



# **DIRECTORATE OF VIGILANCE**

## **GOVERNMENT OF GOA**

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

# **CITIZEN'S CHARTER**

### **Minister In Charge of the Department**

**Dr. Pramod Sawant** Hon'ble Chief Minister

Telephone : 0832-2419841

Fax : 0832-2419846

### **Administrative Secretary**

**Dr. V. Candavelou, IAS**

Chief Secretary (Govt. of Goa)

Chief Vigilance Officer Telephone: 0832-2419402

Fax : 0832-2415201

### **Head of the Department**

**Shri. Amarsen W. Rane, IAS** Director (Vigilance) & Ex-Officio Special  
Secretary to the Government  
Telephone : 0832 - 2226189

### **Shri. Rajan Nigalye**

Deputy Superintendent of Police (Anti Corruption Branch)  
(Directorate of Vigilance)  
Telephone: 0832 - 2232734

### **Official Website:**

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

### **Official E-Mail ID:-**

[adv-dv.goa@nic.in](mailto:adv-dv.goa@nic.in)

**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. About Directorate of Vigilance**

The Directorate of Vigilance was set up on 10/4/1979. The Directorate of Vigilance comprises General Vigilance Cell, Establishment Section, 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.

**C. 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.

**Director of Vigilance** is the executive Head of the Directorate of Vigilance. He is Ex-Officio Special Secretary to the Government.

**Chief Technical Examiner**, is the In Charge of the Technical Examination Cell

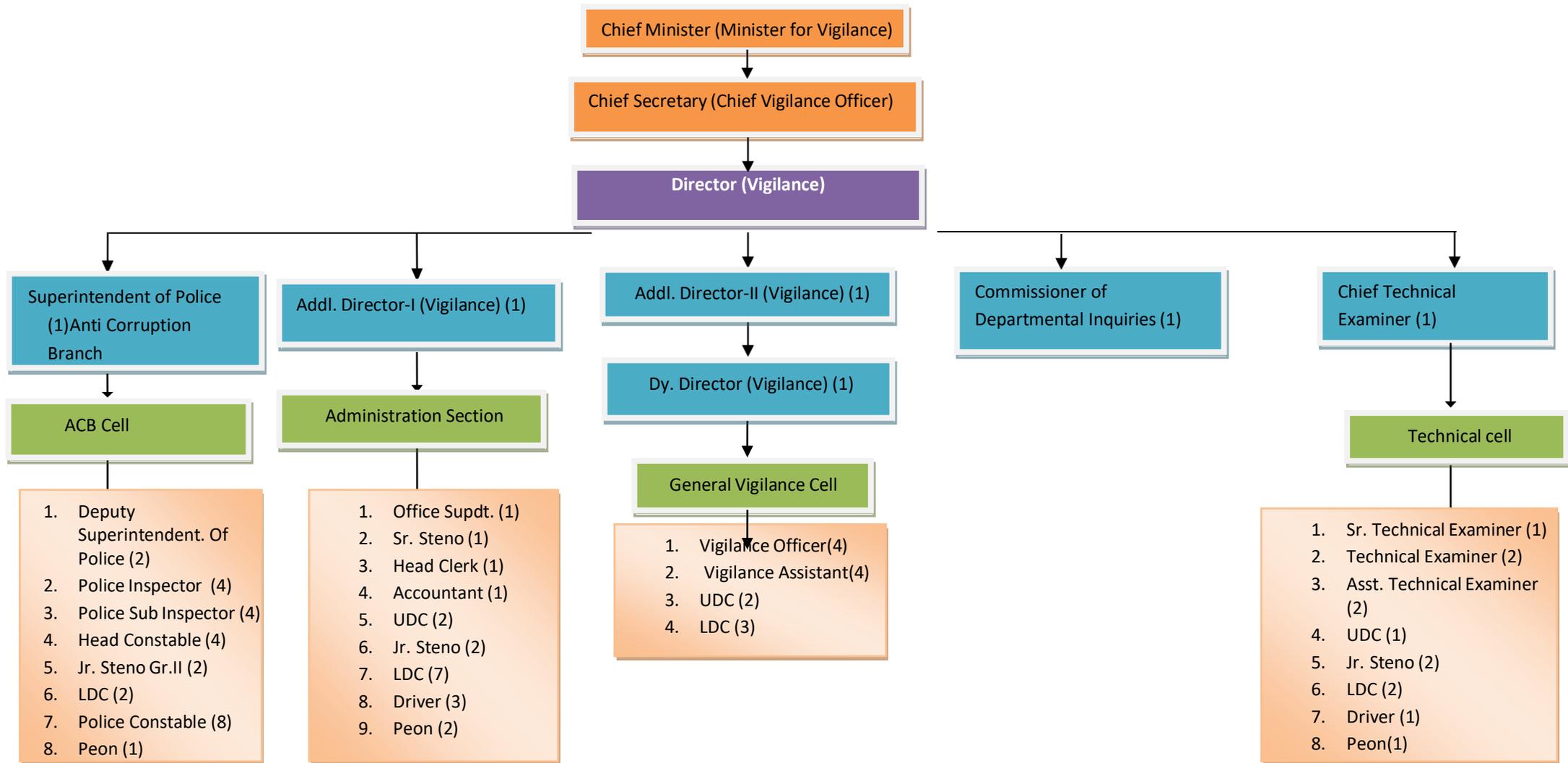
**The Superintendent of Police** is the Officer in Charge of the Anti corruption Branch Police Station.

