



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

NO.AAC/RTI/2026/ 41

May 25, 2026.

Shri Arijit Paul,

Subject : Supply of Information under RTI Act, 2005.

Sir,

This has reference to the RTI Application bearing No. DIRKA/R/E/26/00023 dated 10/05/2026 on the above subject.

The reply to the query is as under :-

Information sought	Reply
I, Arijit Paul (Assistant) currently posted in N.S.C.B.I Airport Kolkata under Airports Authority of India in Fire Service joined in March 2020. Employee ID – 10022708. Why my promotion is being withheld and under what grounds, please provide me with necessary documents.	The Promotion of Shri Arijit Paul, Asstt. (FS), Emp. No: 10022708 is kept in sealed cover as Vigilance Clearance has been withheld on account of Pendency of a Criminal Case against him. AAI CHRM Circular No: 06/22, dated 23.05.2022, on the subject : "Instructions for issuance of Vigilance/Disciplinary Clearance status" is enclosed as Annexure-1.

As per Section 19 of the Right to Information Act 2005, if you are not satisfied with the reply you can file an appeal with the First Appellate Authority within 30 days of the issue of this order, whose particulars are as under :-

Shri Vikram Singh
Airport Director,
Airports Authority of India,
Operational Office, NSCBI Airport,
Kolkata-700052.

Thanking you,

Yours faithfully,


(Manoj Kumar Behera)
General Manager (Ops.-ASM)/CPIO

Encl. Annexure-1.



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

No: A.60011/06/2017/HRPC/Pt. 1/154

The Regional Executive Director
Airports Authority of India
Northern/Western/Eastern/Southern/North-East Region
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Airport Director
Airports Authority of India
Kolkata/Chennai Airport

The Principal,
Civil Aviation Training College (CATC),
Bamrauli, **Prayagraj**

Date: 23rd May, 2022

The Executive Director,
Airports Authority of India
RCDU/FIU, **New Delhi**

The Director,
Indian Aviation Academy,
New Delhi

The General Manager,
Airports Authority of India
CRSD/E&M Workshop,
New Delhi

Corporate HRM Circular No. 06 / 2022

Sub: Instructions for issuance of Vigilance/ Disciplinary Clearance/ Status

1. Introduction:

Central Vigilance Commission (CVC) has issued instructions from time to time to improve the vigilance administration in the organizations under its purview and to ensure that the posts in the organizations are occupied by persons with exemplary service and clean vigilance track record. In terms of para 5 of CVC Resolution dated 11.02.1964 (which is not inconsistent with the provisions of CVC Act, 2003 for the purpose of section 24 of the Act), the Commission advises the Ministries / Departments / Undertakings in respect of all matters pertaining to maintenance of integrity in administration which also includes vigilance inputs on the antecedents of public servants. This in common parlance is often referred to as 'Vigilance Clearance'. Similarly, matters pertaining to maintaining integrity based on non-vigilance inputs is referred as Disciplinary Clearance.

Accordingly, a system has evolved over the period, for processing Disciplinary / Vigilance clearance for all serving AAI officials through SAP-ESS Portal. While taking into consideration various instructions and circulars issued by relevant authorities on the

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राजीव गांधी भवन
Rajiv Gandhi Bhawan

सफदरजंग हवाई अड्डा नई दिल्ली- 110003
Safdarjung Airport, New Delhi-110003

दूरभाष : 011-24632950
Phone : 011-24632950

subject till date, the following guidelines are issued with the intent to further streamline the processing of vigilance clearance in Airports Authority of India.

2. Disciplinary / Vigilance Clearance:

Disciplinary / Vigilance Clearance is an instrument to certify whether an employee is involved in any misconduct or criminal offence like demand/ acceptance of illegal gratification, possession of disproportionate assets, forgery, cheating, abuse of official position involving vigilance angle violation of any of the provisions of the Airports Authority of India Employees (Conduct, Discipline & Appeal) Regulations, 2003. These guidelines are meant for grant or denial of disciplinary / vigilance clearance to the Executives/Non-Executives posted in Airports Authority of India or on deputation to any of the AAI subsidiaries/other organizations.

In respect of those persons, who are already holding Board level positions and who have been recommended for higher Board level positions, the disciplinary / vigilance clearance may be ascertained, besides other sources, from the Central Vigilance Commission. The Commission, vide its Circular No. 3(v)/99/4 dated 12.07.1999, issued instructions that "Vigilance clearance should be obtained from the Commission in respect of all candidates / officers recommended by the PESA for appointment to any Board level position in PSEs, irrespective of their holding a Board level or below Board level post at that point of time".

