

No.1/4/78-VIG (Vol.VII)/  
Government of Goa,  
Directorate of Vigilance,  
Serra Building, Near A.I.R.,  
Altinho, Panaji - Goa.

Dated: 18/10/2005

C I R C U L A R

It is necessary to lay down the duties/guidelines for the Vigilance Officers appointed by the Vigilance Department in the various Government Departments/Public Sector Undertakings/Autonomous Bodies under the Government with the purpose of strengthening the vigilance machinery in the state.

Therefore, it is ordered that the duties of the Vigilance Officer's appointed in various Departments/Public Sector Undertakings/Autonomous Bodies under the Government, shall be as follows: -

1. To receive complaints from the general public against the Officers and the Employees/Staff of the Office/Department.
2. To conduct preliminary investigation into the allegations made in the complaint, so as to verify and ascertain the substance in the complaints and submit the same to the Disciplinary Authority/Head of Department, and refer the matter to Vigilance Department for advice.
3. To maintain proper record regarding the Vigilance Cases, Disciplinary Cases pending against the staff of the Department and constantly monitor the same till they reach to its logical conclusion and enforced/complied with.

4. To conduct surprise visit/inspection into the various Sections/ Branches and the subordinate Offices to unearth/find out any irregularities/illegalities being conducted, with the prior approval of the H.O.D./Secretary of the Department concerned.
5. To identify the probable places of corruption and also officers of doubtful integrity and living beyond means in the Department and to keep the Superintendent of Anti Corruption Branch of the Directorate of Vigilance informed about the same.
6. To examine the nature of complaints and suggest systemic changes for reducing the scope for corruption, for e.g. simplification of office procedure, routine/regular internal transfer of officers/ officials.

**P.T.O.**

7. To prepare list of suspected officers in consultation with the Supdt. of Police (Anti Corruption Branch) and ensure in consultation with HOD that this officers are not posted to sensitive postings.
8. To assist Disciplinary Authorities/H.O.D. in drafting of Charge sheet and appointment of Inquiring Officer's, Presenting Officer's in consultation with Vigilance Department.
9. To provide intelligence/information about the doubtful/suspected activities of the officers and staff of dubious integrity to Anti Corruption Branch of the Vigilance Department for watch/observation.

Further, all the H.O.D's are hereby requested to furnish the name, designation, residential address, office address, contact telephone numbers (both official as well as residential) of the Vigilance Officers of their Department to this Directorate.

This issues with the approval of the Chief Vigilance Officer/Chief Secretary.

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

To :-

1. All H.O.D's/Heads of Offices.
  2. M.D/C..E.O. of Private Sector Undertakings/Autonomous Bodies.
  3. All Secretaries to the Government of Goa,
  4. Office Copy.
- Guard file.