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

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

# Organizational Chart

## DIRECTORATE OF VIGILANCE



## Contact Us

**For more details contact the following officials.**

Directorate of Vigilance, Serra Building  
Near All India Radio, Altinho, Panaji-Goa 403001

- A.** Shri. Amarsen W. Rane., IAS, Director (Vigilance)...0832-2226189
- B.** Mrs. Maya Pednekar, Additional Director-I (Vigilance)...0832-2422111
- C.** Mrs. Nancy Fernandes, Additional Director-II (Vigilance)... 0832-2422111
- D.** Shri Rajan Nigalye. Deputy Superintendent of Police (ACB)...0832-223234

**Official Website:**

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

**Official E-Mail ID:-**

[adv-dv.goa@nic.in](mailto:adv-dv.goa@nic.in)

### (iii) **FUNCTION**

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.

The Directorate of Vigilance comprises of four branches viz.

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

Additional Director-I (Vigilance) is Head of the Office. The Administration & Establishment Division and Disciplinary Proceeding of the General Vigilance Division are headed by the Additional Director-I (Vigilance).

The Complaint Section of the General Vigilance Division is headed by the Additional Director-II (Vigilance).

Deputy Director is the drawing and Disbursing Officer.

The Technical Examination Division 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.

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

### 1) GENERAL VIGILANCE CELL:

- a) 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.
- b) Issuance of Vigilance Clearance to the Gazetted Officers of the State Government for promotion, lifting of probation, official/non official overseas visit, MACP etc.

### 2) ANTI CORRUPTION BRANCH

In order to deal with the offenses of corruption by the Public servants, as contemplated under the Prevention of Corruption Act, 1988, the Anti Corruption Branch which was earlier under the Police Department has been brought under 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 is primarily responsible to deal with the offenses committed by Public Servant which are covered under the Prevention of Corruption Act, 1988 and the related sections of the Bharatiya Nyaya Sanhita (BNS), 2023.

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, as contemplated under section 7 and section 11 of the Prevention of Corruption Act 1988.
- b) Misappropriation of Government Funds by Public Servant under section 13 (1) of Prevention of Corruption Act 1988.
- c) Accumulation of illegal wealth beyond known source of Income by the Public Servant **under section 13 (e)** of Bharatiya Nyaya Sanhita (BNS), 2023 .

A Public Servant has been defined under section 28 of Bharatiya Nyaya Sanhita (BNS), 2023 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.

### **3) Technical Examination Division**

Technical Examination Division of the Directorate of Vigilance is responsible for examination and unearthing of irregularities committed in the execution of civil works and other works undertaken by the Public Works Department/ Water Resources Department and other Departments/Corporations, Autonomous Bodies under the administrative control of Government of Goa, which involves Technical aspects such as substandard work, incomplete/deficient works etc.

### **(iii) METHODOLOGY**

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

### **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.

**Procedure for making a complaint:**

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 or complaint via E-mail, giving his/her full name, detailed postal address, contact telephone number and E-mail ID etc. on the following address:-

**The Director (Vigilance), Directorate of Vigilance,  
Serra Bldg., Near All India Radio,  
Altinho, Panaji-Goa 403001.  
E-mail: adv-dv.goa@nic.in**

Any person, desirous of making a complaint regarding demand of bribe/ illegal gratification for delivery of service/discharge of official work, misappropriation of Government funds, misuse of Government property etc. against the Public Servant (including Government servant) can lodge a written complaint, giving his/her full name, detailed postal address, contact telephone number etc. on the following address:-

**The Deputy Superintendent of Police,  
Anti Corruption Branch,  
Directorate of Vigilance,  
Near Joggers Park,  
Altinho, Panaji-Goa 403001.  
Tel: 0832-2232734.**

**Note:**

- (i) In order to avoid vague and false complaint, the complaint should contain the detailed and specific allegations and preferably supported with documentary evidence, if any.**
- (ii) Anonymous complaints (i.e. complaints without disclosing the name & detailed address of the complainant) and pseudonymous complaints (i.e. complaints made in false name and address) shall not be entertained.**
- (iii) In case the complainant desires that his identity should not be revealed to the public in such cases, the complainant may address a written confidential complaint in the sealed cover with the request not to disclose his identity.**

## **(II) INFORMATION UNDER SECTION 4 (1) (b) of CHAPTER - II OF THE RIGHT TO INFORMATION ACT, 2005**

### **(II) Particulars of Organization, Function and Duties. [Section 4 (1) (b) (i)]**

#### **Organization:**

The Director (Vigilance) is the Head of Department of the Directorate of Vigilance and also Ex-Officio Special Secretary to the Government.

