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OFFICE OF THE DIRECTOR GENERAL OF POLICE & DIRECTOR,  
VIGILANCE ODISHA, CUTTACK

Circular Order No. 3/2016

**Sub: Timely conduct of Technical Inspection in respect of Engineering Works by the EOs/IOs.**

...

It has come to my notice that technical inspection of the engineering works are conducted through local Engineers or requisitions sent to the Vigilance Technical Wing for inspection by the E.Os/I.Os at a belated stage. Conduct of such technical inspection at belated stage becomes a fruitless exercise at the cost of loss of manpower.

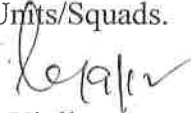
It is, therefore, directed that the E.Os/ I.Os. should send the requisition to V.T.W. or to the Local Engineer, as the case may be, within three months from the date of the order for an enquiry is passed or a case is registered in order to conduct the Technical Inspection of the Engineering works.

The above instructions should be followed scrupulously.

  
16.12.16  
D.G. of Police & Director, Vigilance  
Odisha, Cuttack


Memo No. 6547 /Vig.Coordn Date: 19.12.2016

Copy to Supdts of Police, all Vigilance Divisions & Cell for information and necessary action. They are requested to circulate the above instructions to all EOs/IOs and a copy be preserved in the guard file of the Division as well as Units/Squads.

  
A.I.G. of Police, Vigilance  
Odisha, Cuttack

Memo No. 6548 /Vig.Coordn Date: 19.12.2016

Copy to D.Ss.P.,Link(S)/Link(N)/Prosecution Cell/ CE,Vig. Tech. Wing for information and necessary action.

  
A.I.G. of Police, Vigilance  
Odisha, Cuttack

6549/vig coord Dt-19.12.2016

OD: Copy to Con-A/Con-B/Con-C/ Steno to AIGP,Vig.

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Circular Order No. 2 /2016

**Sub: Prioritization of petitions and effective monitoring of the disposal of petitions:**

We are receiving many petitions from the members of the public as well as Elected Representatives containing allegations about corruption, criminal misconduct as well as matters pertaining to other departments. The huge number of the petitions received indicates that the people have lot of faith on vigilance department. To vindicate their faith and to further improve the credibility of Vigilance Department; we need to dispose off the petitions timely and effectively. However it is seen that many petitions containing specific and/or sensitive information remain pending for years together. This runs the risk of losing credibility of our department, in addition to non-action in the actionable matters. In the age of Right to information, laying of strict guidelines by Hon'ble Supreme Court and intense scrutiny by print and electronic media; it has become imperative for us to display promptitude in enquiry of the petitions as well as to remain accountable in respect of all the petitions received by us.

To ensure that enquiries are conducted promptly and the disposal of petitions is accounted for and monitored closely; the following guidelines are issued in supersession to all the circulars/orders issued previously in connection with receipt and enquiry into the petitions including the annexure to Circular Order No. 3/1996 issued vide letter no. 10410(E)/Vig.Co(RA) Dated 02.12.99.

(A) Some petitions received at Vigilance Directorate/Divisions/ Units will be sent to other departments/ Collectors / other DLOs. The SPs of Divisions / Cell may forward petitions to Collectors/DLOs in appropriate cases. They will not forward the petitions directly to heads of departments. If they feel necessity of forwarding petitions to heads of departments, they will forward those petitions through Vigilance Directorate. Further, petitions forwarded from Vigilance Directorate to the Divisions or entrusted to a specific officers by Director/Addl.

Director/DslG will not be sent to other departments under any circumstances. They will necessarily be enquired by officers at Divisions/Units level. The criteria based on which petition will be forwarded to other departments have been broadly outlined in Circular Order No. 4/2015 vide para-I. The criteria in para-I are illustrative in nature and are not exhaustive. Senior Officers need to apply their mind, while forwarding the petitions to other departments/Collectors/DLOs etc.

(B) Some petitions are directly treated as IR as per order passed from Vigilance Directorate /S.P Cell / Divisional S.P. Those petitions will be entered in the Information Register (IR) and then be entrusted for verification.

(C) The rest petitions, which have not been treated as IR on the face of it and many of them appear very general, vague and superfluous, will be classified into category (A) or (B) depending upon the following criteria.

- Whether the informations/allegations are specific or general in nature,
- the Status/Class of officers against whom the allegations have been made,
- the quantum of money involved in the alleged corruption,
- the nature of irregularities alleged,
- whether the issue in question is sensitive having potential of wider ramifications and
- whether the petitioner's name and signature is mentioned or the petition is anonymous/ pseudonymous.

The petitions should be categorized as Category-A petitions after taking above mentioned factors or a combination of the factors into consideration. The Officer marking the petitions need to apply his mind and categorize the petitions accordingly. The less important/ sensitive petitions should be Category-B petitions. During the enquiry, a category-B petition may also turn into category-A petition depending upon informations gathered during the course of enquiry.

