

F. No. 21-11/2016-VA

Dated 21 -08-2019

To,

All Vigilance Heads,
BSNL Circles/ Units

Sub: General Instructions to the Circle Office regarding correspondence made with the CVO Office, BSNL.

During examination of the correspondence from the Circle Offices, it is noticed that there is no uniformity in their pattern and often they are in violation of instructions issued from this office from time to time. In order to bring uniformity and avoid scope of any ambiguity or duplication, repetition of work, it is proposed that following points may be brought to the notice of Circle Vigilance Heads:

A. General Instructions:-

1. All the communications should be addressed to the CVO, BSNL only.
2. The officer, under whose signature the letter is being issued, should mention his/her name and contact number.
3. The correspondence from the Circles should bear the related comments and / or recommendations of the Vigilance Head.
4. Instead of using the phrase 'This issues with the approval of Competent Authority', the authority should be specified.
5. Chargesheet shall be signed in each and every page by Disciplinary Authority.
6. The cases of administrative nature shall not be sent to the CVO Office, if not otherwise asked, as already circulated.
7. Instead of sending original documents as enclosure / annexure, attested / authenticated copies of these documents should be sent, unless otherwise asked for or legally required.
8. The CVC advice number, where ever applicable, should invariably be mentioned while making correspondence with this office.
9. A copy of implementation report of all FPOs from the concerned Administrative Branch should also be furnished to this office within a specified time frame.
10. Acknowledgement of delivery of communication and / or documents to charged officer shall be taken on standard format (copy attached).

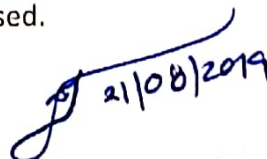
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B. Instructions relating to Complaints, Inquiry & Disciplinary Proceedings :-

1. Each and every complaint shall be posted in ERP system and its number shall invariably be mentioned in all future correspondences in relation to that complaint.
2. Necessary action to verify the veracity of the complainant may be taken as per existing instructions issued by the office of CVO, BSNL from time to time and copies of correspondences made in this regard should be forwarded to this office while sending final replies.
3. In case a complaint is received through e-Mail, the complainant shall be asked to submit complete postal address. The proforma of veracity verification shall be sent to the complainant's postal address, asking the complaint to submit duly filled veracity proforma to Vigilance Cell. Otherwise, it will be considered as pseudonymous complaint and the same will be closed.
4. Some of the complaints, being administrative in nature, are forwarded by the Circle Vigilance to the concerned Administrative authority for taking necessary action at their end. In such cases, a copy of such forwarding letter to Administrative Authorities may be endorsed to this office along with the comments/ recommendations of Vigilance Head of the Circle thereon to avoid duplication of work.
5. In all the ATE cases, in which investigation results in some departmental / administrative action to be taken at Circle level, the ATR send to this office should be conclusive and necessary compliance / orders be issued in the matter.
6. Consolidated reply / report by Circle vigilance should be sent in r/o the complaints of same / similar nature / source, which were forwarded to them by CVO office through same file number.
7. The Investigation / factual report should be as per the format prescribed by CVC. The same should be forwarded to this office along with the documents duly numbered as per their occurrence in the report and properly indexed. Chronology of events shall also be furnished for ready reference.
8. The CVC advice number, where ever applicable, should invariably be mentioned while making correspondence with this office.
9. The Court / CAT cases, when forwarded to this office should contain comments and / or recommendations of the competent administrative authority and Circle Vigilance. It will be preferred if the advice / recommendations / comments of Circle Legal Cell are also communicated.
10. Necessary entries should be made in ERP system whenever a final order is issued by the Circle Office in the disciplinary cases which were forwarded/ dealt with by the CVO office. A copy of the same should also be endorsed to this office.

C. Instructions relating to original documents sent to CVO office :-

1. In respect of Vigilance / Disciplinary cases where certified copies of documents, files etc are furnished to the CVO BSNL's office, the Circle/SSA Vigilance heads shall ensure that the original documents, files etc shall be taken under safe custody. Necessary certificate/s in this regard shall be enclosed.

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2. While furnishing such certified copies, the details (ie Name, Designation, Office of posting, Mobile number etc) of the custodian of original documents, files etc shall be made available to this office in a tabular form.
3. In case the original documents, files etc could not be taken over by the Vigilance unit, the custodian of the said documents, files etc shall give a certificate to this effect with proper reason(s).

D. Instructions relating to Appeal & Review cases :-

1. In the appeal / review cases, the instructions contained in the Rule 48(3) of BSNL CDA Rules 2006 should be scrupulously followed to avoid delay in disposal of such cases.
2. The Court / CAT cases, when forwarded to this office should contain comments and / or recommendations of the competent administrative authority and Circle Vigilance. It will be preferred if the advice / recommendations / comments of Circle Legal Cell are also communicated.

E. Instructions relating to CBI cases :-

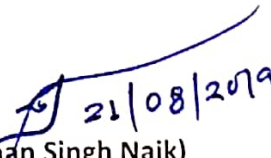
1. When the investigation is made by State Police Authorities involves a Central Government employee, the request for sanction (of prosecution) of Competent Authority of the Central Government shall be routed through CBI.
2. The cases of sanction (of prosecution) from CBI in respect of officers of SDE & above rank, should not be received by Circle / SSA vigilance units. The same shall be advised to directly deal with CVO office for early and timely disposal.
3. While according prosecution sanction or agreeing for initiation of departmental proceedings, certified copies of all the related documents and/or draft charge sheet shall be obtained from CBI beforehand as the case may be.

F. Instructions relating to DoT cases :-

1. Documents / details etc of co-accused sought by DoT directly shall invariably be sent to DoT directly under intimation to this office.
2. Proper acknowledgement of delivery of documents (eg Charge Sheet, Final Order, etc), replies to queries of DoT shall be directly sent to DoT under intimation to this office quoting this office reference.

Please ensure compliance of the above guidelines strictly at all levels.

This issues with approval of CVO, BSNL.


(Logan Singh Naik)
DGM(Vig-I), O/o CVO BSNL
011-23734342

Copy to:

1. PPS to CVO, BSNL for information.
2. DGM (Vig I)/ DGM (Vig II) for information and necessary action.
3. All AGMs, O/o CVO, BSNL for information and necessary action.

Format for Acknowledgement

Acknowledgement

I, Shri/Smt..... (HRMS NO.....), the then,
presently working as hereby duly acknowledge the receipt of
Memo/Order No dated(in Original) issued by
..... the Disciplinary Authority / Appellate Authority / Reviewing
Authority as under :

- (1) Charge Sheet under Rule 35/ Rule 36 of BSNL CDA Rules
- (2) IO appointment Order
- (3) PO appointment Order
- (4) Copy of Inquiry Report
- (5) Final Penalty Order
- (6) Appellate Authority Order
- (7) Reviewing Authority Order

(please fill in the blanks and tick the appropriate from above)

Place

Date

(Name & Signature of CO)

Address

.....

.....

(Signature in Blue Ink Only)