



GOVERNMENT OF GOA

DIRECTORATE OF VIGILANCE

SERRA BUILDING,
NEAR ALL INDIA RADIO,
ALTINHO-PANAJI,
GOA-403 001

CITIZEN'S CHARTER

CITIZEN'S CHARTER

Official Website: <http://www.vigilance.goa.gov.in>

FAQ- <http://www.goavigilance.nic.in/faq.htm>

About Directorate of Vigilance

The Directorate of Vigilance was set up on 10/4/1979. The Directorate of Vigilance comprises General Vigilance Cell, Technical Cell and Anti Corruption Branch. The main function of this Directorate is to cause investigations into the complaints against the Government servants and employees of Public Sector, Undertakings as well as Autonomous Bodies containing allegation of involvement in corruption, lack of integrity and gross misconduct etc. It also renders advice to various Disciplinary Authorities on the issues concerning disciplinary proceedings against the delinquent Government servants.

(A) Jurisdiction:

All the Government Servants of Group "A", "B" & "C" in the various Departments, Corporations, Autonomous Bodies and Government Companies etc.

(B) Organization and Function

(I) Organization

The Directorate of Vigilance consist General Vigilance Cell, Technical Cell and Anti-Corruption Branch.

(II) Function

- (i) 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 investigated by the Department.

(III) Methodology

- (i) Preliminary investigation is conducted by examining the complaints.
- (ii) On establishment of a prima facie case, detailed investigation is carried out.
- (iii) Assistance of Anti-Corruption Branch is also taken to investigate cases pertaining to illegal gratification and assets disproportionate to their known sources of income.
- (iv) The assistance of Technical Cell is also taken to investigate the cases pertaining to execution of works.

(C) Procedure for making a complaint:

- (i) Any person, desirous of making a complaint regarding, civil misconduct, criminal misconduct, assets disproportionate to the known sources of income filed, complaints involving technical aspects and other serious misconduct by Government servants, employees of Public Sectors, Undertakings as well as Autonomous Bodies etc. can lodge a written complaint, giving his/her name, address and contact details to:-

**The Director (Vigilance),
Directorate of Vigilance,
Serra Bldg., Near All India Radio,
Altinho, Panaji-Goa 403001.**

Tel: 0832-2226189.

- (ii) Any person, desirous of making a complaint regarding bribery, misappropriation of Government funds, lack of integrity, corruption, illegal gratification, misappropriation of Government funds, etc. can lodge a written complaint, giving his/her name, address and contact details to:-

**The Superintendent of Police,
Anti Corruption Branch,
Serra Bldg., Near All India Radio,
Altinho, Panaji-Goa 403001.**

Tel: 0832-2232733.

- (i) In order to avoid vague and false complaint, the complaint should contain the specific details and preferably supported with documentary evidence.
- (ii) Anonymous/pseudonymous complaints are not entertained.

(D) Assistance

For further assistance or guidance, following members may be contacted:

- 1) Director Vigilance...0832-2226189
- 2) Superintendent of Police (ACB)...0832-2232733
- 3) Additional Director-I Vigilance ...0832-2422111
- 4) Additional Director-II Vigilance ...0832-2422111

(E) Anti Corruption Branch

“For corrupt people not to flourish, it is significant that good people stop moaning and initiate to do something proactive”.

In order to strengthen the Directorate of Vigilance so as to curb the menace of Corruption in Public life and for effective control over Government/Public Servant, the Anti Corruption Branch was been created under the Directorate of Vigilance. The Unit of the Anti Corruption Branch was previously part of the Police Department, which has now been transferred to the Directorate of Vigilance in the year 2003.

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 possessing assets disproportionate to their known source of income.

The ACB primarily relies on the Prevention of Corruption Act 1988 and related sections of Indian Penal Code 1860 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 Anti Corruption Branch 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 Servant u/s 13 (e) of Prevention of Corruption Act 1988.

A Public Servant has been defined u/sec 21 of Indian Penal Code 1860 which is exhaustive and covers a wide range of Officials which include M.Ps, M.L.As, Judges and all those in the service or pay of the Government and for performing of any public duty.

The Strength of the Anti Corruption Branch includes 1 Superintendent of Police, 2 Deputy Superintendent of Police, 4 Police Inspector, 4 Police Sub Inspectors, 4 Head Constables and 8 Constables.

