MMG-4
Pay Level & Scale : Level (8-12) & Scale (9300-34800)
Whether On Deputation : NO

VRS/CRS/Death/Resign/Removal/Dismissed/RFEP Date : DD/MM/YYYY
Father Name : [redacted]
Date of Appointment : 17/10/2003
Present place of posting : HEAD OFFICE
Date of superannuation : 31/01/2054
Eligibility Date for ACP/MACP/STS/NFU/NFSG : DD/MM/YYYY

Purpose for VCC Required : 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	YES
	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 avobe option i,ii,iii,iv)		employee was under suspension

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
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 .

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
[redacted]		[redacted]	Training programme(except mandatory trg.)	Request Forwarded to ZO	N[redacted]_02092022042911.pdf	Action	Rejection
[redacted]		[redacted]	Deputation	Request Returned by ZO with remarks	[redacted]_29082022012231.pdf	Action	Rejection
N[redacted]		[redacted]	Deputation	Request Returned by ZO with remarks	N[redacted]_29082022012231.pdf	Action	Rejection
[redacted]	N[redacted]	[redacted]	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 : [redacted]

EID : [redacted]

Rejection Remarks* :

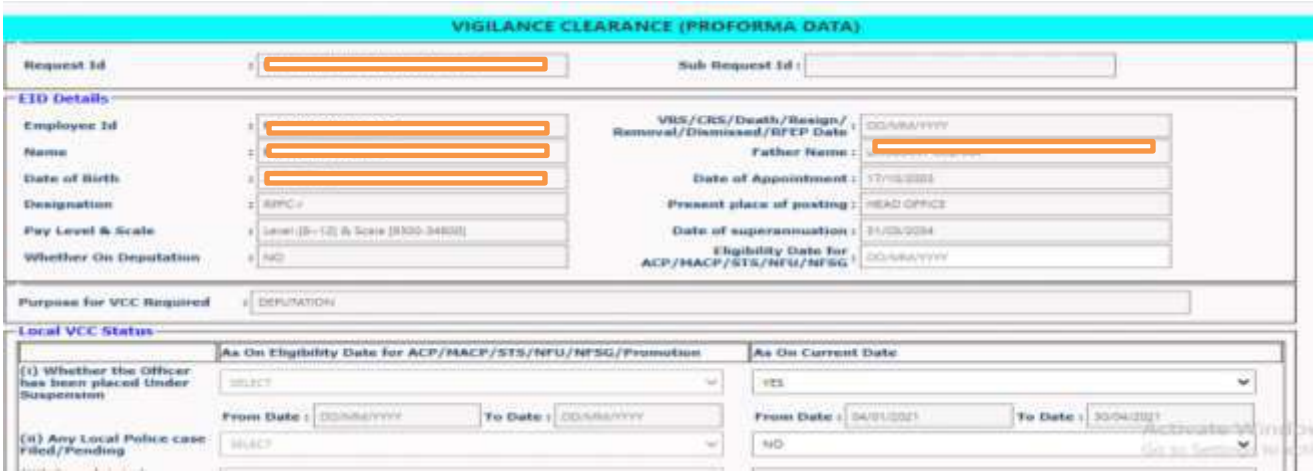
Submit Close

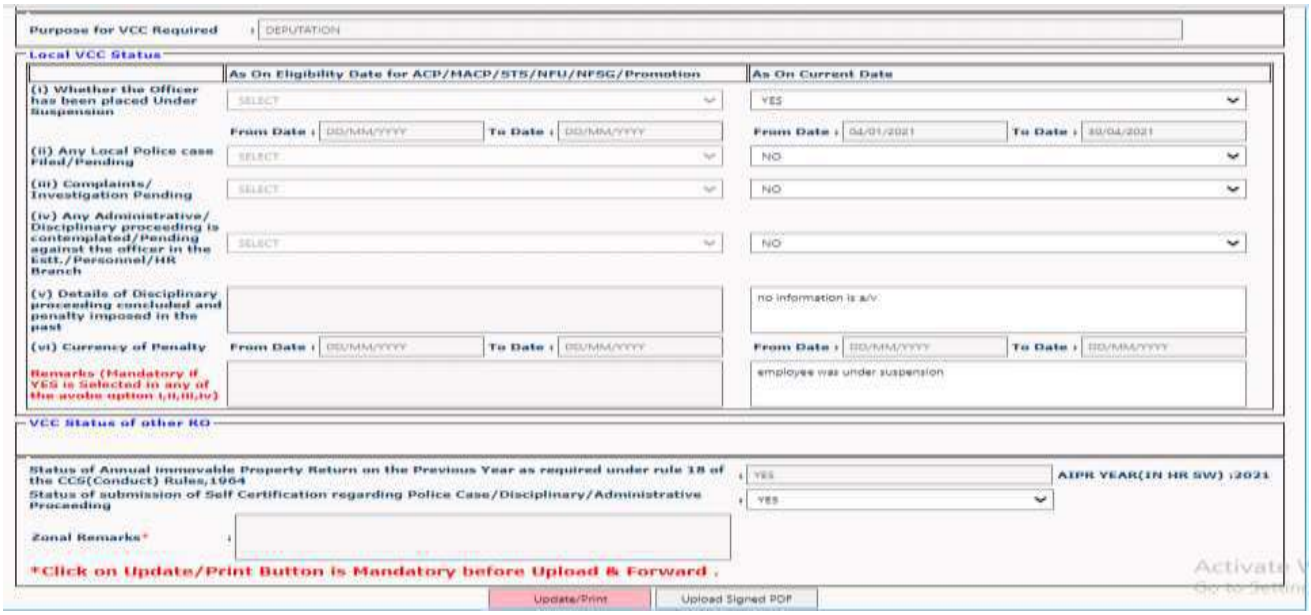
On Click of ACTION:

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:

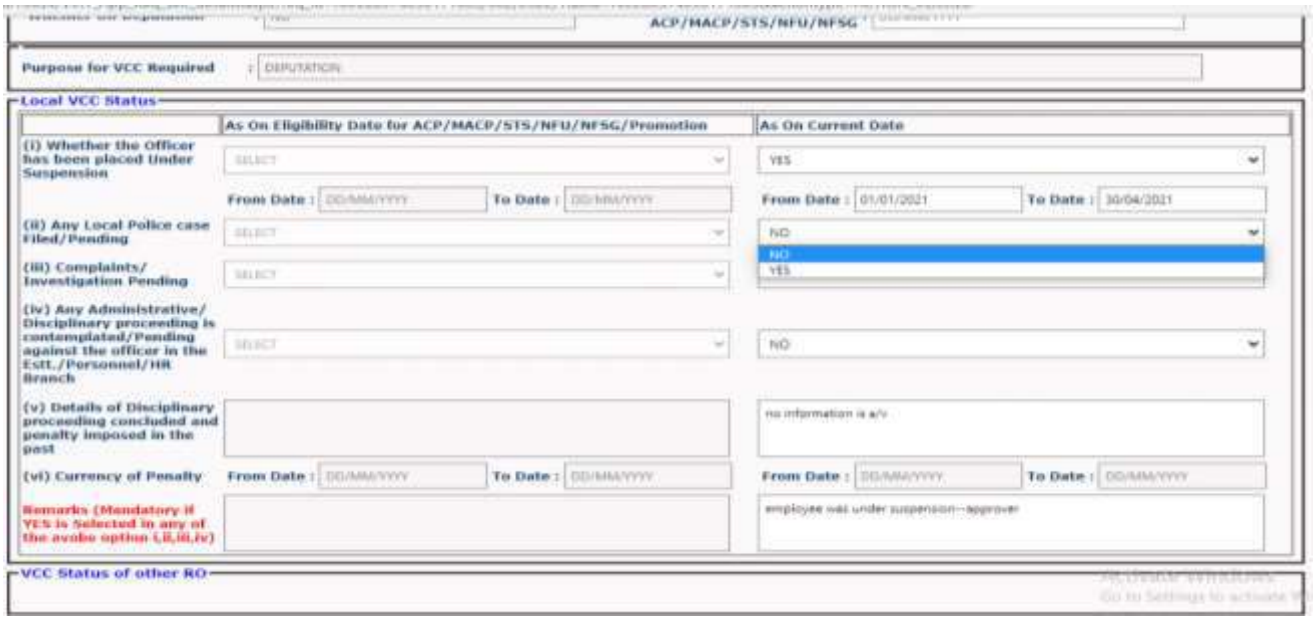
- To verify the information as filled by initiator
- To do necessary correction (as required)
- Update the data when request comes back from ZONAL for further correction
- Verify the information as submitted by other office (if other office is also involved), by downloading the signed PDF as submitted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

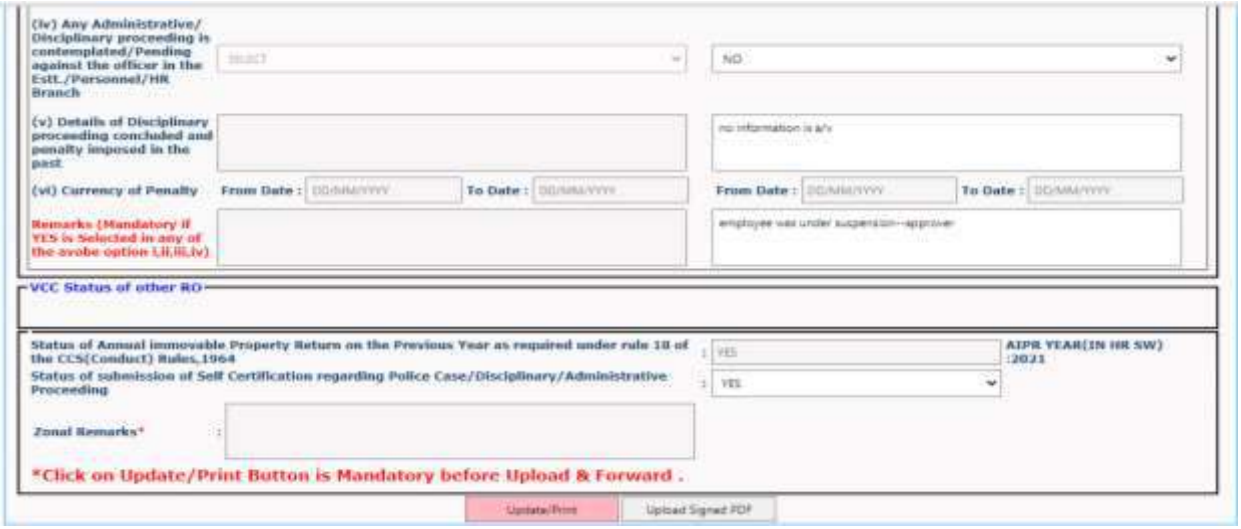




1. EIDT the information (if required)

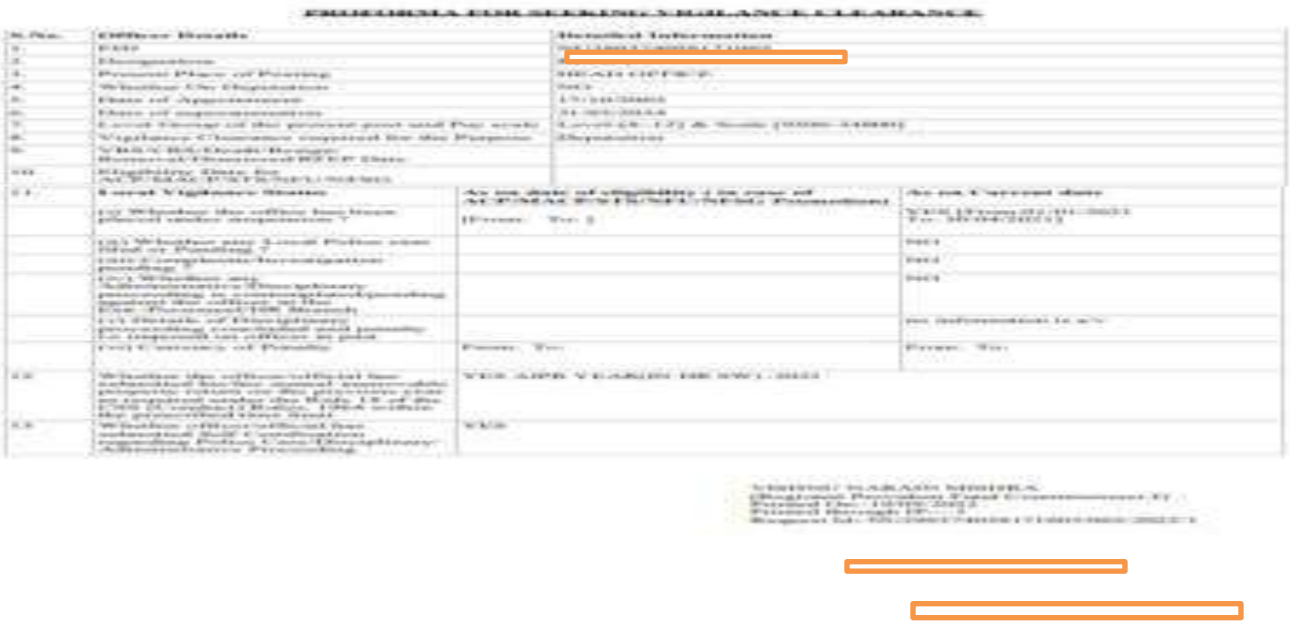


2. Click on “Update/Print” Button to save the updated information and generate the PDF of data that to be submitted for onward actions.



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

S.No.	Officer Details	Detailed Information
1.	EID	[redacted]
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/RFEP Date	
10.	Eligibility Date for ACP/MACP/STS/NFU/NFSG	



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”

<u>On Click of UPLOAD SIGNED PDF:</u>

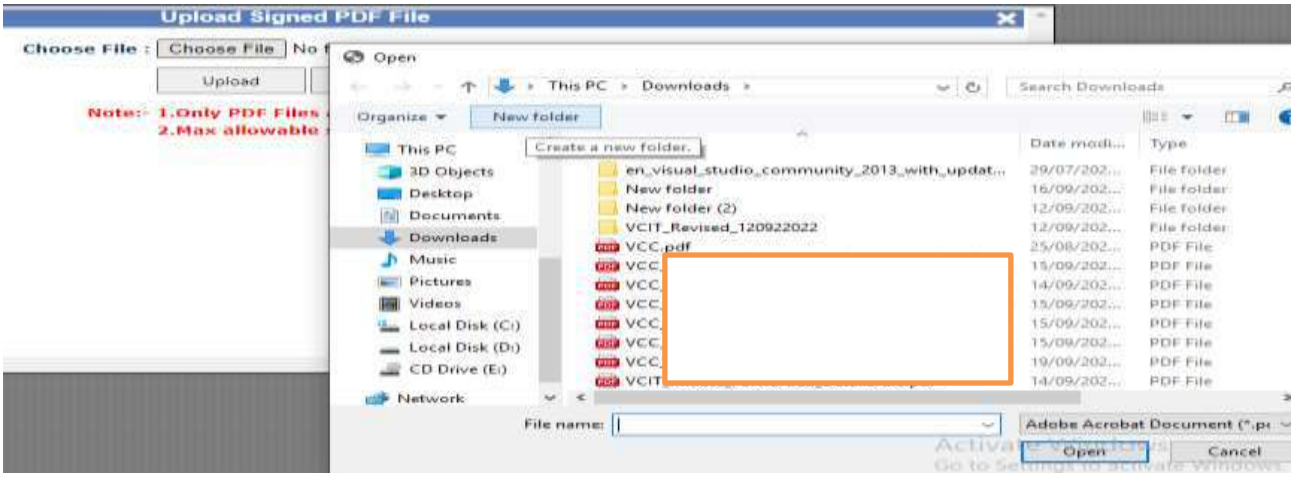
Button to be used to upload signed PDF that to be submitted for onwards information.

- 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

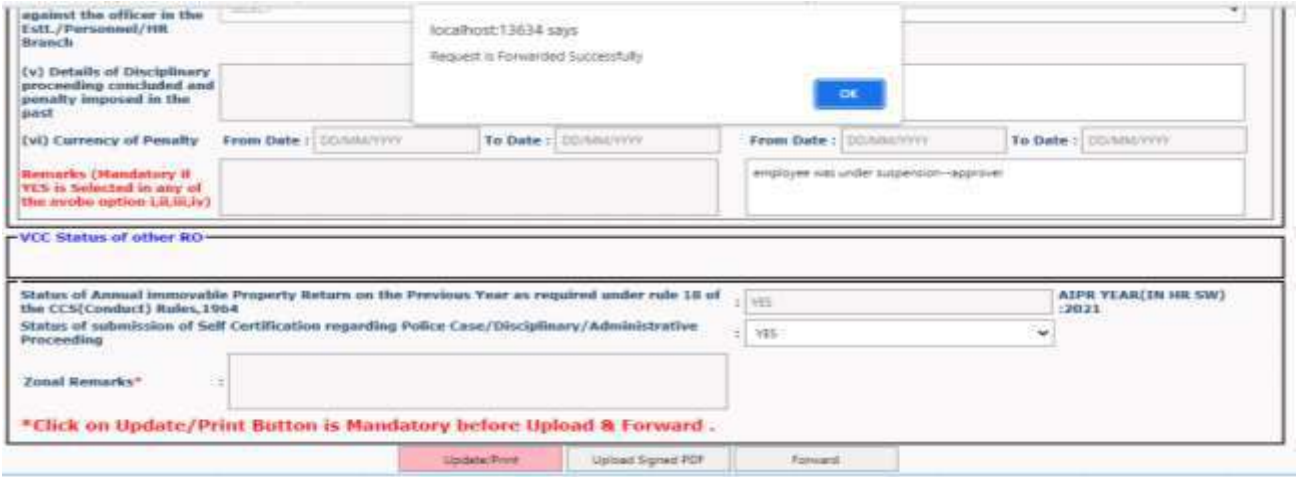
7. Click on “Choose File” to select the file that to be upload. On click, below screen will appear to select the file



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”

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

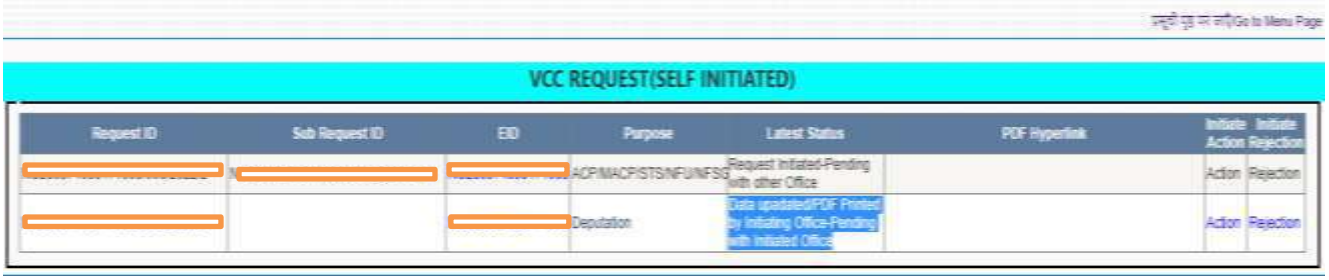


Note:- Button “Update/Print” and “Upload Signed Pdf” are still enable. In case any changes are done in form data (after upload of signed pdf), Kindly reprint the pdf and upload again, else mismatch will appear in form data and uploaded PDF

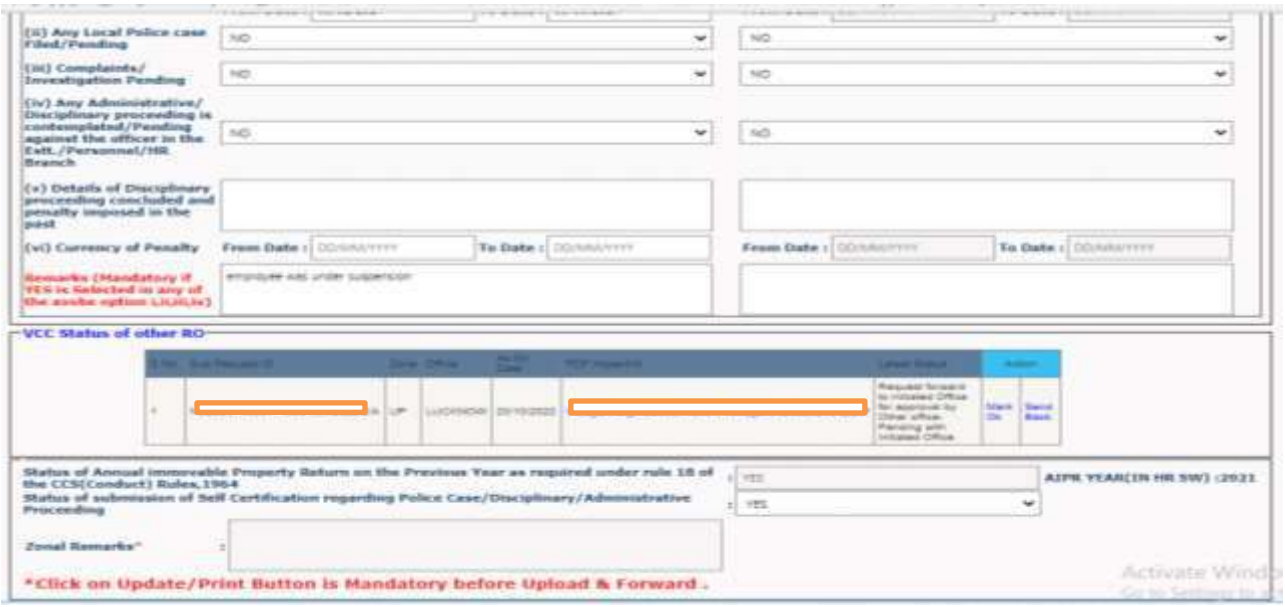
11. Click on “FORWARD” button to forward the request to Zonal/Head Office (as the case may be)

How to validate data as submitted by other office:

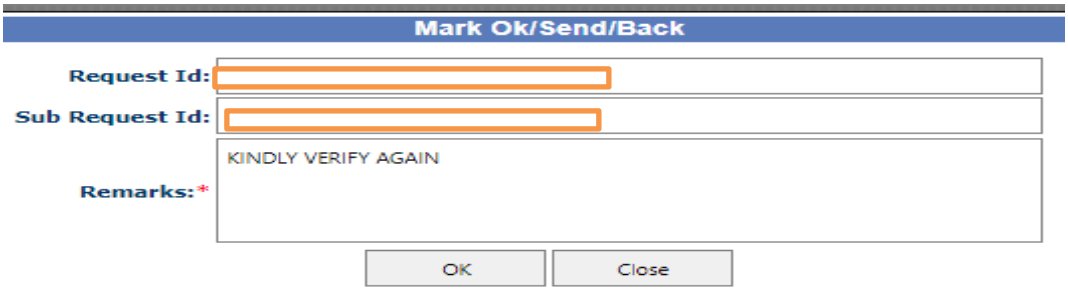
1. If sub request id is appearing on below screen then it indicate involvement of other office



