

**-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

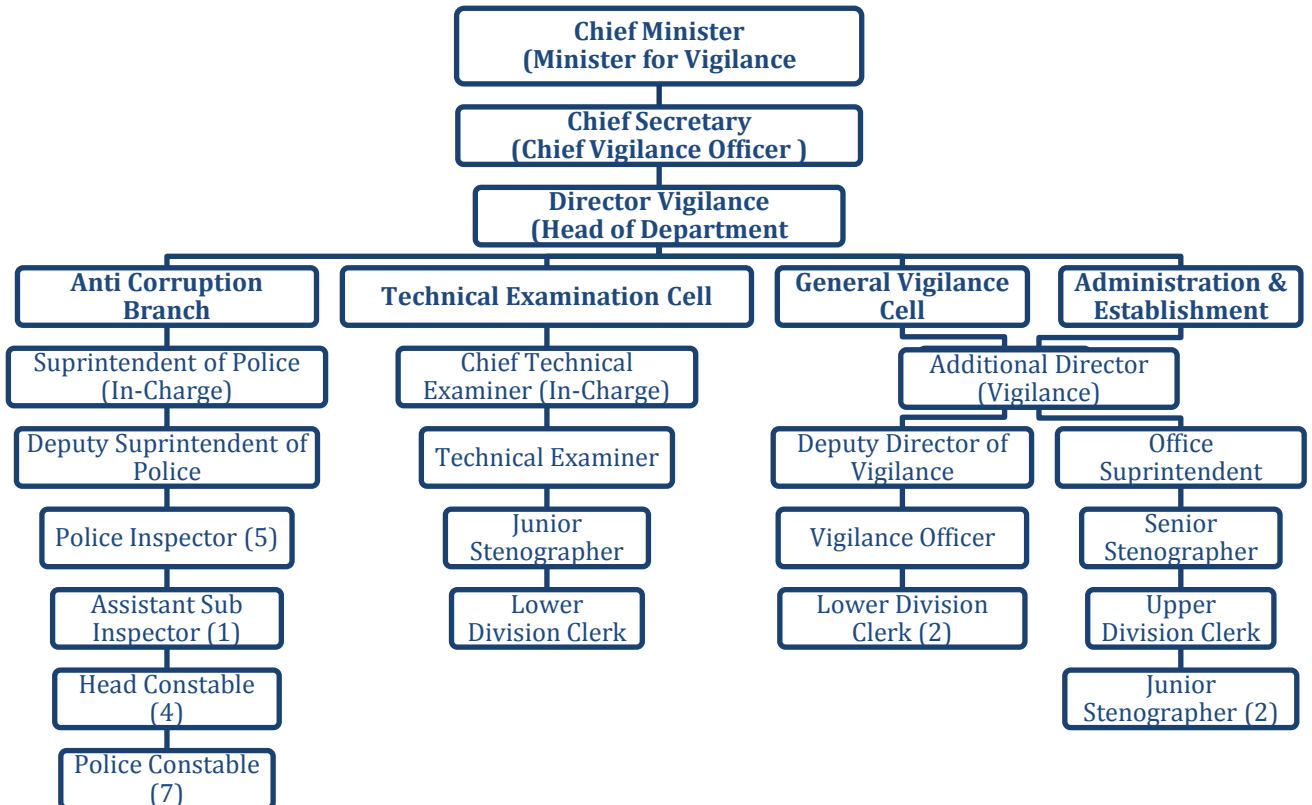
**The Superintendent of Police** is the Officer in Charge of the Anti corruption Branch Police Station.