(F) Technical Cell

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 Chief Engineer.



Directorate of Vigilance

Government of Goa

Dr. Pramod Sawant

Hon'ble Chief Minister
Telephone : 0832-2419841
Fax : 0832-2419846

Dr. V. Candavelou, IAS

Chief Secretary (Govt. of Goa)/
Chief Vigilance Officer
Telephone : 0832-2419402
Fax : 0832-2415201

Shri. Amarsen Wamanrao Rane, IAS

Director (Vigilance)
Telephone : 0832 - 2226189

Mrs. Maya Pednekar

Additional Director-I (Vigilance)
Telephone : 0832-2422111

Shri. Nelson Albuquerque

Superintendent of Police (ACB) (Vigilance)
Telephone: 0832 - 2232733

Organization Structure

Dr. Pramod Sawant

Hon'ble Chief Minister

Telephone : 0832-2419841

Fax : 0832-2419846

Dr. V. Candavelou, IAS

Chief Secretary (Govt. of Goa)

Chief Vigilance Officer

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Director (Vigilance)

Telephone : 0832 - 2226189

Shri. Nelson Albuquerque

Superintendent of Police (ACB)

(Vigilance) Telephone: 0832 - 2232733

Mrs. Maya Pednekar

Additional Director-I (Vigilance)

Telephone : 0832-2422111

Contact Us

For more details contact the following officials.

Directorate of Vigilance

Serra Building

Near All India Radio,

Altinho-Panaji Goa

403 001

- 1) Shri. Amarsen Wamanrao Rane, IAS, Director (Vigilance)...0832-2226189
- 2) Mrs. Maya Pednekar, Additional Director-I (Vigilance)...0832-2422111
- 3) Shri Nelson Albuquerque. Suptd. of Police(ACB)...0832-223233

GOVERNMENT OF GOA
DIRECTORATE OF VIGILANCE
CITIZEN'S 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" 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

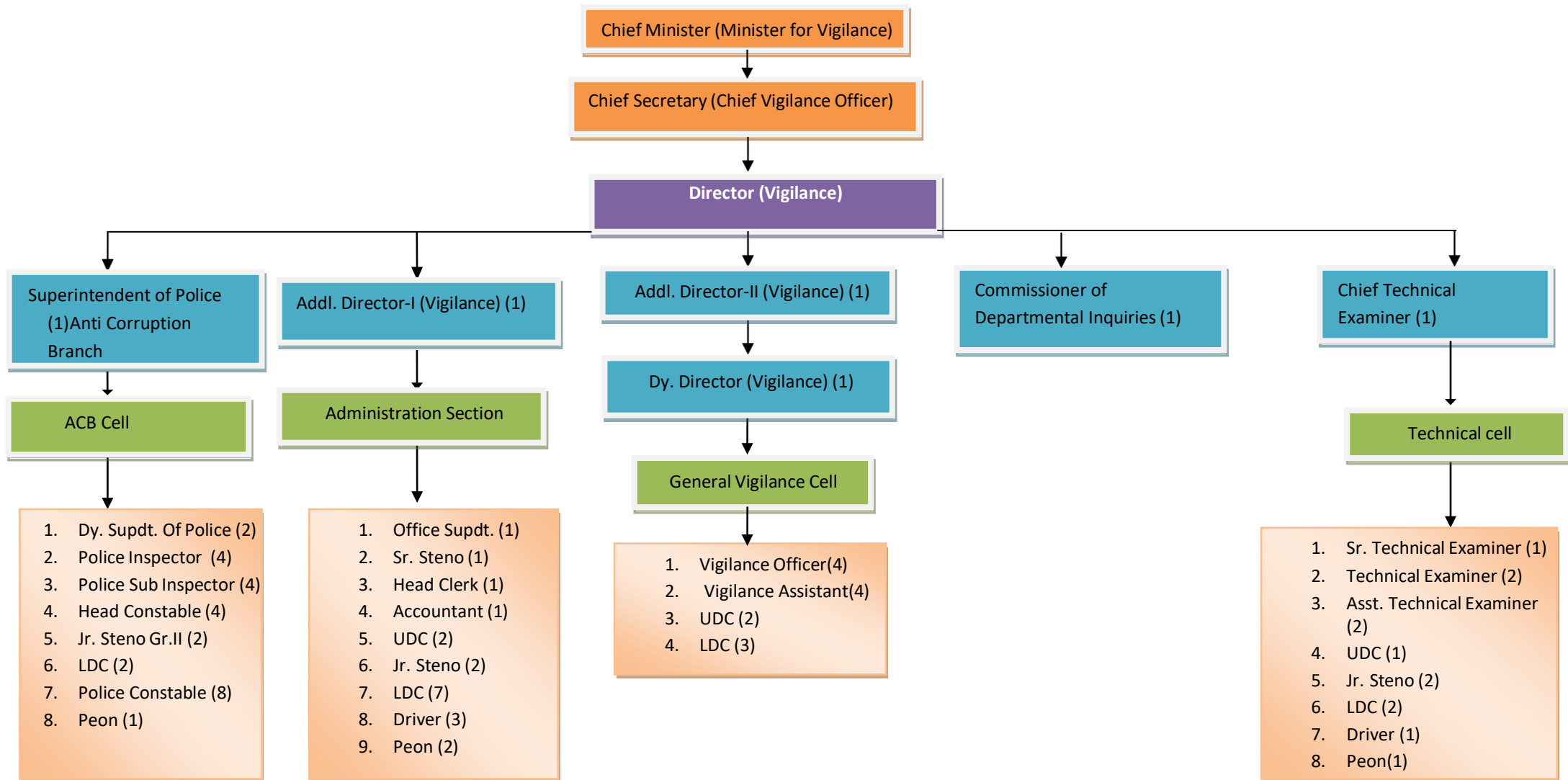
The Superintendent of Police is the Officer in Charge of the Anti corruption Branch Police Station.