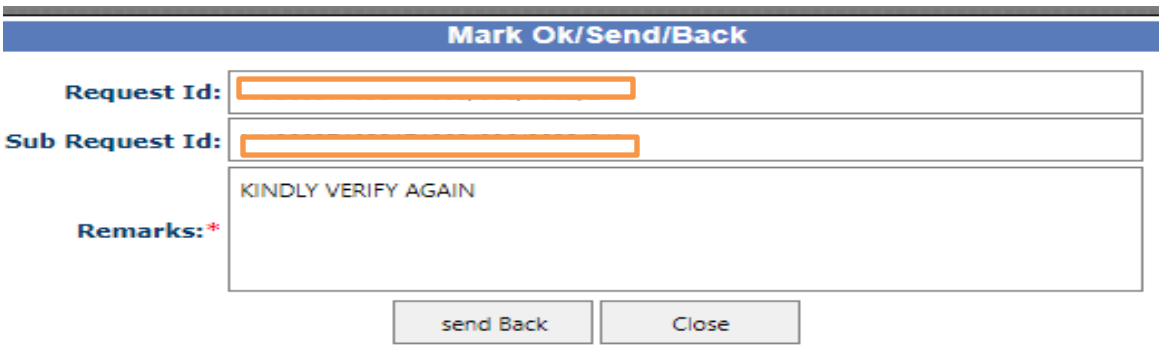
2. In such case when "Action" is clicked, no button will appear on form till request is pending with other office. Once PDF is uploaded by other office, then same is shown as follows:



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

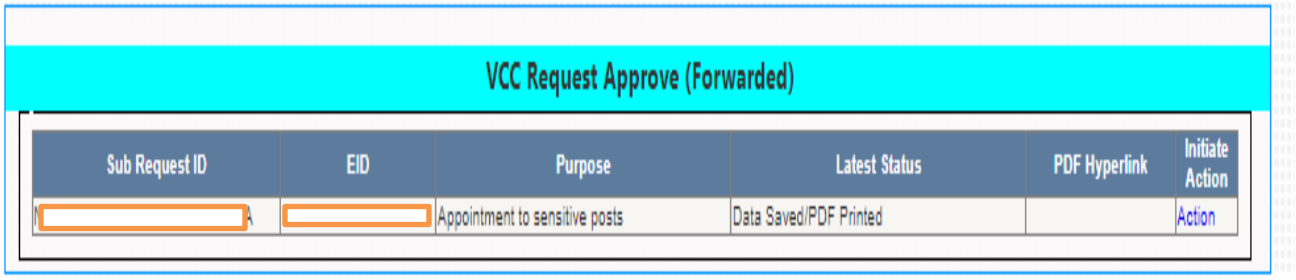


6. Button “Send Back” is to be used to send back the SUB request back to office. Button to be used only when data as submitted by other office required some correction. Remarks are mandatory



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



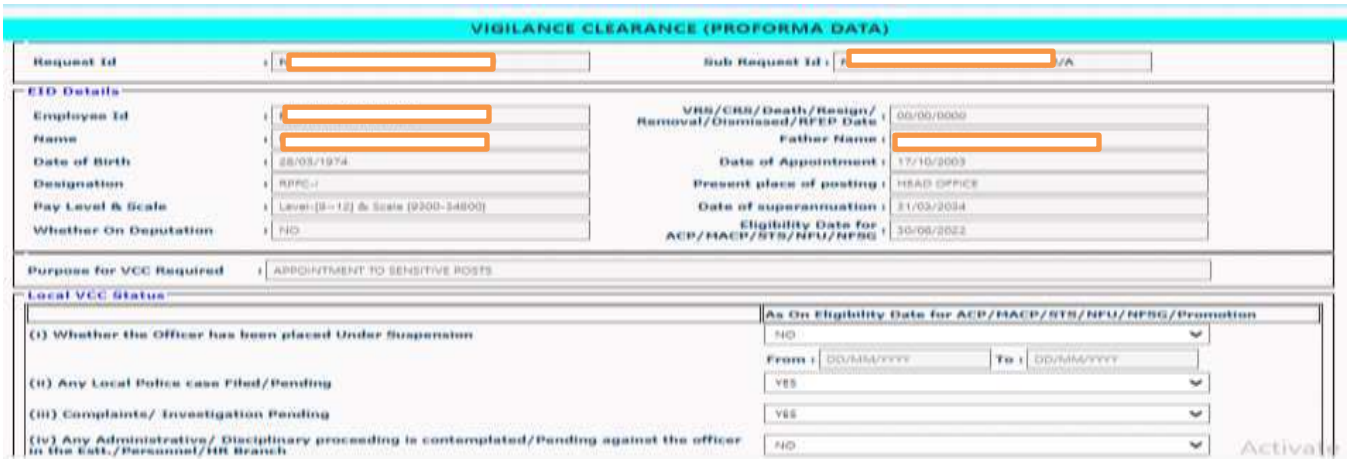
VCC Request Approve (Forwarded)

Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action
[redacted]	[redacted]	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 : [redacted] Sub Request Id : [redacted]/A

EID Details

Employee Id : [redacted]
Name : [redacted]
Date of Birth : 28/03/1974
Designation : RPFC-I
Pay Level & Scale : Level-(8-12) & Scale (9300-34800)
Whether On Deputation : NO

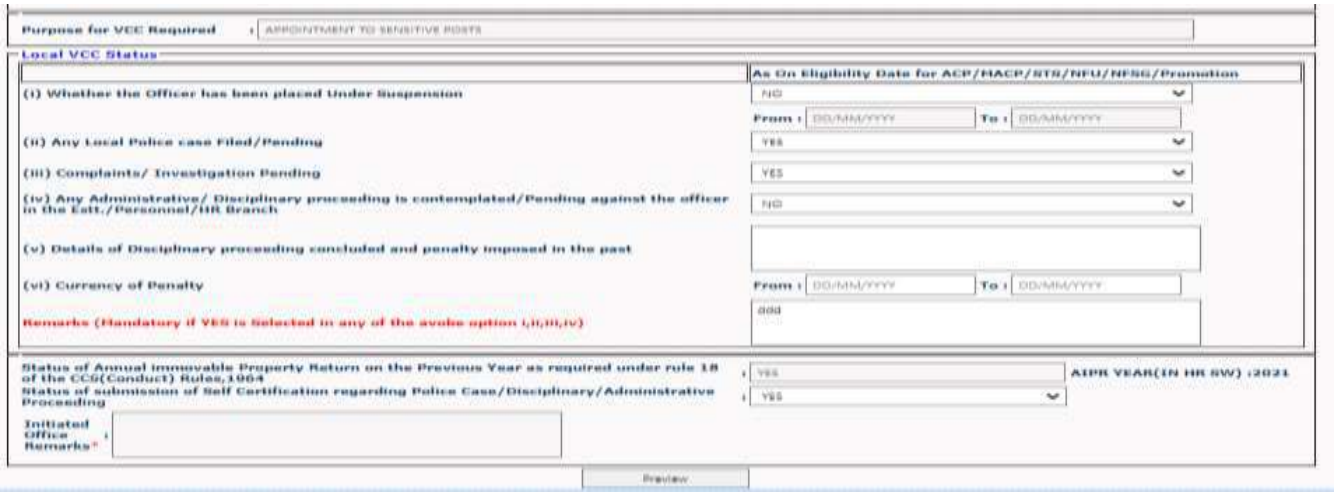
VRS/CRS/Death/Resign/Removal/Dismissed/RFEP Date : 00/00/0000
Father Name : [redacted]
Date of Appointment : 17/10/2003
Present place of posting : HEAD OFFICE
Date of superannuation : 31/03/2034
Eligibility Date for ACP/MACP/STS/NFU/NFSG : 30/06/2022

Purpose for VCC Required : APPOINTMENT TO SENSITIVE POSTS

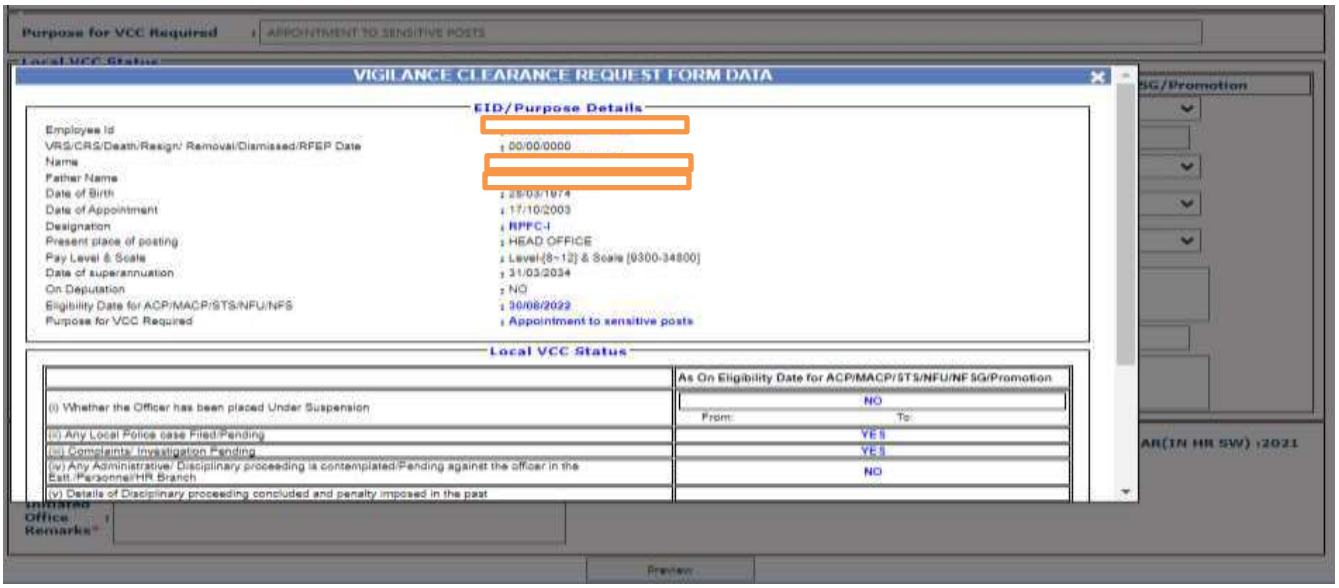
Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/Promotion
(i) Whether the Officer has been placed Under Suspension	NO
	From : DD/MM/YYYY To : DD/MM/YYYY
(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

Activate



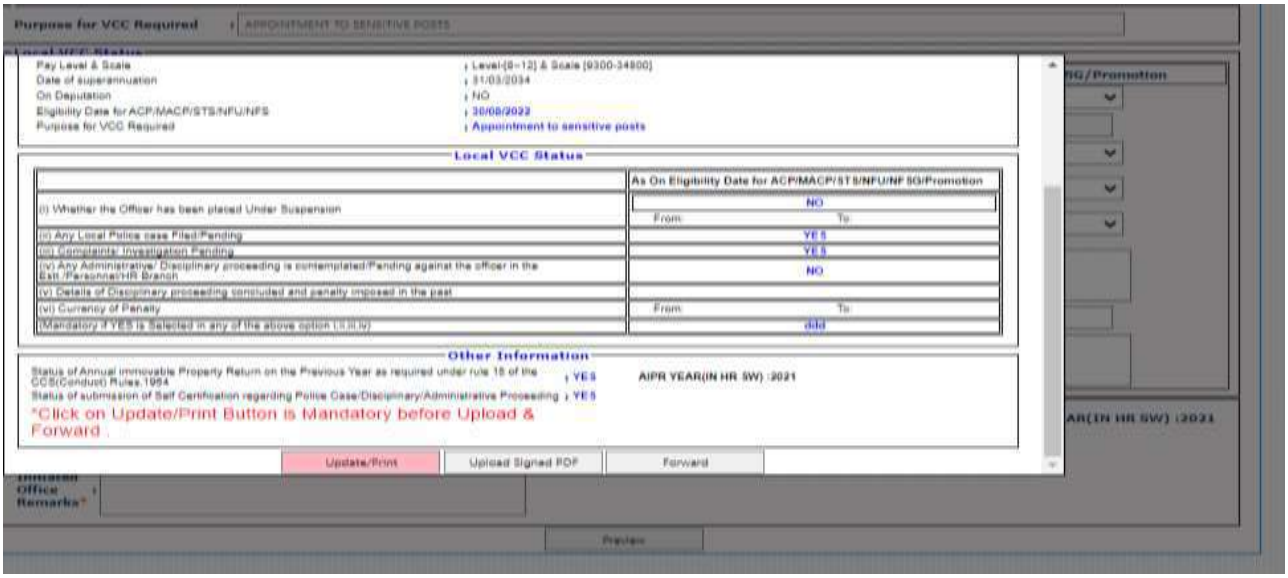
2. Update the form data and click on "Preview" button to verify the same. On click below screen will appear



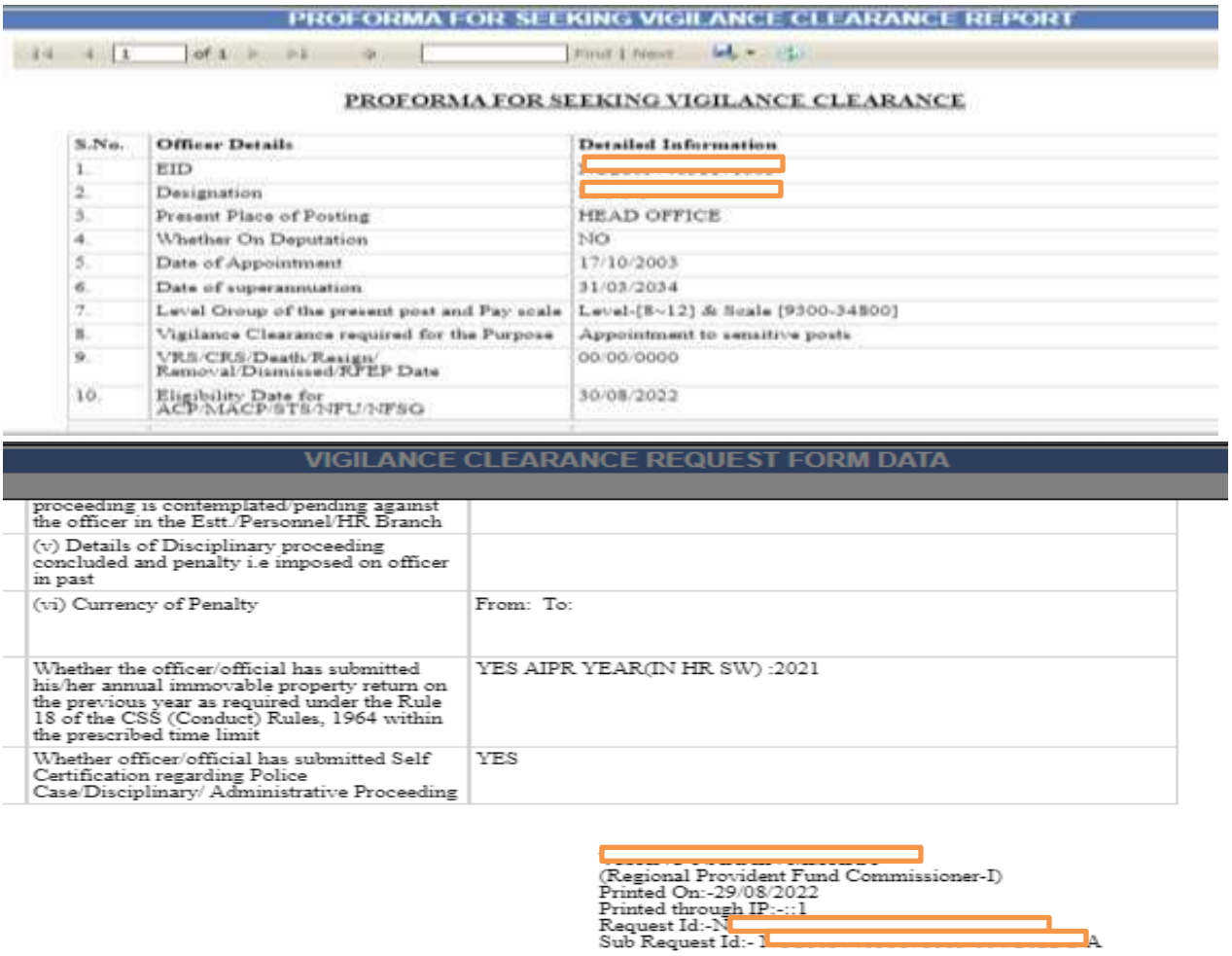
Below button will also appear on screen:

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



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

PROFORMA FOR SEEKING VIGILANCE CLEARANCE

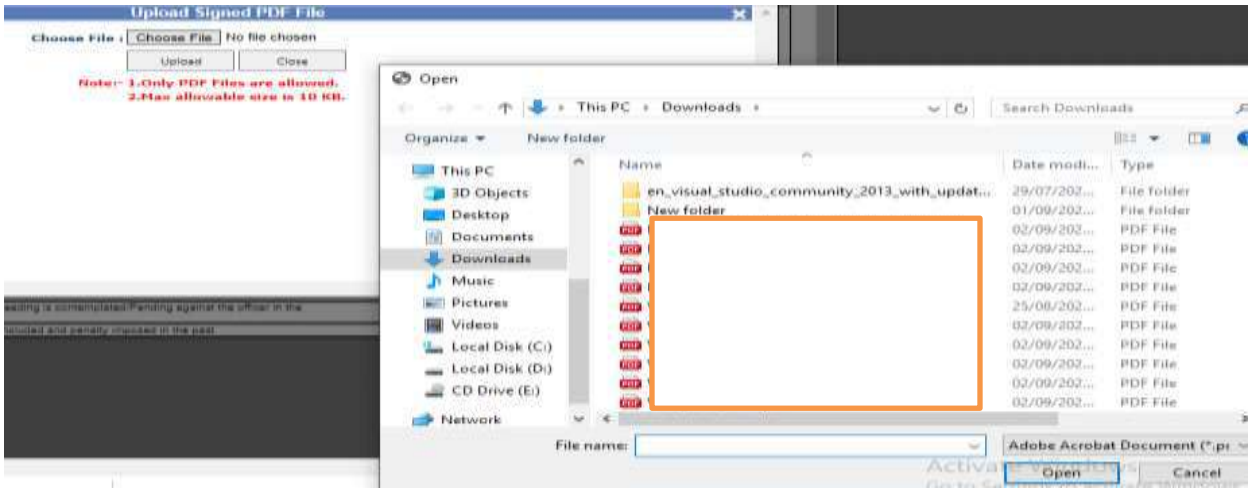
S.No.	Officer Details	Detailed Information
1.	EID	[redacted]
2.	Designation	[redacted]
3.	Present Place of Posting	HEAD OFFICE
4.	Whether On Deputation	NO
5.	Date of Appointment	17/10/2003
6.	Date of superannuation	31/03/2034
7.	Level Group of the present post and Pay scale	Level-[8~12] & Scale [9300-34800]
8.	Vigilance Clearance required for the Purpose	Appointment to sensitive posts
9.	VRS/CRS/Death/Resign/ Removal/Dismissed/RFEP Date	00/00/0000
10.	Eligibility Date for ACP/MACP/STS/NFU/NFSG	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

[redacted]
(Regional Provident Fund Commissioner-I)
Printed On:-29/08/2022
Printed through IP:-::1
Request Id:-N[redacted]
Sub Request Id:- 1[redacted]A

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
[redacted]	[redacted]	[redacted]	Deputation	[redacted]			Request forward to Zonal for approval by initiating office-Pending with Zonal	View/Forward/Send Back
[redacted]	[redacted]	[redacted]	ACP/MACP/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

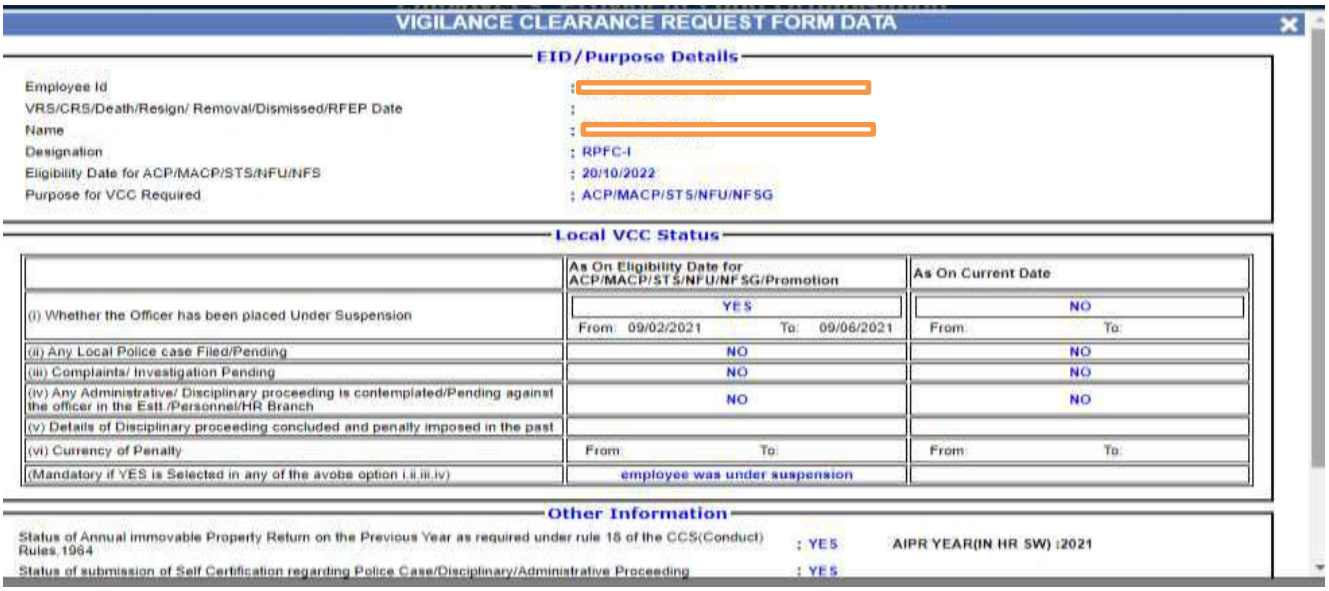
   "**Zonal Remarks**" – If request is forwarded back by zonal then old remarks (that were entered during send back) will appear on screen

