

GOVERNMENT OF GOA
DIRECTORATE OF VIGILANCE
CITIZENS CHARTER

MISSION

To make sincere efforts to ensure corruption free, transparent and accountable administration to the citizens.

A. JURISDICTION

All the Government Servants of Group "A", "B", "C" and "D" of various Government Departments, and also the employees in the various Corporations, Public Undertakings, Autonomous bodies and the Local Self Government bodies under the control of the State Government come within the ambit and jurisdiction of the Directorate of Vigilance.

B. ORGANISATION AND FUNCTION

(I) ORGANISATION

The Chief Minister is the Minister In-Charge for the Department of Vigilance.

The Chief Secretary is the Chief Vigilance Officer for the entire State of Goa. He is the over all In-charge of the Vigilance administration for the State of Goa. He is the administrative head of the Vigilance Department.

Special Secretary Vigilance is the Secretary of the Directorate of Vigilance. He is the member of committee(s) to review suspension cases in case of Gazetted Officers, where Chief Minister is the Disciplinary Authority.

Director of Vigilance is the executive Head of the Directorate of Vigilance:

Chief Technical Examiner, is the In charge of the Technical Examination Cell

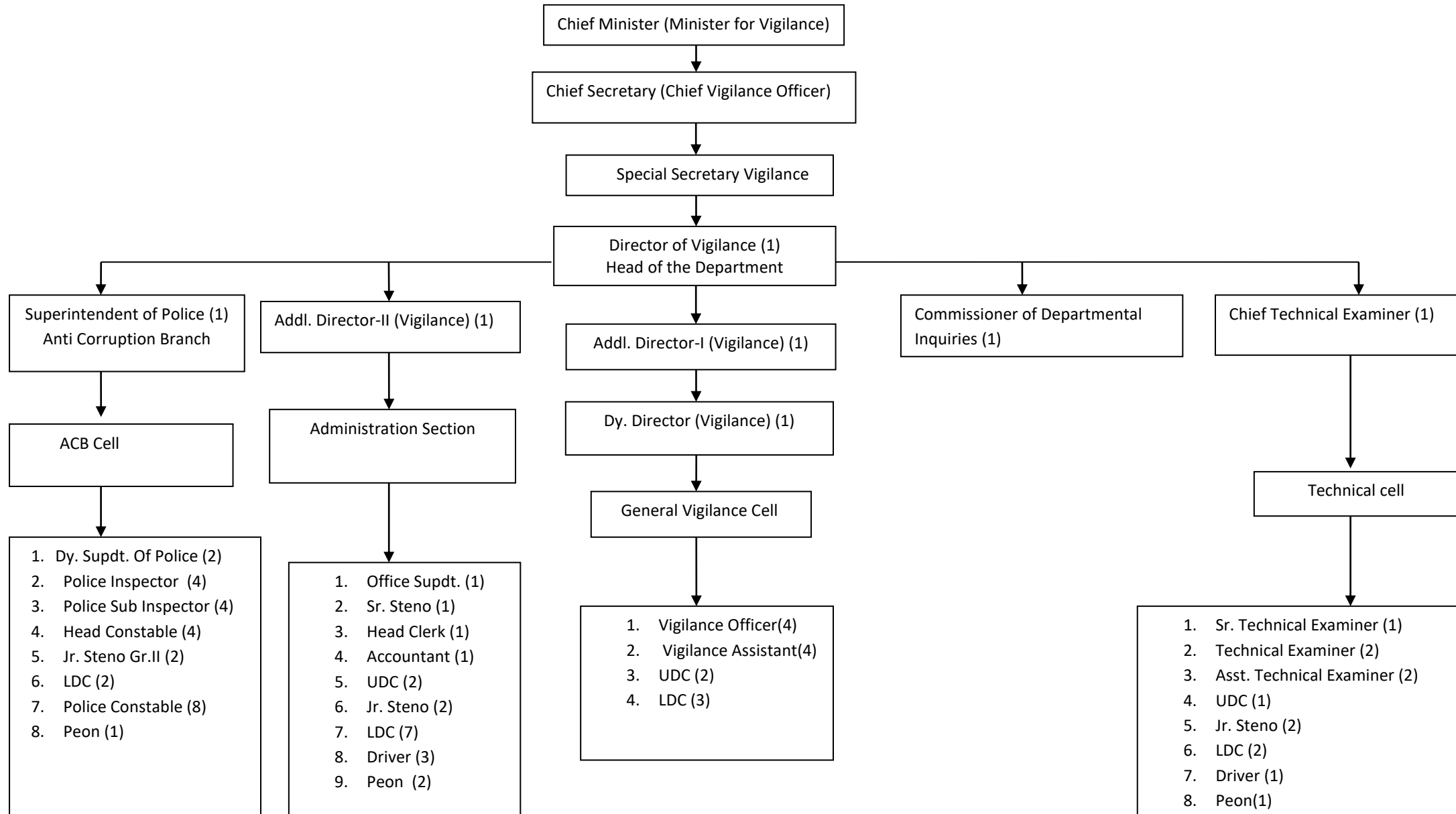
The Superintendent of Police is the Officer in Charge of the Anti corruption Branch Police Station.

**The Directorate of Vigilance consists of Four Branches/Cells
Viz.:**

- (1) Administration & Establishment Branch
- (2) General Vigilance Cell
- (3) Technical Examination Cell and,
- (4) Anti-Corruption Branch.

Organizational Chart

DIRECTORATE OF VIGILANCE



(II) FUNCTIONS

The main function of this Directorate is to cause investigations into the complaints containing allegation of corruption, lack of integrity and other serious misconduct against the Government servants and the employees of Public Sector Undertakings as well as Autonomous Bodies.

METHODOLOGY IN HANDLING OF COMPLAINTS:

The complaints received in the Directorate of Vigilance are examined to ascertain whether it involves vigilance angle or otherwise. Only those complaints which contain serious allegations of grave misconduct against Public Servants are taken up for preliminary enquiry.

The complaints containing allegations of minor nature against the Group 'C' and 'D'/non gazetted government employees are referred to their respective Head of Departments/Disciplinary Authorities for conducting requisite preliminary enquiries and disciplinary action at their level. These types of complaints are not enquired into by the Directorate of Vigilance.