#### **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.
- e) Issuance of Vigilance Clearance to the Gazetted Officer of the State Government.

##### **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 Under section 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.

### **(III) Power and duties of officers and employees.**

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

#### **A) General Vigilance, Administration and Establishment Division.**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties.</b>
1)	Shri. Amarsen Wamanrao Rane, IAS 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' employees of the Directorate of Vigilance.</li> <li>➤ Exercises Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.</li> </ul>
2)	Mrs. Maya Pednekar Additional Director-I (Vigilance)	<ul style="list-style-type: none"> <li>➤ Head of Office</li> <li>➤ Administration &amp; Establishment Section.</li> <li>➤ Matters related to Disciplinary Proceeding Section</li> <li>➤ Advice in Vigilance matters for other department</li> <li>➤ Lokayukta Matters.</li> <li>➤ Public Grievance Office.</li> </ul>
3)	Mrs. Nancy Fernandes, Additional Director-II (Vigilance)	<ul style="list-style-type: none"> <li>➤ Complaint Section</li> <li>➤ Issuance of Vigilance Clearance (NOC)s and Appointment of Vigilance Officer</li> <li>➤ First Appellate Authority</li> </ul>
4)	Commissioner of Departmental Inquiries	Vacant

5)	Shri Pankaj V. Marathe, Deputy Director (Vigilance)	<ul style="list-style-type: none"> <li>➤ To function as the Public Information Officer for the Directorate of Vigilance, except the Anti Corruption Branch, under the Right to Information Act.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ To supervise and monitor the processing andscrutiny 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 of the Government of Goa.</li> <li>➤ Inspection.</li> </ul>
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6)	Mrs. Archana Chodankar Vigilance Officer-I (Holding Additional Charge of Vigilance Officer-IV)	<ul style="list-style-type: none"> <li>➤ Processing cases for initiating disciplinary proceedings against the delinquent Government Gazetted Officers, employees, including drafting of charge sheets and its vetting etc.</li> <li>➤ To advice various Government Departments on Vigilance Matters.</li> <li>➤ All others matters pertaining to the section which are not specifically allotted to other officials.</li> <li>➤ Surprise visits to Government offices.</li> </ul>
7)	Ms. Rupa Paramasivan, Vigilance Officer-II (Holding Additional Charge of Vigilance Officer-III)	<ul style="list-style-type: none"> <li>➤ Enquiring into the complaints made by the public against Non Gazetted Officials for their alleged misconduct.</li> </ul>
8)	Vigilance Officer-III	<ul style="list-style-type: none"> <li>➤ Processing cases for initiating disciplinary proceedings against the delinquent Government Gazetted officers, employees, including drafting of charge sheets and its vetting etc.</li> <li>➤ To advice various Government Departments on Vigilance Matters.</li> <li>➤ All others matters pertaining to the section which are not specifically allotted to other officials.</li> <li>➤ Surprise visits to Government offices.</li> </ul>
9)	Vigilance Officer-IV	<ul style="list-style-type: none"> <li>➤ Enquiring into the complaints made by the public against Gazetted Officials for misconduct etc.</li> </ul>

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

		<p>statement of quotation/ tenders received for procurement of goods/ services.</p> <ul style="list-style-type: none"> <li>➤ Strict observance of rules contained in General Financial Rules, Delegation of Financial powers Rules, Government of Goa (Receipts and Payment) Rules, etc.</li> <li>➤ Prepare and submit material for preparation of Finance Accounts/ Appropriation Accounts.</li> <li>➤ Time to time reply to audit query/ Inspection report paragraphs.</li> <li>➤ To Assist &amp; verification of “Action Taken Report” on audit query/ Inspection report paragraphs. Finance Account/ Appropriation Accounts for Submission to Public Accounts Committee.</li> <li>➤ To propose transfer entries if need be.</li> <li>➤ To correctly classify the Receipts/ Expenditure of the Office/ Department.</li> <li>➤ To prepare Proforma Accounts whenever necessary.</li> <li>➤ Verification of monthly Expenditure</li> <li>➤ Any other work allotted by the Higher Authority</li> </ul>
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12)	Smt. Geeta Tendulkar, HeadClerk	<ul style="list-style-type: none"> <li>➤ Legislative Assembly (Other Departments)</li> <li>➤ Recruitment</li> <li>➤ Promotion / Lifting of Probation /Seniority.</li> <li>➤ Matter Pertaining to Constitution of Commission of inquires</li> <li>➤ Special Commission</li> <li>➤ Pay fixation of employees</li> <li>➤ Compassionate, Contract appointment</li> <li>➤ Creation /Revival of post</li> <li>➤ Weeding</li> <li>➤ Office Premise &amp; Refurbishing.</li> <li>➤ Engagement of consultant</li> <li>➤ Court matters</li> <li>➤ Any other work allotted by Higher Authority.</li> </ul>
13)	Kum. Aqualina Furtado, Senior Stenographer	<ul style="list-style-type: none"> <li>➤ Legislative Assembly (for Directorate of Vigilance)</li> <li>➤ Lokayukta Matters</li> <li>➤ GHRDC/GRES/Outsourcing/ Contract/Daily wages etc.</li> <li>➤ Amendment to Recruitment Rules.</li> <li>➤ Website Designing/ Updation</li> <li>➤ Administrative Reforms report</li> <li>➤ Material for preparation of budget speech/Governors address/Goa liberation Day</li> <li>➤ Matters related to SC/ST/PwD/ Ex-Serviceman, CFF and maintenance of roaster</li> <li>➤ IT related matters</li> <li>➤ Amendment to Business Act</li> <li>➤ Matter regarding ACB staff</li> <li>➤ Any other work allotted by Higher Authority.</li> </ul>