   "**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	: [redacted]
VRS/CRS/Death/Resign/ Removal/Dismissed/RFEP Date	:
Name	: [redacted]
Designation	: RPFC-I
Eligibility Date for ACP/MACP/STS/NFU/NFS	: 20/10/2022
Purpose for VCC Required	: ACP/MACP/STS/NFU/NFSG

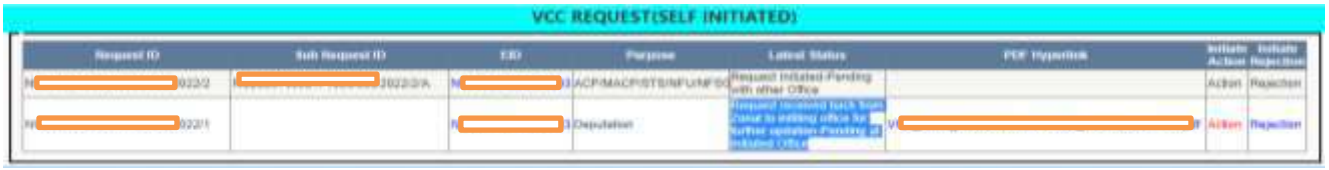
Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG/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 avobe option i,ii,iii,iv)	employee was under suspension	

Other Information

Status of Annual immovable Property Return on the Previous Year as required under rule 18 of the CCS(Conduct) Rules,1964	: YES	AIPR YEAR(IN HR SW) :2021
Status of submission of Self Certification regarding Police Case/Disciplinary/Administrative Proceeding	: YES	

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**



VCC REQUEST(SELF INITIATED)

Request ID	Sub Request ID	EID	Purpose	Latest Status	PDF Hyperlink	Initiate Action	Initiate Rejection
[redacted]	[redacted]	[redacted]	ACP/MACP/STS/NFU/NFSG	Request Initiated-Pending with other Office		Action	Rejection
[redacted]		[redacted]	Deputation	Request received back from Zonal to initiating office for further correction Pending at initiated Office	[redacted]	Action	Rejection

8. Click on "Forward" button if NO correction is required. It will forward the request to Head Office. **Remarks is mandatorily to be given**
9. Earlier entered remarks may be sheen under column 'Remarks History' on the screen

Local VCC Status

	As On Eligibility Date for ACP/MACP/STS/NFU/NFSG	As On Current Date
(i) Whether the Officer has been placed Under Suspension	From: To:	NO From: 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./Personnel/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 avobe option i,ii,iii,iv)		

Other Information

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

Request Forwarding Process (Role: Forward)-Head Office

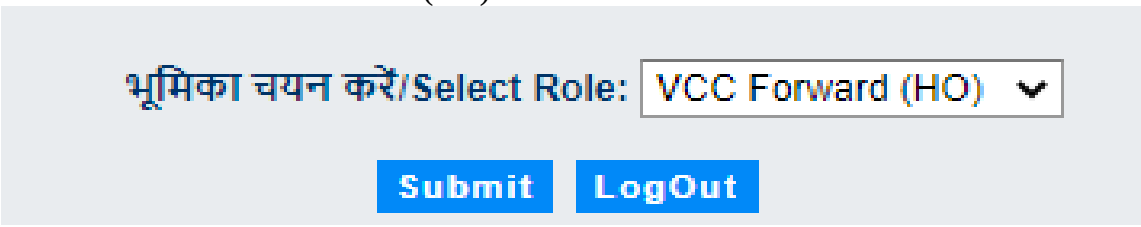
Head Office is NODAL office for forwarding the VCC request to AVS & Vigilance Section. Once request is received from Zonal Offices or from ASD (Head Office), same to be forwarded to AVS and vigilance section for providing the Vigilance clearance against mentioned request. Once request received in the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

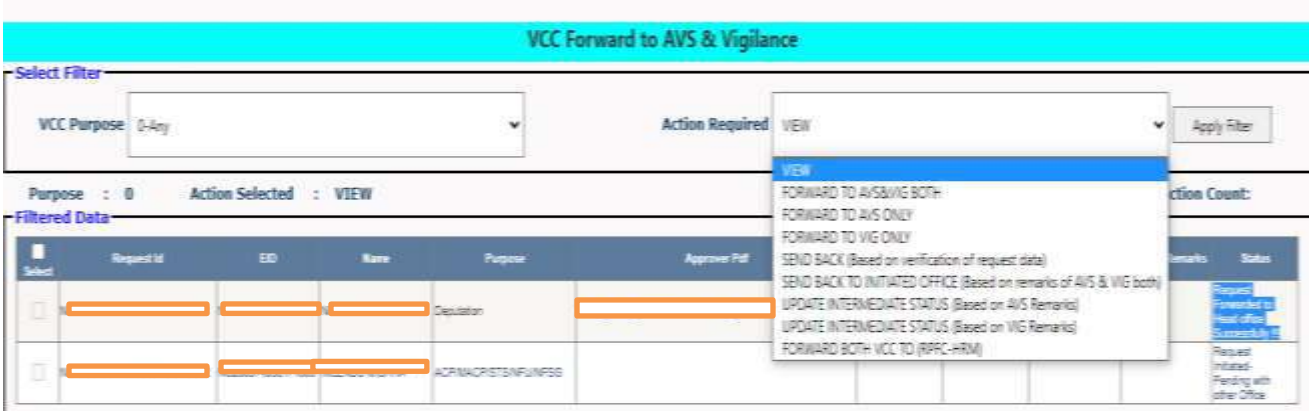
1. Enter user id and Password under “Admin User”

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

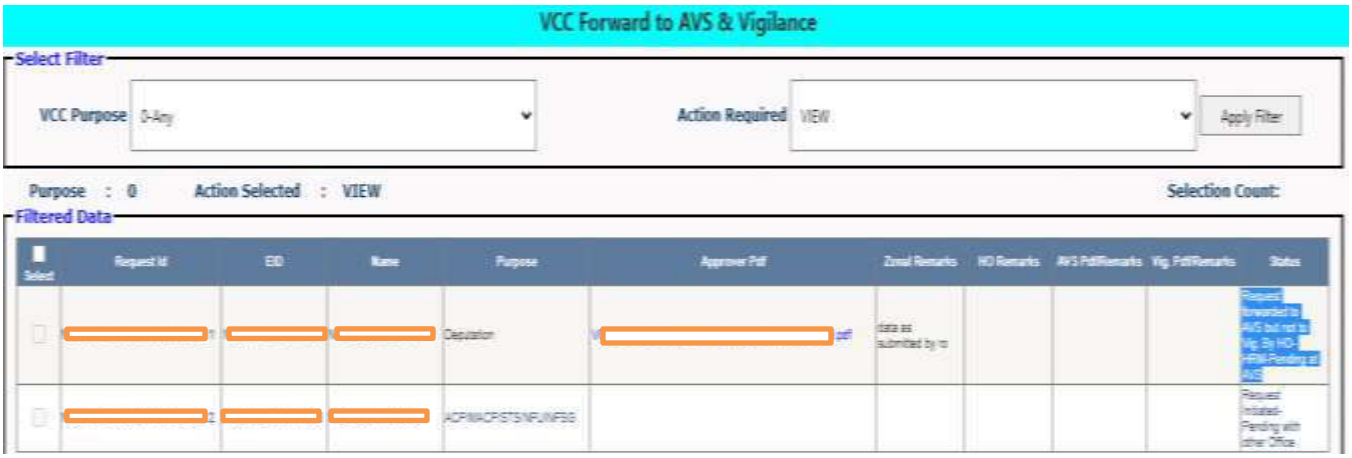


3. Select the task “VCC Forward (AVS & VIG)” under module VCIT

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



5. Filtered data will appear on screen



VIEW:

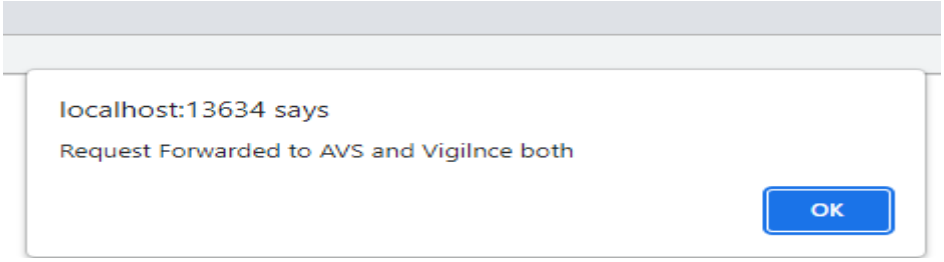
1. On selection, a list of all request id's as submitted against selected purpose will be shown on screen (irrespective of their status)
2. Zonal remarks may be seen under column "Zonal remarks"
3. Head office remarks may be seen under column "HO Remarks". Column will show only those remarks that were 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

FORWARD TO AVS&VIG BOTH:

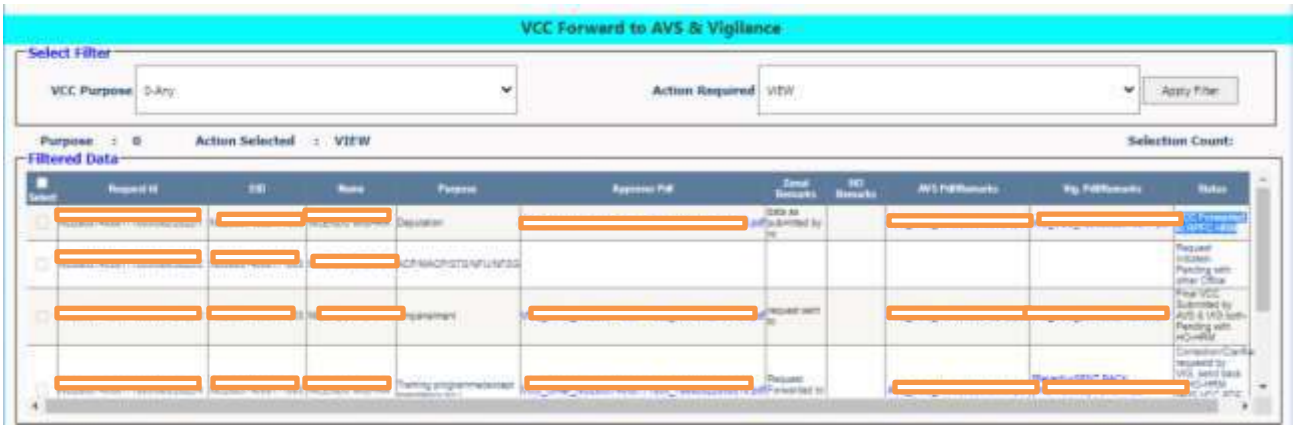
1. This option is used to forward the request to AVS and vigilance section.
2. Before operating any option, kindly download "Approver Pdf" and verify it. **If some correction is required in data then this option is not to be Operate**
3. On selection, available pending record for action "**FORWARD TO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

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

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 and Vigilance Section. Below message will appear on screen



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



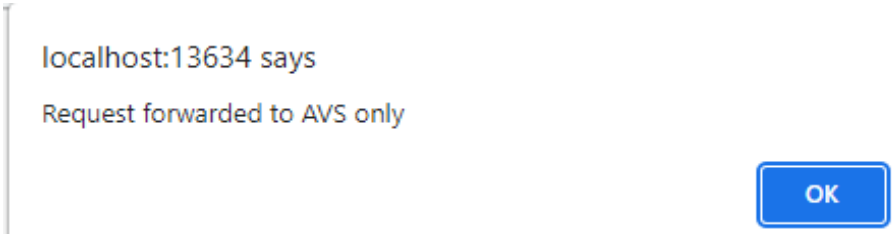
FORWARD TO AVS ONLY:

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.

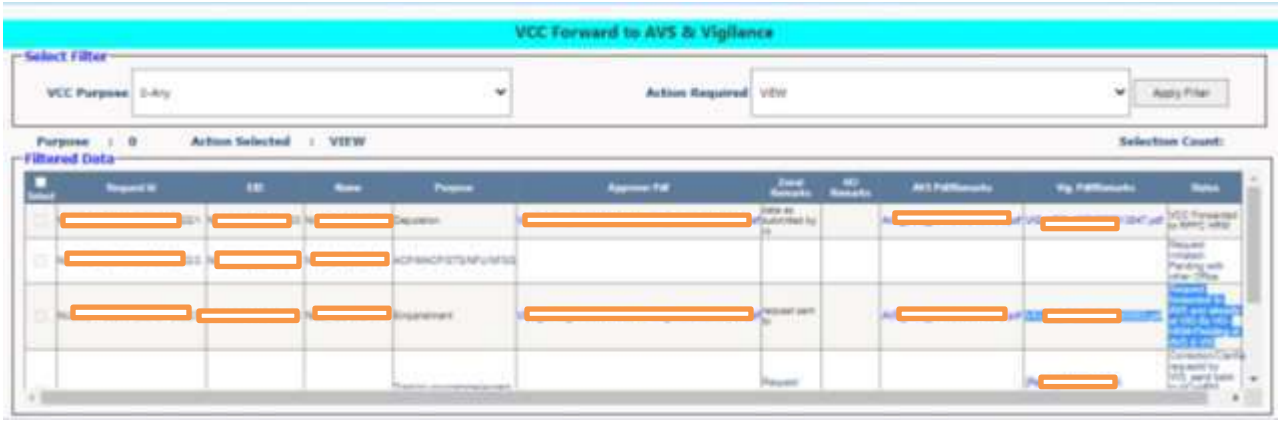
4. Select at least one or max 25 records at a time to forward the request

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



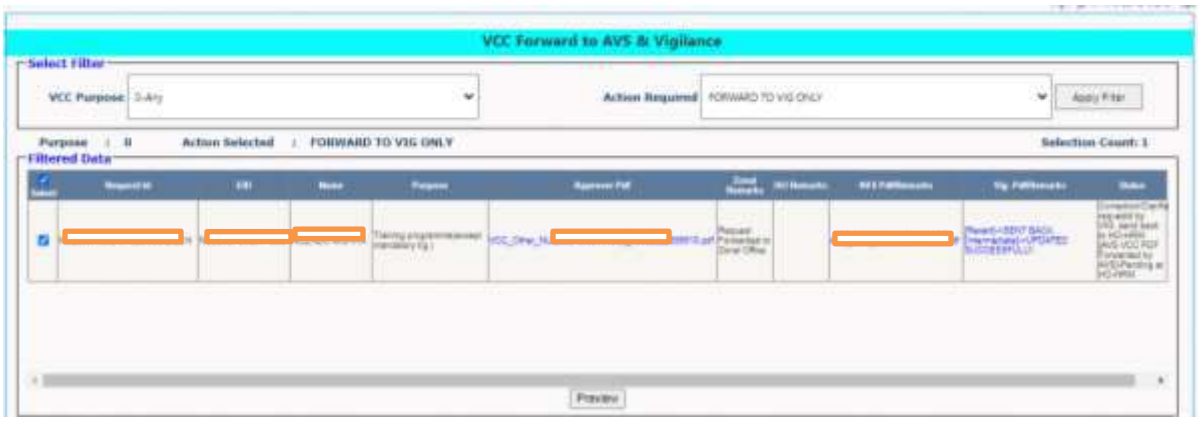
9. Status of the request may be checked by selecting action as “VIEW”



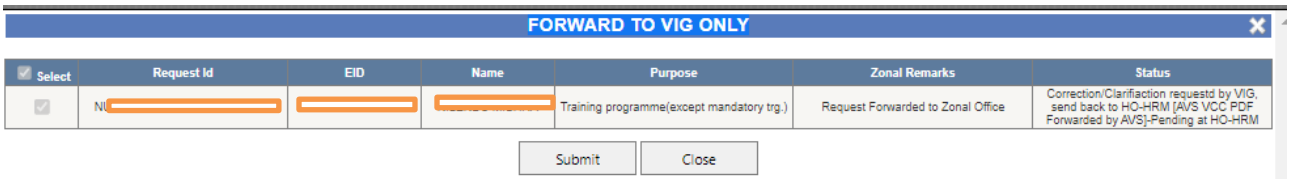
FORWARD TO VIG ONLY:

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

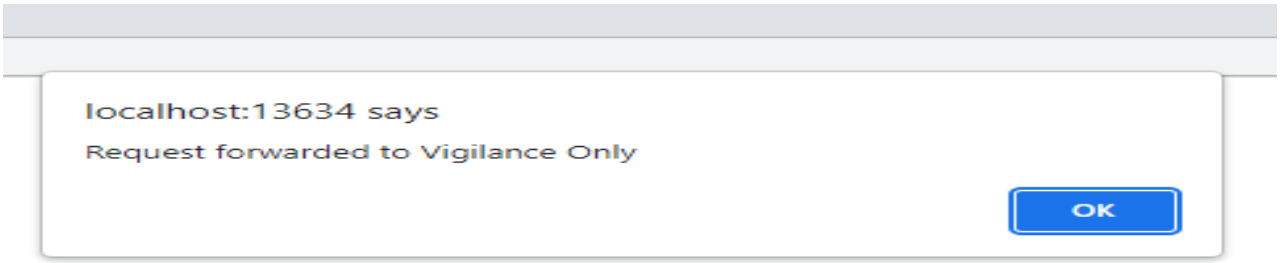


5. Click on Preview button to verify the correctness of selected EID’s

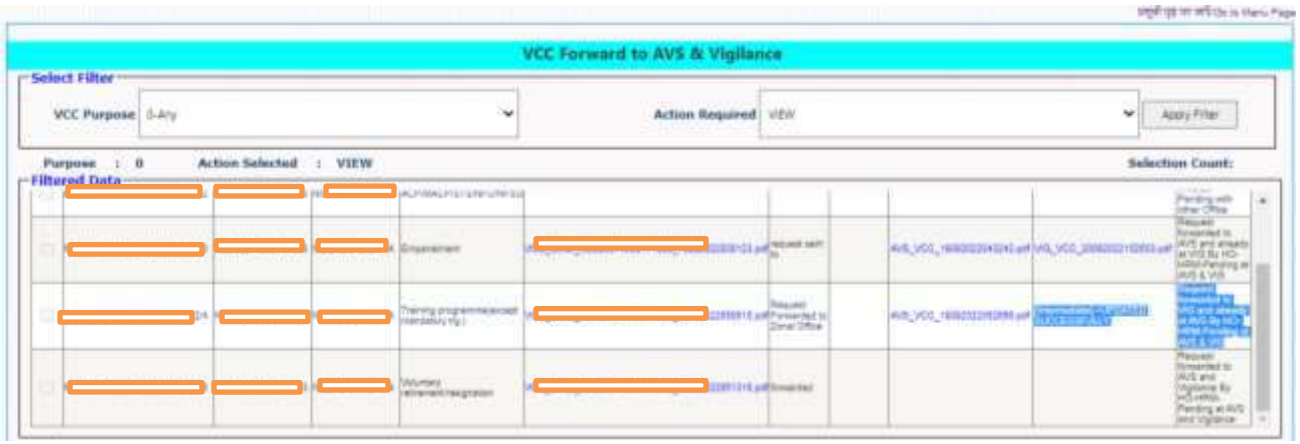


6. Verify the page heading to ensure the “Selected Action”

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 Vigilance Section. Below message will appear on screen

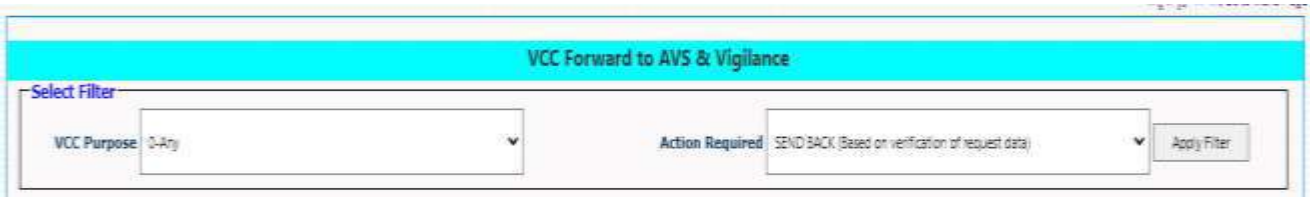


9. Status of the request may be checked by selecting action as "VIEW"



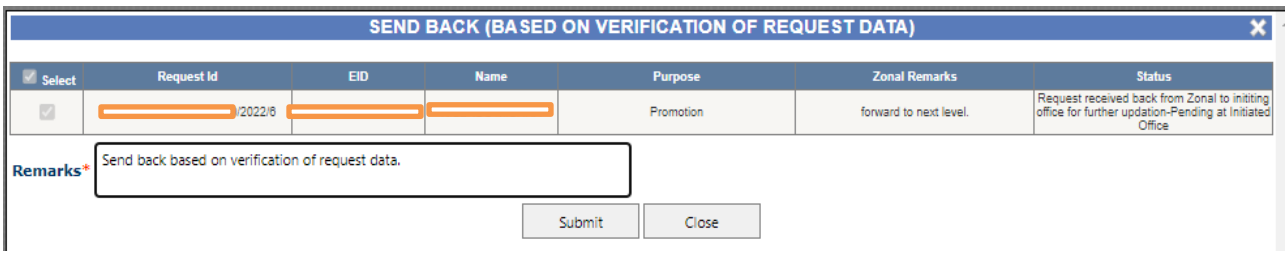
<u>SEND BACK (Based on verification of Request Data):</u>

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 "**<u>SEND BACK (Based on verification of Request Data)"</u>** to be shown on screen.