**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' /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 1988 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:

Any person, desirous of making a complaint regarding bribery, misappropriation of Government funds, lack of integrity, corruption, illegal gratification, misappropriation of Government funds, etc. can lodge a written complaint, giving his/her name, address and contact details to:-

The Superintendent of Police,

Anti Corruption Branch,

Directorate of Vigilance,

Serra Building, Near All India Radio, Altinho, Panaji Goa

Any person, desirous of making a complaint regarding, civil misconduct, criminal misconduct, assets disproportionate to the known sources of income filed, complaints involving technical aspects and other serious misconduct by Government servants, employees of Public Sectors, Undertakings as well as Autonomous Bodies etc. can lodge a written complaint, giving his/her name, address and contact details to:-

The Director,

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

- i) 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.

Deputy Director is 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. Amarsen Wamanrao Rane, IAS 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' employees of the Directorate of Vigilance. ➤ Exercises Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.
2)	Mrs. Maya Pednekar Additional Director-I (Vigilance)	<ul style="list-style-type: none"> ➤ Head of Office ➤ Administration & Establishment Section. ➤ Matters related to Disciplinary Proceeding Section ➤ Advice in Vigilance matters for other department ➤ Lokayukta Matters. ➤ Public Grievance Office.
3)	Additional Director-II (Vigilance)	Vacant (Additional Director-I is holding the additional Charge)
4)	Commissioner of Departmental Inquiries	Vacant

5)	Shri Shrikant B. Pednekar, Deputy Director (Vigilance)	<ul style="list-style-type: none"> ➤ To function as the Public Information Officer for the Directorate of Vigilance, except the Anti Corruption Branch, under the Right to Information Act. ➤ To compile and upload the information in respect of the Directorate of Vigilance, as contemplated under section 4 of the Right to information Act, 2005. ➤ To examine and submit for decision of the Competent Authority, all application received from Government Departments/ Organizations for Vigilance Clearance in respect of theirGazetted Officers. ➤ To examine all the applications received in the Directorate of Vigilance from various Departments/Organization under the administrative control of Goa for designating Vigilance officers and to submit the same for the approval of the competent Authority. ➤ To supervise and monitor the processing and scrutiny of the complaints received in the Directorate of Vigilance and to examine the preliminary enquiry report received from the various Departments and organizations under the administrative control
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		of the Government of Goa. ➤ Inspection.
6)	Mrs. Archana Chodankar Vigilance Officer-I	<ul style="list-style-type: none"> ➤ Processing cases for initiating disciplinary proceedings against the delinquent Government Gazetted Officers, employees, including drafting of charge sheets and its vetting etc. ➤ To advice various Government Departments on Vigilance Matters. ➤ All others matters pertaining to the section which are not specifically allotted to other officials. ➤ Surprise visits to Government offices.
7)	Ms. Rupa Paramasivan, Vigilance Officer-II	<ul style="list-style-type: none"> ➤ Enquiring into the complaints made by the public against Non Gazetted Officials for their alleged misconduct.
8)	Vigilance Officer-III Vacant (Vigilance Officer-II is holding additional charge of Vigilance Officer-III)	<ul style="list-style-type: none"> ➤ Processing cases for initiating disciplinary proceedings against the delinquent Government Gazetted officers, employees, including drafting of charge sheets and its vetting etc. ➤ To advice various Government Departments on Vigilance Matters. ➤ All others matters pertaining to the section which are not specifically allotted to other officials. ➤ Surprise visits to Government offices.
9)	Vigilance Officer-IV Vacant (Vigilance Officer-I is holding additional charge of Vigilance Officer-IV)	<ul style="list-style-type: none"> ➤ Enquiring into the complaints made by the public against Gazetted Officials for misconduct etc.