14)	Mrs. Sakshi Govenkar, Junior Stenographer	<ul style="list-style-type: none"> <li>➤ RTI Matters</li> <li>➤ Vigilance Clearance matters</li> <li>➤ Disposal of complaints by putting up reports for closure to Vigilance Officer from 2010 onwards.</li> <li>➤ Overall incharge of the Complaints (non gazette)</li> <li>➤ Any other work assigned by Vigilance Officer and above.</li> </ul>
15)	Shri Sudhir C. Chodankar, Vigilance Assistant	<ul style="list-style-type: none"> <li>➤ RTI matters</li> <li>➤ Vigilance clearance matters</li> <li>➤ Disposal of complaints of the year 2024 &amp; 2025</li> <li>➤ Any other work assigned by vigilance officer and above</li> </ul>
16)	Shri Shamsunder Kolambkar, Vigilance Assistant	<ul style="list-style-type: none"> <li>➤ To assist V.O-I &amp; III in processing matter after issue of Charge sheet until finalization of Disciplinary Proceeding</li> <li>➤ Advise Matters.</li> <li>➤ Court Matters.</li> <li>➤ Case Tracking System.</li> <li>➤ Any other work allotted by Higher Authority.</li> </ul>
17)	Shri Ladu Sawant, Vigilance Assistant	<ul style="list-style-type: none"> <li>➤ To Assist Technical Section in all matters.</li> <li>➤ APIO for Technical Section.</li> <li>➤ Any other work allotted by the Higher Authorities.</li> </ul>
18)	Upper Division Clerk	Vacant
19)	Shri. Krutik U. Parab, Jr. Stenographer	<ul style="list-style-type: none"> <li>➤ To assist Director</li> </ul>
20)	Miss. Pratiksha U. Malwankar, Jr. Stenographer	<ul style="list-style-type: none"> <li>➤ Service Book/ Leave/ Increment etc. of establishment.</li> <li>➤ POSH Act</li> <li>➤ IGOT</li> <li>➤ Public Grievances</li> <li>➤ Section 17A of PC Act.</li> <li>➤ Workshop Training .</li> <li>➤ Vigilance Awareness week</li> <li>➤ Circulars/Memo/instructions etc.</li> <li>➤ Any other work allotted by Higher Authority.</li> <li>➤</li> </ul>

21)	(ADV-II) Miss. Chandana S. Gawas, Jr. Stenographer	<ul style="list-style-type: none"> <li>➤ To assist Additional Director- II (Vigilance) in complaint matters.</li> <li>➤ Drafting of Complaint handling guidelines</li> <li>➤ Handling of First Appeals under RTI Act.</li> <li>➤ Assist Complaint Section (Gazetted)</li> <li>➤ Any other work allotted by Higher Authority.</li> <li>➤</li> </ul>
22)	Miss. Rakashanda Satyawan Naik Junior Stenographer	<ul style="list-style-type: none"> <li>➤ Recording of Statement</li> <li>➤ Assisting Vigilance officer and Vigilance Assistant</li> <li>➤ Any other work Assigned by Vigilance officer and above.</li> </ul>
23)	Miss. Roochi Ranganath Naik, Junior Steno	<ul style="list-style-type: none"> <li>➤ Recording of statement (complaint/ DP)</li> <li>➤ Assisting the Vigilance Officer in disposing Bosco files (2008-2015).</li> <li>➤ Disposal of complaints by putting up reports for closure to Vigilance Officer from 2024 onwards.</li> <li>➤ Reminders letters with respect to complaints from 2025 onwards</li> <li>➤ Any other work assigned by Vigilance Officer and above</li> </ul>
19)	Shri Sachin Pawar, Lower Division Clerk	<ul style="list-style-type: none"> <li>➤ To prepare All the bills related to Gazetted &amp; non-Gazetted staff and to put up to Higher Authorities i.e. Salary Bills on timely basis</li> <li>➤ Prepare TA Bills, Medical reimbursement, Arrears claims Bills of Staff of this Directorate on timely basis.</li> <li>➤ Filling of GST of this Directorate on timely basis.</li> <li>➤ Preparation &amp; timely payment of 3rd party deduction of all the Non - Gazetted staff of this</li> </ul>