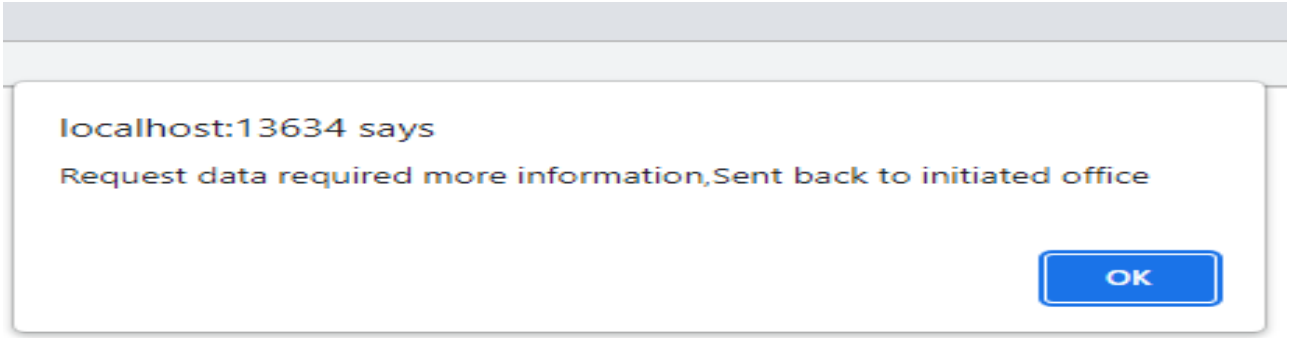


6. Select at least one records for action

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



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



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

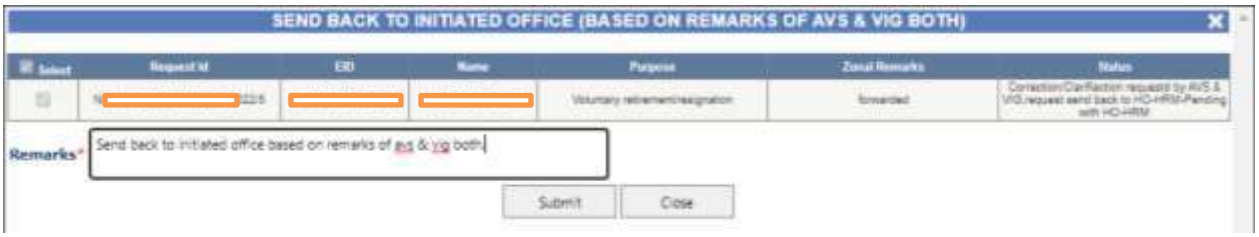
SEND BACK TO INITIATED OFFICE (Based on remarks of AVS&VIG both):

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

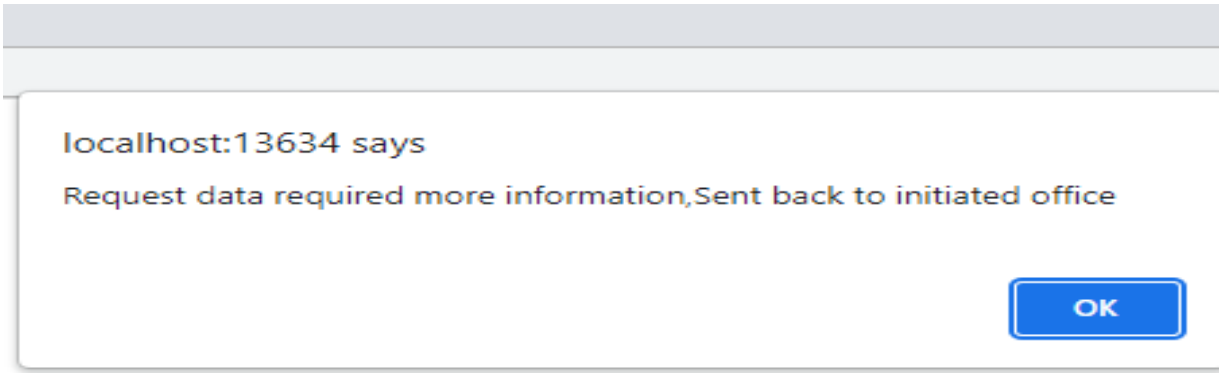
5. Only one request may be send back at a time as remarks to be entered against each request
6. On selection, available pending record for action "**SEND BACK TO INITIATED OFFICE (Based on remarks of AVS&VIG both)"** to be shown on screen.

7. Select at least one records for action

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



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

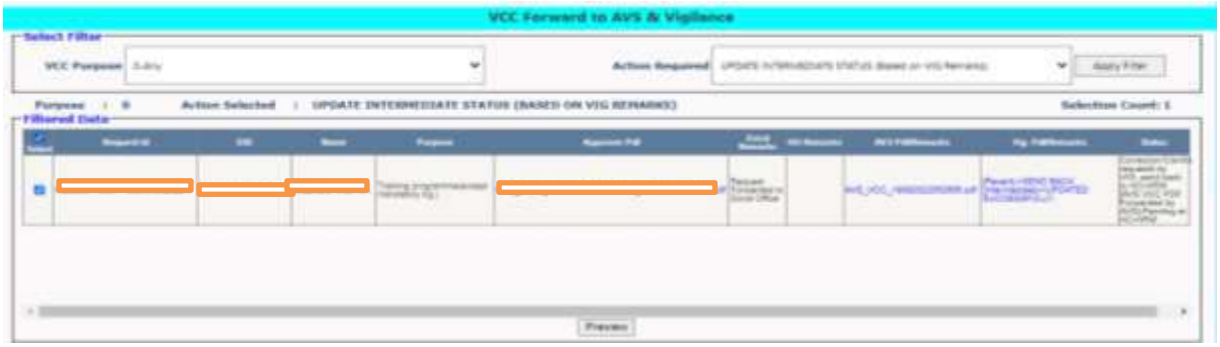


12. Status of the request may be checked by selecting action as "VIEW"

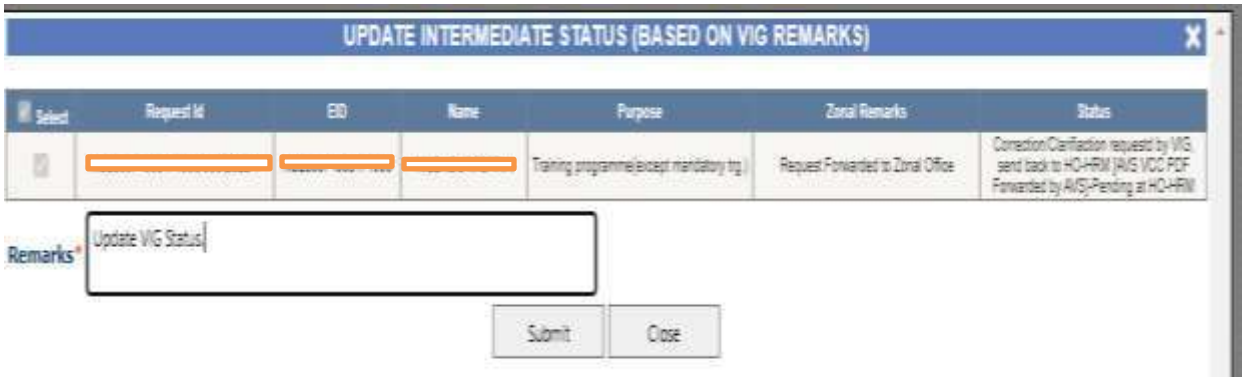
UPDATE INTERMEDIATE STATUS (Based on VIG remarks):

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.

7. Select at least one records for action

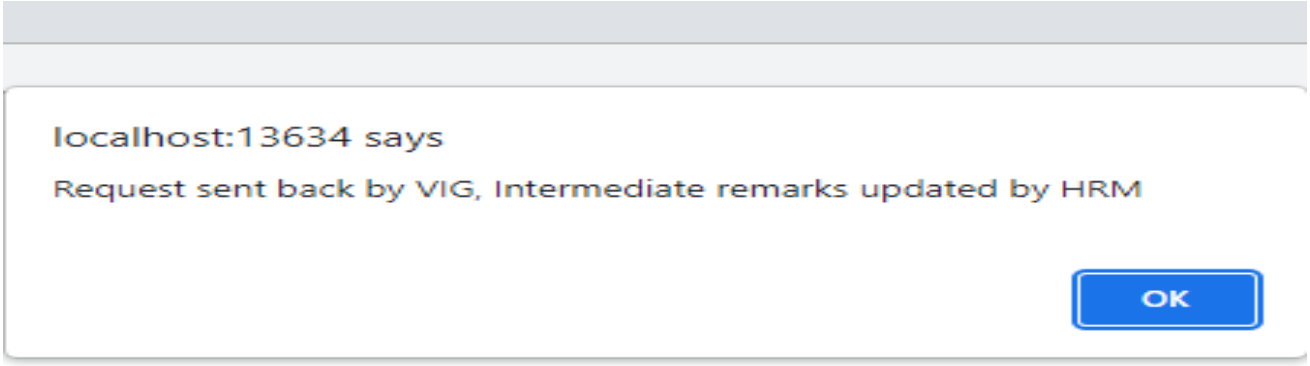


8. Click on Preview button to verify the correctness of selected EID's



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



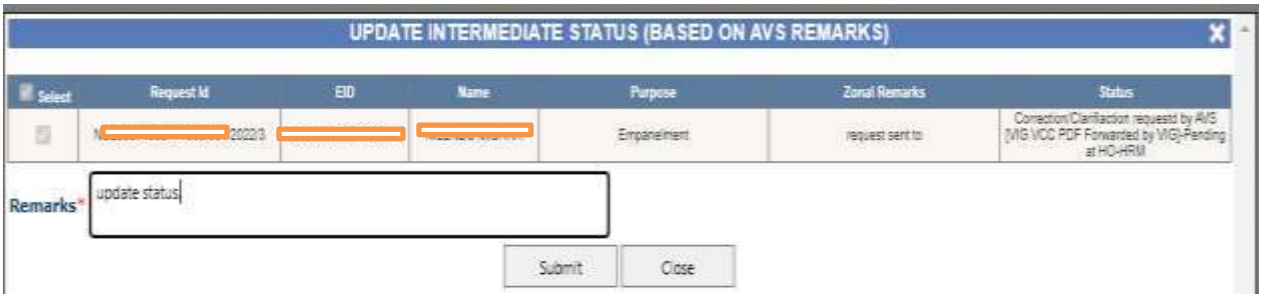
12. Status of the request may be checked by selecting action as “VIEW”

<u>UPDATE INTERMEDIATE STATUS (Based on AVS remarks):</u>

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 “**<u>UPDATE INTERMEDIATE STATUS (Based on AVS remarks)”</u>** to be shown on screen.

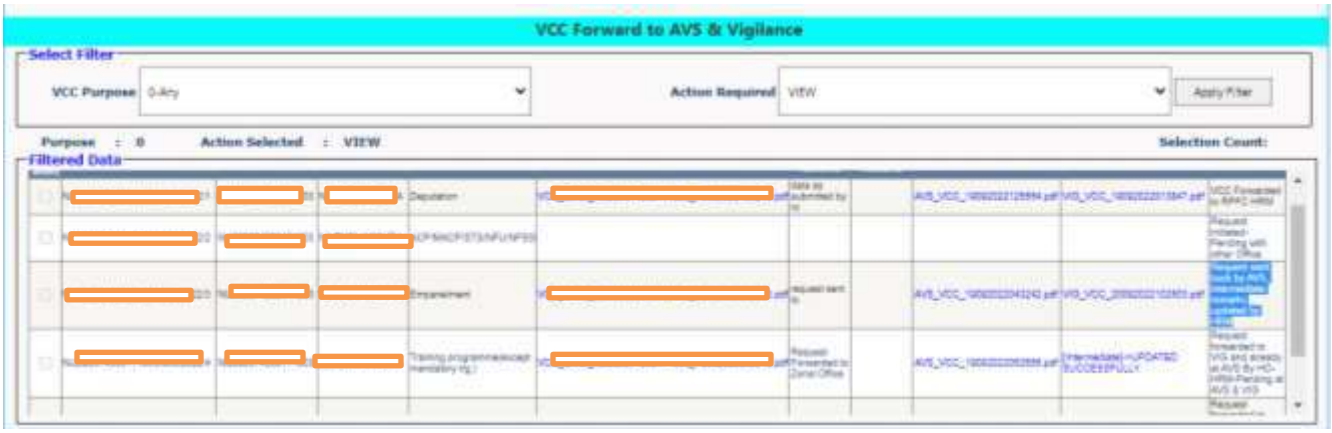
7. Select at least one records for action

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



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"



<u>FORWARD BOTH VCC TO RPFC-I(HRM):</u>

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 "**<u>FORWARD BOTH VCC TO RPFC-I(HRM)"</u>** to be shown on screen.

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

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

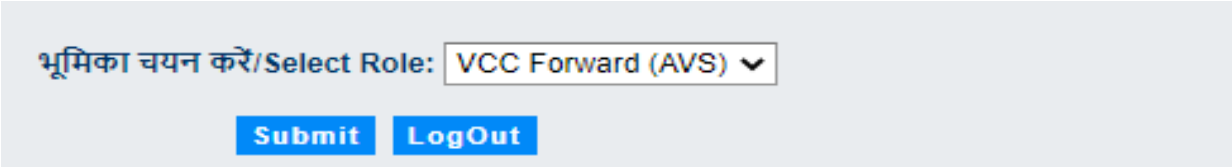
7. Verify the page heading to ensure the "Selected Action"
8. Verify the list of selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
9. Remarks are mandatory so type the remarks and Click on "Submit" button to send back the request to initiated office. Below message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

10. Status of the request may be checked by selecting action as "VIEW"

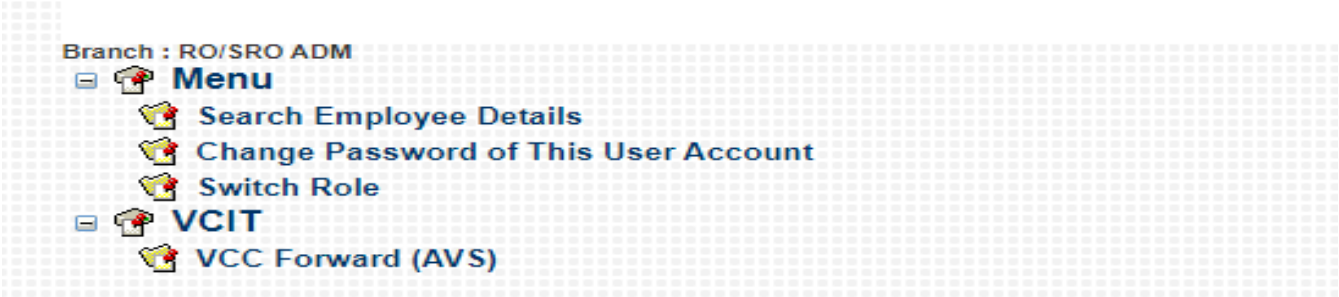
Functionality under AVS Section

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

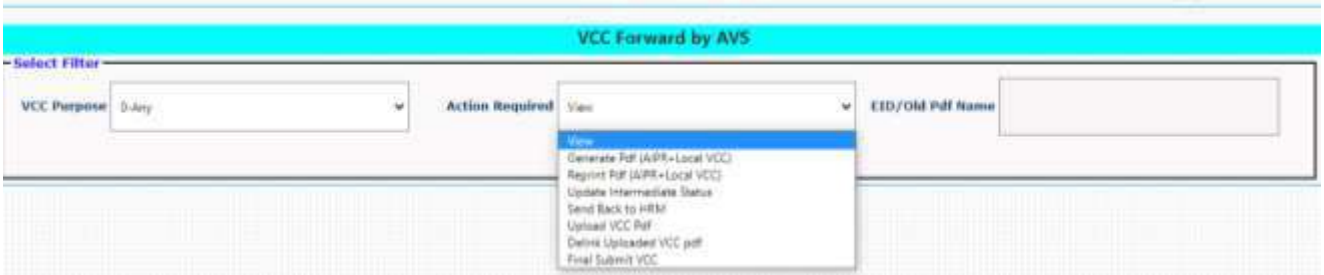
2. After login select the Role “VCC Forward (AVS)



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

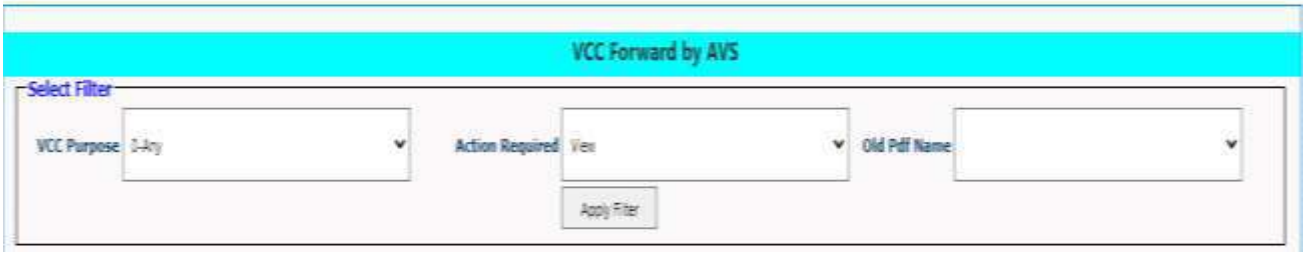


4. Below screen will appear, from which different action may be taken, by selecting option in drop down “VCC Purpose” & “Action Required”



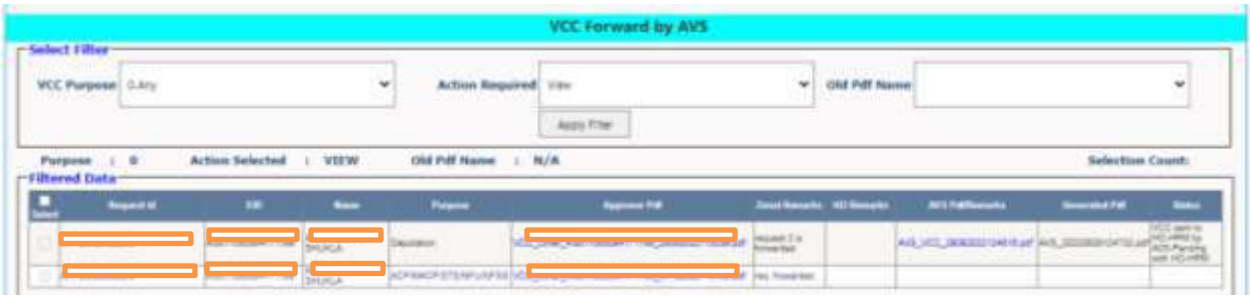
5. Available option(s) for actions are as follows:

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



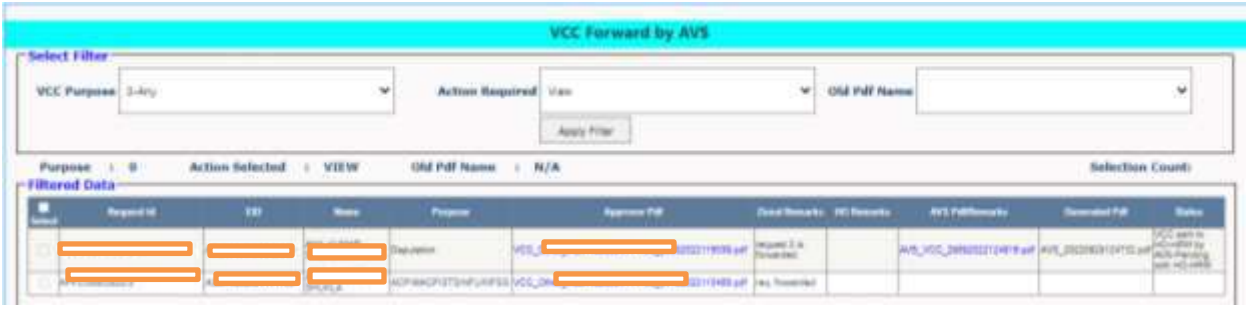
6. Below additional column along with request id, eid, name, purpose will be shown on screen:

- "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.



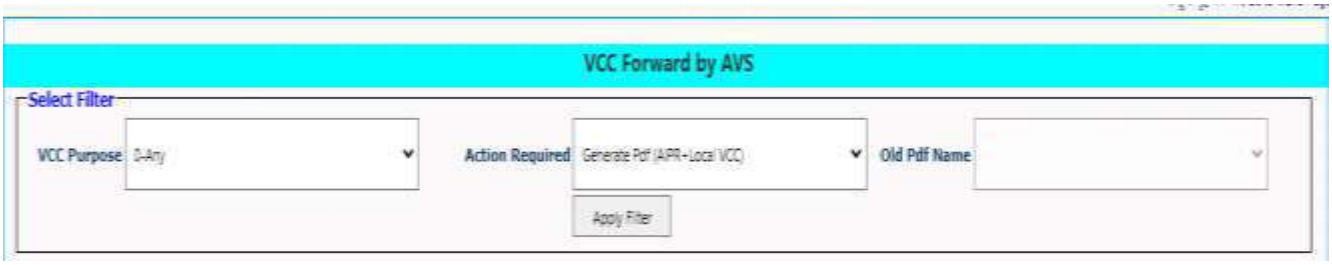
VIEW:

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.

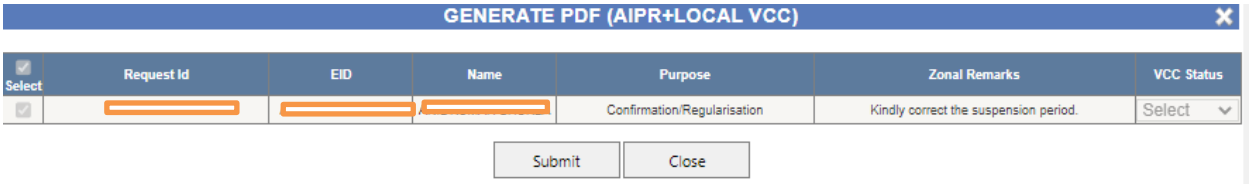


GENERATE PDF (AIPR+LOCAL VCC):

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.

