No: 13/27/86-VIG/
Government of Goa,
Directorate of Vigilance,
Junta House(Annexe) 6th floor.,
Panaji – Goa.
Dated: 18/09/2003

ORDER

Sub:- Honorarium to in-service IO and PO

In supersession of Order No. 13/27-86- VIG dated 5/7/1995, sanction of the Government is hereby conveyed for the payment of honorarium at the following revised rates to the officials who are appointed for conducting departmental inquiries:-

Sr. No.	Post	Prevailing rate of honorarium per completed case	Revised rate of honorarium per completed case
1.	2	3	4
	Inquiring Authority Appointed to hold Disciplinary proceedings in addition to Normal duties.	Rs. 600/-	Rs. 1000/-
2.	Presenting Officer		
	(a) Gazette Group 'A" And 'B' Officers	Rs. 400/-	Rs. 600/-
	(b) Non-Gazette Officers	Rs. 300/-	Rs. 500/-
3.	Steno/Typist	-	Rs. 300/-

It is certified that the provision of F.R. 11 have been taken into account while sanctioning the honorarium.

This order issues with the concurrence of Finance Department vide their U.O. No. Fin(Exp.) Department /6536 dated 23/08/2000.

Disciplinary Authority shall issue order appointing Steno/Typist in consultation with the concerned Inquiring Authority.

Sd/-
(Arun L. Desai)
Dy. Director (Vigilance)

Copy to:-

1. The Director of Accounts, Panaji.
2. The Sr. Dy. Accountant General(Audit) Panaji.
3. The All Inquiring Authorities in the panel of Officers.
4. All Head of Departments/Offices.
5. All Department of the Secretariat.

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No.13/11/88-VIG(Vol.IV) P.F.
Government of Goa,
Directorate of Vigilance,
Serra Building, Near A.I.R.,
Altinho, Panaji Goa

Dated: 10th October, 2003.

To,
All the Head of Departments,

Sub: Appointment of retired Government Officers as the Inquiry Officers.

Sir,

I am directed to inform you that in order to speedily dispose off the cases of departmental enquiries instituted against various Government Servants, the Government had decided to utilise the services of some retired Group "A" Officers for conducting enquiries against the charge officers/officials on certain terms and conditions.

Government has now decided to revise the said terms and conditions for appointing retired officers as Inquiry Officers and honorarium to be paid with the concurrence of Finance (Expenditure) Department vide their U.O. No. Fin(Exp) Department/1039(F) dated 23/9/2003. The revised terms and conditions will be applicable to the cases allotted w.e.f. 1/10/2003.

The expenditure towards the honorarium and other expenses for clerical and stenographic work including stationery for conducting the enquiries should be met from the Budget Head of the respective Department of the charged officers/officials. Copy of the revised terms and conditions is enclosed for your reference & needful.

This is brought to the notice of all concerned.

Yours faithfully,

Sd/-
(Sanjiv M. Gadkar)
Addl .Director (Vigilance)

Encl. as above.

Copy to :

1) Shri P.S. Nadlarni, Inquiry Officer, C/o Directorate of Education, Panaji-Goa.
2) Shri S.D. Dessai, Inquiry Officer, C/o Collectorate, North Goa District, Panaji.
3) Shri A.X.B. Viegas, Inquiry Officer, C/o Public Works Dept. Altinho, Panaji-Goa.
4) Shri S.V. Shirodkar, Inquiry Officer, C/o Office of the Goa State Commission for Backward Classes, Old GMC Complex, Panaji-Goa.
5) Shri P.W. Rane Sardessai, C/o Directorate of Vigilance, Altinho, Panaji-Goa..

Cont....2

TERMS AND CONDITIONS FOR APPOINTING RETIRED OFFICERS AS INQUIRY OFFICERS

The Retired Government Officer, hereinafter, referred to as Inquiry Officer (IO).

1. shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiry Officer ;

2. shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the Inquiry and utilises the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or date are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report;

3. shall be paid a lumpsum remuneration of Rs.5000/-, (Rupees Five Thousand only) per Departmental Inquiry Report, in a case, by the Department/Organisation to which the charged officer belongs;

4. shall be paid, in addition to the remuneration of Rs.5000/-, an amount of Rs.1000/-(Rupees One Thousand only)per Departmental Inquiry Report, for clerical and Stenographic work, which the IO has to arrange by himself/herself;

5. shall conduct the inquiry proceedings only in the office premises of the Department/Organisation, which engages him/her;

6. shall be provided with the stationery/postage by the Department/Organisation, which engages him/her;

7. shall be terminated from the services of an IO at any time by the Appointing Authority, without notice and without assigning, any reasons.