(D) The A-category petitions need to be enquired thoroughly and should be enquired and disposed off within 4 months. If the petition contains allegation on DA angle, the petitions should be disposed off within 6 months.

The B-category petitions should be disposed of summarily within 2 months without wasting much man-hour and if the allegations emerge true and of serious nature, it should be treated and enquired as a Category-A type petition. The petition enquiries, especially in Category "A" will be mentioned by S.Ps closely.

(E) It is seen that there is no uniformity in maintainance of petition registers; so far as numbers of registers and formats of the registers are concerned. To bring in uniformity, all the divisions including Vigilance Cell as well as Link (N) /Link (S) are instructed to maintain 4 petition registers.

- 1) Preliminary Petition Register in which all the petitions received at the Division, received from Directorate or received directly or received through Unit Office or received from different public functionaries will be entered.
- 2) One for "A" category petitions
- 3) Another for "B" category petitions
- 4) A Special Petition Register will continue to be maintained in respect of letters/complaints received from Hon'ble MPs/MLAs as instructed vide letter No.8156/V.Co.(RA),dated 31.12.2015. In addition to letters received from Hon'ble MPs/MLAs, letters received from President of India, Prime Minister of India, Government of India, Lok Pal, Hon'ble Supreme Court of India and Hon'ble High Court of Orissa and CVC will also be entered in this register. All these petitions will be treated as "A" category petitions and enquired in the same manner as described above. Besides, acknowledgement letters will be sent in respect of all the letters and petitions received from Hon'ble MPs/MLAs.

The Formats for all these register have been given in Annexure-I.

Instructions issued vide letter No.10108/V.Co.(RA) dated. 22.9.2011 stands modified accordingly.

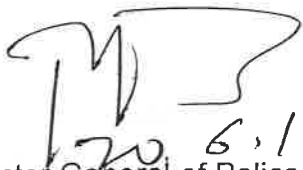
(F) While submitting the monthly review statistics to the Vigilance Directorate, another column should be added as given in the table below.

**Monthly Report on Disposal of Petitions for the month of -----**

Category	No. of Petitions pending in the beginning of the month	No. of Petitions received during the month	Total petitions for the month	No. of Petitions disposed off during the month	No. of Petitions pending at the end of the month
Category "A"					
"B"					
Total					

For the purpose of monthly report on disposal of petitions for the month of June, 2016, all the pending petitions will be brought forward against category –B.

S.P (Co-ordination) will compile the data for all the Divisions and Cell and incorporate the disposal and pendency of petitions during the quarterly review meeting of the Director, Vigilance.

  
20.6.16  
Director General of Police and  
Director, Vigilance, Odisha,  
Cuttack.

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**ANNEXURE-1**

**(A) FORMAT FOR PRELIMINARY PETITION REGISTER:**

Sl. No	Office receipt reference with date of receipt at Directorate/ Division/Cel l/Unit.	Name and address of the petitioner	Allegation against whom	Allegation in brief.	Whether treated as IR / referred to other Departments/ DM/DLOs/A category/B Category	Despatch reference /Cross reference of A or B petition register	Remarks
1	2	3	4	5	5	7	8

A monthly abstract at the end of every month will be drawn in the following format.

- a) Total number of petitions received during the month.
- b) Number of petitions treated as IR.
- c) Number of petitions referred to other departments. (T) Vigilance Directorate.
- d) Number of petitions referred to DM/DLOs
- e) Number of petitions treated as Category "A"
- f) Number of petitions treated as Category "B"

**(B) FORMAT FOR "A" CATEGORY AND "B" CATEGORY PETITION REGISTERS:**

Sl. No	Serial Number of preliminary receipt register	Name and address of the petitioner	Allegation against whom	Allegation in brief	Name of the E.O.	Date of entrustment to the E.O. with despatch number	Date of receipt of the enquiry report/result of disposal of the petition.	Remarks.
1	2	3	4	5	6	7	8	9

An abstract at the end of every the month in the following format should be drawn up for both categories of registers.

- a) Number of petitions pending at the beginning of the month.
- b) Number of petitions received during the month
- c) Total number of the petitions for the month [sum of (a) and (b)]
- d) Number of petitions disposed off during the month.
- e) Number of petitions pending at the end of the month. [c-d]

**(C) FORMAT OF SPECIAL PETITION REGISTER (LETTERS/COMPLAINTS RECEIVED FROM PRESIDENT OF INDIA, PRIME MINISTER OF INDIA, GOVERNMENT OF INDIA, HON'BLE LOK PAL, HON'BLE SUPREME COURT OF INDIA, HON'BLE HIGH COURT OF ORISSA, HON'BLE MPs/MLAs, CVC)**

Sl.No.	Received from whom and date of receipt of the letter.	Subject in brief	Date of acknowledgment and despatch No. (only in respect of letters/petitions received from Hon'ble MPs/MLAs)	Name of the officer to whom entrusted	Date of receipt of report from E.O.	Date of despatch of final compliance	Remarks
1	2	3	4	5	6	7	8

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OFFICE OF THE DIRECTOR GENERAL OF POLICE AND DIRECTOR VIGILANCE  
ODISHA, CUTTACK.

