



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

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Head of the Department

Shri. Amarsen Wamanrao Rane, IAS

Director (Vigilance) & Ex-Officio Special Secretary to the Government

Telephone : 9075082266

Shri. Rajan Nigalye

Superintendent of Police (Anti Corruption Branch)

(Directorate of Vigilance)

Telephone: 7875756063

Official Website:

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

Official E-Mail ID:-

adv-dv.goa@nic.in

MISSION

To promote a corruption-free, transparent, and accountable system of administration that serves citizens with integrity and fairness.

JURISDICTION

All the Government Servants of Group "A", "B" & "C" of various Government Departments, and also the employees in the various Corporations, Public Sector 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.

About Directorate of Vigilance

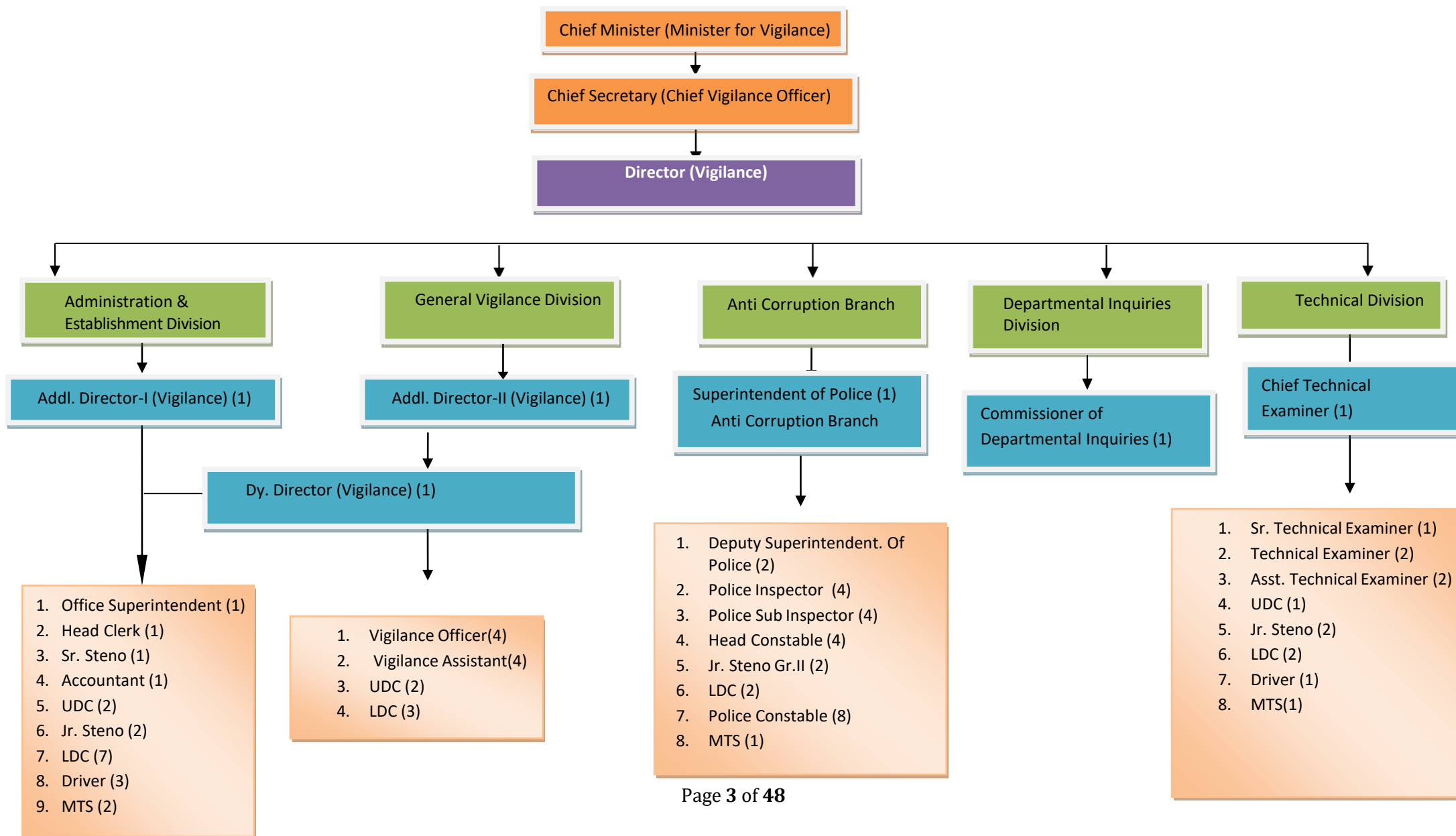
The Directorate of Vigilance was set up on 10/4/1979.

Functions of the Directorate of Vigilance:

The main function of the Directorate of Vigilance is to cause enquiries/ 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. To ensure that effective Preventive Vigilance administration mechanism is in place in all the Government Departments, Autonomous Bodies and Public Sector Undertakings etc.

