

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनिरत्न श्रेणी-1, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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SPMCIL/VIG/03/09/74.52

Date: 10.01.2012

CIRCULAR


Sub: Private foreign visits by SPMCIL officials.

Central Vigilance Commission vide circular dated 06.07.2009 has directed CVOs of all Organizations/Departments to maintain a data bank in respect of employees of their organization who had undertaken "private foreign visits" during the preceding calendar year in the prescribed format. Further, the CVOs has to inform CVC, mandatorily every year by the end of February that the updated information along with all details are available with them and to be made available to the Commission at a short notice as and when required. In this regard, DoPT vide OM dated 15.12.2004 has specified the proforma in which the details are to be furnished by the concerned officials who undertake such private foreign visits.

2. In compliance to above, all concerned are hereby notified to furnish the details in the enclosed proforma while seeking Vigilance clearance to undertake the private foreign visits. In case, the journey is not performed by the official(s) then the same may be intimated to the Vigilance Department immediately.

3. This issues with the approval of CVO (I/C), SPMCIL.

Encl: As above.


(S. S. BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mills
SPMCIL.

CC:

1. OSD to CMD.
2. Director (T)/ Director (HR)/CVO (I/C).
3. GM/ Dy. GMs (Corporate Office).
4. Manager (OL): for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office/units).
6. Notice Board (Corporate Office/Units).

SPMCIL/VIG/03/09/7458

At: 10-01-2012

PROFORMA

- a) Name:
- b) Designation:
- c) Grade Pay/Level:
- d) Place of posting:
- e) Passport No.:
- f) Details of private foreign travels to be undertaken in the following format:

Period of stay abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/lodging, visa, misc, etc.)	Source of funds	Remarks
From	To					
1	2	3	4	5	6	7

- g) Details of previous foreign travel, if any undertaken during the last four years (as under item no. f)

Dated:

Signature

M. Balani
10/01/12
(S.S. Balani)
Sr. VO.