## 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



### (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.**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties.</b>
1)	Shri Sanjeev C. Gauns Dessai, Director (Vigilance	<ul style="list-style-type: none"><li>➤ Overall in charge of Directorate of Vigilance.</li><li>➤ Head of the Department and Head of the Office</li><li>➤ Budget Controlling Authority.</li><li>➤ Appointing Authority for Group 'C' and 'D' employees of the Directorate of Vigilance.</li><li>➤ Exercises Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.</li></ul>
2)	Additional Director (Vigilance-I) (Vacant)	<ul style="list-style-type: none"><li>➤ Drawing and Disbursing Officer for the Directorate of Vigilance.</li><li>➤ Head of Office</li><li>➤ Complaints</li></ul>
3)	Shri Snehal P. Naik Goltek Additional Director (Vigilance-II)	<ul style="list-style-type: none"><li>➤ Investigation, Charge sheet</li><li>➤ Vigilance Clearance</li></ul>
4)	Shri Parag M. Nagarcenkar, Commissioner of Inquiries	<ul style="list-style-type: none"><li>➤ Departmental Inquiries</li></ul>
5)	Smt. Nathine Araujo, Deputy Director (Vigilance	<ul style="list-style-type: none"><li>➤ Inquiry &amp; Charger sheet</li><li>➤ 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.</li><li>➤ Vigilance Clearance</li></ul>
6)	Smt. Nancy Fernandes, Vigilance Officer-I	<ul style="list-style-type: none"><li>➤ Vigilance Inquiry</li><li>➤ Disciplinary Proceeding</li></ul>
7)	Shri Menino A. B. Coutinho, Vigilance Officer-II	<ul style="list-style-type: none"><li>➤ Attending the complaints made by the Public against Government employees for the procedural lapses corruption etc.</li></ul>

		<ul style="list-style-type: none"> <li>➤ Causing investigation into complaints and matters connected thereto.</li> <li>➤ Paying surprise visits to Government offices.</li> </ul>
8)	Smt Vibha Fugro Office Superintendent	<ul style="list-style-type: none"> <li>➤ Supervisory Officer of the Administration Section.</li> </ul>
9)	Shri Suresh Desai, Senior Stenographer	<ul style="list-style-type: none"> <li>➤ To Assist Office Superintendent in attending the matters related to Administration and Establishment section including maintenance of Service Book , Leave Account, Increments etc..</li> </ul>
10)	Shri Gangappa Katyanwar, Upper Division Clerk	<ul style="list-style-type: none"> <li>➤ Account's Clerk cum Cashier</li> <li>➤ Preparation of all types of bills.</li> <li>➤ All matters connected with Accounts and Audit.</li> <li>➤ Purchases and Vehicle matters.</li> <li>➤ All matters connected with maintenance of office /equipments.</li> <li>➤ Maintenance of Dead Stock Registers</li> </ul>
11)	Smt. Geeta Tendulkar, Junior Stenographer	<ul style="list-style-type: none"> <li>➤ To Assist Vigilance Officer-I in disposing of matters connected with initiation disciplinary proceedings and also assist Vigilance Officer-II as and when need arise.</li> <li>➤ Library Incharge.</li> </ul>
12)	Shri Vilas V. Kankonkar , Junior Stenographer	<ul style="list-style-type: none"> <li>➤ PA to Additional Director Vigilance</li> <li>➤ Looks after the work of issuing Vigilance Clearance</li> <li>➤ Appointment and updating the list of Vigilance Officer.</li> <li>➤ All matters related appointment of Inquiring Authorities/Presenting Officers including their fees etc.</li> </ul>
13)	Shri Ladu Sawant , Upper Division Clerk	<ul style="list-style-type: none"> <li>➤ To assist Vigilance Officer -II in processing complaints and matters connected with preliminary investigation.</li> </ul>



14)	Shri Shamsunder Kolambkar, Upper Division Clerk	➤ Assist V.O. 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.
15)	Kum. Aqualina Furtado, Junior Stenographer	➤ Inward & Outward
16)	Shri Rohan R. Parsekar, Driver	➤ Attached to the Addl. Director of Vigilance ➤ Proper up-keep and maintenance of office vehicle
17)	Shri Ladu S. Banaulikar, Peon	➤ Attached to the Director of Vigilance

### **(B) Technical Examination Cell:**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties.</b>
1)	Chief Technical Examiner (Vacant)	➤ Officer In-charge of the Technical Examination cell.
2)	Shri Shashikant S. Kamat, Technical Examiner.	➤ 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 Sudhir C. Chodankar, Upper Division Clerk	➤ 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
4)	Shri Pradesh A. Naik, Driver.	➤ Attached to the Technical Examination cell ➤ Proper up-keep and maintenance of office vehicle

### **(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.

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties.</b>
1)	Shri Bosco George Superintendent of Police	➤ In-Charge of the Anti Corruption Branch. ➤ Over all Supervision of investigation & enquiries being conducted by subordinate officers.
2)	Shri Bossuet Silva, Deputy Superintendent of Police	➤ Supervising the investigation & enquiries being conducted by subordinates ➤ Conducting investigation in respect of the criminal cases registered at the ACB