Organizational Chart

DIRECTORATE OF VIGILANCE



ORGANISATION

The Chief Minister is the Minister In-Charge for the Department of Vigilance.

The Chief Secretary is the administrative head of the Vigilance Department. He is also the Chief Vigilance Officer for the entire State of Goa and over all In-charge of the Vigilance administration for the State of Goa.

Divisions/Branches of the Directorate of Vigilance:

1. Administration & Establishment & the Accounts Division

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

Additional Director-I (Vigilance) has been designated as the Head of Office under the Delegation of Financial Power Rules, 2008.

Deputy Director of Vigilance has been designated as the Drawing and Disbursing Officer under the Delegation of Financial Power Rules, 2008.

2. General Vigilance Division comprises of the Complaints Section, Disciplinary Proceedings Section and the Departmental Inquiries Section.

The Disciplinary Proceeding section of the General Vigilance Division is headed by the **Additional Director-I (Vigilance)**; while the Complaints Section of the General Vigilance Division is headed by the **Additional Director-II (Vigilance)**.

The Departmental Inquiries Section is headed by the **Commissioner of Departmental Inquiries***.

3. Technical Examination Division

The Technical Examination Division is headed by the **Chief Technical Examiner (1)***. He is assisted by Senior Technical Examiner (1)*, Technical Examiner (1)* and Assistant Technical Examiners (2)* and other Non-Technical officials. The Technical Examination Division assists the Directorate of Vigilance while dealing with the matters involving Technical aspects.

4. Anti Corruption Branch

The Anti corruption Branch is notified as Police Station and is headed by the **Superintendent of Police**. He is assisted by Deputy Superintendent of Police (2 posts), Police inspectors (4), Sub-Inspectors (4) and other constabulary staff.

Note: The Posts marked as “*” above are at present vacant

FUNCTION

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

1) GENERAL VIGILANCE DIVISION:

- a) Complaints Section:-** It deals with scrutiny, verification and conduct of preliminary enquiry into the complaints of alleged civil misconduct of the Government servants and recommend appropriate action either to initiate Departmental Proceedings or Criminal Proceedings if there is *prima-facie* substance in the allegations. To ensure implementation of the Central Civil Service (Conduct) Rules, 1964 by all the Departments of the Government of Goa.
- b) Disciplinary Proceedings Section:-** Initiation of regular disciplinary action against the Gazetted officers of the Government of Goa. Tendering of advice to the heads of various other departments regarding vigilance administration of the Government of Goa. To ensure implementation of Central Civil Service (Classification, Control & Appeal) Rules, 1965 by all the Departments of the Government of Goa.
- c) Departmental Inquiries Section:-** This Section deals with the monitoring of the Inquiry Proceedings pending before the various Inquiry Officers. It also deals with the appointment of Inquiry Officers and the Presenting Officers in the Departmental Inquiries instituted by the Government in the Disciplinary Proceedings initiated against the Gazetted Officers of the Government of Goa.
- d) Issuance of Vigilance Clearance to the Gazetted Officers of the State Government for promotion, lifting of probation, official/non official overseas visit, Modified Assurance Carrier Program etc.**

2) ANTI CORRUPTION BRANCH

In order to deal with the allegations 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 and is entrusted with the following functions:

- To maintain surveillance over suspected Public Servants involved in Corruption and to book cases against them for their involvement in corrupt practices including possession of assets disproportionate to their known lawful source of income.

- The ACB is primarily responsible to deal with the offenses committed by Public Servant as contemplated under the Prevention of Corruption Act, 1988 and the related sections of the Bharatiya Nyaya Sanhita (BNS), 2023.
- Collection of intelligence and surveillance over public servants of doubtful integrity.
- Identifying grey spots vulnerable to malpractices in Government Departments and public sector undertakings, autonomous bodies and local self governing bodies.

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.

Public Servant has been defined under section 2 (b) of Prevention of Corruption Act, 1988, as under:

“public servant” means—

(i) any person in the service or pay of the Government or remunerated by the Government by fees or commission for the performance of any public duty;

(ii) any person in the service or pay of a local authority;

(iii) any person in the service or pay of a corporation established by or under a Central, Provincial or State Act, or an authority or a body owned or controlled or aided by the Government or a Government company as defined in section 617 of the Companies Act, 1956 (1 of 1956);

(iv) any Judge, including any person empowered by law to discharge, whether by himself or as a member of any body of persons, any adjudicatory functions;

(v) any person authorized by a court of justice to perform any duty,

in connection with the administration of justice, including a liquidator, receiver or commissioner appointed by such court;

(vi) any arbitrator or other person to whom any cause or matter has been referred for decision or report by a court of justice or by a competent public authority;

(vii) any person who holds an office by virtue of which he is empowered to prepare, publish, maintain or revise an electoral roll or to conduct an election or part of an election;