8. shall submit the inquiry report after completing the inquiry within six months from the date of his appointment as Inquiry Officer to become eligible for payment of remuneration as indicated at item No. 3 & 4.

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No.59/100/2003-STE/1966
Government of Goa,
Directorate of Vigilance,
Serra Bldg., Near A.I.R.,
Altinho, Panaji-Goa.

Dated: June 2, 2004.

CIRCULAR

Sub: Implementation of directions issued by Directorate of Vigilance.

It has come to the notice of the Government that the instructions issued by the Vigilance Department to the Heads of Departments/Vigilance Officers, in the disciplinary/vigilance matter investigated by the Vigilance Department are not being implemented or adhered to and sometimes inordinate delays take place thus defeating the very purpose of vigilance inquiry.

The Government has taken serious note of the above and decided that the responsibility be fixed. In view of the above, it is again brought to the notice of all the Heads of Departments/Vigilance Officers that henceforth, the implementation of the instructions/orders issued by the Vigilance Department shall be the responsibility of concerned HOD and Vigilance Officer jointly and severally, and the compliance of implementation would be submitted by HOD and Vigilance Officer to Vigilance Department **within a period of two weeks.** It may also be mentioned that the competent authority under the rule/policy must implement the decision /order issued by Vigilance Department and any unnecessary reference and submissions to higher authority for taking approval which is not required under rule/policy should be avoided.

Failure on the part of the Heads of Departments or Vigilance Officer to implement the instructions/orders of Vigilance Department issued with the approval of Government within specified time frame shall be viewed seriously and disciplinary action as deemed fit shall be initiated against the concerned.

Sd/-

(D.S.Negi)
Chief Secretary/
Chief Vigilance Officer

To
1. All Heads of Departments.
2. All Vigilance Officers.

No.5/6/2004-VIG/1848
Govt. of Goa ,
Directorate of Vigilance
Serra Bldg. , Near A.I.R.,
Panaji – Goa,

Dated : 11/6/2004

CIRCULAR

Sub : Unauthorised absence.

It has come to the notice of the Government that Government officers/officials do their private/personal work without availing any leave. This is infringement of service rules.

In order to curb such activities all the HOD's/Head's of Offices are requested to keep strict vigil and ensure that no officer/official moves out of the office during office hours without signing the movement Register or availing leave.

If any such instances are noticed in future the concerned HOD/Head of Office shall also be held responsible for absenteeism of such staff members during their office hours apart from strict action against the concern absentee Government servant.

Sd/-
(**Sanjiv M. Gadkar**)
Addl. Director (Vigilance)

To :
All Heads of Departments.

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No.1/3/93-VIG/2005/
Government of Goa,
Directorate of Vigilance,
Serra Building,
Altinho, Panaji – Goa.

Dated:- 18-10-2005

N O T I F I C A T I O N

The jurisdiction of the Directorate of Vigilance is extended over all State Public Sector Undertaking, Autonomous Bodies, etc. under Government of Goa which are already in existence or may come into existence in future.

Such State Public Sector Undertakings, Autonomous Bodies, etc. shall

(a) appoint Vigilance Officer in their organization with the approval of Chief Vigilance Office;

(b) formulate rules/provide for provisions to deal with disciplinary matters in the organization;

(c) put in place internal vigilance machinery in the organization;

(d) extend all the help to the Directorate of Vigilance in conducting the investigation in respect of the organization as and when taken up by Directorate of Vigilance;

This issues with immediate effect in suppression of all Notifications issued in this regard.

By order and in the name of
the Governor of Goa

Sd/-

(A. W. Rane)
Additional Director (Vigilance)

To,

The Director, Printing & Stationery, Government Printing Press, Panaji for favour of publication in the Official Gazette. He is requested to send three copies of the same to this directorate for its record.

Copy to:-

1. All Heads of Department.
2. All Public Sector Undertakings/Autonomous Bodies, etc.

CONFIDENTIAL

No.1/1/98-VIG(B)
Government of Goa,
Directorate of Vigilance,
Junta House (Annexe), 6th floor,
Panaji-Goa.