AVS Generate Pdf

1 of 2 ? Find | Next PDF

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

LOCAL VCC & AIPR STATUS [REQUEST ID:- [redacted]			
EID:	[redacted]	**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	

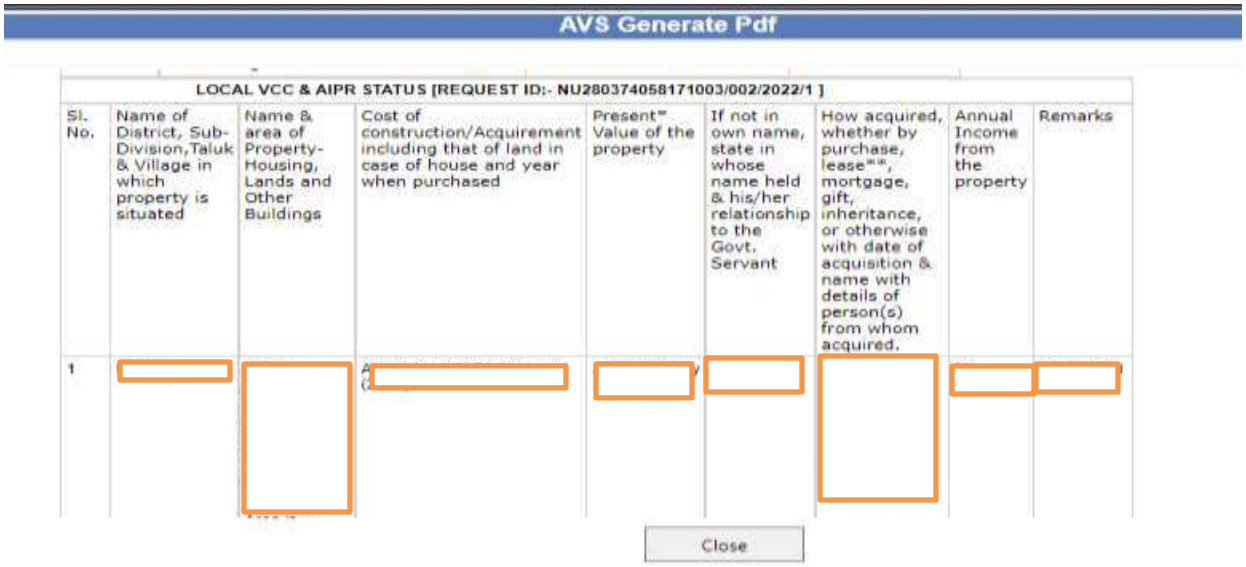
Sl.No.	Local Vigilance Status	As on date of eligibility (in	As on Current

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



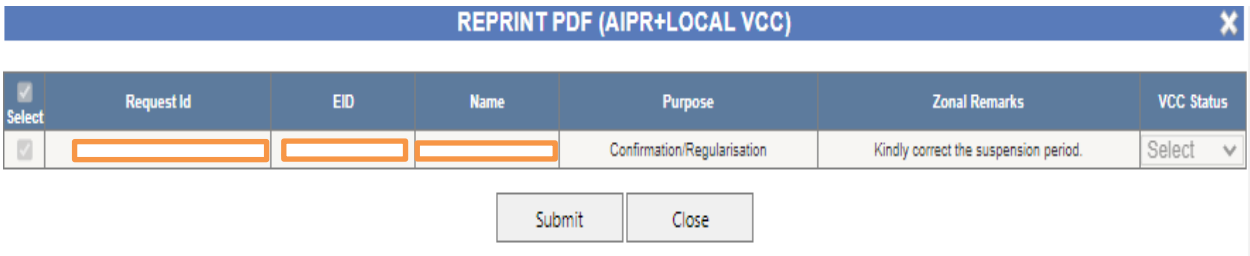
9. Press the "Close" button to close the dialog box.
10. Once pdf is generated, name of it may be seen by selecting option as "VIEW"

REPRINT PDF (AIPR+LOCAL VCC):

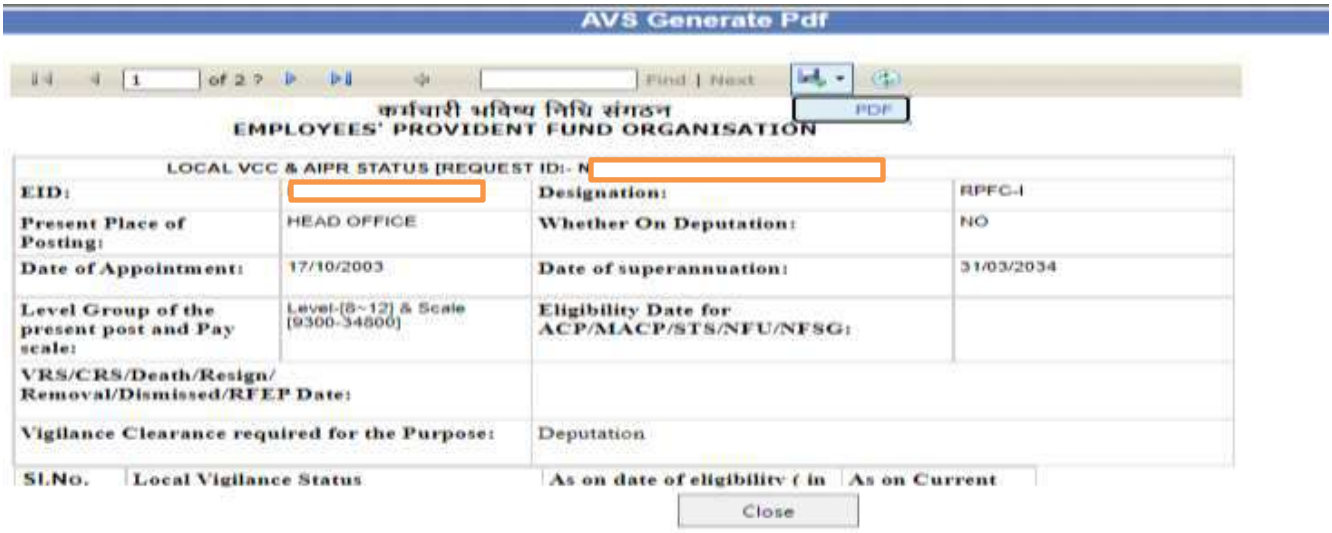
1. This option is enabled only when, combined pdf has already been generated
2. Option to be used print part/full PDF of AIPR+Local VCC
3. PDF name of "Old Generate combined PDF file" is mandatorily to be select from drop down

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

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



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 2 ? Find | Next PDF

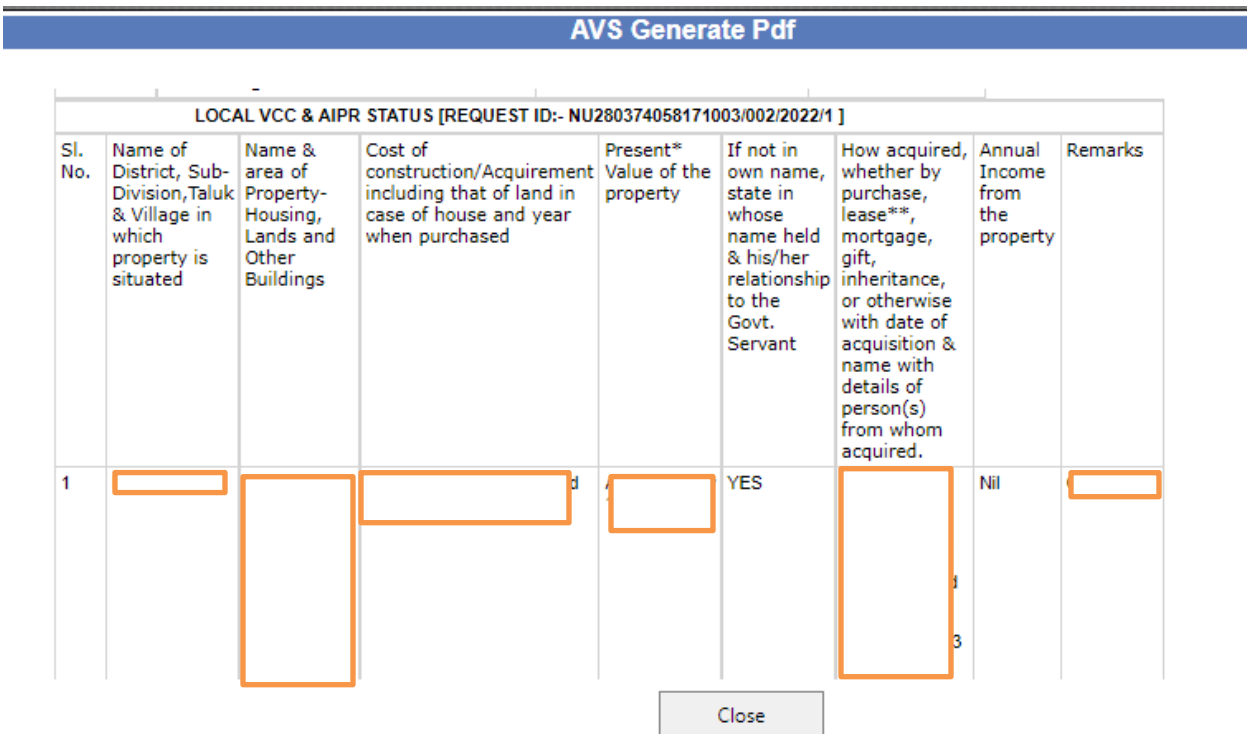
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

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]

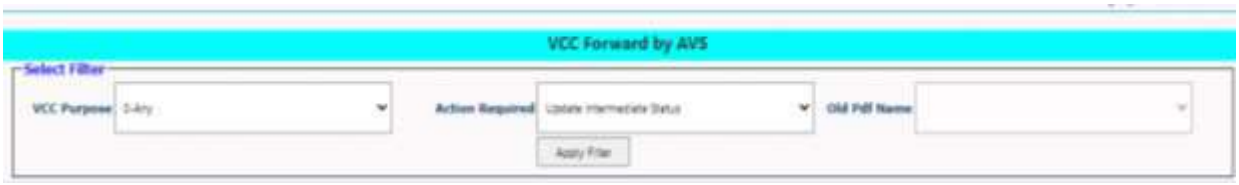
Sl. No.	Name of District, Sub-Division,Taluk & Village in which property is situated	Name & area of Property-Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present* Value of the property	If not in own name, state in 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			d		YES		Nil	

Close

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

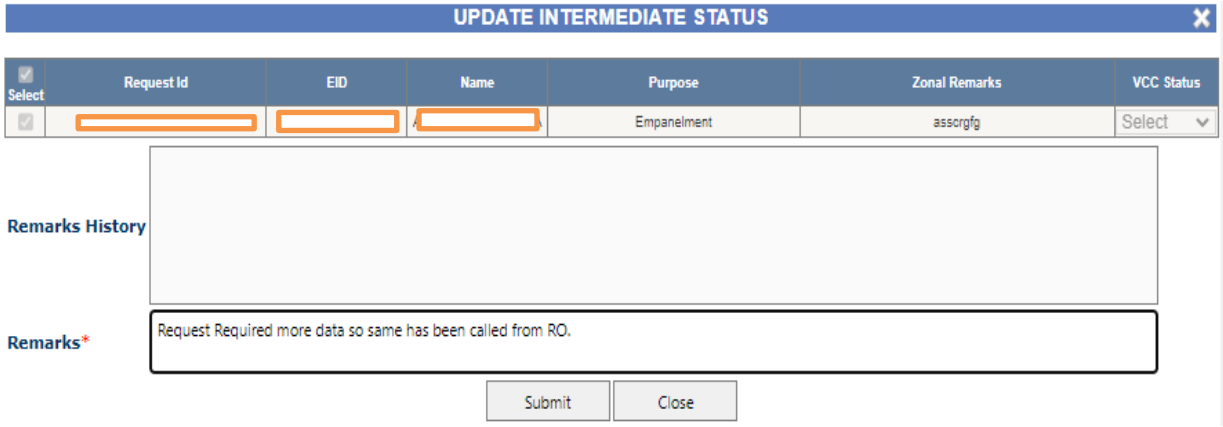
UPDATE INTERMEDIATE STATUS:

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



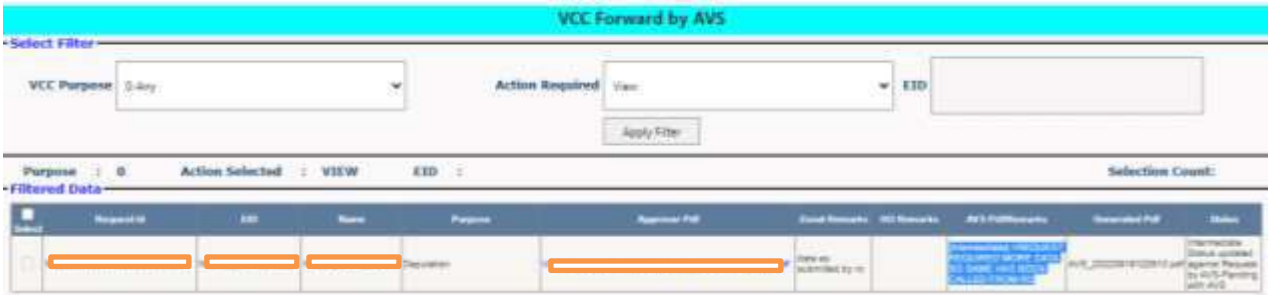
5. Select the record

6. Click on "Preview" button, below screen will appear



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"



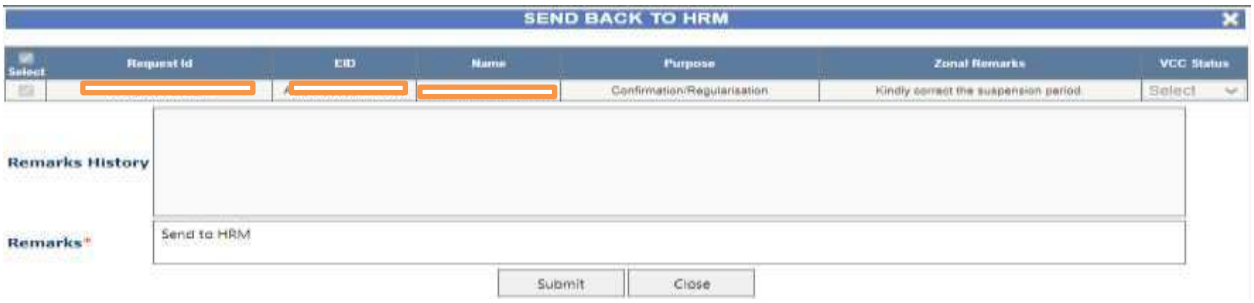
SEND BACK TO HRM:

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.

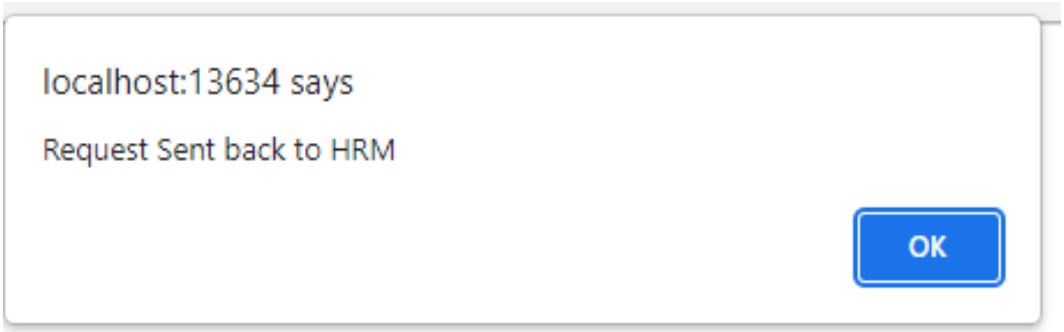
4. After click on "Apply Filter", EID record will appear on screen

5. Select the record

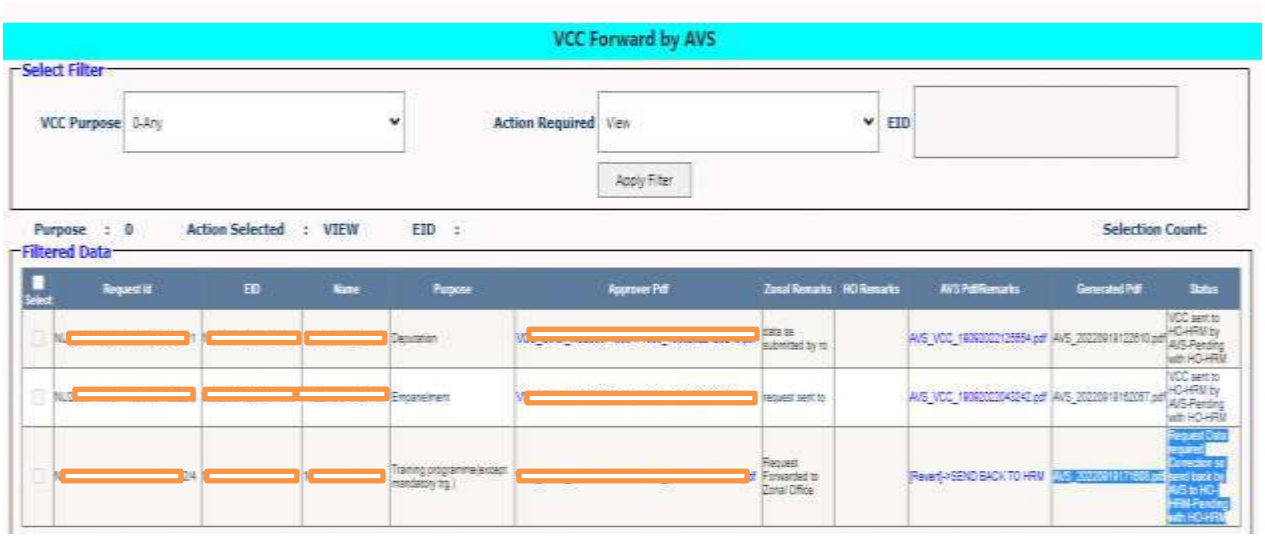
6. Click on "Preview" button, below screen will appear



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

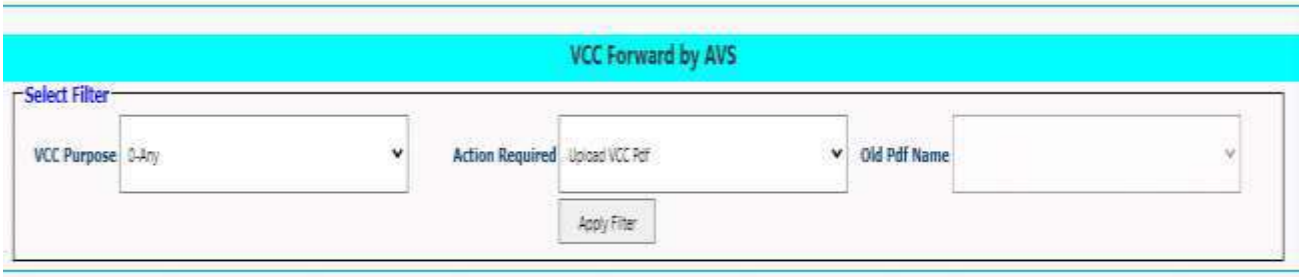


11. Once intermediate status is updated it may be seen by selecting option as “VIEW”

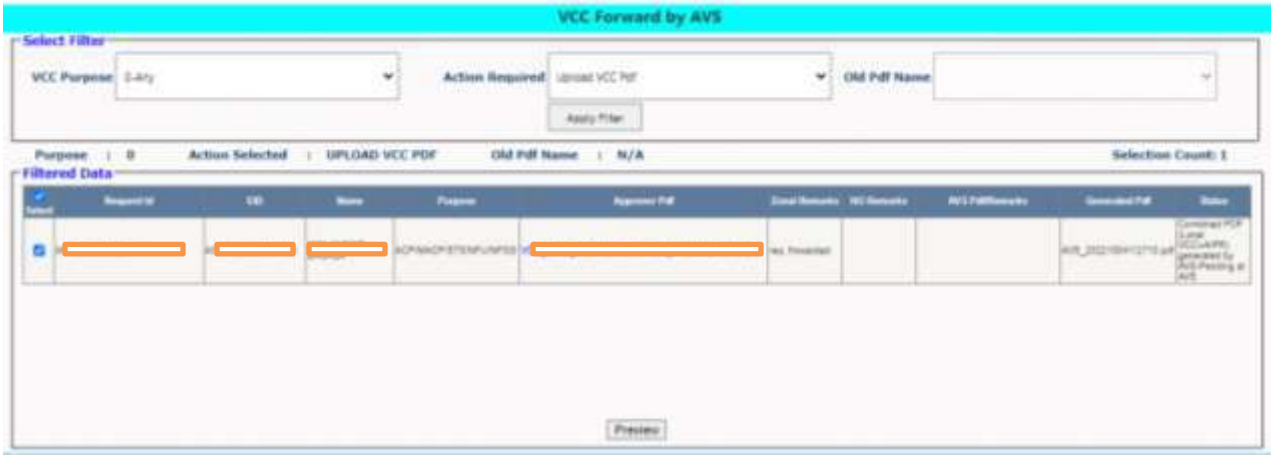


UPLOAD VCC PDF:

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.