Depending upon the nature of allegation contained in the complaint such as civil misconduct/criminal misconduct/involving technical aspects, the complaints are referred to the General Vigilance Section or the Anti Corruption Branch or the Technical Examination Cell of the Directorate of Vigilance.

The specific functions of each Branch of the Directorate of Vigilance are as under:-

- (1) **GENERAL VIGILANCE CELL:** It deals with processing of complaints of civil misconduct committed by the Government servants. Initiation of regular disciplinary action against the Gazetted officers of the Government of Goa. Tendering of advice to the heads of departments regarding vigilance administration in various other departments of the Government of Goa.

- (2) **TECHNICAL EXAMINATION CELL:** It deals with the examination of complaints pertaining to allegations regarding sub standard, poor quality execution of civil works, etc. Technical Cell is responsible for examination and unearthing of irregularities in the execution of works. It is headed by Chief Technical Examiner of the rank of Superintending Engineer.
- (3) **ANTI CORRUPTION BRANCH (ACB):** It deals with investigation of complaints involving vigilance angle and the FIR registered under Prevention of Corruption Act and relevant provisions of the Indian Penal Code, 1860. Complaints pertaining to corruption, misappropriation of Government funds, lack of integrity, misconduct and assets disproportionate to the known sources of income filed against public servants are also investigated. The scope of this wing is to maintain surveillance over suspected public servants involved in Corruption, book cases against them for their involvement in corruption and for possession of assets disproportionate to their known source of income. The ACB primarily relies on the Prevention of Corruption Act 1988, and related sections of I.P.C. to deal with corruption by public servants. In so far as criminal investigation under the Prevention of Corruption Act 1988 is concerned, a complaint can be filed at the A.C.B. for: a) Accepting of Bribe/valuables by a Government/Public Servant u/s 7 & 11 of Prevention of Corruption Act 1988. (b) Misappropriation of Government Funds by Public Servant u/s 13 (1)(c) of Prevention of Corruption Act 1988. (c) Accumulation of illegal wealth beyond known source of Income by the Public Servants u/s 13 (e) of Prevention of Corruption Act 1988.

(III) PROCEDURE FOR MAKING A COMPLAINT:

- i) Any person, desirous of making a complaint regarding any offence involving corruption, illegal gratification, misappropriation of Government funds, etc. can lodge a written F.I.R, by giving his name and address ,with the Anti Corruption Branch, addressed to:-

The Superintendent of Police,
Anti Corruption Branch,
Directorate of Vigilance,
Serra Building, Near All India Radio,
Altinho, Panaji Goa

- ii) The complaints containing serious allegations of misconduct of civil nature other than that of any offence under the Prevention of Corruption Act 1988 or any other Law, can be addressed to:-

The Director,
Directorate of Vigilance,
Serra Building, Near All India Radio,
Altinho, Panaji Goa

- iii) The complaint should contain specific and detailed allegations of misconduct and the same shall be supported with documentary evidence. No vague allegations should be made in the complaint.

(IV) INFORMATION UNDER SECTION 4 (1) (b) of CHAPTER – II OF THE RIGHT TO INFORMATION ACT, 2005

(I) Particulars of organization, function and duties. [Section 4 (1) (b) (i)]

Organization:

The Director (Vigilance) is the Head of Department as well as the Head of Office of the Directorate of vigilance and also *Ex-officio* Additional Secretary to the Government.

The Directorate of Vigilance comprises of four branches viz.

- (1) Administration & Establishment Branch,
- (2) General Vigilance Section,
- (3) Technical Examination Cell,
- (4) Anti Corruption Branch.

The Administration & Establishment Branch and the General Vigilance Cell are headed by the Additional Director of Vigilance who is also the drawing and Disbursing Officer.

The Technical Examination Cell is headed by the Chief Technical Examiner;

The Anti Corruption Branch has been notified as the Police Station .It is headed by the Superintendent of Police.

Functions of Three Sections of the Directorate of Vigilance:

1) General Vigilance Section:-

- a) To inquire into complaints against Government/Public Servants.
- b) To conduct Disciplinary Proceedings against Government servants.
- c) To render advice to the Disciplinary Authorities of various organizations of the Government of Goa on the vigilance cases and on matters concerning CCS (CCA) Rules 1965 and CCS (Conduct) Rules 1964.
- d) To appoint vigilance officers in various departments in order to ensure efficient and clean administration.

2) Technical Examination Cell:-

- a) Conducting Preliminary enquiry into the allegations of misconducts involving the Technical aspects.
- b) Rendering expert opinion and assistance to the Anti Corruption Branch in investigation of cases relating to technical aspects in relation to construction and allied works, planning including works connected with civil mechanical, electrical under taken by the various Departments /Corporations/Autonomous Bodies/Local Self Government Bodies under the control of the State Government.

3) Anti Corruption Branch:-

The Anti Corruption Branch has been declared as a Police Station with jurisdiction for the entire State of Goa for conducting investigation of cases under Prevention of Corruption Act 1988 and Indian Penal Code. The Officers posted in Anti Corruption Branch are appointed as per Police Act 1861 and they draw the powers for conducting investigation/enquiry as per the said Act and also as per the Criminal Procedure Code 1973. The duties are broadly laid down in the Police Act 1861.

- a) The basic duty is to conduct proper investigation and to submit report (as envisaged U/s 173 Cr. P.C) to the Court and thereafter to follow up the case in the Court till its disposal.

- b) To collect intelligence about the corrupt Public servants and take appropriate action as per the laws in force.

(II) Power and duties of officers and employees.

[Section 4 (1) (b) (ii)]

A) General Administration and Establishment Cell.