Date : 13 /4/1998

MEMORANDUM

A copy of office Memorandum No.142/10/97-AVD I dated 14/1/1998 from Secretary (P), Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, New Delhi, regarding sanction of prosecution is forwarded herewith for information and compliance to :-

1) All Heads of Department/Offices.
2) All Department in the Secretariat.

Sd/-
(ASHOK N. P. DESSAI)
Deputy Director, (Vigilance)

CONFIDENTIAL

FAX : 011-3012432 (N. O.)
011-3013142 (E. O)
142/10/97 ADV I 011-4624821 (LN.B)
011-4360862 (Trg. Div
011-4361230 (P.E.S.B)
Telex : 62826 (N.B)
66366 (Trg. Div)

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
DEPARTMENT OF PERSONNEL AND TAINING
NEW DELHI

Dated : 14/1/1998

OFFICE MEMORANDUM

Subject : Sanction for prosecution.

Under Section 19 of the Prevention of Corruption Act, 1998 as also Section 197 of the Cr, PC, it is necessary for the prosecuting authority to have the previous sanction of the competent authority for launching prosecution against a public servant in order that the court concerned can take cognizance of the matter.

Contd....2

2. The Supreme Court in WP (Criminal) No. 340-343 of 1993 Vincent Narain and Others Vs. Union of India and another, has inter alia given the following direction vide judgement dated 18/12/1997 :-

> "Time limit of 3 months in grant of sanction for prosecution must be strictly adhered to. However, additional time of one month may be allowed where consultation is required with the Attorney General or any other Law Officer in the AG's office".

3. The above direction of the Supreme Court is hereby brought to the attention of all Ministries and Departments for the purpose of strict compliance and with the request that it may similarly be brought to the attention of all organisations under the Ministries and Departments vested with the authority of sanction for prosecution under the Prevention of Corruption Act, 1988 and the Code of Criminal Procedure, 1973. It is further emphasized that while the Supreme Court has laid down the maximum limit, the effort should be convey the decision regarding such requests as early as possible in each case.

Sd/-
(Arvind Varma)
Secretary (P)

Secretaries to all Ministries/Department (By name)

Copy for information to :-

1. Cabinet Secretary.
2. Principal secretary to the Prime Minister .
3. Secretary to the President.
4. Secretary, CVC.

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No. ACB/Vigilance/ G-04 /2004/1066,
Directorate of Vigilance,
Government of Goa,
Serra Building, Near A.I.R.,
Altinho, Panaji-Goa.

Dated :- 22/03 /2004

CIRCULAR

Sub :- Instructions for Maintaining "PERSONAL CASH REGISTER"

At present, the officers/officials who deal with cash do not declare their personal cash before resuming their duties. In order to give a fair and transparent services to the public, it is enjoined upon all Head of Departments/Head of Offices to henceforth ensure maintenance of "Personal Cash Register" in all Government departments and offices in terms of following directions: -

1. Every Head of Office shall issue Personal Cash Register duly certified under his signature & seal and the same shall remain in his custody.

2. All Govt. employees dealing in cash shall forthwith declare his/her Personal Cash in the Personal cash Register at the start and at the end of duty hours and justify the variations by recording appropriate entries in the Personal Cash Register to that effect immediately.

Contd/-

The Vigilance Officer shall conduct periodical surprise checks of the Personal Cash maintained and if any discrepancy is noticed during surprise check, a report to this effect is required to be submitted to the Disciplinary Authority/Head of Department and Vigilance Department for appropriate action.

The Head of Department of the concerned Department shall bring the contents of this circular to the notice of all employees under his control for its strict compliance. Any deviation of the above given instructions shall be dealt sternly. This circular shall come into force with immediate effect.

The format in which the Personal Cash Register shall be maintained is as shown herein below.

Sd/-
(SANJIV GADKAR)
Addl. Director (Vigilance)

To,

1. All Heads of Department/Office.
2. All Heads of Autonomous Bodies, Corporation, Local Bodies, State Government undertakings and other Government Organizations of Govt. of Goa.

SPECIMEN OF THE PESONAL CASH REGISTER.

Sr. No.	Date	Time	Name & Designation	Cash to be declared at the start of duty	Signature of Authorised Officer	Details of Cash Expenses or Receipt, if any, during the day	Signature of Authorised Officer	Cash to be declared at the close of duty hours	Signature of authorised officer	Remarks
1	2	3	4	5	6	7	8	9	10	11