		<p>Directorate.</p> <ul style="list-style-type: none"> <li>➤ Preparation of monthly expenditure &amp; Receipt of this Directorate.</li> <li>➤ To Maintain cash Book on day to day basis.</li> <li>➤ To Prepare all other Bills contingent, AC &amp; DC Bills and other bills.</li> <li>➤ Maintain Register related to employees of this Directorate.</li> <li>➤ Preparation of Bills of all contractual staff, salary Bill of GHRDC etc.</li> <li>➤ Preparation of Bills of Apprentice.</li> <li>➤ To prepare and put up Budget with help of Accountant.</li> <li>➤ Permanent Advances of this Directorate and maintain permanent advance register.</li> <li>➤ Forwarding of cheques and letter to bank</li> <li>➤ To Assist Accountant in attending all matters connected to Accounts Section.</li> <li>➤ Filling of Income Tax and issue of Form 16 to all employees of this Directorate on timely basis.</li> <li>➤ Preparation of surrender of Funds.</li> <li>➤ Preparation of Re-appropriation.</li> <li>➤ Preparation of transfer Entry.</li> <li>➤ Preparation of Anticipated Receipt.</li> <li>➤ Any other work allotted by the Higher Authority</li> </ul>
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20)	Mrs. Ujwala Karekar, Lower Division Clerk	<ul style="list-style-type: none"> <li>➤ Monthly/ Quarterly/ Yearly Reports regarding court cases.</li> <li>➤ Appointment of Nodal Officers as per requirements of various department</li> <li>➤ Maintaining and updating all registers</li> <li>➤ Maintaining/Retention &amp; Weeding of old Records</li> <li>➤ Updation/Compilation &amp; Maintenance of data/information sought from other Department w.r.t. Vigilance Awareness week</li> <li>➤ Miscellaneous</li> <li>➤ Library books maintenance.</li> <li>➤ Any other work allotted by the Higher Authorities.</li> <li>➤</li> </ul>
21)	Mrs. Sanvi Yeshwant Shirodkar, LDC	<ul style="list-style-type: none"> <li>➤ Purchases</li> <li>➤ Procurement</li> <li>➤ Issue of sanction order on timely basis</li> <li>➤ Maintenance</li> <li>➤ Maintenance of Deadstock, Consumable Register</li> <li>➤ GPF withdrawals/ Advances.</li> <li>➤ Modified Assured Career Progression Scheme (MACPS).</li> <li>➤ APARS/AAR</li> <li>➤ Issuance of NOC for passport/ renewal.</li> <li>➤ All the matter pertaining to maintenance of office vehicles.</li> <li>➤ Apprentice Engagement.</li> <li>➤ Condemnation of all the Equipment/IT products</li> <li>➤ Preparation of reports</li> </ul>

		<ul style="list-style-type: none"> <li>➤ rgd. Doubtful integrity.</li> <li>➤ Any other work allotted by Higher Authority.</li> </ul>
22)	Miss. Samruddhi Jai Naik, LDC	<ul style="list-style-type: none"> <li>➤ To assist Deputy Director Vigilance in all respect.</li> <li>➤ Handling of complaints against Staff of Vigilance department.</li> <li>➤ RTI matters.</li> <li>➤ Vigilance Clearance</li> <li>➤ Appointment and updating the list of Vigilance officer</li> <li>➤ Maintenance of Vigilance clearance software and complaint handling software</li> <li>➤ Any other work allotted by Higher Authorities.</li> </ul>
23)	Shri. Darshan D. Gawas, LDC	<ul style="list-style-type: none"> <li>➤ To prepare all the Contingent Bills of this Directorate.</li> <li>➤ To prepare and put up Electricity Bills, Telephone Bills, Water Bills and bills of all Consumable items etc on timely basis.</li> <li>➤ To prepare all the purchases FVC bill related to stationery, IT Equipments, AMC, Bill of procurement of this Directorate, on Eddo 3 portal after issuance of sanction order from purchase section.</li> <li>➤ Maintain Register (Bill registered, Token register, BSR)</li> <li>➤ Prepare petrol bills of this Directorate and maintenance of bills of Vehicle of this</li> </ul>