10)	Ms. Maria de Fatima Suzette F Rodrigues Office Superintendent	<ul style="list-style-type: none"> ➤ Supervisory Officer/Overall in charge of the Administration and Establishment Section ➤ APIO ➤ Maintaining LAQ Register
11)	Shri Rohan Dantye, Accountant	<ul style="list-style-type: none"> ➤ To prepare/ assist & to submit the preparation of Budget Estimates, Supplementary Demands for grants of the Office/ Departments. ➤ To keep strict vigil over receipts and expenditure of the Office/ Departments and check Register and G.F.R.9. ➤ Prepare proposal for Re-appropriation of funds. ➤ To prepare proposal for surrender of funds. ➤ To pre-check all the claims of Gazetted/ Non- Gazetted employee like T. A. Bills. ➤ Medical Reimbursement claims. Leave Travel Concession claims. ➤ Advances, etc before they are submitted to DDO/ Controlling Officer for their signature/ countersignature. ➤ To advice the superior on financial/ accounting matters. ➤ Reconciliation of Receipts/ Expenditure of the Department with the Directorate of Accounts. ➤ To have a close rapport with Directorate of Accounts as regards to financial accounting matter. ➤ To pre-check & verify the bills of Permanent Advances. ➤ To check the Cash Book on day to day basis. ➤ To get the bills like contingent expenditure, subsidy, grants- in aid, investments, contributions etc. done through subordinate

		<p>staff and its timely submission to the Directorate of Accounts.</p> <ul style="list-style-type: none"> ➤ To assist preparations of tender documents. ➤ Verification of comparative statement of quotation/ tenders received for procurement of goods/ services. ➤ Strict observance of rules contained in General Financial Rules, Delegation of Financial powers Rules, Government of Goa (Receipts and Payment) Rules, etc. ➤ Prepare and submit material for preparation of Finance Accounts/ Appropriation Accounts. ➤ Time to time reply to audit query/ Inspection report paragraphs. ➤ To Assist & verification of “Action Taken Report” on audit query/ Inspection report paragraphs. Finance Account/ Appropriation Accounts for Submission to Public Accounts Committee. ➤ To propose transfer entries if need be. ➤ To correctly classify the Receipts/ Expenditure of the Office/ Department. ➤ To prepare Proforma Accounts whenever necessary. ➤ Verification of monthly Expenditure ➤ Any other work allotted by the Higher Authority
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12)	Smt. Geeta Tendulkar, Head Clerk	<ul style="list-style-type: none"> ➤ Legislative Assembly (other Departments) ➤ Creation of post ➤ Reservation of Roster ➤ Goa Staff Selection Commission ➤ Service Book/Leave/ Increment. ➤ Modified Assured Career Progression Scheme (MACPS). ➤ Pension. ➤ Promotion/Lifting of Probation /Seniority. ➤ Confidential Reports. ➤ Muster Roll ➤ Late Attendance ➤ Monthly/ Quarterly/ Yearly Reports. ➤ Appointment of Nodal Officers ➤ Special Commission ➤ Any other work allotted by Higher Authority.
13)	Kum. Aqualina Furtado, Senior Stenographer	<ul style="list-style-type: none"> ➤ Legislative Assembly (for Directorate of Vigilance) ➤ Lokayukta Matters. ➤ To assist Additional Director- II (Vigilance) in matters of RTI Appeals etc. ➤ GHRDC/GRES/Outsourcing/ Contract/Daily wages etc. ➤ GPF withdrawals/ Advances. ➤ Matters related to SC/ST/PwD/ Ex-Serviceman, CFF. ➤ Doubtful Integrity ➤ Miscellaneous ➤ Any other work allotted by Higher Authority.
14)	Mrs. Sakshi Govenkar, Junior Stenographer	<ul style="list-style-type: none"> ➤ To assist Vigilance Officer IV in processing complaints and matters connected with preliminary investigation of Gazetted Officer. ➤ Any other work allotted by the Higher Authority.