Sr. No.	Name & Designation	Powers and Duties.
1)	Shri Sanjeev C. Gauns Dessai, Director (Vigilance)	<ul style="list-style-type: none"> ➤ Overall in charge of Directorate of Vigilance. ➤ Head of the Department and Head of the Office ➤ Budget Controlling Authority. ➤ Appointing Authority for Group 'C' and 'D' employees of the Directorate of Vigilance. ➤ Exercises Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.
2)	Dr. Snehal P. Naik Goltekar Additional Director (Vigilance-I)	<ul style="list-style-type: none"> ➤ Drawing and Disbursing Officer for the Directorate of Vigilance. ➤ Head of Office ➤ Processing cases for initiating disciplinary proceedings against the delinquent Government employees, including drafting of charge sheets and its vetting etc. ➤ All Powers of Head of Office in all matters. ➤ Vigilance Clearance
3)	Shri Vinayak Volvoikar Additional Director (Vigilance-II)	<ul style="list-style-type: none"> ➤ Matters pertain to Complaints Section ➤ Entire Administration, except DDO and powers of Head of Office ➤ Leave sanctioning authority for Non-Gazetted officials of Directorate

4)	Commissioner of Departmental Inquiries	➤ (Vacant)
5)	Smt. Nathine Araujo, Deputy Director (Vigilance)	<ul style="list-style-type: none"> ➤ Inquiry & Charger sheet ➤ Deputy Director (Vigilance) is Public Information Officer under the Right to Information Act, 2005 (Central Act No. 22 of 2005) in respect of the General Vigilance Section of the Directorate of Vigilance. ➤ Vigilance Clearance
6)	Vigilance Officer-I	➤ (Vacant)
7)	Ms. Rupa Paramasivan, Vigilance Officer-II	<ul style="list-style-type: none"> ➤ Attending the complaints made by the public against <u>Non Gazetted Officials</u> for the procedural lapses etc. ➤ Causing investigations into complaints and matters connected thereto. ➤ Paying surprise visits to Government offices.
8)	Smt Durga Kinlekar @ Durga A. Naik Vigilance Officer-III	<ul style="list-style-type: none"> ➤ In charge of Vigilance Section. ➤ Processing cases for initiating disciplinary proceedings against the delinquent Government employees, including drafting of charge sheets and its vetting etc. ➤ Giving advice to various Government Departments on Vigilance Matters. ➤ All others matters pertaining to the section which are not specifically allotted to other officials. ➤ Paying surprise visits to Government offices.
9)	Shri Pravind Gawas Vigilance Officer-IV	<ul style="list-style-type: none"> ➤ Attending the complaints made by the Public against <u>Gazetted Officials</u> for the procedural lapses etc. ➤ Causing investigations into

		<p>complaints and matters connected thereto.</p> <ul style="list-style-type: none"> ➤ Paying surprise visits to Government offices.
10)	Shri Surya Mardolkar Office Superintendent	<ul style="list-style-type: none"> ➤ Supervisory Officer / Overall in charge of the Administration Section and Establishment section.
11)	Senior Stenographer	<ul style="list-style-type: none"> ➤ (Vacant)
12)	Ms. Ranjeeta Morje Accountant	<ul style="list-style-type: none"> ➤ All matters related to account section.
13)	Smt. Geeta Tendulkar, Head Clerk	<ul style="list-style-type: none"> ➤ To assist Vigilance Officer-I in disposing of matters connected with initiation of Disciplinary Proceedings. ➤ All matters related to appointed of Inquiring, Authority/Presenting Officer including fees, Honorarium etc.
14)	Shri Gangappa Katyanwar, Upper Division Clerk	<ul style="list-style-type: none"> ➤ Account's Clerk cum Cashier ➤ Preparation of all types of bills. ➤ All matters connected with Accounts and Audit. ➤ Vehicle matters.
15)	Smt Reshma Navelkar, Junior Stenographer	<ul style="list-style-type: none"> ➤ Issue of Vigilance Clearance. ➤ Appointment and updating the list of Vigilance Officers. ➤ All the matters related to First Appellate Authority including appeals etc. and any other work allotted by the Higher Authority.
16)	Kum. Aqualina Furtado, Junior Stenographer	<ul style="list-style-type: none"> ➤ To Assist Office Superintendent in attending the matters related to Administration and Establishment section including maintenance of Service Book, Leave Account, and Increments etc. ➤ Files and matters pertaining to Lokayukta and any other work allotted by the Superior.
17)	Shri Sudhir C. Chodankar,	<ul style="list-style-type: none"> ➤ To assist Vigilance Officer –IV in

	Upper Division Clerk	processing complaints and matters connected with preliminary investigation and any other work allotted by the Higher Authority.
18)	Shri Shamsunder Kolambkar, Upper Division Clerk	<ul style="list-style-type: none"> ➤ To Assist Vigilance Officer -I in disposing miscellaneous matters of the Vigilance Section not specifically allotted to others including RTI Matters, Vigilance clearance matter and further processing of disciplinary proceedings files for imposition of penalty and any other work allotted by the Higher Authority.
19)	Smt Ujwala Karekar, Lower Division Clerk	<ul style="list-style-type: none"> ➤ To look after Inward and Outward / Dispatch. ➤ Library In charge and any other work allotted by the Higher Authority.
20)	Shri Sachin Pawar, Lower Division Clerk	<ul style="list-style-type: none"> ➤ To assist Office Superintendent & Senior Steno in attending all matters connected Establishment and Administration Section. ➤ All matters connected with maintenance of office /equipments. ➤ Purchases, Maintenance of Consumable Register, Maintenance of Dead Stock Registers and any other work allotted by the Higher Authority.
21)	Shri Rohan R. Parsekar, Driver	<ul style="list-style-type: none"> ➤ Attached to the Addl. Director-I of Vigilance ➤ Proper up-keep and maintenance of office vehicle and any other work allotted by the Higher Authority.
22)	Shri Nandan S. Nair, Driver	<ul style="list-style-type: none"> ➤ Attached to the Director of Vigilance. ➤ Proper up-keep and maintenance

		of office vehicle and any other work allotted by the Higher Authority.
23)	Shri Ladu S. Banaulikar, MTS	➤ Attached to the Director of Vigilance and any other work allotted by the Higher Authority.
24)	Shri Sachin C. Majik, MTS	➤ Attached to attend the outdoor work such as Postal duty any other work allotted by the Higher Authority.