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Circular No. \_\_\_\_\_ / 2016

Dt. \_\_\_\_ / 5 / 2016

Sub : **Guidelines for Vigilance Face Book Page.**

Hon'ble Chief Minister, Odisha Inaugurated the face book page of Odisha Vigilance <https://www.facebook.com/odisha.vigilance> on 27.05.2015. The aim and objectives of this face book page is to create awareness among the general public against corruption, intimate them regarding day to day activities of Vigilance Organization and to provide members of public, a secure means of communication to provide corruption related information to State Vigilance.

For smooth functioning and better maintenance of face book page, following instructions be implemented with immediate effect:-

1. Dy. S. P. (System Analyst) will be responsible for the smooth functioning and proper maintenance of face book page of Vigilance Organisation. He will collect day to day achievement of Odisha Vigilance from Coordination Section and upload the same on Vigilance Face Book Page.
2. He will peruse the messages received in the "INBOX" as well as the general messages posted by People in vigilance Face book page on daily basis on all working days.
3. He will take print out of the actionable messages and place the same before Addl.S.P. (C & P) for perusal and disposal. Addl.S.P. (C & P) will peruse the messages and mark them to S.P. Vig. Cell / D.S.P (Vig). Link (N) or D.S.P (Vig).Link (S) as the case may be. Very important and sensitive messages will be put up before DIGP concerned who will dispose off the actionable messages in appropriate manner and if necessary, the DIG concerned will put up the messages before Director,



Vigilance, if the matters are exceptionally important or sensitive for his perusal and giving appropriate response.

4. Messages received by S.P.Vig Cell/ D.S.P, Link (N), /D.S.P., Link(S) will be entered in the Petition Register like a separate petition and despatch number will be marked as Letter No. \_\_\_\_ /VSS(N)-Face Book/ Letter No.---/VSS (S)—Face Book etc. to differentiate these entries from entries in respect of other petitions. A separate abstract / pending list of the petitions sent in respect of Face Book messages will be drawn up at the end of every month in the Petition Register. The letter No.10108/V.Co(RA),dated 22.9.2011 regarding maintenance of petition register will stand modified accordingly.

5. All the messages received in INBOX as well as the general messages posted on the Face book page will be acknowledged by D.S.P.(S.A.) by using standard templates. If any message contains very important or sensitive information, then, these messages will be brought to the notice of D.I.G. supervising the functioning of Computer Wing for responding appropriately. The responses should be made on daily basis.

6. DSP (SA) will take care to ensure that the identity of sender of message in the INBOX is kept confidential and is not disclosed while sharing the information with other departments / agencies.

7. DSP (SA) will ensure timely reply to the complainants / informants and uploading of photographs/ video clips / press note / status of daily activity on the Vigilance face book page.

8. DSP (System Analyst) will be the custodian of password and change it from time to time and ensure accessibility and integrity of Vigilance face book page.

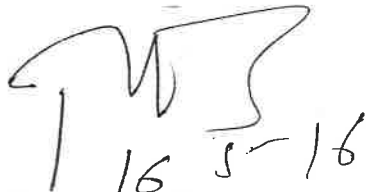
9. Standard of reply templates as suggested below can be used for acknowledging messages received in the INBOX.

- i. Thanks for contacting Odisha Vigilance. We look forward to your co-operation in the fight against corruption.
- ii. Thanks for the compliments.

- iii. Thanks for contacting Odisha Vigilance. Information is noted for necessary action.
- iv. Thanks for contacting Odisha Vigilance. You are requested to provide specific information please.
- v. **Matter concerning Police.**  
Thanks for contacting Odisha Vigilance. You may share this input with SP, CID-CB, Cuttack, Odisha (Ph.- ) or the concerned District Police (Ph.- ).
- vi. **Matter concerning Excise.**  
Thanks for contacting Odisha Vigilance. You may dial 18003456713 Excise helpline for necessary action.
- vii. **Matter concerning other Departments.**  
Thanks for contacting Odisha Vigilance. You may take up this matter with concerned department please.

10. Thrice a week, i.e. every Monday, Wednesday and Friday , D.S.P. (S.A.) will put up print outs of Insights-Overview and Insights-Messages before concerned DIG for appreciating the responses of people as well as to monitor our responses to the messages of the people.

**Circular No.2/2015 stands repealed accordingly.**



Handwritten signature and date: 1/16 5-16

**Director General & Director Vigilance  
Odisha, Cuttack.**