		<p>Directorate.</p> <ul style="list-style-type: none"> <li>➤ Prepare all FVC bills of this Directorate</li> <li>➤ Prepare Rent Bills</li> <li>➤ Any other work allotted by the Higher Authority</li> <li>➤</li> </ul>
24)	Miss. Samruddhi Balkrishna Azrekar	<ul style="list-style-type: none"> <li>➤ To assist Vigilance Officer I &amp; III in Disposing of matters connected with initiation of Disciplinary Proceedings.</li> <li>➤ Matters related to appointment of Inquiring Authorities/ Presenting Officers in General.</li> <li>➤ Honorarium for IO/PO/Assisting Staff.</li> <li>➤ Typing of statements of Disciplinary Proceedings.</li> <li>➤ Court Matters</li> <li>➤ Any other work allotted by the Higher Authorities.</li> <li>➤</li> </ul>
25)	Mr. Diptesh Devidas Chari, LDC	<ul style="list-style-type: none"> <li>➤ Disposal of complaints of the year 2010 &amp; 2016(175)</li> <li>➤ Processing of new complaints( scrutinizing, verification, and putting up note)</li> <li>➤ Any other work assigned by Vigilance officer and above.</li> </ul>
26)	Miss. Tanvi Sadashiv Velkar, LDC	<ul style="list-style-type: none"> <li>➤ Disposal of complaints of the year 2017 &amp; 2019(187)</li> <li>➤ Processing of new complaints( scrutiny ng, verification, and putting up note)</li> <li>➤ Any other work assigned by Vigilance officer and above.</li> </ul>

27)	Mrs. Khushboo Punit Vaigankar LDC	<ul style="list-style-type: none"> <li>➤ Disposal of complaints by putting up reports for closure to Vigilance Officer from 2022 to 2024.</li> <li>➤ Reminders letters with respect to complaints from 2022 to 2024</li> <li>➤ Any other work assigned by Vigilance Officer and above</li> </ul>
28)	Shri. Sivasagar Pillai, LDC	<ul style="list-style-type: none"> <li>➤ To assist Technical team</li> </ul>
29)	Miss. Rutvi Ramdas Kawlekar, LDC	<ul style="list-style-type: none"> <li>➤ To assist Technical team</li> </ul>
30)	Miss. Shefali Dinesh Naik, LDC	<ul style="list-style-type: none"> <li>➤ To look after the inward of daily correspondence</li> <li>➤ Any other work allotted by the Higher Authority.</li> <li>➤</li> </ul>
31)	Mrs. Kala Nikesh Mangueshkar, LDC	<ul style="list-style-type: none"> <li>➤ To look after the outward of daily correspondence</li> <li>➤ Purchase of stamps &amp; other related to postage's</li> <li>➤ Any other work allotted by the Higher Authority.</li> </ul>
32)	Shri Rohan R. Parsekar, Driver	<ul style="list-style-type: none"> <li>➤ Attached to the Director of Vigilance.</li> <li>➤ Proper up-keep and maintenance of office vehicle and any other work allotted by the Higher Authority.</li> </ul>
33)	Shri Nandan S. Nair, Driver	<ul style="list-style-type: none"> <li>➤ Attached to the Office vehicle No.GA- 07-G-2020.</li> <li>➤ Proper up-keep and maintenance of office vehicle and any other work allotted by the Higher Authority.</li> </ul>

34)	Shri Sandeep S. Naik, Driver	<ul style="list-style-type: none"> <li>➤ Attached to the vehicle No. GA- 07-G-3132.</li> <li>➤ Proper up-keep and maintenance of office vehicle and any other work allotted by the Higher Authority.</li> </ul>
35)	Shri Sachin C. Majik, MTS	<ul style="list-style-type: none"> <li>➤ He shall attend the dispatch outdoor work.</li> <li>➤ Opening &amp; Closing of Office (on alternate day).</li> <li>➤ Attend ADV and DDV</li> <li>➤ Any other work assigned to him by the Superior.</li> </ul>
36)	Shri Navjyot M. Parpati, MTS	<ul style="list-style-type: none"> <li>➤ He shall attend the dispatch outdoor work.</li> <li>➤ Opening &amp; Closing of Office (on alternate day).</li> <li>➤ Attend DV</li> <li>➤ Any other work assigned to him by the Superior.</li> </ul>

## **(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)	Senior Technical Examiner (Vacant)	<ul style="list-style-type: none"><li>➤ 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.</li><li>➤ Provide assistance to the ACB and the General Vigilance Cell on the Technical aspects of the complaints involving vigilance angle.</li><li>➤ Public Information Officer in respect of the Technical Section of the Directorate of Vigilance.</li></ul>

## **(C) Anti Corruption Branch:**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties.</b>
1)	Superintendent of Police (Vacant)	<ul style="list-style-type: none"><li>➤ In-Charge of the Anti Corruption Branch.</li><li>➤ Over all Supervision of investigation &amp; enquiries being conducted by subordinate officers.</li><li>➤ FAA of ACB under RTI.</li></ul>
2)	Shri Rajan Nigle, Deputy Superintendent of Police	<ul style="list-style-type: none"><li>➤ Supervising the investigation &amp; enquiries being conducted by subordinate staff.</li><li>➤ Conducting investigation in respect of the criminal cases registered at the ACB.</li><li>➤ PIO ACB .</li><li>➤ Conducting enquiries in respect of the complaints received by ACB.</li></ul>