(B) Technical Examination Cell:

Sr. No.	Name & Designation	Powers and Duties.
1)	Chief Technical Examiner (Vacant)	➤ Officer In-charge of the Technical Examination cell.
2)	Senior Technical Examiner	<ul style="list-style-type: none"> ➤ Conducting preliminary enquiries in respect of complaints involving technical aspects /irregularities involved in civil and such other works of public nature executed by the Government agencies. ➤ Provide assistance to the ACB and the General Vigilance Cell on the Technical aspects of the complaints involving vigilance angle. ➤ Public Information Officer in respect of the Technical Section of the Directorate of Vigilance.
3)	Shri Ladu Sawant, Upper Division Clerk	<ul style="list-style-type: none"> ➤ Maintaining of files and records of the office, typing and dealing hand for the complaints. ➤ Any other matters referred and received by the Technical Examination cell. ➤ Asstt. Public Information Officer in respect of the Technical Section of the Directorate of Vigilance and any other work allotted by the Higher

	Authority.
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(C) Anti Corruption Branch:

The Anti Corruption Branch has been declared as a Police Station with jurisdiction for the entire State of Goa for conducting investigation of cases under Prevention of Corruption Act 1988 and Indian Penal Code. The Officers and men posted in Anti Corruption Branch are appointed as per Police Act 1861 and they draw the powers for conducting investigation/enquiry as per the said Act and also as per the Criminal Procedure Code 1973. The duties of Police Officials are broadly laid down in the Police Act 1861. Their main duties are as under:-

- i) The basic duty to conduct investigation and to submit report to the court and thereafter to follow up the case in the court till its disposal.
- ii) To collect intelligence about the corrupt public servants.
- iii) To co-ordinate with the Heads of department/Vigilance officers of all other Govt. Departments of Goa and the State Government Undertakings/Autonomous Bodies to take appropriate steps for controlling corruption and also to initiate legal action against the corrupt public servants
- iv) Conduct enquiries in the petitions/applications received.

Sr. No.	Name & Designation	Powers and Duties.
1)	Shri Serafin Dias Superintendent of Police	<ul style="list-style-type: none"> ➤ In-Charge of the Anti Corruption Branch. ➤ Over all Supervision of investigation & enquiries being conducted by subordinate officers. ➤ FAA of ACB under RTI
2)	Smt Sucheta Dessai, Deputy Superintendent of Police	<ul style="list-style-type: none"> ➤ Supervising the investigation & enquiries being conducted by subordinate staff ➤ Conducting investigation in respect of the criminal cases registered at the ACB ➤ PIO ACB ➤ Conducting enquiries in respect of the complaints received by ACB
3)	Shri Francisco	<ul style="list-style-type: none"> ➤ Conducting investigation in

	Corte, Police Inspector	<p>respect of the criminal cases registered at the ACB</p> <ul style="list-style-type: none"> ➤ Conducting enquiries in respect of the complaints received by ACB ➤ Malkhana In-charge supervision for maintaining the Muddemal Register as well as Muddemal property. ➤ APIO
4)	Shri Braz Menezes, Police Inspector	<ul style="list-style-type: none"> ➤ Conducting investigation in respect of the criminal cases registered at the ACB mainly Conducting investigation/enquiries pertaining to the disproportionate assets cases and complaints received by ACB
5)	Shri Sanjay Dalvi, Police Inspector	<ul style="list-style-type: none"> ➤ Conducting investigation in respect of criminal cases registered at the ACB. Also Conducting enquiries in respect of the complaints received by ACB
6)	Shri Nilesh Shirodkar, Police Inspector	<ul style="list-style-type: none"> ➤ Conducting investigation in respect of the criminal cases registered at the ACB. ➤ Conducting enquiries in respect of the complaints received by ACB
7)	Shri Ditendra Naik, Police Sub Inspector	<ul style="list-style-type: none"> ➤ Conducting enquiries in respect of the complaints/petitions received by ACB and assisting senior officers in criminal cases during raid etc.
8)	Shri Gaurish Parab, Police Sub Inspector	<ul style="list-style-type: none"> ➤ Conducting enquiries in respect of the complaints/petitions received by ACB and assisting senior officers in criminal cases during raid etc.
9)	Shri Yogesh Mandrekar, Police	<ul style="list-style-type: none"> ➤ Conducting enquiries in respect of the complaints/petitions received

	Sub Inspector	by ACB and assisting senior officers in criminal cases during raid etc.
10)	Shri Sameer Haldankar, Police Sub Inspector	<ul style="list-style-type: none"> ➤ Conducting enquiries in respect of the complaints received by ACB and assisting senior officers. ➤ Assisting PI in to the Investigation/enquiries pertaining to the DA cases.
11)	Smt. Sunita Karapurkar, Lady Head Constable	<ul style="list-style-type: none"> ➤ Assisting PI Francisco Corte in day to day work and proper maintaining of all his files and correspondence. ➤ Crime (Crime related matters) ➤ Crime in India ➤ Any other duties assigned to her by the superior officers.
12)	Shri Sadanand R. Pednekar, Head Constable	<ul style="list-style-type: none"> ➤ Court duties, assisting seniors officers into investigation/enquiries Any other duties assigned to him by the superior officers. ➤ Pairavi Officer (Court & Lokayukta) , RTI & Appeal matters ➤ Any other duties assigned to her by the superior officers.
13)	Shri Sunil Satardekar, Head Constable	<ul style="list-style-type: none"> ➤ Assisting DY SP Sucheta Dessai in day to day work and proper maintaining of all her files and correspondence. ➤ Maintenance of Muddemal (Malkhana Incharge) ➤ Any other duties assigned to him by the superior officers.
14)	Smt. Riya Hatle, Lady Head Constable	<ul style="list-style-type: none"> ➤ Assisting PI Braz T. Menezes in day to day work and proper maintaining of all his files and correspondence. ➤ Administration matters.

		<ul style="list-style-type: none"> ➤ N.O.C Matters. ➤ Any other duties assigned to her by the superior officers.
15)	Shri Sainath Sawant, Police Constable	<ul style="list-style-type: none"> ➤ Assisting PI Sanjay Dalvi in day to day work and proper maintaining of all his files and correspondence. ➤ Any other duties assigned to him by the superior officers.
16)	Shri Swapnil Salgaonkar, Police Constable	<ul style="list-style-type: none"> ➤ Assisting PI Nilesh Shirodkar in day to day work and proper maintaining of all his files and correspondence. ➤ Pairavi Officer (Court & Lokayukta), RTI & Appeal matters. ➤ Any other duties assigned to him by the superior officers.
17)	Shri Keshav Naik, Police Constable	<ul style="list-style-type: none"> ➤ Reader to SP ACB, Secret Service funds. ➤ To assist Shri Sunil Satardekar, Head Constable in Maintenance of Muddemal. ➤ Any other duties assigned to him by the superior officers.
18)	Shri Pratap Sawant, Police Constable	<ul style="list-style-type: none"> ➤ To assist Smt. Sunita Karapurkar, Lady Head Constable in Crime related matters and Crime India. ➤ Writer to PI F.X. Corte. ➤ Any other duties assigned to him by the superior officers.
19)	Smt. Nilangi Majik, Lady Police Constable	<ul style="list-style-type: none"> ➤ Maintaining of NOC Files of the Branch. ➤ Maintaining all registers available with the Anti Corruption Branch PS. ➤ To assist Smt. Riya Hatle, Lady Head Constable in Administrative related matters. ➤ Any other duties assigned to him by the superior officers.
20)	Shri Sadashiv Parab,	<ul style="list-style-type: none"> ➤ Writer to Dy. SP.