15)	Shri Sudhir C. Chodankar, Vigilance Assistant	<ul style="list-style-type: none"> ➤ To assist Vigilance Officer I & III in Disposing of matters connected with initiation of Disciplinary Proceedings. ➤ Matters related to appointment of Inquiring Authorities/ Presenting Officers in General. ➤ Honorarium for IO/PO/Assisting Staff. ➤ Typing of statements of Disciplinary Proceedings. ➤ Court Matters ➤ Any other work allotted by the Higher Authorities.
16)	Shri Shamsunder Kolambkar, Vigilance Assistant	<ul style="list-style-type: none"> ➤ To assist V.O-I & III in processing matter after issue of Charge sheet until finalization of Disciplinary Proceeding ➤ Advise Matters. ➤ Court Matters. ➤ Case Tracking System. ➤ Any other work allotted by Higher Authority.
17)	Shri Ladu Sawant, Vigilance Assistant	<ul style="list-style-type: none"> ➤ To assist Vigilance Officer II in processing Complaints and matters connected with preliminary investigation of Non- Gazetted Officer. ➤ Any other work allotted by the Higher Authority
18)	Upper Division Clerk	Vacant
19)	Shri Sachin Pawar, Lower Division Clerk	<ul style="list-style-type: none"> ➤ To prepare all the bills related to Gazetted & non Gazetted staff and to put up to Higher Authorities i.e. Salary Bills. ➤ Prepare TA Bills, Medical and all other Contingent Bills including Arrears Bills of Staff. ➤ To maintain and write cash Book day to day basis and all other Registers including pay bill register, BCR, Token Register, Petrol Account etc. on

		<ul style="list-style-type: none"> ➤ day to day basis ➤ To Prepare Rent Bill of this Directorate. ➤ Filling of TDS of staff and third party payment ➤ Preparation of bills contingency contractual staff salary of GHRDC, GRES ➤ Preparation of monthly expenditure & Receipt. ➤ To prepare and put up Budget with the help of Accountant to Higher Authorities ➤ Advance etc. before they submit to DDO ➤ Prepare information of GST and submit it to GST office. ➤ Recoupment/payment of Permanent Advance & Bills ➤ Forwarding of cheques and letter to bank ➤ To Assist Accountant in attending all matters connected to Accounts Section. ➤ Any other work allotted by the Higher Authority
20)	Shri Rohan R. Parsekar, Driver	<ul style="list-style-type: none"> ➤ Attached to the Director ofVigilance. ➤ Proper up-keep and maintenanceof office vehicle and any other work allotted by the Higher Authority.
21)	Shri Nandan S. Nair, Driver	<ul style="list-style-type: none"> ➤ Attached to the vehicle No. GA-07-G-2020. ➤ Proper up-keep and maintenanceof office vehicle and any other work allotted by the HigherAuthority.
22)	Shri Sandeep S. Naik, Driver	<ul style="list-style-type: none"> ➤ Attached to the vehicle No. GA-07-G-3132. ➤ Proper up-keep and maintenanceof office vehicle and any other work allotted by the HigherAuthority.

23)	Shri Sachin C. Majik, MTS	<ul style="list-style-type: none">➤ He shall attend the dispatch outdoor work.➤ Closing of Office on Monday, Wednesday and Friday.➤ Attend ADV and DDV➤ Any other work assigned to him by the Superior.
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(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 (Vacant)	➤ 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)	Mrs. Ujwala Karekar, Lower Division Clerk	➤ To Assist Technical Section in all matters. ➤ APIO for Technical Section. ➤ Any other work allotted by the Higher Authorities.

