VIGILANCE CIRCULAR No. 01/2018

Sub: Maintenance of Cash Declaration Register-reg.

To tone up the administration from the Vigilance Angle and combat corrupt practices, the officers of all ranks working in all formations shall give a daily declaration of cash carried on their person in excess of Rs.5000/- in prescribed register while entering the work premises a per directions contained in letter F.No.V-500/121/2009 dated 08.03.2010 of the Director General of Vigilance, New Delhi (copy enclosed).

2. The cash declaration register shall be maintained in the following format:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Date</th>
<th>Name of the Officer &amp; Designation</th>
<th>Amount declared in excess of Rs.5000/-</th>
<th>Reason for possession of the amount in excess of Rs.5000/-</th>
<th>Signature of the declarant</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is also made clear that failure to declare such cash shall lead to the rebuttable presumption that the cash possessed may have been obtained by them as illegal gratification unless a satisfactory explanation is offered.

3. The Nodal Officers/Custodians for the safe custody of Cash Declaration Register are mentioned below:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Headquarter/Division/Ranges</th>
<th>Nodal Officer/Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Headquarter</td>
<td>Deputy/Asst. Commissioner (Vig.)/Superintendent (Vig.)</td>
</tr>
</tbody>
</table>
2. Division officer | Deputy/Asst. Commissioner of the Division
3. Range office | Superintendent in the Range.

4. The Nodal officer/Custodian of the Register shall be held responsible in the event of non-maintenance of Cash Declaration Register under their respective charges.

5. The above instructions shall be followed scrupulously.

[Signature]

[RAJESWARI R NAIR]

संयुक्त आयुक्त (का. व सत.) / Joint Commissioner (P&V)

To:

1. The Assistant Commissioner, Hqrs. Office, Kochi
   [Prev.-PRO-Prosecution-Arrear Cell/Admin.-P&V-Sevattom/Tech-Stat-Review/Adjn.-EDP-GST Cell/Legal-RTI-Training/Audit]

2. The Deputy/Assistant Commissioner,
   Kakkanad/Idukki/Aluva/Thrissur/Perumbavoor/Ernakulam/
   Chalakkudy Division

3. The Chief Accounts Officer, Hqrs. Office, Kochi

4. All Section Heads, Hqrs. Office, Kochi

5. The Superintendent (Systems) for uploading the Circular in the official website

Copy submitted to:

1. The Chief Commissioner, Thiruvananthapuram Zone.

2. The Commissioner (Appeals), Kochi

3. The Additional Commissioner, CCO

4. The Joint Commissioner, Prev./Audit/Tech/Legal, Kochi
CONFIDENTIAL/SPEED POST
DIRECTORATE GENERAL OF VIGILANCE
CUSTOMS & CENTRAL EXCISE.

G. 60/12/2009

JASDEEP V. SINGH
DIRECTOR GENERAL

Date: 8th March, 2010

Sub: Steps to be taken up to tone up administration from vigilance angle — Reg.


With a view to toning up the Vigilance Administration in the department, Ministry vide the above letter had directed the Commissioners to ensure that officers of all ranks working in sensitive formations give a daily declaration of cash carried on their person in excess of Rs. 2,000/- in a prescribed register before they enter sensitive areas. The aforesaid instructions were reiterated by this Directorate vide letter F.No. V.419/35/98 dated 13.3.06.

During the course of surprise checks conducted by the Vigilance Units/CBI in sensitive formations, it is observed that the Ministry’s above mentioned instructions are not being implemented strictly and there appears to be lack of effective monitoring in this regard by the supervisory officers.

Further, in view of the increased pay packets pursuant to the implementation of the recommendations of the 6th Central Pay Commission, a need has been felt for upward revision of monetary limit for filing such declaration. Accordingly, it has been decided to revise the threshold limit of declaration from Rs.2000/- to Rs. 5,000/-.

For the purpose of declaration by the officers a computerized system/manual register may be maintained and kept in the custody of an officer nominated for the purpose by the Commissioner. The Commissioners shall also devise their own methods to sensitize the officers working in sensitive formations about the need for declaration of cash if carried in person in excess of Rs. 5,000/-. It may be made amply clear to the officers that failure to declare such cash shall lead to the rebuttable presumption that the cash possessed may have been obtained by them as illegal gratification unless a satisfactory explanation is offered.

The supervisory officers may also be held responsible for non-maintenance of cash declaration registers in the sensitive formations under their respective charges. Periodic checks may also be carried out by supervisory officers to ensure implementation of these instructions. A suitable note regarding these checks may also be entered in the cash declaration register.

With best wishes,

Yours sincerely,

(JASDEEP V. SINGH)

Shri G.S. Narang,
Chief Commissioner of Central Excise,
Delhi Zone, C.R. Building,
I.P. Estate, New Delhi-110 109

Shri D. V. Ganguly,
Director General (Audit),
Delhi Zone, C.R. Building,
I.P. Estate, New Delhi-110 109