	Police Constable	<ul style="list-style-type: none"> ➤ Maintenance of Muddemal (Malkhana Incharge). ➤ Any other duties assigned to him by the superior officers.
21)	Shri Abhijit Kouthankar, Police Constable	<ul style="list-style-type: none"> ➤ Assisting PI Nilesh Shirodkar in day to day work. ➤ Writer to PI Nilesh Shirodkar. ➤ Any other duties assigned to him by the superior officers.
22)	Shri Sandeep Naik, Driver	<ul style="list-style-type: none"> ➤ Attached to the Director of Vigilance ➤ Proper up-keep and maintenance of office vehicle.

(III) The procedure followed in the decision making process, including channels of supervision and accountability. [Section 4 (1) (b) (iii)]

1) GENERAL VIGILANCE CELL:-

The complaints containing allegation of misconduct against the Government employees are received in the General Vigilance Cell of the Directorate of Vigilance.

These complaints are first examined by the Vigilance Officer in the File to see whether it contains vigilance angle. The file is then submitted to the Additional Director/Deputy Director for his observations if any, and based on his recommendations/ observations the matter is submitted to the Director of vigilance who in turn submits the same to the Chief Vigilance officer for his approval/decision regarding the action to be taken on the complaint.

With the approval of the Chief Vigilance Officer, the preliminary enquiries are conducted to ascertain whether allegations contained in the complaint are *prima facie* substantiated.

In the event the complaint pertains to the allegations containing serious misconduct and involve vigilance angle, the chief Vigilance Officer with his recommendations, may further submit the file to the Chief Minister/

Minister for Vigilance for decision regarding the nature of proceedings to be initiated against the suspected government servant/Public Servant.

In the case of complaints containing serious allegations of misconduct against the Gazetted Officers, the decision to initiate disciplinary proceedings for Major Penalty under CCS(CCA)Rules, 1965 is taken by the appointing authority/i.e the Minister concerned., and further proceedings are conducted by the Directorate of Vigilance.

In case of complaints containing allegations of misconduct of minor nature by any Gazetted Government Officer, with the approval of the Chief Secretary, disciplinary proceedings for minor penalty is initiate by the Directorate of Vigilance.

In case the complaints contain allegations pertaining to the quality of civil works under taken by any public authorities under the control of State Government, such complaints are referred to the Technical Examination Cell for conducting preliminary enquiry.

Similarly, the complaints containing the allegations of criminal misconducts are referred to the Anti Corruption Branch of the Directorate of Vigilance for conducting preliminary enquiry and to take further action as per laws in force.

2) TECHNICAL EXAMINATION CELL :-

The Technical Examination Cell deals with the examination of complaints pertaining to allegations regarding sub standard, poor quality execution of civil works, etc. Technical Cell is responsible for examination and unearthing of irregularities in the execution of works. It is headed by Chief Technical Examiner of the rank of Superintending Engineer.

For making decision, the proposal/enquiry report is submitted by the Technical Examiner to the Chief Technical Examiner. The same is in then submitted to the Director (Vigilance), who in turn submits it to the Chief Vigilance Officer for taking deemed fit decision or for onward submission with specific recommendations, to the Government for orders as to the nature of action to be initiated.

3) ANTI CORRUPTION CELL:-

For making decision, the proposal/enquiry report is submitted by the enquiry officer/investigating officers to Superintendent of Police (Anti Corruption Branch). The same is in turn submitted to the Director (Vigilance), who in turn submits to the Chief Vigilance Officer for taking appropriated decision depending upon the rank of the officer against whom the enquiry is conducted/report is submitted.

Since the Anti Corruption Branch of the Directorate of Vigilance has been notified as the Police Station, it take the cognizance of the F.I.R received regarding the cognizable offence under the Prevention of Corruption Act 1988 and the related provisions of the Indian Penal Code 1860 pertaining to the allegations of corruption.

The investigations of the cases registered at Anti Corruption Branch are being supervised by the Deputy Superintendent of Police and the Superintendent of Police.

(IV) Norms for the discharge of functions. [Section 4 (1) (b) (iv)]:

The Directorate of Vigilance follows the Guidelines, Office Memorandums, and Orders, Instructions issued by the Central Vigilance Commission Government of India and Government of Goa from time to time.

The Anti Corruption Branch shall adhere to the provisions of the Criminal Procedure Code, 1973 and the other relevant laws governing the conduct of Police Officials and the investigation of crime.

(V) Rules regulation, instruction, manuals and records for discharging functions. [Section 4 (1) (b) (v)]:

Name of Acts, Rules and Manuals	
a) General Vigilance Section:-	
1.	Central Civil Service (Conduct) Rules, 1964
2.	Central Civil Service (Classification, Control & Appeal) Rules, 1965
3.	Central Civil Service (Pension) Rules, 1972
4.	Vigilance Manual (Central Vigilance

	Commission)
b) Technical Section	
1.	Central Public Works Department Manual and the other relevant Laws, Rules and regulations as applicable/adopted by the concerned agencies of the Goa State Government, State Public Undertakings/Autonomous Bodies/Local Self Government Bodies/
c) Anti Corruption Branch:-	
1.	Prevention of Corruption Act 1988
2.	Indian Penal Code, 1860
3.	Criminal Procedure Code, 1973
4.	Indian Evidence Act 1872
5.	Police Act, 1861

(VI) A Statement of the categories of documents that are held by it or under its control. [Section 4 (1) (b) (vi)]:

a) General Vigilance Section

- a) Administrative files
- b) Personnel files
- c) Complaints files
- d) Disciplinary Proceedings files

b) Technical Section

- a) Complaints files of the Technical Sections

C) Anti Corruption Branch

- a) FIR Register
- b) Case papers in Crime
- c) Petitions/application under enquiry
- d) Records pertaining to enquiries conducted
- e) Other administrative files.