(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 Nelson Albuquerque , 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)	Shri Rajan Nigle, 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 Manguesh Valvaikar, Police Inspector	<ul style="list-style-type: none"> ➤ Conducting investigation in respect of the criminal cases registered at the ACB ➤ Conducting investigation/enquiries pertaining to the disproportionate assets cases received by ACB. ➤ Conducting enquiries in respect of the complaints received by ACB. ➤ APIO ACB.
4)	Shri Satish Gawade, Police Inspector	<ul style="list-style-type: none"> ➤ Conducting investigation in respect of criminal cases registered at the ACB. ➤ Conducting enquiries in respect of the complaints received by ACB

5)	Shri Melito Fernandes, 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.
6)	Smt. Richa Mandrekar, Police Sub 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 Sameer Haldankar, 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 Sadanand R. Pednekar, Head Constable	<ul style="list-style-type: none"> ➤ Court duties, assisting senior officers into investigation/enquiries. ➤ Administration matters. ➤ Pairavi Officer (Court & Lokayukta) RTI & Appeal matters. ➤ Any other duties assigned to him by the superior officers.
9)	Shri Sunil R. Satardekar, Head Constable	<ul style="list-style-type: none"> ➤ Assisting DY SP in day to day work and proper maintaining of all his files and correspondence. ➤ Maintenance of Muddemal (Malkhana Incharge). ➤ Any other duties assigned to him by the superior officers.
10)	Shri Sainath Sawant, Head Constable	<ul style="list-style-type: none"> ➤ Assisting PI 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 him by the superior officers.

11)	Shri Dayesh Chodankar, Head Constable	<ul style="list-style-type: none"> ➤ To assist Shri. Sadanand Pednekar, Head Constable in Administration related matters i.e. Maintenance of all records, files and correspondence. ➤ N.O.C Matters. ➤ Summons/Warrant. ➤ Any other duties assigned to him by the superior officers.
12)	Shri Swapnil Salgaonkar, Police Constable	<ul style="list-style-type: none"> ➤ To assist Shri. Sadanand Pednekar, Head Constable in (Court & Lokayukta), RTI & Appeal matters. ➤ Any other duties assigned to him by the superior officers.
13)	Mrs. Nilangi Majik, Lady Police Constable	<ul style="list-style-type: none"> ➤ To assist Shri. Sadanand Pednekar, Head Constable in Maintenance of all records, files and correspondence. ➤ Administration matters. ➤ N.O.C Matters. ➤ Any other duties assigned to her by the superior officers.
14)	Shri Viraj Gad, Police Constable	<ul style="list-style-type: none"> ➤ To assist Shri. Sainath Sawant, Head Constable in Crime related matters and Crime in India. ➤ Any other duties assigned to him by the superior officers.
15)	Shri Abhijit Kouthankar, Police Constable.	<ul style="list-style-type: none"> ➤ Assisting PI Manguesh Volvoikar in day to day work and proper maintaining of all his files and correspondence. . ➤ Writer to PI Manguesh Volvoikar ➤ Any other duties assigned to him by the superior officers.
16)	Shri Niklesh Naik, Police Constable	
17)	Shri. Snehesh Naik, Police Constable	<ul style="list-style-type: none"> ➤ To assist Shri. Sainath Sawant, Head Constable in Crime related matters and Crime in India. ➤ Any other duties assigned to him by the superior officers.
18)	Shri Deepak Sawant, Driver	<ul style="list-style-type: none"> ➤ Attached to the vehicle No. GA-07-G-0009 of ACB, Vigilance. ➤ Proper up-keep and maintenance of office vehicle and any other work allotted by the Higher Authority.

(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/her observations if any, and based on his/her 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 initiated 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 Indian Penal Code, 1860, 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)]:

1. Committee for condemnation of obsolete material:

- i) Additional Director-I (Head of the Office), Directorate of Vigilance.
- ii) Assistant Engineer (Civil/Electrical), Public Works Department.
- iii) Assistant Engineer, Electricity Department.
- iv) Accountant, Directorate of Vigilance.