3)	Shri Kapil Nayak, Police Inspector	<ul style="list-style-type: none"> <li>☐ Conducting investigation in respect of the criminal cases registered at the ACB</li> <li>☐ Conducting investigation/enquiries pertaining to the disproportionate assets cases received by ACB.</li> <li>☐ Conducting enquiries in respect of the complaints received by ACB.</li> <li>☐ APIO ACB.</li> </ul>
	Shri Shailesh Narvekar, Police Inspector	<ul style="list-style-type: none"> <li>☐ Conducting investigation in respect of the criminal cases registered at the ACB</li> <li>☐ Conducting investigation/enquiries pertaining to the disproportionate assets cases received by ACB.</li> <li>☐ Conducting enquiries in respect of the complaints received by ACB.</li> <li>☐ APIO ACB.</li> </ul>
4)	Shri Satish Gawade, Police Inspector	<ul style="list-style-type: none"> <li>➤ Conducting investigation in respect of criminal cases registered at the ACB.</li> <li>➤ Conducting enquiries in respect of the complaints received by ACB</li> </ul>
5)	Shri Melito Fernandes, 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>
6)	Smt. Reecha Mandrekar, Police Sub 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 Sameer Haldankar, Police Sub Inspector	<ul style="list-style-type: none"> <li>➤ Conducting enquiries in respect of the complaints/petitions received by ACB and assisting senior officers in criminal cases during raid etc.</li> </ul>

8)	Shri Sadanand R. Pednekar, Head Constable	<ul style="list-style-type: none"> <li>☐ Court duties, assisting senior officers into investigation/enquiries.</li> <li>☐ Administration matters.</li> <li>☐ Pairavi Officer (Court &amp; Lokayukta) RTI &amp; Appeal matters.</li> <li>☐ Any other duties assigned to him by the superior officers.</li> </ul>
9)	Shri Sunil R. Satardekar, Head Constable	<ul style="list-style-type: none"> <li>➤ Assisting DY SP in day to day work and proper maintaining of all his files and correspondence.</li> <li>➤ Maintenance of Muddemal (Malkhana Incharge).</li> <li>➤ Any other duties assigned to him by the superior officers.</li> </ul>
10)	Shri Sainath Sawant, Head 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>☐ Crime (Crime related matters)</li> <li>☐ Crime in India.</li> <li>☐ Any other duties assigned to him by the superior officers.</li> </ul>
11)	Shri Dayesh Chodankar, Head Constable	<ul style="list-style-type: none"> <li>➤ To assist Shri. Sadanand Pednekar, Head Constable in Administration related matters i.e. Maintenance of all records, files and correspondence.</li> <li>➤ N.O.C Matters.</li> <li>➤ Summons/Warrant.</li> <li>➤ Any other duties assigned to him by the superior officers.</li> </ul>
12)	Shri Swapnil Salgaonkar, Police Constable	<ul style="list-style-type: none"> <li>➤ To assist Shri. Sadanand Pednekar, Head Constable in (Court &amp; Lokayukta), RTI &amp; Appeal matters.</li> <li>➤ Any other duties assigned to him by the superior officers.</li> </ul>

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

**(IV) 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 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.

## **(V) 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 BHARATIYA NYAYA SANHITA, 2023, Criminal Procedure Code, 1973 and the other relevant laws governing the conduct of Police Officials and the investigation of crime.

**(VI) 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.	The Bharatiya Nyaya Sanhita, 2023
3.	Criminal Procedure Code, 1973
4.	Indian Evidence Act 1872
5.	Police Act, 1861

**(VII) 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.

**(VIII) 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

**(IX) 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 Pankaj V. Marathe	Dy. Director Vigilance, Directorate of Vigilance	Member
3	Kum. Rupa Paramsivan	Vigilance Officer – II, Directorate of Vigilance	Member
4	Shri Sailesh Naik	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

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

**And**

**(XI) 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 W. Rane., IAS	Director (Vigilance)	2226189	Level 14(7CPC)
2.	Vacant	Superintendent of Police	2232733	Level 11(7CPC)
3.	Vacant	Senior Technical Examiner	---	---
4.	Shri. Rajan Nigalye	Deputy Superintendent of Police	2425536	Level 10(7CPC)
5.	Mrs. Maya Pednekar	Addl. Director-I (Vigilance)	2422111	Level 11(7CPC)
6.	Mrs. Nancy Fernandes	Addl. Director-II (Vigilance)	-do-	Level 11(7CPC)
7.	Vacant	Commissioner of Departmental Inquiries	---	Level 11(7CPC)
8.	Shri Pankaj V. Marathe	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-III	-do-	---
12.	Vacant	Vigilance Officer-IV	-do-	---
13.	Shri Kapil Nayak	Police Inspector	2232735	Level 6(7CPC)
14.	Shri Shailesh Narvekar	Police Inspector	2232735	Level 6(7CPC)
15.	Shri.Melito H. Fernandes	Police Inspector	-do-	Level 7(7CPC)
16.	Shri Satish Gawade	Police Inspector	-do-	Level 7(7CPC)
17.	Mrs. Reecha Mandrekar	Police SubInspector	-do-	Level 6(7CPC)