(VII) Particular of any arrangement that exist for consultation with or representation by the members of the public in relation to the

**formulation of its policy of implementation.
[Section 4 (1) (b) (vii)]:**

NIL

(VIII) A Statement of boards, council, committees and other bodies constituted. [Section 4 (1) (b) (viii)]:

NIL

(IX) Directory of officers and employees. [Section 4 (1) (b) (ix)]:

And

(X) The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations. [Section 4 (1) (b) (x)]:

Sr. No.	Name of Officers & Employees	Designation	Telephone Number	Scale of Pay
1.	Shri Sanjeev C. Gauns Dessai	Director (Vigilance)	2226189	Level 12(7CPC)
2.	Shri Serafin Dias	Superintendent of Police	2232733	Level 11(7CPC)
3.	Vacant	Senior Technical Examiner	2226306	Level 12(7CPC)
4.	Smt. Sucheta Dessai	Dy. Supt. of Police	2232733	Level 10(7CPC)
5.	Dr. S. P. Naik Goltekar	Addl. Director (Vigilance-I)	2422111	Level 11(7CPC)
6.	Shri Vinayak Volvoikar Additional Director	Addl. Director (Vigilance-II)	-do-	Level 11(7CPC)
7.	Vacant	Commissioner of Departmental Inquiries	-do-	Level 11(7CPC)
8.	Smt. Nathine Araujo	Dy. Director (Vigilance)	-do-	Level 10(7CPC)
9.	Vacant	Vigilance	-do-	Level 7(7CPC)

		Officer-I		
10.	Ms. Rupa Paramasivan	Vigilance Officer-II	-do-	Level 7(7CPC)
11.	Smt Durga Kinlekar @Durga A Naik	Vigilance Officer-III	-do-	Level 7(7CPC)
12.	Shri Pravind Gawas	Vigilance Officer-IV	-do-	Level 7 (7CPC)
13.	Shri Francisco Corte	Police Inspector	2232733	Level 8(7CPC)
14.	Shri Braz Menezes	Police Inspector	-do-	Level 8(7CPC)
15.	Shri Sanjay Dalvi	Police Inspector	-do-	Level 7(7CPC)
16.	Shri Nilesh Shirodkar	Police Inspector	2232735	Level 7(7CPC)
17.	Shri Ditendra Naik	Police Sub Inspector	-do-	Level 7(7CPC)
18.	Shri Gaurish Parab	Police Sub Inspector	-do-	Level 7(7CPC)
19.	Shri Yogesh Mandrekar	Police Sub Inspector	-do-	Level 6(7CPC)
20.	Shri Sameer Haldankar	Police Sub Inspector	-do-	Level 6(7CPC)
21.	Smt. Sunita Karapurkar	Lady Head Constable	2232735	Level 6(7CPC)
22.	Shri Sadanand R. Pednekar	Head Constable	-do-	Level 4(7CPC)
23.	Shri Sunil R. Satardekar	Head Constable	-do-	Level 4(7CPC)
24.	Smt. Riya Hatle	Lady Head Constable	-do-	Level 4(7CPC)
25.	Shri Sainath Sawant	Police Constable	-do-	Level 3(7CPC)
26.	Shri Swapnil Salgaonkar	Police Constable	-do-	Level 3(7CPC)
27.	Shri Keshav Naik,	Police Constable	-do-	Level 3(7CPC)
28.	Shri Pratap Sawant,	Police Constable	-do-	Level 3(7CPC)
29.	Smt.Nilangi Majik	Lady Police	-do-	Level 7(7CPC)

		Constable		
30.	Shri Abhijit Kouthankar	Police Constable	-do-	Level 2 (7CPC)
31.	Shri Surya Mardolkar	OS	2422111	Level 6 (7CPC)
32.	Vacant	Sr. Stenographer	-do-	Level 6 (7CPC)
33.	Ms. Ranjeeta Morje	Accountant	-do-	Level 6 (7CPC)
34.	Smt Geeta Tendulkar	Head Clerk	-do-	Level 6 (7CPC)
35.	Kum. Aqualina Furtado	Jr. Stenographer	-do-	Level 4 (7CPC)
36.	Smt Reshma Navelkar	Jr. Stenographer	-do-	Level 5 (7CPC)
37.	Shri Ladu M Sawant	Upper Division Clerk	-do-	Level 4 (7CPC)
38.	Shri Shamsunder Kolambkar	Upper Division Clerk	-do-	Level 4 (7CPC)
39.	Shri Sudhir C Chodankar	Upper Division Clerk	-do-	Level 4 (7CPC)
40.	Smt Ujwala Karekar	Lower Division Clerk	-do-	Level 2 (7CPC)
41.	Shri Sachin Pawar	Lower Division Clerk	-do-	Level 2 (7CPC)
42.	Shri Rohan Parsekar	Driver	-do-	Level 3 (7CPC)
43.	Shri Sandeep Naik	Driver	2232733	Level 3 (7CPC)
44.	Shri Nandan S Nair	Driver	2422111	Level 3 (7CPC)
45.	Shri Ladu S. Banaulikar	MTS	-do-	Level 3 (7CPC)
46.	Shri Sachin C. Majik	MTS	-do-	Level 1 (7CPC)

(XI) The budget allocated to each agency. [Section 4 (1) (b) (xi)]:

Budget Estimates	2020-2021 (Rupees in lakhs)
DEMAND 22(Revenue & Capital) [2070]	
2070 - Other Administrative Services	
104 -Vigilance	
01 - Directorate of Vigilance (Non-Plan)	Total
01-Salaries	421.00
02-Wages	02.00
05-Rewards	01.00
11-Domestic Travel Expenses	06.00
13-Office Expenses	30.00
14-Rent, Rates & Taxes	08.00
26-Advertising & Publicity	01.00
28-Professional Services	10.00
41-Secret Service Expenditure	02.00
50-Other Charges	12.00
800 Other Expenditure	340.00
01-Establishment of Lokayukta (P)	238.00
01-Salaries	180.00
02-Wages	10.00
11-Domestic Travel Expenses	01.00
13-Office Expenses	30.00
20-Other Administrative Expenses	15.00
26 Advertising and Publicity	02.00
02-Special Squads	102.00
01-Salaries	60.00