		<ul style="list-style-type: none"> <li>➤ conducting enquiries in respect of the complaints received by ACB</li> </ul>
3)	Shri Francisco Corte, Police Inspector	<ul style="list-style-type: none"> <li>➤ Conducting investigation in respect of the criminal cases registered at the ACB</li> <li>➤ Conducting enquiries in respect of the complaints received by ACB</li> </ul>
4)	Shri Rajan Y. Nigalye, Police Inspector	<ul style="list-style-type: none"> <li>➤ Conducting investigation in respect of the criminal cases registered at the ACB. Conducting enquiries in respect of the complaints received by ACB</li> </ul>
5)	Police Inspector (Vacant)	<ul style="list-style-type: none"> <li>➤ In charge of Disproportionate Assets Cell. Conducting the investigation/enquiries pertaining to the disproportionate assets cases.</li> <li>➤ Conducting investigation in respect of other criminal cases registered at the ACB. Conducting enquiries in respect of the complaints received by ACB</li> </ul>
6)	Shri Wilson D'Souza, Police Inspector	<ul style="list-style-type: none"> <li>➤ Conducting investigation in respect of the criminal cases registered at the ACB.</li> <li>➤ Conducting enquiries in respect of the complaints received by ACB</li> </ul>
7)	Shri Fati G. Morajkar, Assistant Sub Inspector	<ul style="list-style-type: none"> <li>➤ Conducting enquiries in respect of the complaints received by ACB and assisting senior officers.</li> <li>➤ Assisting PI Shri Wilson D'Souza in his investigation.</li> <li>➤ Malkhana In-charge for maintaining the Muddemal Register as well as muddemal property.</li> </ul>
8)	Shri Sunil S. Falkar, Head Constable	<ul style="list-style-type: none"> <li>➤ Conducting enquiries in respect of the complaints received by ACB and assisting senior officers.</li> <li>➤ Assisting PI in to the Investigation/enquiries pertaining to the DA cases.</li> </ul>

9)	Shri K. G. Manoj, Head Constable	<ul style="list-style-type: none"> <li>➤ Conducting enquiries in respect of the complaints received by ACB and assisting senior officers.</li> <li>➤ Assisting PI in to the Investigation/enquiries pertaining to the DA cases.</li> </ul>
10)	Shri Raul Fernandes, Head Constable	<ul style="list-style-type: none"> <li>➤ Maintaining of All Files of the Branch.</li> <li>➤ Maintaining all registers available with the Anti Corruption Branch.</li> <li>➤ Assisting seniors officers into investigation/enquiries.</li> </ul>
11)	Smt. Sunita Karapurkar Lady Head Constable	<ul style="list-style-type: none"> <li>➤ Assisting PI Francisco Corte in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>
12)	Shri Dayesh B. Chodankar Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting HC Raul Fernandes in maintaining proper record of inward/outward correspondence, files, and all registers etc.</li> <li>➤ Maintaining proper record of NOCs/ Vigilance Clearance.</li> <li>➤ Any other duties assigned to him by the superior officers.</li> </ul>
13)	Shri Anand A. Kolambkar, Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting Supdt. of Police, ACB in his day to day work.</li> <li>➤ Looking after all RTI matters, LAQs, LSQs and RSQs.</li> <li>➤ Preparing yearly report regarding Crime in India</li> <li>➤ Conducting Enquiries entrusted to him.</li> </ul>
14)	Smt. Bhavana V. Chodankar, Lady Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting Dy SP Bossuet Silva in day to day work and proper maintaining of all his files and correspondence</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>

15)	Shri Sadanand R. Pednekar, Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting PI in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>
16)	Shri Swapnil Salgaonkar, Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting PI Wilson D'Souza in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>
17)	Shri Sainath Sawant, Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting PI Rajan Nigalye in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>
18)	Shri Sunil Satardekar, Police Constable	<ul style="list-style-type: none"> <li>➤ Assisting PI in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Any other duties assigned to her by the superior officers.</li> </ul>
19)	Shri Nandan S. Nair, Driver	<ul style="list-style-type: none"> <li>➤ Attached to the Director of Vigilance</li> <li>➤ Proper up-keep and maintenance of office vehicle.</li> </ul>
20)	Shri Sandeep S. Naik, Driver	<ul style="list-style-type: none"> <li>➤ Attached to the Anti Corruption Branch</li> <li>➤ Proper up-keep and maintenance of office vehicle.</li> </ul>