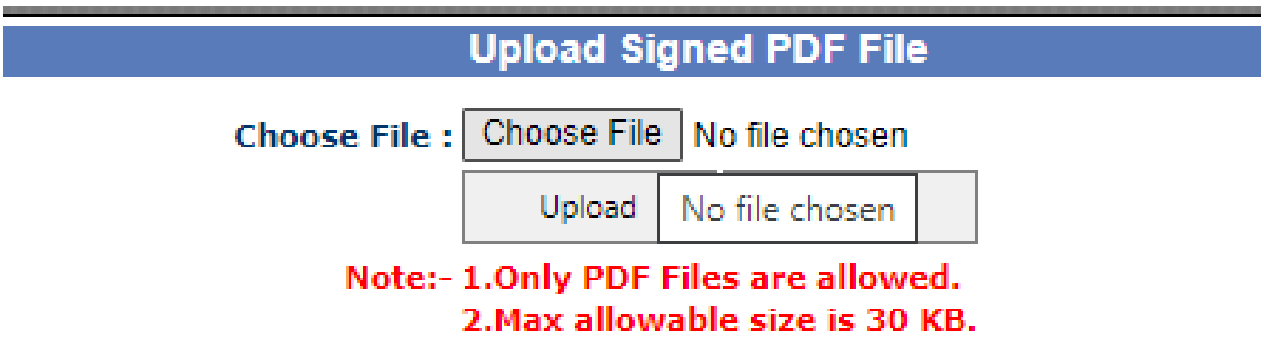
3. Select at least one request or 25 (max) to process further



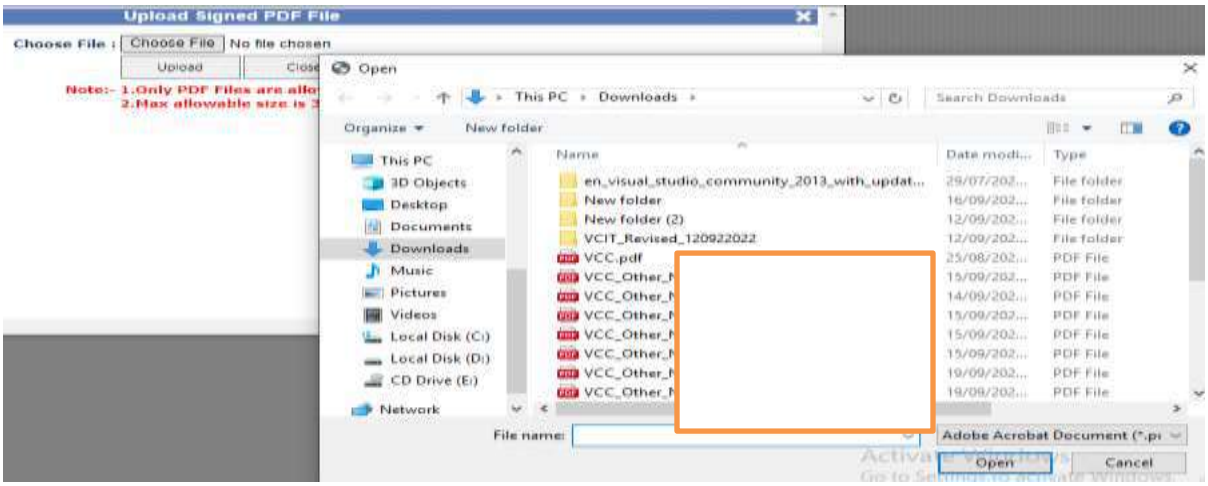
4. After selection, click on “preview” button to verify the list of selected EID’s

5. Below screen will appear

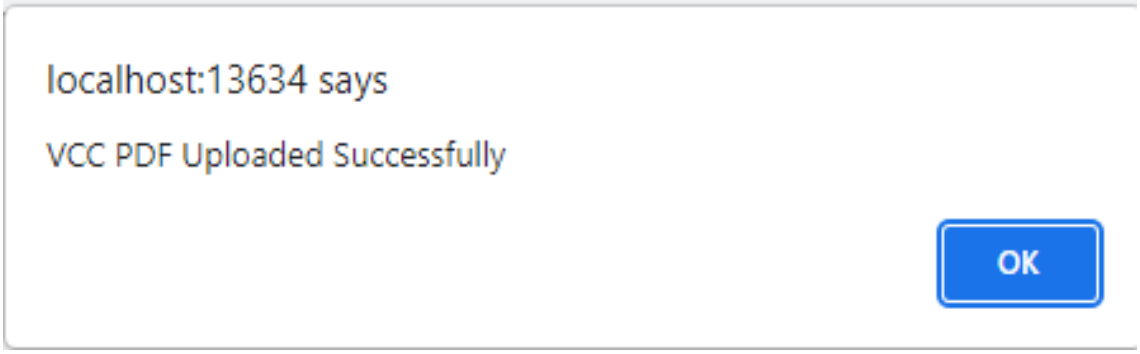
6. Verify the page heading to ensure the "Selected Action"
7. Verify the selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
8. Select the VCC status against each record
9. Click on "Submit" button, if all selected EID's are correct.
10. A file selection dialog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



12. A file selection dialog box will appear

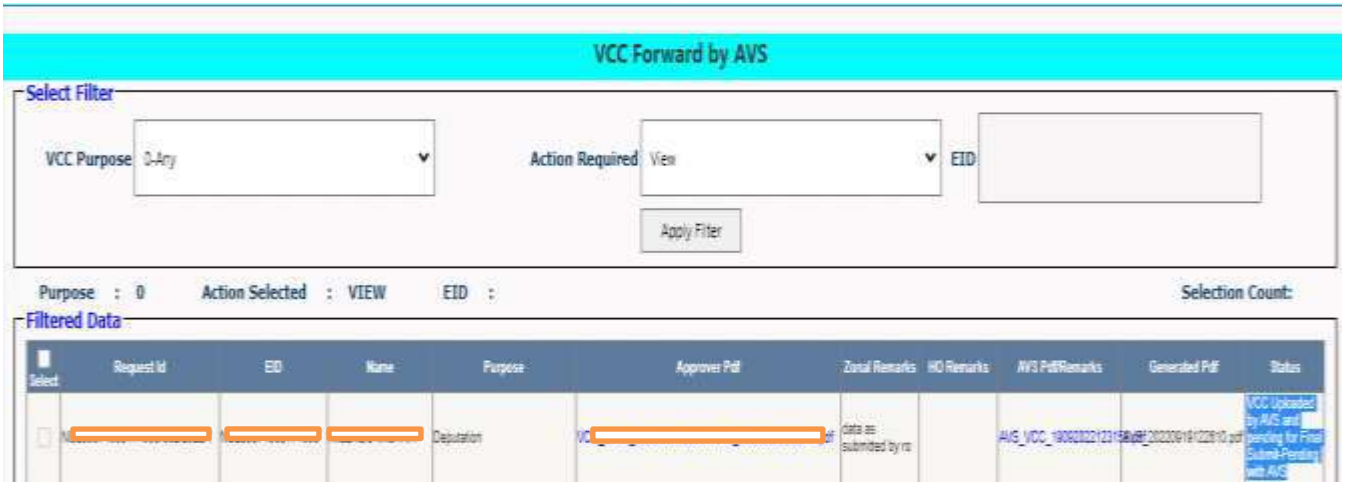


13. Select the VCC file and click on upload button
14. On successful upload, below message will appear



15. Uploaded VCC may be seen, by selecting option “VIEW”

16. Uploaded VCC may also be downloaded clicking hyperlink that appear before the column “AVC Pdf/Remarks”

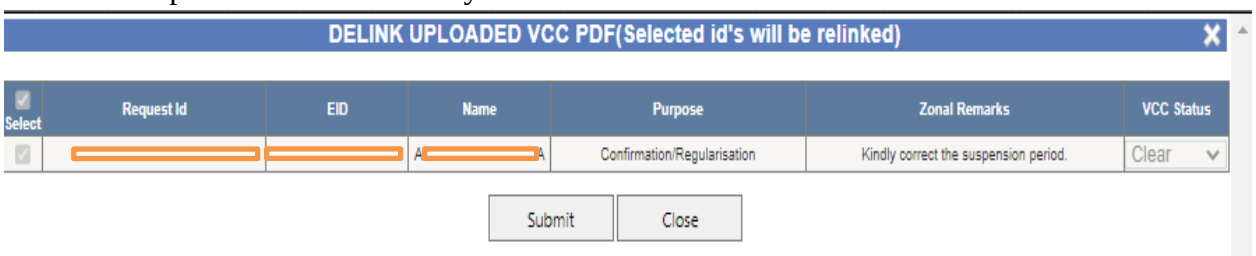


<u>DELINK UPLOADED VCC PDF:</u>

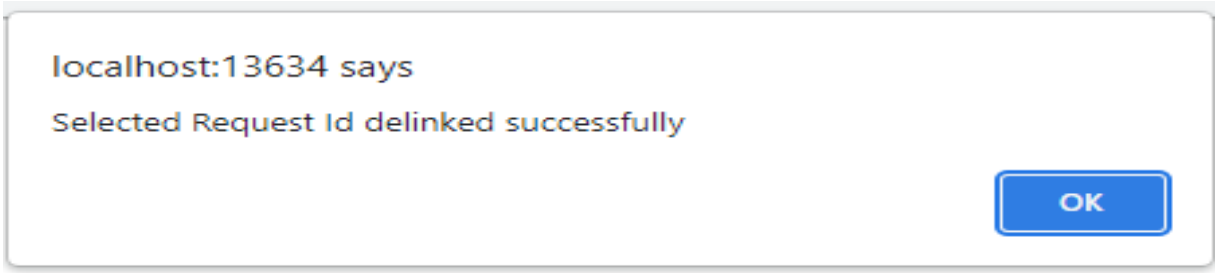
1. Option to be select when,
    a. Wrong VCC pdf file was uploaded
    b. Wrong selection of EID was done, during PDF upload
2. Only already uploaded VCC that are yet to be finally submitted may be delinked
3. Name of already uploaded VCC pdf is mandatorily to be select from drop down

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

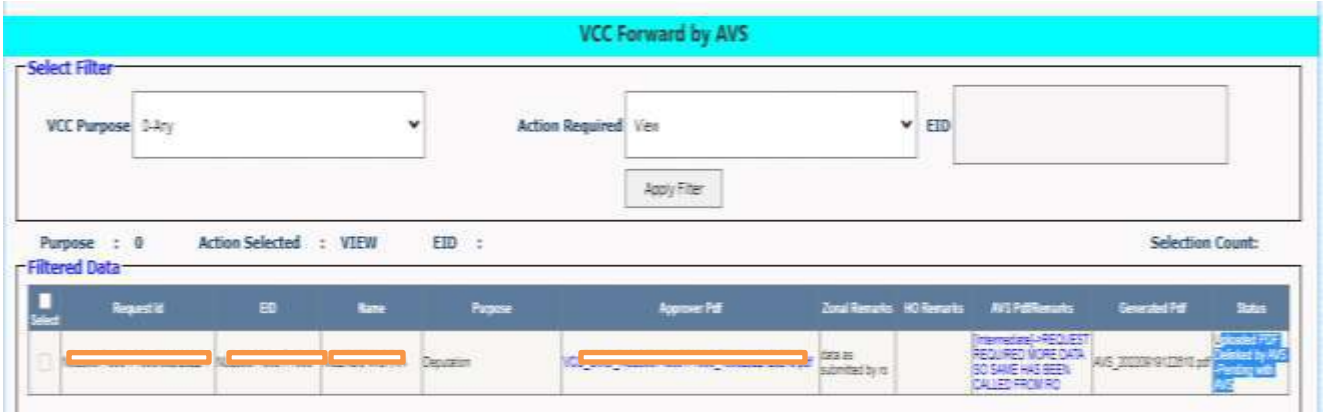
5. Un-Check the request id's against which uploaded PDF to be delinked
6. Click on preview button to verify the selection of EID's



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. Delink will also clear VCC status against the unchecked record



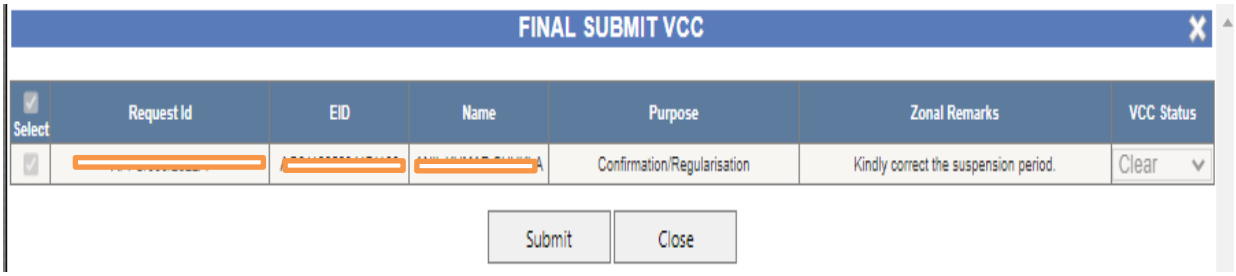
12. Updated status may be seen by selecting action as “VIEW”



FINAL SUBMIT VCC:

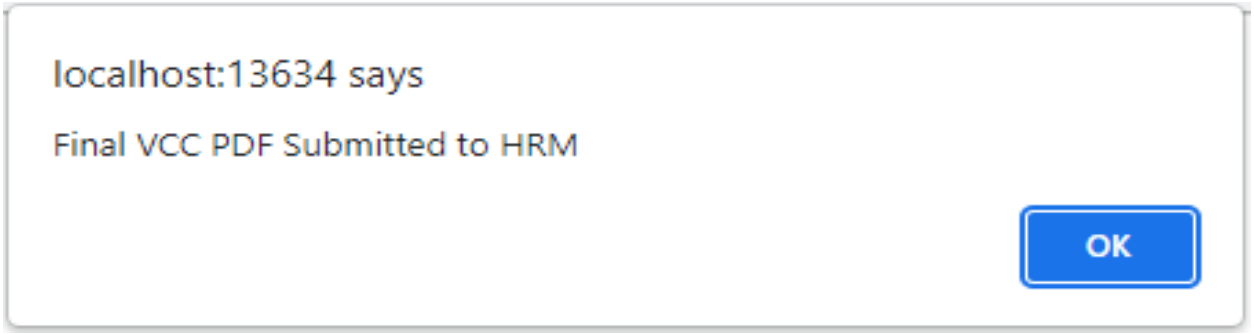
1. Option to be select only when complete verification of uploaded VCC PDF and EID’ involved in it has been done
2. Once VCC is finally submitted all option will DISABLED
3. Final submit will also allow HRM to download the uploaded VCC
4. Selection will show those records against which VCC pdf has been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

6. Click on preview button to verify the EID selection



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



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

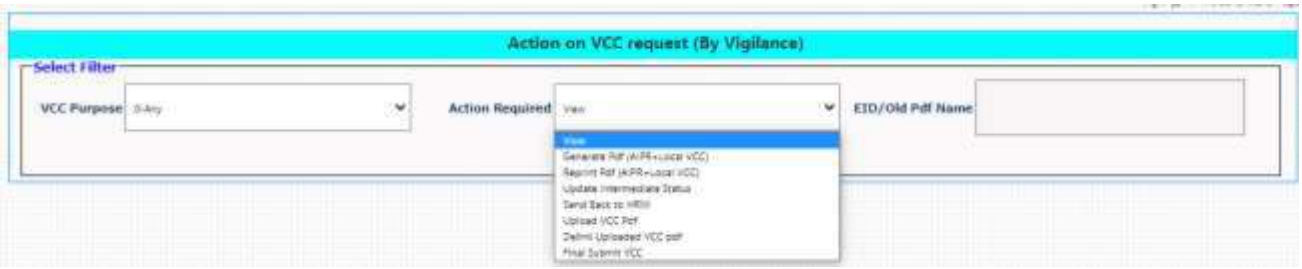
Functionality under Vigilance Section

1. Enter User id & Password under selection of "Admin User"

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

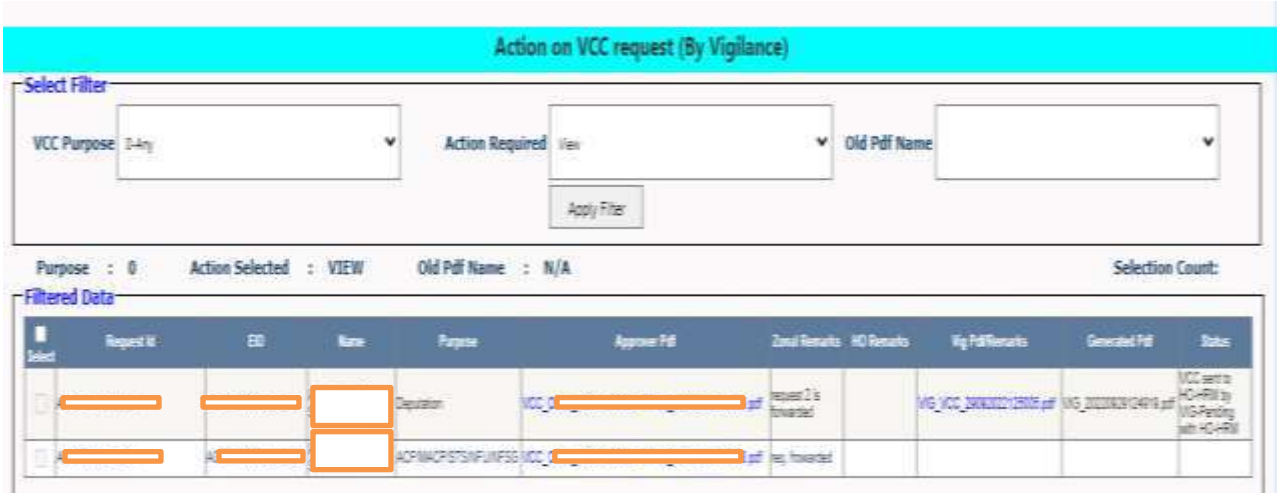
3. Available task list will appear on screen. Choose the task "VCC Forward (Vig.) under module VCIT

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 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

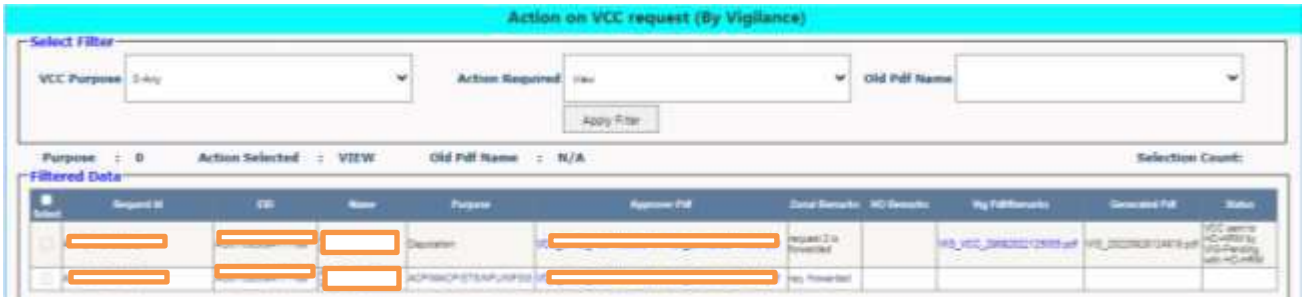


6. Below additional column along with request id, eid, name, purpose will be shown on screen:

- "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
- "VIG Pdf/Remarks' column, show the hyperlink of VCC pdf as uploaded by Vigilance 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 Vigilance section.

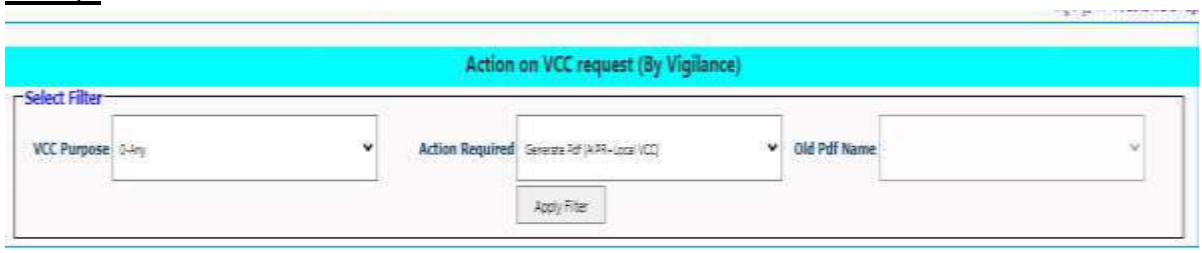
VIEW:

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 "VIG Pdf/Remarks" hyperlink, VCC pdf as uploaded by Vigilance section may be downloaded. Same option to be used to verify the correctness of uploaded VCC PDF.

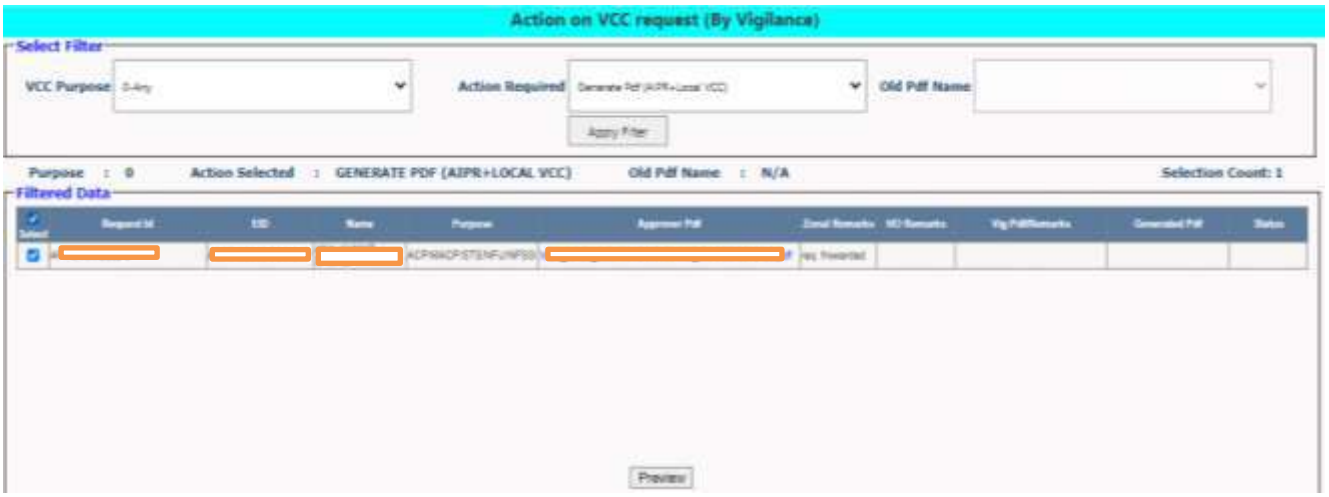


GENERATE PDF (AIPR+LOCAL VCC):

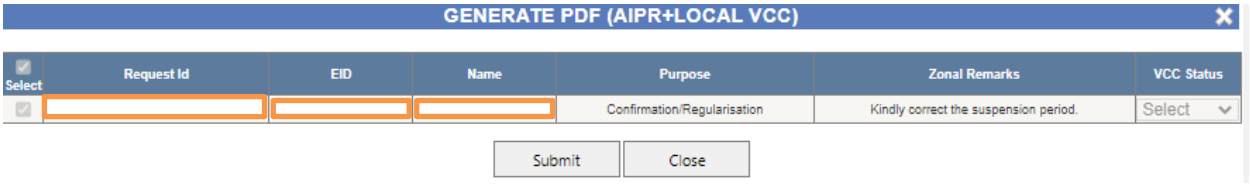
1. This Step is mandatory to take any further action on request
2. On selection, available pending record for action "**GENERATE PDF (AIPR+LOCAL VCC)"** to be shown on screen.