11-Domestic Travel Expenses	10.00
13-Office Expenses	30.00
50-Other Charges	02.00
Total	833.00

(XII) The manner of execution of subsidy program. [Section 4 (1) (b) (xii)]

Not applicable

(XIII) Particulars of recipients of concessions, permits or authorizations Granted. [Section 4 (1) (b) (xiii)]

Not applicable

(XIV) Information available in an electronic form [Section 4 (1) (b) (xiv)]

Not applicable

(XV) Particulars of facilities available to citizen for obtaining information. [Section 4 (1) (b) (xv)]

Sr. No.	Facility available	Nature of information available
1.	Website http://www.goavigilance.nic.in	Information Pertaining to this Directorate

(XVI) Name designation and other particulars of Public Information Officers. [Section 4 (1) (b) (xvi)]

Sr. No.	Name & Designation of the Officer	F.A.A./PIO/APIO	Postal Address	Telephone No.
1	Shri Sanjeev C. Gauns Dessai, Director (Vigilance)	First Appellate Authority of General Vigilance Section.	Serra Building, Near All India Radio,	2226189
	Smt Nathine Araujo Deputy Director	Public Information Officer of General Vigilance		2422111

	(Vigilance)	Section.	Altinho Panaji Goa 403001	
	Shri Surya Mardolkar Office Superintendent	Assistant Public Information Officer of General Vigilance Section.		2422111
2	Chief Technical Examiner (Vacant)	First Appellate Authority of Technical Section.		2226306
	Senior Technical Examiner (Vacant)	Public Information Officer of Technical Section.		2226306
	Shri Ladu Sawant, Upper Division Clerk	Assistant Public Information Officer of Technical Section.		2226306
3	Shri Serafin Dias Superintendent of Police	First Appellate Authority of Anti Corruption Branch.		2232733
	Smt Sucheta Dessai Dy. Superintendent of Police	Public Information Officer Anti Corruption Branch.		2232735
	Shri Francisco Corte Police Inspector	Assistant Public Information Officer of Anti Corruption Branch.	2232735	

(XVII) Other information as may be prescribed. [Section 4 (1) (b) (xvi)]:

For complete information pertaining to the this Directorate please access our website <http://www.goavigilance.nic.in>

THE INSTITUTION OF GOA LOKAYUKTA

The Directorate of Vigilance administers the Goa Lokayukta Act, 2011. In accordance with the provisions of the said Act, the Government of Goa has established the Institution of Goa Lokayukta in the year 2013.

INFORMATION U/S 4 (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005

(i) Particulars of the organization, functions and duties;

The Institution of Goa Lokayukta is established under the Goa Lokayukta Act, 2011 and Rules, 2012 which has been passed by the Legislative Assembly of Goa on 05/10/2011 and assented by the President of India on 12/05/2012 and published in the Official Gazette for general information of the public vide notification No.7/9/2011-LA dated 18/05/2012.

The main function of the Institution of Goa Lokayukta is to receive and entertain the complaints of grievances and allegations against the public functionaries and to enquire into such complaints of grievances and allegations, within the jurisdiction of State of Goa.

The functioning of the Institution of the Goa Lokayukta is temporarily housed in the building of State Guest House at Altinho, Panaji.

The Lokayukta is the Head of the Institution entrusted with the quasi-judicial functions. Administrative and Financial matters are also placed before him. All complaints after its scrutiny are placed before the Lokayukta for taking cognizance, inquiry and investigation depending upon the circumstances of each case.

(ii) The powers and duties of its officers and employees;

Secretary: - The Secretary is the Head of the Department looking after the overall administration and has been delegated financial powers to deal with all the matters concerning financial aspects of the Institution.

Under Secretary: The Under Secretary is the head of the Establishment section. In the absence of the Secretary, he is also performing the duties as a Head of the Department. He has been re-delegated with the powers of drawing and disbursing officer under the Goa Delegation of Financial Powers Rules, 2008.

Registrar:- The Registrar is the head of the Judicial Section entrusted with the duties of receiving the complaints, scrutinizing and registering the same in the prescribed register of complaints and placing the same for orders of the Lokayukta.

Accountant: The Accountant is entrusted with the work of all financial matters including purchases and maintaining all registers such as cash book, bill register, service books and all other matters connected with the financial aspects.

Private Secretary to Lokayukta: The Private Secretary is exclusively working under the control of the Lokayukta and carrying out duties of typing judgments/order/reports and such other work assigned by the Lokayukta.

Bench Clerk: The Bench Clerk is working under the direct control of the Registrar and assisting the Registrar in maintenance of the records pertaining to the complaints, assisting in the open court, writing roznamas in day to day proceedings, issuing notices, summons, warrants of attachment, etc. and such other works assigned by the Registrar.

Lower Division Clerk: The L.D.C. is working under the direct control of the Under Secretary who is performing the day to day office routine work including inward and outward correspondence.

Driver(LMV.): The drivers are attached to the Lokayukta, Secretary and the office car.

Peon: The peons are performing duties assigned to them by the Lokayukta, Secretary, Registrar and the Under Secretary. They are also deputed for out duties for delivering correspondence to Government offices and other offices.

Police Constables: Police Constables are working under the investigating team headed by Dy. Superintendent of Police.

(iii) The procedure followed in the decision making process, including channels of supervision and accountability;

Every complaint received by the Registrar will be entered in the Register of complaints in the prescribed Form-A in terms of sub rule (1) of rule 5 of Goa Lokayukta Rules, 2012.

If the Registrar is of the opinion that any complaint is not in conformity with the provisions of the Act or these rules, he will, within a period of fifteen days, excluding public holidays, from the date of receipt of complaint, issue a notice to the complainant directing the complainant to rectify the defects within the time specified in such notice, however, time may be extended if sufficient cause is shown:

All complaints will be placed before the Lokayukta or Upa-Lokayukta, as the case may be, for orders. The Lokayukta may make such a preliminary inquiry as he deems fit for ascertaining whether there is reasonable ground for conducting investigation.