The matter pertaining to issuance of disciplinary / vigilance clearance has been reviewed and the procedure for issuance of disciplinary / vigilance clearance is enumerated in the succeeding paragraphs. Efforts have been made to align the provisions of disciplinary / vigilance clearance with those as followed in the Schedule-A organizations under Ministry of Civil Aviation as well as other similar PSUs.

3. Scope for Issue of Disciplinary / Vigilance Clearance:

The following are the occasions for which disciplinary / vigilance clearance will be issued by Corporate HR / Corporate Vigilance Department in respect of all serving AAI

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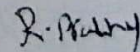
Executives/ CHQ Non-Executives and the same will be issued by respective Regional HR / Vigilance Divisions in respect of regional Non-Executives through SAP Portal:

- a) Removal of probation period
- b) Placement in the next Higher Scale
- c) Promotion
- d) Confirmation
- e) Issue of New Passport/Renewal of Passport
- f) Permission to visit abroad
- g) Deputation to another organization
- h) Resignation
- i) Voluntary/Compulsory Retirement
- j) Superannuation
- k) Demise before superannuation (to facilitate transfer of post service benefits to family of deceased)
- l) Forwarding of application for appointment/assignment outside the Department

For the cases involving Board level officers as well as selection process by PESB, disciplinary / vigilance clearance shall be processed offline (through e-office or otherwise) as per the specific PESB/CVC format for the purpose and will be issued upon approval of ED (HR) / CVO.

4. Validity of Disciplinary / Vigilance Clearance:

The validity of disciplinary / vigilance clearance is for three months and it shall be counted from the date of issue. However, the same can be revoked earlier also with due approval of competent authority. Disciplinary / Vigilance clearance shall be specific to the purpose. The disciplinary / vigilance clearance shall not be used for the purposes other than that specified in the application.



5. Procedure for Disciplinary / Vigilance Clearance:

Requests for disciplinary / vigilance clearance application (except for individual applications by the executives/non-executives for issue/re-issue of passport or permission to visit abroad) shall be initiated by the nodal officer(s) of the HR Directorate and shall always be treated as confidential. Under no circumstances, information pertaining to the process shall be passed on to another department/agency. It will be the responsibility of HR Directorate to ensure that all requisite entries (personal information, place of posting, purpose of DC / VC etc.) are correct and updated in the DC / VC Request Form. Wherever applied through SAP Portal, disciplinary / vigilance clearance outcome shall be conveyed through SAP Portal only and in no case shall be handed over to the employee concerned by the Vigilance Directorate.

6. Approving Authority in Vigilance Department for Vigilance Clearance:

For various levels of officials in AAI, different approving authorities are assigned for processing and grant of disciplinary / vigilance clearance. The jurisdiction of vigilance officers will be as follows for granting Vigilance Clearance:

Sl. No.	Level of AAI Officials	Approving Authority for Vigilance Clearance
1.	Staff/Non-Executives at Airports/RHQs	Vigilance In-Charge at RHQ (NR, WR, SR, ER+NER)
2.	Staff/Non-Executives at CHQ	DCVO(I), CVD
3.	Jr. Executive to Manager	DCVO(I), CVD
4.	Sr. Manager to Jt.GM	GM (Vigilance), CVD
5.	GM, ED and above	CVO

Sl. No.	Level of AAI Officials	Approving Authority for Disciplinary Clearance
1.	Upto DGM level	Incharge Disciplinary Cell
2.	E7 and above	GM (HR)/ Head of Disciplinary Cell

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On receipt of DC / VC request through SAP Portal the same will be processed by the respective RHQ HR / Vigilance Section / Corporate HR / Vigilance Department, and finally one of the following fields will be selected by the applicable approving authority based on the vigilance data base and status of vigilance clearance will be conveyed to respective requisitioning HR Department automatically through SAP system generated e-mail. The applicable approving authority in HR / Vigilance department as per the level of official will approve one of the following vigilance status:

S.No.	Vigilance Status	Description
1.	Disciplinary / Vigilance Clearance Granted.	Disciplinary / Vigilance Clearance given
2.	Disciplinary / Vigilance Clearance Withheld.	Disciplinary / Vigilance Clearance denied
3.	Disciplinary / Vigilance Clearance with Status	Disciplinary / Vigilance status of last 10 years is conveyed for appraisal of Departmental Promotion Committee indicating award of major/minor penalties or recommendation for award of major/minor penalties, pending decision of Disciplinary Authority, for vigilance cases against the official. In case of exoneration, it will be covered under the status 'Disciplinary / Vigilance Clearance Granted'.