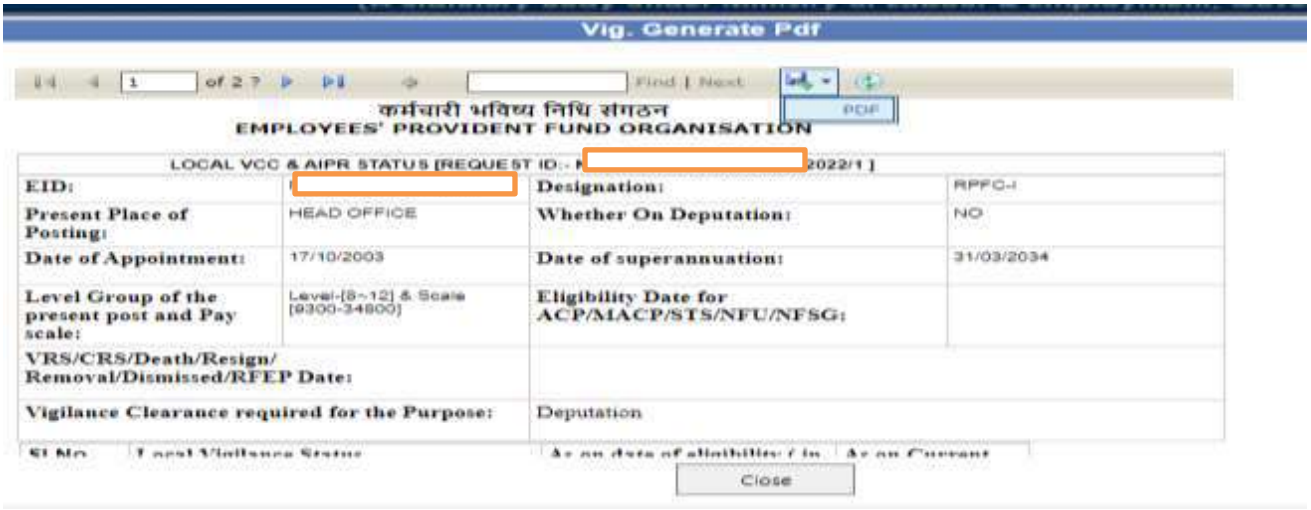
3. Select at least one or max 25 records at a time to generate "Combined Pdf" of AIPR and Local vigilance data (as submitted by initiated office)



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

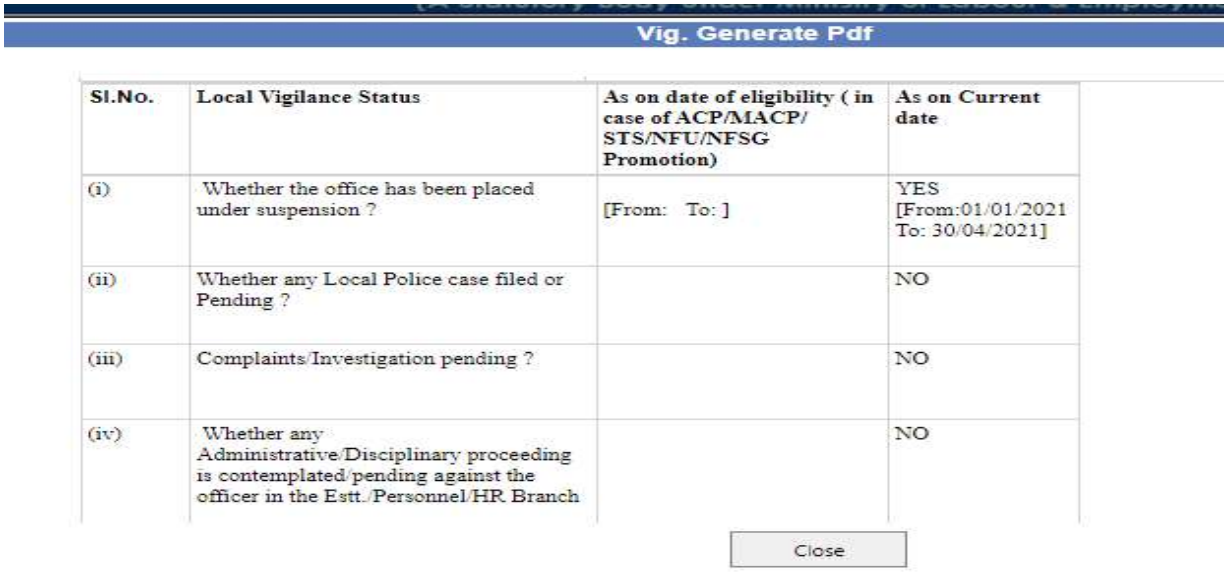
कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

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

EID:	[redacted]	**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

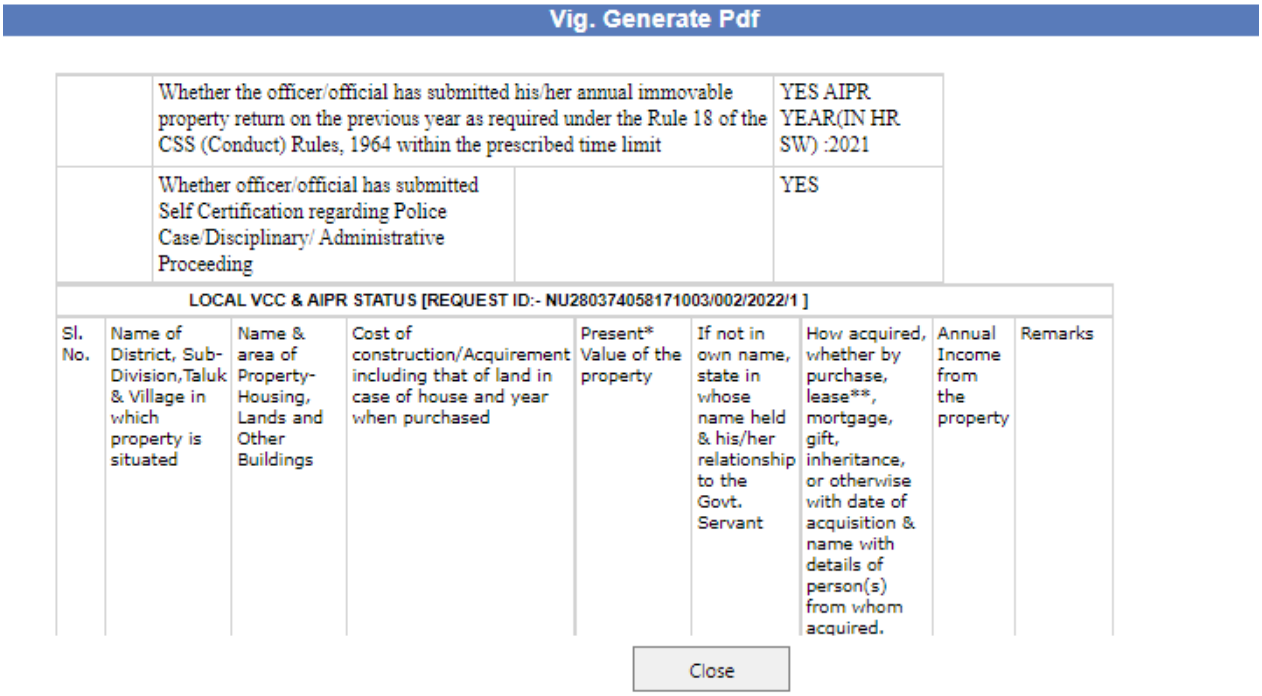
Close



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



Vig. Generate Pdf

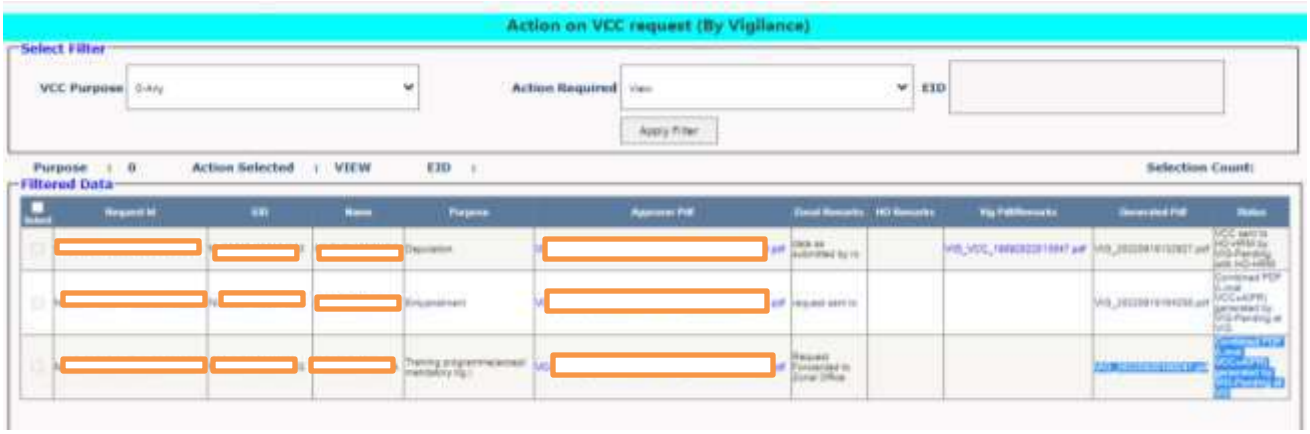
	Whether the officer/official has submitted his/her annual immovable property return on the previous year as required under the Rule 18 of the CSS (Conduct) Rules, 1964 within the prescribed time limit		YES AIPR YEAR(IN HR SW) :2021
	Whether officer/official has submitted Self Certification regarding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

LOCAL VCC & AIPR STATUS [REQUEST ID:- NU2803740581710 03/002/2022/1]

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

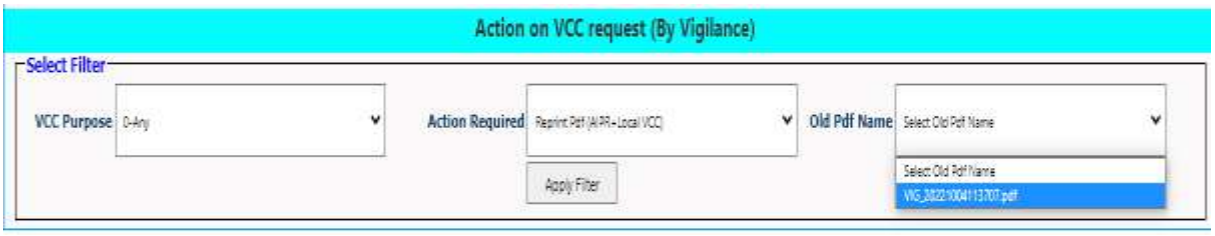
Close

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"



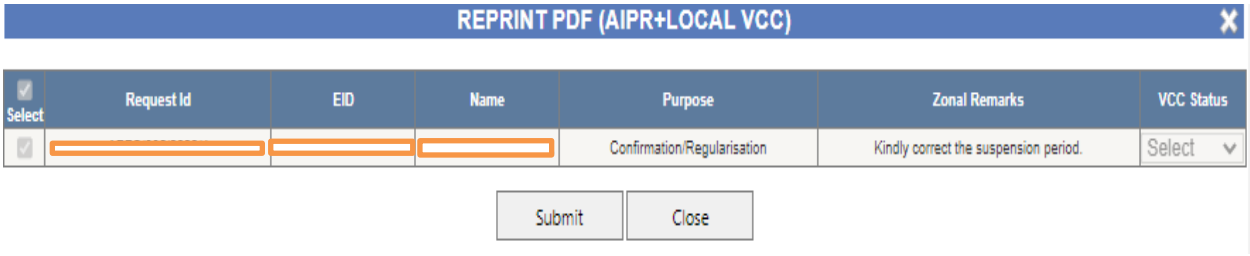
REPRINT PDF (AIPR+LOCAL VCC):

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

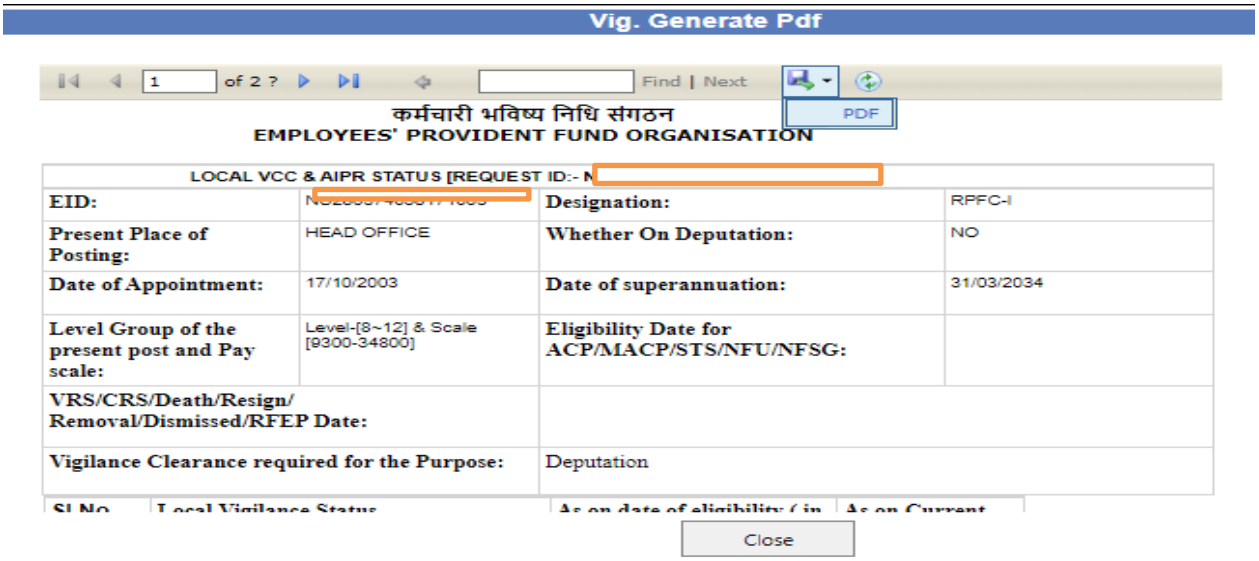


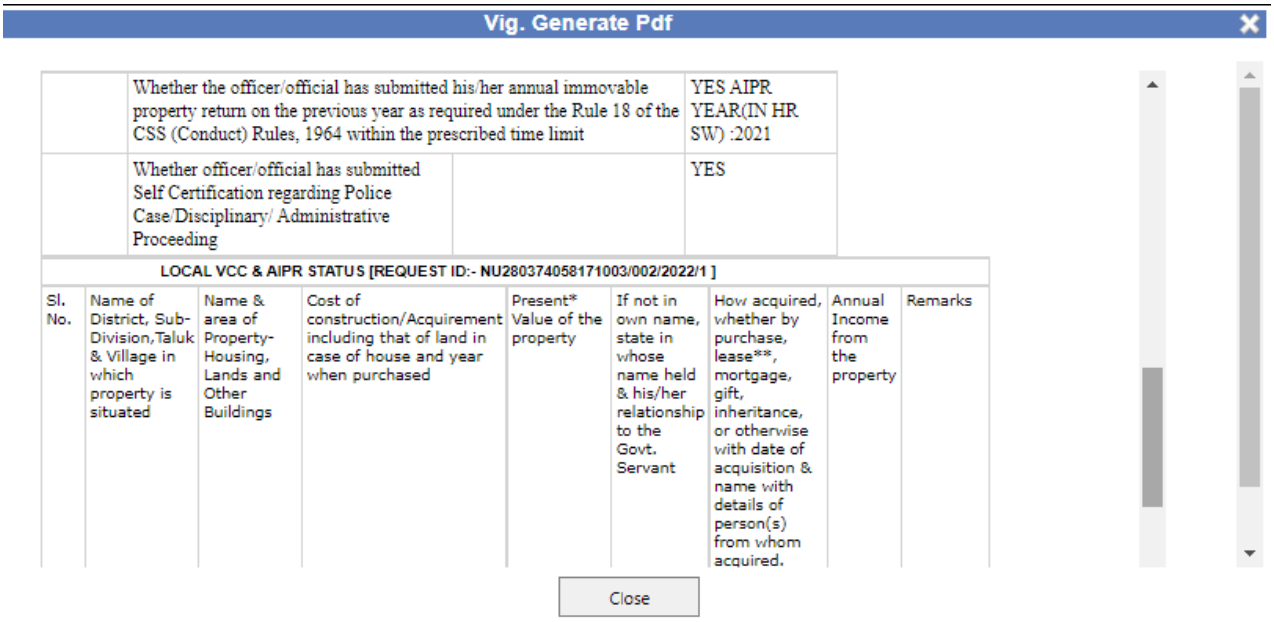
3. On apply filter, screen will show list of EID, against the selected PDF

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



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 generate "Combined Pdf" of AIPR and Local vigilance data (as submitted by initiated office)
9. 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

	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]

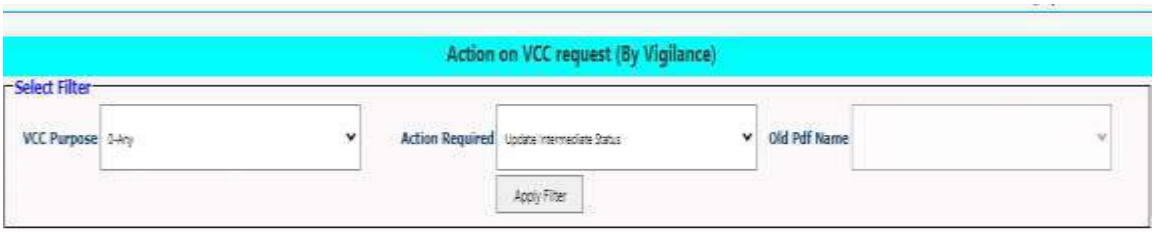
Sl. No.	Name of District, Sub-Division,Taluk & Village in which property is situated	Name & area of Property-Housing, Lands and Other Buildings	Cost of construction/Acquirement including that of land in case of house and year when purchased	Present* Value of the property	If not in own name, state in 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

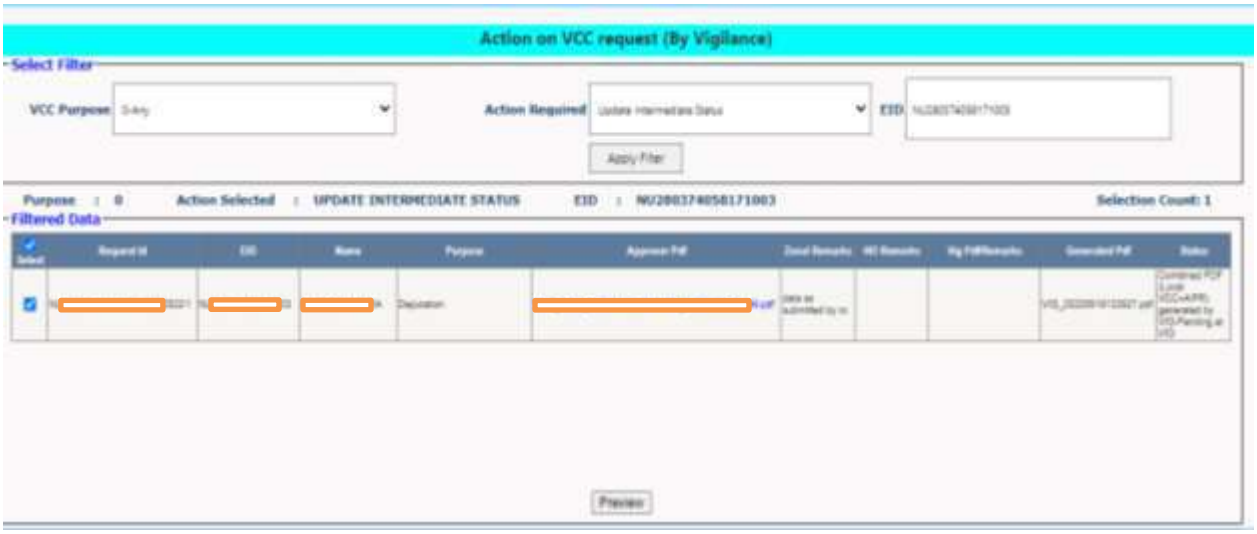
10. Press the “Close” button to close the dialog box

UPDATE INTERMEDIATE STATUS:

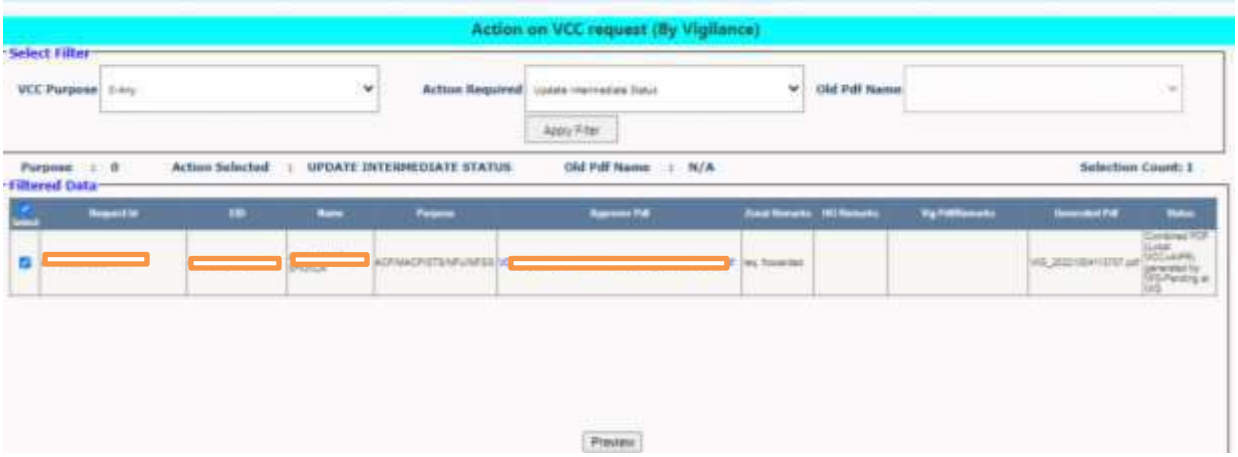
1. Option to be used when more information is required to process the request but same is not available with the section and/or some data has been requested by other section/office to process the request
2. Section wants to keep the request pending with him so that same may be process as soon as requested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



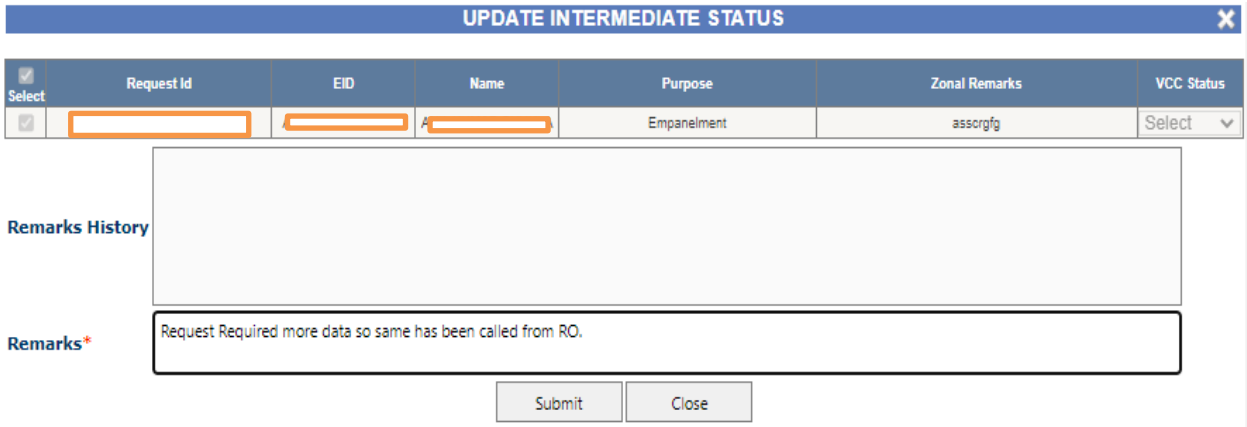
4. click of “Apply Filter”, record of selected EID will appear on screen