2. Internal Complaint committee for Sexual Harassment of women at workplace:

Sr. No	Name	Designation	
1	Mrs. Maya Pednekar	Addl. Director Vigilance, Directorate of Vigilance	Presiding Officer
2	Shri Shrikant B. Pednekar	Dy. Director Vigilance, Directorate of Vigilance	Member
3	Kum. Rupa Paramsivan	Vigilance Officer – II, Directorate of Vigilance	Member
4	Kum. Maria de Fatima Suzette Fernandes Rodrigues	Office Superintendent, Directorate of Vigilance	Member
5	Mr. Melito Fernandes,	Police Inspector, ACB, Directorate of Vigilance	Member
6	Adv. Rupa A. Dublay (Kotkar)	Advocate Off No. 310, Gera Imperium Star, Next to Central Library, EDC Comlex, Patto Panaji, Goa	Member

(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 Amarsen Wamanrao Rane., IAS	Director (Vigilance)	2226189	Level 14(7CPC)
2.	Shri Nelson Albuquerque	Superintendent of Police	2232733	Level 11(7CPC)
3.	Vacant	Senior Technical Examiner	---	---
4.	Shri. Rajan Nigalye	Dy. Supt. of Police	2425536	Level 10(7CPC)
5.	Mrs. Maya Pednekar	Addl. Director-I (Vigilance)	2422111	Level 11(7CPC)
6.	Vacant (Addl. Director-I (Vigilance) holds additional charge)	Addl. Director-II (Vigilance)	-do-	Level 11(7CPC)
7.	Vacant	Commissioner of Departmental Inquiries	---	Level 11(7CPC)
8.	Shri Shrikant B. Pednekar	Dy. Director (Vigilance)	2422111	Level 10 (7CPC)
9.	Mrs. Archana Chodankar	Vigilance Officer-I	-do-	Level 7(7CPC)
10.	Ms. Rupa Paramasivan	Vigilance Officer-II	-do-	Level 7(7CPC)
11.	Vacant (Vigilance Officer-II is holding additional charge of Vigilance Officer-III)	Vigilance Officer-III	-do-	---
12.	Vacant (Vigilance Officer-I is holding additional charge of Vigilance Officer-IV)	Vigilance Officer-IV	-do-	---
13.	Shri Manguesh Valvaikar	Police Inspector	2232735	Level 6(7CPC)
14.	Shri.Melito H. Fernandes	Police Inspector	-do-	Level 7(7CPC)
15.	Shri Satish Gawade	Police Inspector	-do-	Level 7(7CPC)

16.	Mrs. Reecha Mandrekar	Police Sub Inspector	-do-	Level 6(7CPC)
17.	Shri Sameer Haldankar	Police Sub Inspector	-do-	Level 6(7CPC)
18.	Shri Sadanand R. Pednekar	Head Constable	-do-	Level 4(7CPC)
19.	Shri Sunil R. Satardekar	Head Constable	-do-	Level 5(7CPC)
20.	Shri Dayesh Chodankar	Head Constable	-do-	Level 4(7CPC)
21.	Shri Sainath Sawant	Head Constable	-do-	Level 4(7CPC)
22.	Shri Swapnil Salgaonkar	Police Constable	-do-	Level 4(7CPC)
23.	Shri Abhijit Kouthankar	Police Constable	-do-	Level 2(7CPC)
24.	Shri Snehesh S. Naik	Police Constable	-do-	Level 2(7CPC)
25.	Niklesh T. Naik	Police Constable	-do-	Level 2(7CPC)
26.	Shri Viraj V. Gad	Police Constable	-do-	Level 2(7CPC)
27.	Mrs.Nilangi Majik	Lady Police Constable	-do-	Level 3(7CPC)
28.	Ms. Maria de Fatima Suzette F Rodrigues	Office Superintendent	2422111	Level 7 (7CPC)
29.	Shri Rohit Dantye	Accountant	-do-	Level 6 (7CPC)
30.	Mrs. Geeta Tendulkar	Head Clerk	-do-	Level 6 (7CPC)
31.	Kum. Aqualina Furtado	Sr. Stenographer	-do-	Level 6 (7CPC)
32.	Shri Ladu M Sawant	Vigilance Asstt.	-do-	Level 6 (7CPC)
33.	Shri Shamsunder Kolambkar	Vigilance Asstt.	-do-	Level 6 (7CPC)
34.	Shri Sudhir C Chodankar	Vigilance Asstt.	-do-	Level 6 (7CPC)
35.	Mrs. Sakshi Govekar	Jr. Stenographer	-do-	Level 5 (7CPC)
36.	Vacant	Upper Division Clerk	-do-	---
37.	Mrs. Ujwala Karekar	Lower Division Clerk	-do-	Level 2 (7CPC)