7. Disciplinary / Vigilance Status:

7.1 Vigilance Status is the list of vigilance cases, proceedings and outcomes for a given duration in respect of any official. Such information is normally sought by other organizations in specific format (either as part of application process or after selection, as the case may be) where an official has applied for the purposes such as seeking deputation, outside employment, selection by PESB, appointment as board level executive. Vigilance clearance in respect of Board Level Executive is given by CVO of Ministry of Civil Aviation. However, Vigilance Status will be provided by the Corporate Vigilance Department (CVD) in the

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CVC/PESB Format for the applicable prior period. Vigilance Status will not be provided by the CVD until unless sought for.

7.2 Disciplinary / Vigilance status of last 10 years is conveyed for appraisal of Departmental Promotion Committee indicating award of major/minor penalties or recommendation for award of major/minor penalties pending decision of Disciplinary Authority for vigilance cases against the official.

8. Criteria for Disciplinary / Vigilance Clearance:

(A) Disciplinary / Vigilance Clearance is Granted under the following circumstances:

- i. If there is no case pending against the official.
- ii. If no action is contemplated against the official.
- iii. If the official is exonerated from any disciplinary / vigilance proceedings.
- iv. If the currency of punishment and subsequent withholding period* is completed.

** Withholding period for Vigilance Clearance is described in subsequent paras*

(B) Disciplinary / Vigilance Clearance is Withheld under the following circumstances:

- a) In case of empanelment, any deputation for which clearance is necessary, appointments to sensitive posts and assignments to training programs (except mandatory training), Resignation, Voluntary/Compulsory Retirement, Superannuation the Disciplinary / Vigilance Clearance is withheld under the following circumstances:
 - i. Where, after a preliminary enquiry, it has been found that prima facie, a case exists, substance to verifiable allegations regarding (i) corruption, (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) AAI ECDA Violations against the employee

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concerned and action is contemplated against the employee. However, in such cases, the investigations need to be completed within the next three months and the withheld clearance needs to be reviewed thereafter.

- ii. Recommendations have been conveyed by Vigilance to the Competent Authority (the respective Disciplinary Authority) for imposition of RDA for Minor/Major Penalty
- iii. Recommendations of Disciplinary Authority have been conveyed by AAI to CVC for imposition of RDA for Minor/Major Penalty.
- iv. If the official fails to submit online, annual immovable property returns of the previous year by 31 January of the following calendar year.
- v. A Charge-sheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending.
- vi. The officer is under suspension.
- vii. Orders for instituting disciplinary proceedings have been issued by the Disciplinary Authority against the charged officer.
- viii. The officer is involved in a trap/raid cases on charges of corruption and investigation is pending.
- ix. If the CBI is holding any open enquiry and/or have filed FIR for Preliminary Examination (PE)/ Registered Cases (RC) but the Investigation Report is not received.
- x. CBI's Investigation Report has been received recommending RDA/ Sanction for Prosecution and is under examination.
- xi. An FIR has been filed or a case registered by the concerned department against the employee concerned provided that the charge sheet is served within three months from the date of filing/registering the FIR/Case.
- xii. Sanction for investigation or prosecution has been granted by the competent authority in a case under the Prevention of Corruption Act or any other criminal matter.

- xiii. Orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the charge sheet is served within three months from the date initiating proceedings.
- xiv. Sanction for Prosecution has been given but Charge-sheet has not been filed in the Court of Law.
- xv. Charge-sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.
- xvi. Official is on Agreed list provided that in all such cases the position shall be mandatorily revisited after a period of one year. (In such cases, status shall not be disclosed in the VC processing format due to confidentiality of information)
- xvii. DC / VC will be withheld during the currency of the penalty and subsequent withholding period of 02 years after the expiry of currency of penalty in case of Major Penalty and withholding period of 01 year after the expiry of currency of penalty in case of Minor Penalty

b) **In case of Promotion**

Disciplinary / Vigilance Clearance for Promotion may be denied only in the following circumstances:

- i. The officer is under suspension
- ii. The officer in respect of whom a charge sheet has been issued and disciplinary proceedings are pending
- iii. The officer in respect of whom prosecution for a criminal charge is pending. (Charge-sheet has been filed in a Court by the investigating Agency in a criminal case and the case is pending.)
- iv. VC will be withheld during the currency of the penalty

c) **In case of Obtaining Passport**

Disciplinary / Vigilance Clearance can be withheld only under the following circumstances:

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- i. The officer is under suspension
- ii. Charge sheet has been filed in a court by the Investigating Agency in a criminal case or after grant of sanction by the Competent Authority under PC Act or any other criminal matter and taken cognizance of by the court of Law.