18.	Shri SameerHaldankar	Police SubInspector	-do-	Level 6(7CPC)
19.	Shri Sadanand R. Pednekar	Head Constable	-do-	Level 4(7CPC)
20.	Shri Sunil R.Satardekar	Head Constable	-do-	Level 5(7CPC)
21.	Shri Dayesh Chodankar	Head Constable	-do-	Level 4(7CPC)
22.	Shri SainathSawant	Head Constable	-do-	Level 4(7CPC)
23.	Shri SwapnilSalgaonkar	Police Constable	-do-	Level 4(7CPC)
24.	Shri AbhijitKouthankar	Police Constable	-do-	Level 2(7CPC)
25.	Shri Snehesh S. Naik	Police Constable	-do-	Level 2(7CPC)
26.	Niklesh T. Naik	Police Constable	-do-	Level 2(7CPC)
27.	Shri Viraj V. Gad	Police Constable	-do-	Level 2(7CPC)
28.	Mrs.Nilangi Majik	Lady Police Constable	-do-	Level 3(7CPC)
29.	Shri Sailesh Naik	Office Superintendent	2422111	Level 7 (7CPC)
30.	Shri Rohit Dantye	Accountant	-do-	Level 6 (7CPC)
31.	Mrs. Geeta Tendulkar	Head Clerk	-do-	Level 6 (7CPC)
32.	Kum. AqualinaFurtado	Sr. Stenographer	-do-	Level 6 (7CPC)
33.	Shri Ladu M Sawant	Vigilance Asstt.	-do-	Level 6 (7CPC)
34.	Shri Shamsunder Kolambkar	Vigilance Asstt.	-do-	Level 6 (7CPC)
35.	Shri Sudhir CChodankar	Vigilance Asstt.	-do-	Level 6 (7CPC)
36.	Mrs. Sakshi Govekar	Jr. Stenographer	-do-	Level 5 (7CPC)
37.	Vacant	Upper Division Clerk	-do-	---
38.	Mrs. Ujwala Karekar	Lower DivisionClerk	-do-	Level 2 (7CPC)
39.	Shri Sachin Pawar	Lower DivisionClerk	-do-	Level 2 (7CPC)
40.	Shri Rohan Parsekar	Driver	-do-	Level 3 (7CPC)
41.	Shri Nandan S Nair	Driver	-do-	Level 3 (7CPC)
42.	Shri Sandeep Naik	Driver	-do-	Level 3 (7CPC)
43.	Shri Deepak Sawant	Driver	2232733	Level 3 (7CPC)
44.	Shri Sachin C. Majik	MTS	2422111	Level 1 (7CPC)
45.	Shri Navjyot M. Parpati	MTS	2422111	Level 1 (7CPC)

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

<b>Budget Estimates</b>	<b>2024-2025</b> (Rupees in lakhs)
<b>DEMAND 22(Revenue &amp; Capital) [2062]2062 - Vigilance 105 -Other Vigilance Agencies 01 - Directorate of Vigilance (Non-Plan)</b>	<b>Total</b>
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

<b>2062- Vigilance</b>	
<b>103- Lokayukta</b>	
<b>01 Establishment of Lokayukta</b>	<b>321.00</b>
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
<b>02-Special Squads</b>	<b>62.00</b>
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
<b>2071- Pension and other retirementbenefit contribution scheme</b>	<b>35.00</b>
<b>01-Civil</b>	<b>35.00</b>
<b>117- Government contribution for DefinedContribution Scheme</b>	<b>35.00</b>
<b>01- Defined Contribution pensionScheme</b>	<b>35.00</b>
<b>01- Salaries</b>	<b>35.00</b>

<b>Total</b>	
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**(XIII) The manner of execution of subsidy program.[Section 4 (1) (b) (xii) ]**

Not applicable

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

Not applicable

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

Not applicable

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

Sr.No.	Facility available	Nature of information available
1.	Website <a href="http://www.vigilance.goa.gov.in">http// www.vigilance.goa.gov.in</a>	Information Pertaining to the Directorate of Vigilance

**(XVII) 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. Nancy Fernandes Director-I(Vigilance)	First Appellate Authority of General Vigilance Section.	Serra Building , Near All India Radio, Altinho Panaji Goa 403001	2226189
2	Shri Pankaj V. Marathe Deputy Director (Vigilance)	Public Information Officer of General Vigilance Section.		2422111
3	Shri Sailesh Naik Office Superintendent	Assistant Public Information Officer of General Vigilance Section.		2422111
4	Superintendent of Police	First Appellate Authority of Anti Corruption Branch.		2232733
5	Shri. Rajan Nigalye Dy. Superintendent of Police	Public Information Officer of Anti Corruption Branch.		2232733
6	Shri Kapil Nayak, Police Inspector	Assistant Public Information Officer of Anti Corruption Branch.		2232733

**Public Grievance Officer:**

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

**(XVIII) 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>

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