



**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata - 700001**

Dated: 27.04.2023

**OFFICE MEMORADUM No: 45/2023**

In partial modification of the previous Office Memorandum No. 18/2023 dated 23.02.2023 and in accordance with the Office Memorandum No. C-30011/2/2022-Vig dated 13.01.2023 issued by the Vigilance Section, Ministry of Commerce & Industry, Department of Commerce, Govt. of India (copies enclosed), in the exigencies of Board's work and on administrative reasons, the undersigned is directed to state that the Competent Authority has been pleased to nominate Dr. Rishikesh Rai, Chief Vigilance Officer & Secretary (In-charge), attached to the Tea Board's Head Office, Kolkata as Nodal Officer for upgradation of PROBITY Portal with immediate effect, in place of Smt. Rajanigandga Seal Naskar, Vigilance Officer & Controller of Licensing, Tea Board, Kolkata.

Enco : As stated.

  
(Asish Deb)

Assistant Secretary (In charge)

**Distribution :-**

1.	Dr. Rishikesh Rai, CVO & Secretary (I/C), <u>Tea Board, Kolkata</u>	With the request to create a user login credential and update the required information within the specified date by logging into the existing Probity Portal i.e. <a href="https://probity-dopt.nic.in">https://probity-dopt.nic.in</a> until further orders.
2.	Shri K.C. Raju, Under Secretary to the Govt. of India, Vigilance Section, Ministry of Commerce & Industry, Department of Commerce, Udyog Bhawan, New Delhi-110 011. E-mail ID : moc_vig@nic.in	
3.	FA & CAO	
4.	Vigilance Officer & C.L, Tea Board, Kolkata	
5.	Secretary to Deputy Chairman & P.As to Secretary	
6.	I.T Cell	With the request to upload in Board's website.
7.	TBEA	
8.	Estt. Branch	With spare copies

**Ref. File No. 23(18)/Estt/2022**

DYGH/4/2023/JAN/146

SA/PI-Shekhar  
19.1.23

Confidential / Most Immediate

Shroten-A. Jey  
20.1.23Ato (RB)  
20/1/23No. C-30011/2/2022-Vig  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(Vigilance Section)  
<https://commerce.gov.in>Room No. 425, Udyog Bhawan  
New Delhi, Dated 13.01.2023**OFFICE MEMORANDUM****Sub: Customization of existing PROBITY Portal to enable attached offices under the Ministry to upload data on Portal-reg.**

The undersigned is directed to forward herewith copies of DoPT's O.M. No. 245/08/2022-AVD-II.B dated 07.11.2022 and 10.01.2023 (copy enclosed) regarding Customization of existing PROBITY Portal to enable attached offices under the Department to upload data on Probity Portal, for further necessary compliance:

2. In this connection, the following information is required for creating a login credential and the same may be furnished by email by 13.01.2023 at moc\_vig@nic.in :-

- (i) Organisation Name
- (ii) DG/Head Email ID
- (iii) Phone No.
- (iv) User Name

3. All the autonomous and attached organizations under DoC concerned may appoint a Nodal Officer for respective organization for ensuring that the complete information are updated on the Probity Portal by the Nodal Officer concerned by 5<sup>th</sup> of every month pertaining to respective organization. Accordingly, below mentioned addressees are requested to kindly take necessary action urgently and action taken in this may be reported to this Division on the above email.

Encl: as above.

(K.C. Biju)

Under Secretary to the Govt. of India  
Tel: 23063916

To

- i. All Divisional Heads in the Department of Commerce
- ii. DG, DGFT
- iii. DG, DGCIS
- iv. DG, DGTR
- v. Joint Secretary, Supply Division
- vi. All the Heads, CVOs, Part-time CVOs, Vigilance Officers, Administrative Officers of all organisations under the administrative control of the Department of Commerce
- vii. Director (E.I, E.III), DoC
- viii. Deputy Secretary (E.II), DoC.

CVO

S-7934  
3745



North Block, New Delhi  
Dated, the 07<sup>th</sup> November, 2022

**OFFICE MEMORANDUM**

**Subject: Upgradation of PROBITY Portal and updation of data by Ministries/Departments/CCAs on the revamped PROBITY Portal - reg.**

The undersigned is directed to say that the existing Probity Portal was launched in the year 2017 for entering the data on various parameters by all the Ministries/Departments/Cadre Controlling Authorities (CCAs) and they are required to update the relevant information periodically by the 10<sup>th</sup> of every month on the existing Probity Portal [<https://probity-dopt.nic.in>] for the progress made during and up to preceding month.

2. Going one step further, this Department has revamped the existing Probity Portal in order to add functionality to improve the user experience and ultimately optimizing the Portal to collect the data on various new data points/parameters which will help to generate comprehensive reports on various parameters.
3. All the data available on existing Probity Portal will be ported to revamped Probity Portal on 30.11.2022. Hence, all the user Ministries/Departments/CCAs are requested to compulsorily update the data on the existing Portal by 30.11.2022 by logging into the existing Probity Portal i.e. <https://probity-dopt.nic.in> with same user login credentials.
4. From 01.12.2022, all the existing & new data can be updated/inserted by all the user Ministries/Departments/CCAs on revamped Probity Portal with same user login credentials which is already available with Nodal Officers and it may be borne in mind that the Portal has additional data points as compared to the existing Portal. Accordingly, it may be ensured that each individual record is updated to correctly reflects its current status. Modification of data is not allowed once it is submitted. Additionally, every month, an undertaking Certificate is to be submitted by the Nodal Officer concerned of each user Ministry/Deptt./CCA by mentioning specifically that the data is upto date and correct in all respect failing which data would not be frozen/locked in the portal.

5. Ministries/Departments/CCAs concerned are, therefore, requested to ensure the updation of the relevant data/information on the revamped Probity Portal. It is also requested to ensure that accurate data in respect of Ministry/Department, including all Attached/Subordinate Offices, is entered on the Portal strictly by 10<sup>th</sup> of every month as suggested vide D.O. letter No.245/63/2019-AVD.II(B) dated 06.09.2019 and 17.09.2019. In case of any queries, kindly contact helpline No. ☎ 23040281/23040376 or e-mail us on [probity-dopt@gov.in](mailto:probity-dopt@gov.in). For further guidance, user manual will be made available online on the new Probity Portal. A brief regarding the new Portal is as annexed.

6. This issues with the approval of Secretary(P), Department of Personnel & Training.

Encl. : As above.

*Rajeev Khare*  
07/11/2022

(Rajeev Kumar Khare)  
Under Secretary to the Govt. of India  
☎ 011-23040376

To

The Secretaries of the Ministries/Departments/CCAs as per list enclosed.