d) **In case of Permission for Personal Foreign Visit**

Disciplinary / Vigilance Clearance shall be withheld under the following circumstances:

- i. The officer is under suspension
- ii. Whether any disciplinary proceeding/case is pending against the officer
- iii. Whether any case against the official is under investigation

9. General Guidelines

- i. Disciplinary / Vigilance clearance/ disciplinary / vigilance status i.r.o any official is very sensitive and confidential hence should be processed with utmost care. All disciplinary / vigilance clearance requests should be routed through requisitioning HR Department only in the prescribed SAP DC / VC format well in time for processing by the Vigilance Department.
- ii. While forwarding the DC /VC request for seeking disciplinary /vigilance clearance in respect of employees for Superannuation, requests should not be submitted too much in advance.
- iii. While forwarding the DC /VC request for seeking NOC for Passport (Renewal/New) and NOC for Private Foreign visit, HR Admin will check the form for attachments and for valid undertaking by the concerned official as per instructions conveyed vide para 11, SAP HR CTM, CHQ vide e-mail dtd. 01.07.2020, if found in order accordingly then only DC / VC Request to be forwarded further to CVD for seeking disciplinary / vigilance clearance.

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- iv. In case of any discrepancy observed in any DC / VC request, the same is conveyed by CVD to HR Admin through remarks in DC / VC Request back for correction such as relationship data, wrong designation etc.
- v. While forwarding DC / VC Request for Deputation/outside employment, it is essential to mention the post and name of organization applied for.
- vi. In cases where the official is on Agreed List, status shall not be disclosed in the DC / VC processing format due to confidentiality of information.
- vii. Priority will be accorded for disciplinary / vigilance clearance of time bound purposes like seeking deputation, outside employment, selection by PESB, appointment as Board level executive after selection, promotion of employees etc. Disciplinary / Vigilance clearance in respect of Board Level Executive is given by CVO of Ministry of Civil Aviation. However, Disciplinary / Vigilance Status will be provided by the CVD in the CVC / PESB Format for the applicable prior period.
- viii. Disciplinary / Vigilance clearance to retired employees for re-appointment on contract/consultant in other organizations shall not be entertained directly from any organization/individual. It should be routed through the concerned establishment Section, HR Directorate along with the desired format in compliance with CVC Circular dtd. 03.06.2021 in this regard.
- ix. All officers dealing with cases of Disciplinary / Vigilance clearance at CHQ / RHQ level should intimate details of respective records of registered cases for detailed investigation (CR records) and necessary updates for inclusion in Disciplinary Cell / CVD database at regular interval.

This supersedes all existing instructions in this regard.


 (R. Prabhu)
 Executive Director (HR)

References

- DoPT O.M. No.22011/5/86-Estt(D) dated 10.4.1989
- DOPT O.M No. 22011/4/91-Estt. (A) dtd. 14.09.1992
- DOPT OM No. 22012/1/99-Estt. (D) dtd. 20.04.2004 & 25.10.2004

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- DOPT OM No. 22034/5/2004-Estt. (D) dtd. 15.12.2004
- DOPT OM No. 104/33//2005-AVD.I dtd. 29.10.2007
- DPE No.18 (26)/2004-GM dtd. 20.07.2009
- DOPT OM No. 11012/11/2007-Estt. (A) dtd. 14.12.2007, 27.09.2011 & 21.06.2013
- DOPT OM No. 104/33/2005-AVD.I dtd. 07.09.2011
- DOPT OM No. 22034/4/2012- Estt. (D) dtd. 02.11.2012
- DOPT OM No. 11013/8/2015-Estt.A-III dtd. 17.06.2015
- DOPT OM No. 11013/8/2015-Estt.A-III dtd. 27.06.2015
- DOPT OM No. 11012/12/2016-Estt.A-III dtd. 06.12.2016
- DOPT OM No. 22011/4/2007-Estt. (D) dtd. 21.11.2016
- CHRM Circular No. 24/2019 dtd. 30.04.2019
- DOPT OM No. 11012/7/2017-Estt.A-III dtd. 18.02.2020
- CVC Circular No. 07/05/21 dtd. 03.06.2021
- CVC 21/AIS-1 dtd. 03.09.2021
- CVC Circular No. 07/05/21 dtd. 03.06.2021
- CVC OM dated 16.03.2022
- Vigilance Manual 2021
- Pawan Hans Circular No. 200/20004/(1412(III)/8645 dtd. 15.09.2004
- Air India VC guidelines AV/11/13/C-5/20/59 dtd. 10.02.2020
- BEL Vigilance Manual Edition 2018

Distribution:

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