**(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 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) ]:**

<b>Name of Acts, Rules and Manuals</b>	
<b>a) General Vigilance Section:-</b>	
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>b) Technical Section</b>	
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/
<b>c) Anti Corruption Branch:-</b>	
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	Name of Officers & Employees	Designation	Telepho- ne Number	Scale of Pay
1.	Shri Sanjeev C. Gauns Dessai	Director (Vigilance)	2226189	Level 12(7CPC)
2.	Shri Bosco George	Superintendent of Police	2232733	Level 14(7CPC)
3.	Shri Shashikant Kamat	Technical Examiner	2226306	Level 12(7CPC)
4.	Shri Bossuet Silva	Dy. Supt.of Police	2232733	Level 10(7CPC)

5.	Vacant	Addl. Director (Vigilance-I)	2422111	--
6.	Shri S. P. Naik Goltekar	Addl. Director (Vigilance-II)	2422111	Level 11(7CPC)
7.	Shri Parag Nagarcenkar Additional Charge	Commissioner of Departmental Inquiries	2422111	Level 11(7CPC)
8.	Smt Nathine Araujo	Dy. Director (Vigilance)	2422111	Level 10(7CPC)
9.	Shri Francisco Corte	Police Inspector	2232733	Level 8(7CPC)
10.	Shri Rajan Nigalye	Police Inspector	2232733	Level 7(7CPC)
11.	Shri Wilson D'Souza	Police Inspector	-do-	Level 7(7CPC)
12.	Smt Nancy Fernandes	Vigilance Officer-I	2422111	Level 7(7CPC)
13.	Shri Menino A.Bosco Coutinho	Vigilance Officer-II	-do-	Level 7 (7CPC)
14.	Smt Vibha Fugro	OS	-do-	Level 8 (7CPC)
15.	Shri Suresh Dessai	Sr.Stenographe r	-do-	Level 6 (7CPC)
16.	Vacant	Upper Division Clerk	-do-	----
17.	Shri Fati Morajkar	Assistant Sub- Inspector	2232733	Level 5 (7CPC)
18.	Shri Sunil S. Falkar	Head Constable	-do-	Level 5 (7CPC)
19.	Shri K. G. Manoj	Head Constable	-do-	Level 5 (7CPC)
20.	Shri Raul Fernandes	Head Constable	-do-	Level 5 (7CPC)
21.	Smt. Sunita Karapurkar	Lady Head Constable	-do-	Level 5 (7CPC)
22.	Shri Dayesh Chodankar	Police Constable	-do-	Level 3(7CPC)
23.	Shri Anand Kolambakar	Police Constable	-do-	Level 3(7CPC)
24.	Smt.Bhavana Chodankar	Lady Police Constable	-do-	Level 3(7CPC)
25.	Shri Sadanand R. Pednekar	Police Constable	--do-	Level 3(7CPC)

26.	Shri Swapnil Salgaonkar	Police Constable	-do-	Level 3(7CPC)
27.	Shri Sainath Sawant	Police Constable	-do-	Level 3(7CPC)
28.	Shri Sunil Satardekar	Police Constable	-do-	Level 3(7CPC)
29.	Smt Geeta Tendulkar	Junior Stenographer	2422111	Level 4 (7CPC)
30.	Kum. Aqualina Furtado	Junior Stenographer	2226306	Level 4 (7CPC)
31.	Shri Vilas V. Kankonkar	Junior Stenographer	2422111	Level 4 (7CPC)
32.	Shri Ladu M Sawant	Upper Division Clerk	-do-	Level 4 (7CPC)
33.	Shri Shamsunder Kolambkar	Upper Division Clerk	-do-	Level 4 (7CPC)
34.	Shri Sudhir C Chodankar	Upper Division Clerk	2226306	Level 4 (7CPC)
35.	Shri Pradesh A Naik	Driver	-do-	Level 5 (7CPC)
36.	Shri Rohan Parsekar	Driver	2422111	Level 3 (7CPC)
37.	Shri Sandeep Naik	Driver	2232733	Level 3 (7CPC)
38.	Shri Nandan S Nair	Driver	-do-	Level 3 (7CPC)
39.	Shri Ladu S. Banaulikar	Peon	2422111	Level 3 (7CPC)

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

Budget Estimates	2017-2018 (Rupees in lakhs)
<b>DEMAND 22 [2070]</b>	
<b>2070 - Other Administrative Services</b>	
<b>104 -Vigilance</b>	
<b>01 - Directorate of Vigilance</b>	<b>Total</b>
01-Salaries	240.38
02-Wages	01.00
05-Rewards	00.34
11-Domestic Travel Expenses	00.24