38.	Shri Sachin Pawar	Lower Division Clerk	-do-	Level 2 (7CPC)
39.	Shri Rohan Parsekar	Driver	-do-	Level 3 (7CPC)
40.	Shri Nandan S Nair	Driver	-do-	Level 3 (7CPC)
41.	Shri Sandeep Naik	Driver	-do-	Level 3 (7CPC)
42.	Shri Deepak Sawant	Driver	2232733	Level 3 (7CPC)
43.	Shri Sachin C. Majik	MTS	2422111	Level 1 (7CPC)

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

Budget Estimates	2024-2025 (Rupees in lakhs)
DEMAND 22(Revenue & Capital) [2062]	
2062 - Vigilance	
105 -Other Vigilance Agencies	
01 - Directorate of Vigilance (Non-Plan)	Total
01-Salaries	585.00
02-Wages	1.50
05-Rewards	0.20
06- Outsourcing of DEO's & Junior Stenos & Other Services	55.00
07- Outsourcing of Utility Attendant	6.50
08-Maintainance of I.T. Equipments	11.00
09- Maintenance of Non I.T. Equipments/Machinery	5.00
10- Maintenance of Cars and Other vehicle	5.00
11-Domestic Travel Expenses	1.50
13-Office Expenses	15.37
14-Rent, Rates & Taxes	8.00
17- Refreshment Charges	0.35
19- Stationery Expenses	5.00
26-Advertising & Publicity	1.00
28-Proffessional Services	12.00
29- Telephone/Mobile Charges	1.00
36- Procurement of I.T. Equipments	22.00
38- Furniture Expenses	5.00
39- Electricity Charges	2.00
40- Water Charges	0.60
41-Secret Service Expenditure	1.00
50-Other Charges	8.00
2062- Vigilance	
103- Lokayukta	
01 Establishment of Lokayukta	321.00

01-Salaries	238.00
02-Wages	12.00
08-Maintainance of I.T. Equipments	1.00
09- Maintenance of Non I.T. Equipments/Machinery	0.50
10- Maintenance of Cars and Other vehicle	1.00
11-Domestic Travel Expenses	04.00
13-Office Expenses	08.00
19- Stationery Expenses	1.00
20-Other Administrative Expenses	33.00
26- Advertising and Publicity	01.00
27- Minor Works	--
29- Telephone/ Mobiles Bill	1.00
36- Procurement of I.T. Equipments	1.00
39- Electricity Charges	1.78
40- Water Charges	0.20
02-Special Squads	62.00
01-Salaries	00.00
10-Maintainance of Cars and other Vehicles	00.00
11-Domestic Travel Expenses	00.00
13-Office Expenses	00.00
17- Refreshment Charges	00.00
19- Stationery Expenses	00.00
50-Other Charges	00.00
2071- Pension and other retirement benefit contribution scheme	35.00
01-Civil	35.00
117- Government contribution for Defined Contribution Scheme	35.00
01- Defined Contribution pension Scheme	35.00
01- Salaries	35.00
Total	

**(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.vigilance.goa.gov.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	Mrs. Maya Pednekar Director-I(Vigilance)	First Appellate Authority of General Vigilance Section.	Serra Building , Near All	2226189
2	Shri Shrikant B. Pednekar Deputy Director (Vigilance)	Public Information Officer of General Vigilance Section.	India Radio, Altinho Panaji	2422111
3	Ms. Maria de Fatima Suzette F Rodrigues Office	Assistant Public Information Officer of General Vigilance Section.	Goa 403001	2422111
4	Shri Nelson Albuquerque, Superintendent of Police	First Appellate Authority of Anti Corruption Branch.		2232733
5	Shri. Rajan Nigalye Dy. Superintendent of Police	Public Information of Officer Anti Corruption Branch.		2232733
6	Shri Mangesh Valvaikar, Police Inspector	Assistant Public Information Officer of Anti Corruption Branch.		2232733

Public Grievance Officer:

Sr. No.	Name of the Public Grievance Officer	Designation	Contact Number	Email ID
1	Mrs. Maya Pednekar	Additional Director-I (Vigilance)	0832 2422111	adv-dv.goa@nic.in

**(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>

*****END*****