Upon conducting the preliminary inquiry if the Lokayukta or the Upa-Lokayukta proposes to conduct a detailed investigation on any complaint against the public functionary, the Lokayukta or the Upa-Lokayukta after calling for the comments from the concerned public functionary or by entrusting the matter to the investigating agency of this Institution, which may conduct a discreet probe and submit the report to the Lokayukta. At this stage, probing or enquiry is confidential to safeguard the identity of the apprehensive complainants and to protect the reputation of the public servant complained against.

Once a prime-facie case is held to have been made out, a regular enquiry (Investigation) is conducted after giving opportunity to the complainant as well as the public servant complained against, to put forth their versions and to adduce their evidence. The enquiry is on the lines of trial in a Court in which parties are permitted to be represented by their lawyers.

On the basis of such evidence, if the Lokayukta finds that, the allegation against the public functionaries have been substantiated either wholly or partly, a report in writing will be sent within a period of 90 days from the date of completion of the enquiry, communicating his findings and recommendation to the competent authority U/S 16 (1) (a) of the Act, and a copy of the report regarding findings and recommendation to the Government.

After investigation of any complaint involving a grievance, the Lokayukta or the Upa-Lokayukta, as the case may be, if satisfied that in consequence of mal-administration by the Public Functionary the complainant has sustained injustice or undue hardship, the Lokayukta will send a report in writing recommending to the Public Functionary and the Competent Authority concerned that such injustice or undue hardship shall be remedied or redressed within a period of 60 days and a compliance report shall be sent to the Lokayukta or Upa-Lokayukta accordingly.

The competent authority after examining the report forwarded to it and within 3 months of the date of receipt of the report will intimate to the Lokayukta or the Upa-Lokayukta the action taken or proposed to be taken on the basis of such report.

The Lokayukta or the Upa-Lokayukta if satisfied with the action taken or proposed to be taken on his recommendation, he will close the case under information to the complainant, the public functionary and the competent authority, but where he is not satisfied he can make a special report to the Governor and also inform the concerned parties.

The allegation made in the complaint if found to be false or vexatious to the knowledge of the complainant, the Lokayukta or the Upa-Lokayukta can order the complainant to pay costs/compensation u/s 19 (1) of the Act, which shall be not less than Rs. 10,000/- (Rs. Ten Thousand Only) and which may extend to Rs. One Lakh to the Public Functionary against whom the allegation has been made.

(iv) Norms set by it for the discharge of its functions:

This Institution will be a people friendly Institution, following the principle of honesty, integrity, transparency, expediency and efficiency in discharging its duties and functions.

(v) The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- 1) The Goa Lokayukta Act, 2011 and Rules, 2012
- 2) The Goa Lokayukta (First Amendment) Act, 2013 (Goa Act 8 of 2013)
- 3) The Prevention of Corruption Act, 1988
- 4) The Central Civil Service Rules, 1965.
- 5) The Central Civil Services (Conduct) Rules, 1964.
- 6) The Civil Procedure Code, 1908 and
- 7) The Criminal Procedure Code, 1973.

(vi) Statement of categories of document that are held by it or under its control:

The statement of Assets and Liabilities (property returns) submitted by the public functionaries in terms of Section 21 of Goa Lokayukta Act, 2011.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

- Not applicable.

(viii) A Statements of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

- Not applicable.

(ix) A directory of its officers and employees.

Sr. No.	Name of the Officer/ Employee	Designation	Office	
			Telephone/Mobile/Fax	Personal/Residence
1	Vacant	Hon'ble Goa Lokayukta	0832-2444499 Fax- 0832-2444885	-
2	P. S. Reddy	Secretary	0832-2444081	0832-2223169
3	Vacant	Registrar	0832-2444282 Fax- 0832-2444885	-
4	Deepali D. Naik	Under Secretary	0832-2444889	9764632151
5	Vacant	Personal Secretary	0832-2444885 (Fax)	-
6	Vacant	Accountant	0832-2444889	-
7	Vacant	Bench Clerk	0832-2444282	-
8	Chandrashekhar Pednekar	Head Constable	0832-2444889	9823564874
9	Subhashchandra Vasumani	Police Constable	0832-2444889	-
10	Vasant Chopdekar	Police Constable	0832-2444889	-
11	Sunita Salgaonkar	LDC	0832-2444889	9764326336
12	Divya Naik	LDC	0832-2444889	-
13	Prashant Narvekar	Driver	0832-2444889	-
14	Antonio Dias	Driver	0832-2444889	-
15	Anand Naik	Peon	0832-2444889	9158200344

(x) The monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulations.

Sr. No.	Name of the Officer/Employee	Designation	Pay Scale
1	Vacant	Hon'ble Goa Lokayukta	Rs. 2,50,000/- B.P.
2	P. S. Reddy	Secretary (On Contract)	Level 13(7CPC)
3	Deepali D. Naik	Under Secretary (On Transfer)	Level 10(7CPC)
4	Vacant	Registrar (On Contract)	Level 11(7CPC)
5	Vacant	Private Secretary (On Contract)	Level 7(7CPC)
6	Vacant	Accountant (On Contract)	Level 6(7CPC)
7	Vacant	Bench Clerk (On Contract)	Level 6(7CPC)
8	Chandrashekhar Pednekar	Head Constable (On Deputation)	Level 4(7CPC)
9	Subhashchandra Vasumani	Police Constable (On Deputation)	Level 4(7CPC)
10	Vasant Chopdekar	Police Constable (On Deputation)	Level 2(7CPC)
11	Sunita Salgaonkar	LDC (On Contract)	Level 2(7CPC)
12	Divya Naik	LDC (On Contract)	Level 4(7CPC)

13	Prashant Narvekar	Driver (On Deputation)	Level 4(7CPC)
14	Antonio Dias	Driver (On Deputation)	Level 4(7CPC)
15	Anand Naik	Peon (On Contract)	Level 1(7CPC)

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Please refer the Demand No. 22 of the Directorate of Vigilance

(xii) The manner of execution of subsidiary programmes, including the amounts allocated and the details of beneficiaries of such programmes.

- Not applicable.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

- Not applicable.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

- NIL

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

- NIL

(xvi) The names, designations and other particulars of the Public Information Officers.

Sr. No.	Name	Designation
1	P. S. Reddy, Secretary.	First Appellate Authority
2	Deepali D. Naik, Under Secretary.	Public Information Officer
3	Vacant	Assistant Public Information Officer

(xvii) Such other information as may be prescribed.

Nil

*****END*****