13-Office Expenses	26.88
14-Rent, Rates & Taxes	04.00
26-Advertisement & Publicity	05.00
28-Professional Services	20.00
41-Secret Service Expenditure	02.00
50-Other Charges	15.23
<b>Other Expenditure</b>	
01-Establishment of Lokayukta (P)	
01-Salaries	150.00
02-Wages	05.00
11-Domestic Travel Expenses	05.00
13-Office Expenses	02.48
20-Other Administrative Expenses	20.00
<b>Other Expenditure</b>	
01-Special Squad	60.00
11-Domestic Travel Expenses	20.00
13-Office Expenses	10.00
20-Other Administrative Expenses	10.00
<b>Total</b>	<b>600.55</b>

**(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) ]**

Sl. No.	Facility available	Nature of information available
1.	Website <a href="http://www.goavigilance.nic.in">http://www.goavigilance.nic.in</a>	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, Altinho Panaji Goa 403001	2226189
	Smt Nathine Araujo Deputy Director (Vigilance)	Public Information Officer of General Vigilance Section.		2422111
	Shri Vibha Fugro OS	Assistant Public Information Officer of General Vigilance Section.		2422111
2	Chief Technical Examiner (Vacant)	First Appellate Authority of Technical Section.		2226306
	Shri Shashikant Kamat Technical Examiner	Public Information Officer of Technical Section.		2226306
	Shri Sudhir Chodankar Upper Division Clerk	Assistant Public Information Officer of Technical Section.		2226306
3	Shri Bosco George, Superintendent of Police	First Appellate Authority of Anti Corruption Branch.		2232733
	Shri Bossuet Silva Dy. Superintendent of Police	Public Information of Officer Anti Corruption Branch.		2232733

	Shri Wilson D'Souza Police Inspector	Assistant Public Information Officer of Anti Corruption Branch.		2232733
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**(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 complaints 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	Residence
1	-	Hon'ble Lokayukta	0832-2222080 Fax- 0832-2222085	-
2	P. Mathew Samuel. IAS	Secretary	0832-2222081 M-8380070034	0832-2223169
3	Laxman Zalmi	Registrar	0832-2222082	0832-2413478 9423058993
4	Sudin A. Natu	Under Secretary	0832-2222099	9422395833
5	Ramakant Borkar	Accountant	0832-2222099	9881778944
6	Pushpa Naik	Personal Secretary	----	8975921316
7	Banudas Chari	Bench Clerk	---	---
8	Pundalik Karmalkar	Police Constable	---	9623774497
9	Satyajit U. Pednekar	Police Constable	---	9823098463
10	Baya V. Varak	Police Constable	---	9823398150
11	Chandrashekhar Pednekar	Police Constable	---	9823564874
12	Prashant Narvekar	Driver	---	---
13	Vinayak K P Gaonkar	Driver	----	----
14	Antonio Dias	Driver	---	---

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

<b>Sr. No.</b>	<b>Name of the Officer/Employee</b>	<b>Designation</b>	<b>Pay Scale</b>
1	P. Mathew Samuel. IAS	Secretary	Level 13(7CPC)
2	Laxman Zalmi	Registrar	Level 9(7CPC)
3	Sudin A. Natu	Under secretary	Level 10(7CPC)
4	Ramakant Borkar	Accountant	Level 7(7CPC)
5	Banudas Chari	Bench Clerk	Level 6(7CPC)
6	Pushpa Naik	Private Secretary	Level 10(7CPC)
7	Pundalik Karmalkar	P.C.	Level 5(7CPC)
8	Satyajit Pednekar	P.C.	Level 3(7CPC)
9	Baya Varak	P.C.	Level 3(7CPC)
10	Chandrashekhar Pednekar	P.C.	Level 3(7CPC)
11	Prashant Narvekar	Driver	Level 2(7CPC)
12	Vinayak K P Gaonkar	Driver	Level 5(7CPC)
13	Antonio Dias	Driver	Level 2(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.**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Shri P. Mathew Samuel, IAS, <b>Secretary.</b>	First Appellate Authority
2	Shri Laxman V. Zalmi, <b>Registrar.</b>	Public Information Officer
3	Shri Borkar, <b>Accountant.</b>	Assistant Public Information Officer

**(xvii) Such other information as may be prescribed.**

Nil

\*\*\*\*\*END\*\*\*\*\*