5. Select the record against which intermediate status is to be update

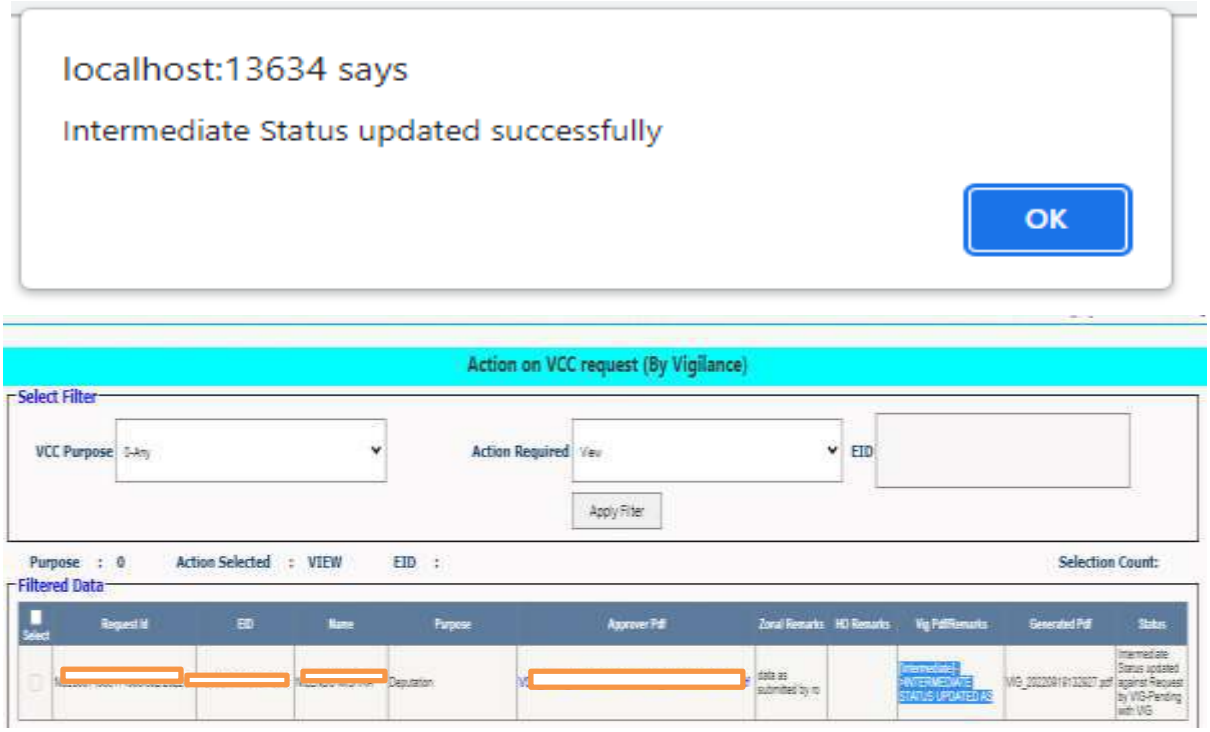


6. Click on "Preview" button, below screen will appear



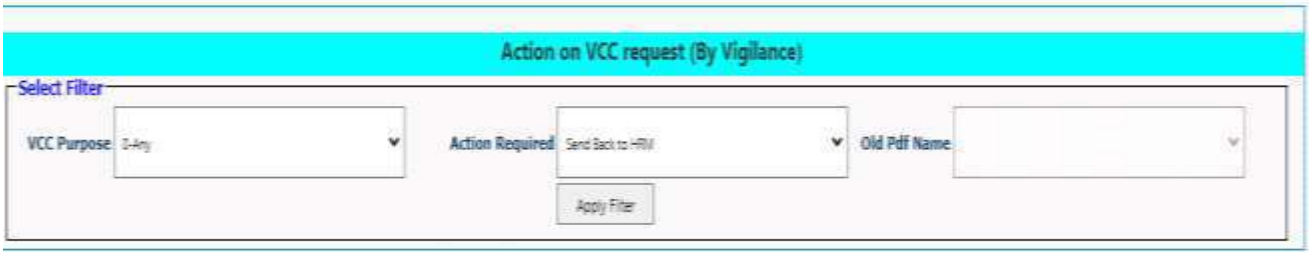
7. Verify the page heading to ensure the "Selected Action"
8. Verify the selected EID's. In case "WRONG" EID is selected for action, kindly click on "CLOSE" button
9. Enter the Remarks (Mandatory) and press on "Submit" button to update the intermediate remarks against the selected Request Id.

10. A confirmation popup will appear.
11. Once intermediate status is updated it may be seen by selecting option as “VIEW”



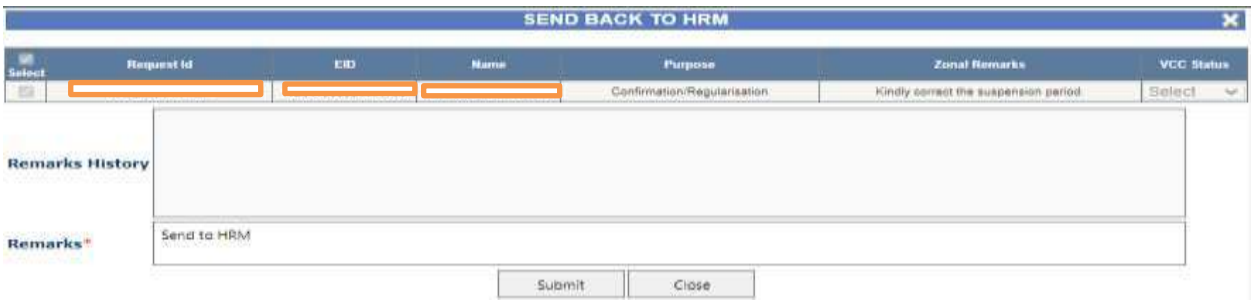
SEND BACK TO HRM:

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

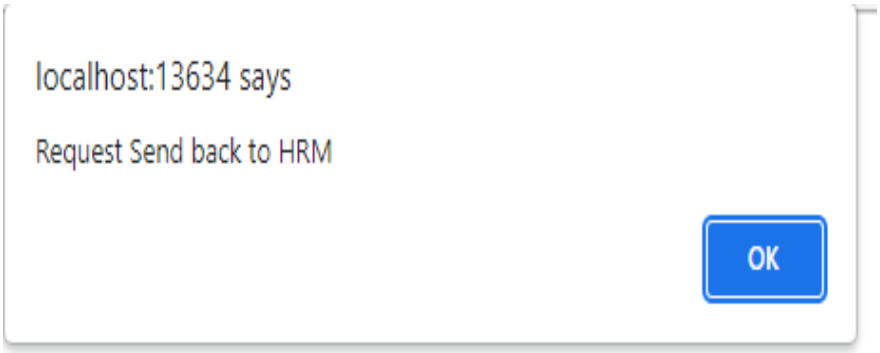


3. On click of “Apply Filter”, record of EID will appear on screen

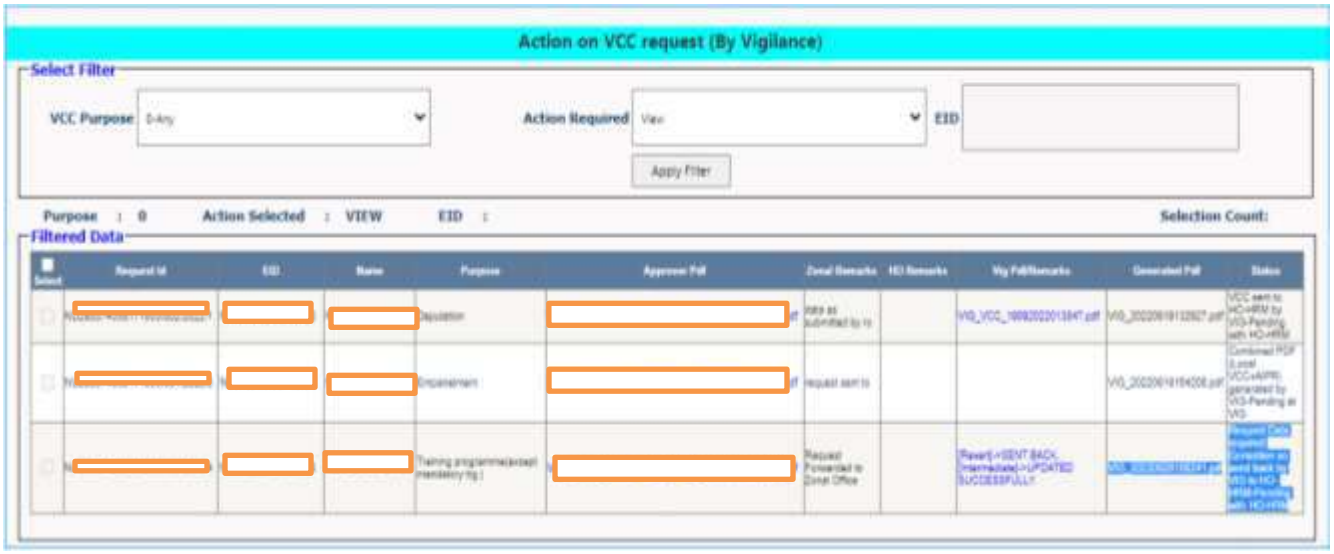
4. Select the record that to be send back to HRM
5. Click on “Preview” button to verify the selected EID. Below screen will appear



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

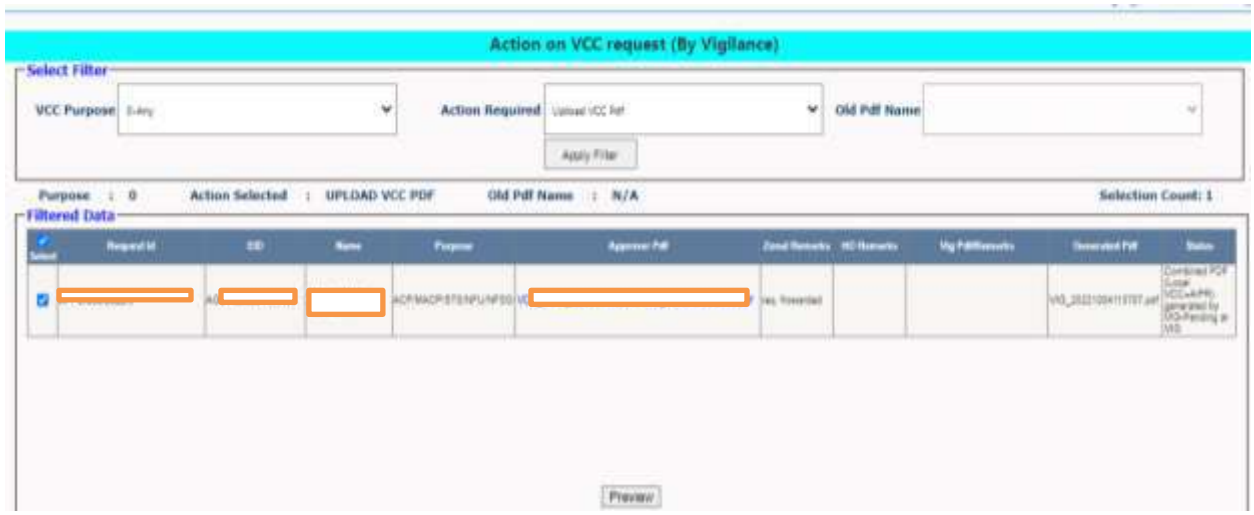


10. Once intermediate status is updated it may be seen by selecting option as “VIEW”



UPLOAD VCC PDF:

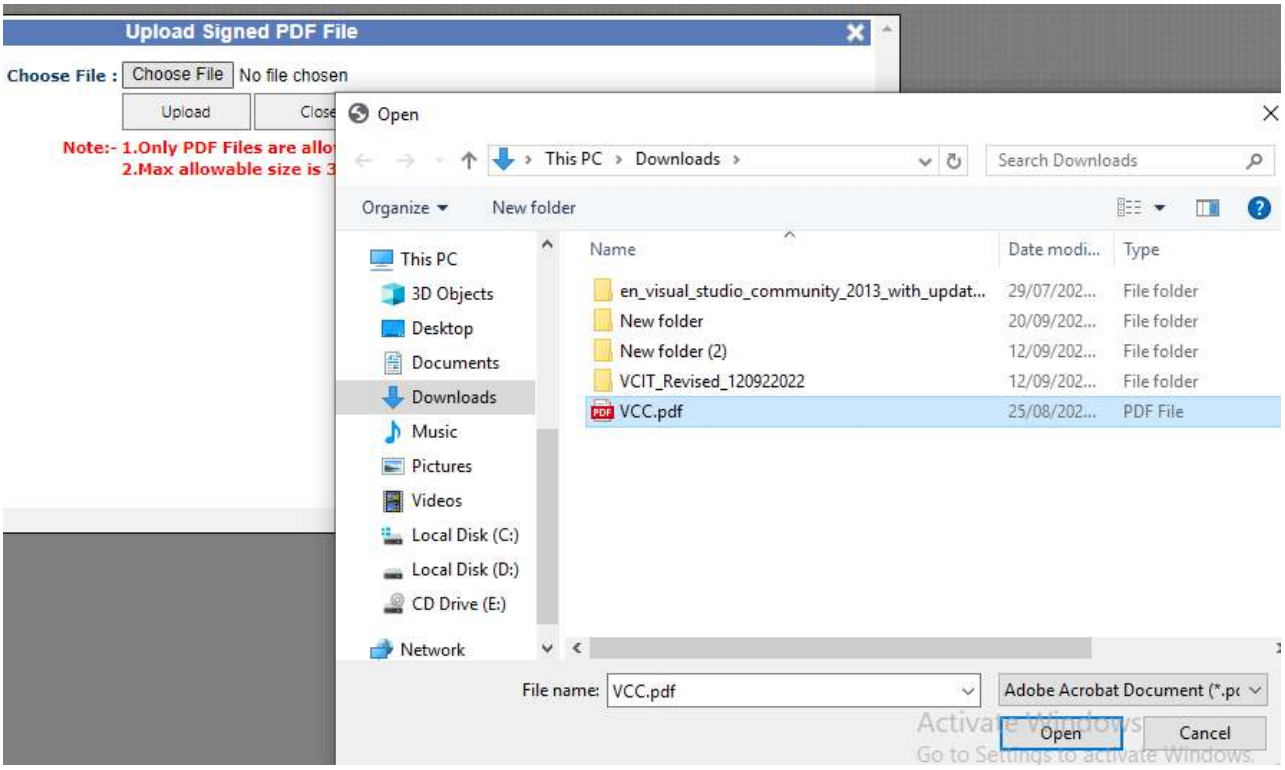
1. Option to be select, when VCC PDF is ready for upload
2. On click of apply filter, screen will show those records against which pdf is not uploaded or earlier uploaded pdf was delinked.
3. Select at least one request or 25 (max) to process further



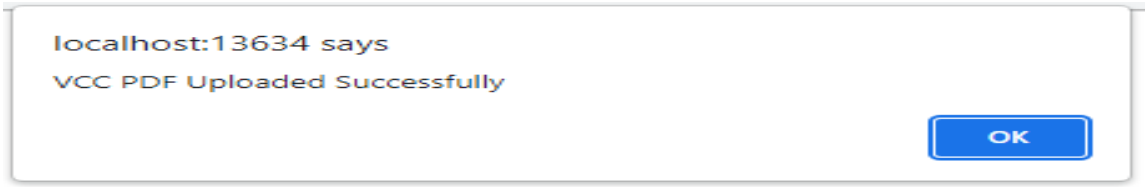
4. After selection, click on “preview” button to verify the list of selected EID’s
5. Below screen will appear

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)]

12. A file selection dialog box will appear



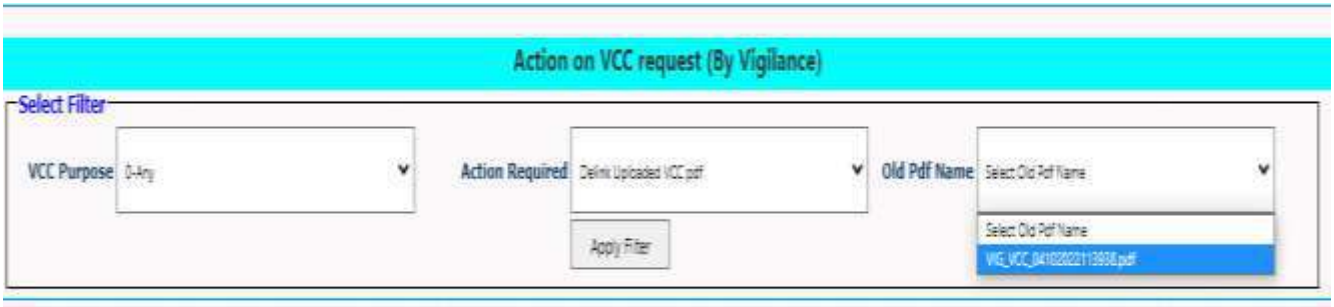
13. Select the VCC file and click on upload button
14. On successful upload, below message will appear



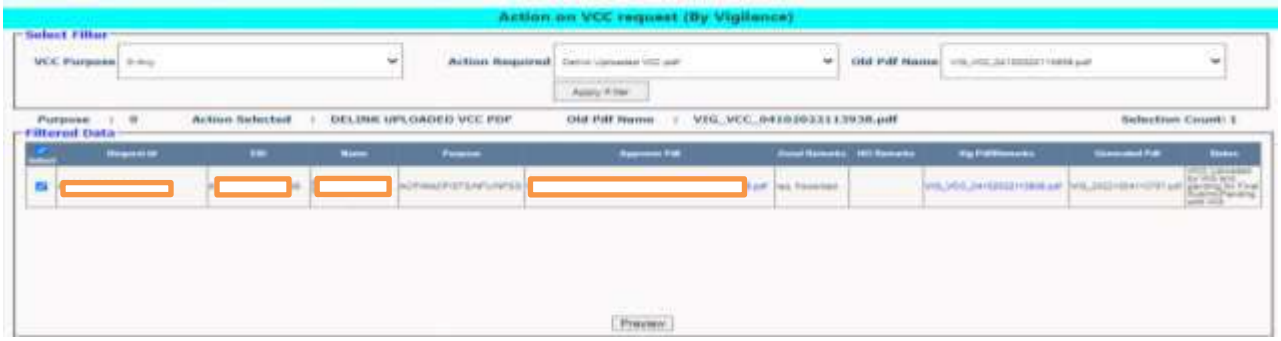
15. Uploaded VCC may be seen, by selecting option “VIEW”
16. Uploaded VCC may also be downloaded clicking hyperlink that appear before the column “AVC Pdf/Remarks”

<u>DELINK UPLOADED VCC PDF:</u>

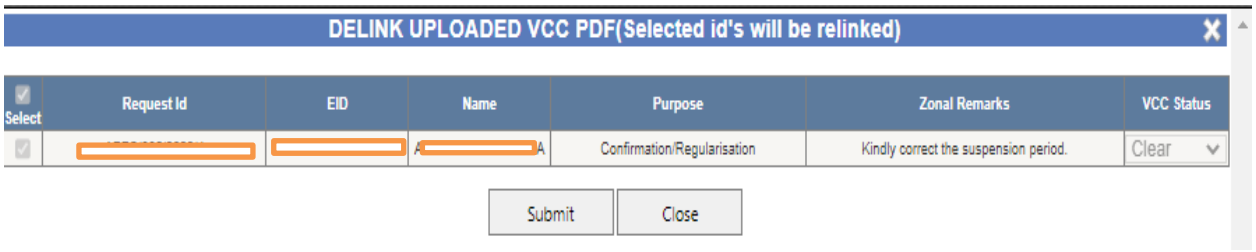
1. Option to be select when,
    a. Wrong VCC pdf file was uploaded
    b. Wrong selection of EID was done, during PDF upload
2. Only already uploaded VCC that are yet to be finally submitted may be delinked
3. Name of already uploaded VCC pdf is mandatorily to be select from dropdown



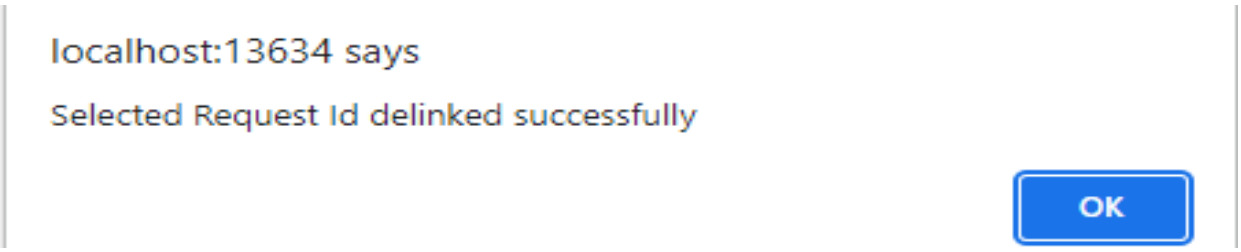
4. List of request id’s against selected VCC pdf name will appear on screen



5. Un-Check the request id's against which uploaded PDF to be delinked
6. 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



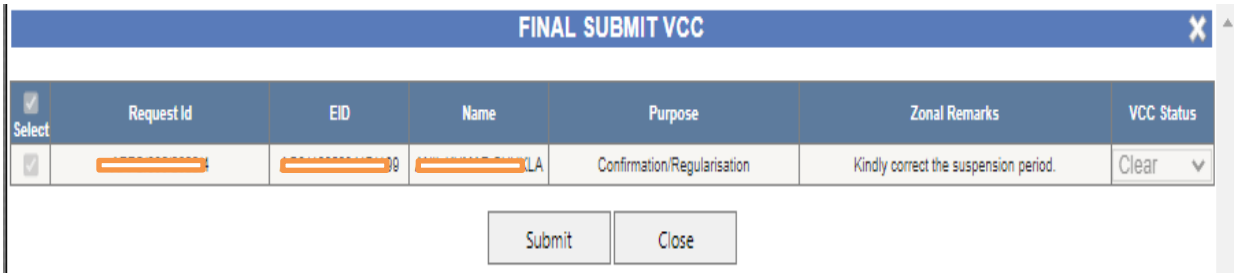
12. Updated status may be seen by selecting action as "VIEW"

FINAL SUBMIT VCC:

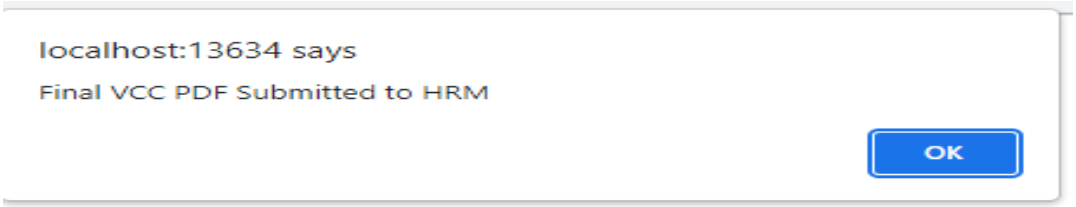
1. Option to be select only when complete verification of uploaded VCC PDF and EID' involved in it has been done
2. Once VCC is finally submitted all option will DISABLED
3. Final submit will also allow HRM to download the uploaded VCC
4. Selection will show those records against which VCC pdf has been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

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

6. Click on preview button to verify the EID selection



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



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

******END******