(viii) any person who holds an office by virtue of which he is authorized or required to perform any public duty;

(ix) any person who is the president, secretary or other office-bearer of a registered co-operative society engaged in agriculture, industry, trade or banking, receiving or having received any financial aid from the Central Government or a State Government or from any corporation established by or under a Central, Provincial or State Act, or any authority or body owned or controlled or aided by the Government or a Government company as defined in section 617 of the Companies Act, 1956 (1 of 1956);

(x) any person who is a chairman, member or employee of any Service Commission or Board, by whatever name called, or a member of any selection committee appointed by such Commission or Board for the conduct of any examination or making any selection on behalf of such Commission or Board;

(xi) any person who is a Vice-Chancellor or member of any governing body, professor, reader, lecturer or any other teacher or employee, by whatever designation called, of any University and any person whose services have been availed of by a University or any other public authority in connection with holding or conducting examinations;

(xii) any person who is an office-bearer or an employee of an educational, scientific, social, cultural or other institution, in whatever manner established, receiving or having received any financial assistance from the Central Government or any State Government, or local or other public authority.

3) Technical Examination Division

Technical Examination Division of the Directorate of Vigilance is responsible for examination and unearthing of irregularities such as substandard work, incomplete/deficient works etc. 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.

METHODOLOGY

METHODOLOGY IN HANDLING OF COMPLAINTS:

Complaints received in the Directorate of Vigilance are examined to ascertain whether they involve a vigilance angle. Verification is carried out to assess the completeness and clarity of the allegations and to identify anonymous or pseudonymous complaints. Only those complaints found to be specific and verifiable are taken up for preliminary enquiry.

Steps followed to conduct Enquiry into the Complaint are as follow:

1. Scrutiny of the complaints to verify the authenticity of the complainant.
2. Preliminary Enquiry is conducted to ascertain prima-facie substance into the allegations made in the complaint.
3. On establishment of a prima facie case, detailed Enquiry is carried out.
4. Assistance of Anti-Corruption Branch is also taken to investigate cases pertaining to illegal gratification and assets disproportionate to their known sources of income.
5. The assistance of Technical Cell is also taken to investigate the cases pertaining to execution of works.

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 Division or the Anti Corruption Branch or the Technical Examination Cell of the Directorate of Vigilance respectively.

How to make a complaint:

- i) Any person, desirous of making a complaint regarding, civil misconduct, criminal misconduct, assets possessed by a Public Servant 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 at the office of the Directorate of Vigilance or complaint via E-mail alongwith supporting documents, 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**

- ii) 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 alongwith supporting documents, giving his/her full name, detailed postal address, contact telephone number etc. on the following address:-

**The Superintendent of Police,
Anti Corruption Branch, Directorate of Vigilance,
Near Joggers Park, Altinho, Panaji-Goa 403001.
Tel: 7875756063.**

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.

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)]

i) Name and Address of the Public Authority:

DIRECTORATE OF VIGILANCE

Serra Building, Near All India Radio,
Altinho-panaji, Goa-403 001

Telephone : 0832 - 2226189

E-mail: adv-dv.goa@nic.in

ii) Objective/ Purpose of the Public Authority:

To promote a corruption-free, transparent, and accountable system of administration that serves citizens with integrity and fairness.

iii) Brief History, context of Formation and Function & Duties of the Public Authority:

The Directorate of Vigilance was set up on 10/4/1979.

Functions of the Directorate of Vigilance:

The main function of the Directorate of Vigilance is to cause enquiries/ 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. To ensure that effective Preventive Vigilance administration mechanism is in place in all the Government Departments, Autonomous Bodies and Public Sector Undertakings etc.

Functions of Five Divisions of the Directorate of Vigilance:

i. General Vigilance Division:-

- a) To Enquire/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.

ii. Administration and Establishment Division:-

- a) Matters related to the Administration & Establishment section
- b) Public Grievances
- c) Lokayukta Matters.

iii. Technical Examination Division:-

Conducting Preliminary enquiry into the allegations of misconducts involving the Technical aspects. 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.

iv. 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 /193 the BHARATIYA NAGARIK SURAKSHA SANHITA, 2023, (BNSS)) to the Court and thereafter to follow up the case in the Court till its disposal.
- b) Identifying grey spots vulnerable to malpractices in Government Departments and public sector undertakings, autonomous bodies and local self governing bodies and take appropriate action as per the laws in force.

v. Departmental Inquiries Division

- a) The Commissioner for Departmental Inquiries is head of the said division and the Commissioner for Departmental Inquiries shall function as an Inquiry Authority/Inquiry Officer under the applicable CCS (CCA) Rules 1965.
- b) The Commissioner shall conduct departmental inquiries entrusted by the Disciplinary Authority in accordance with the prescribed procedure.
- c) The Commissioner shall ensure fair, impartial, and time-bound inquiry proceedings, adhering to the principles of natural justice.
- d) Maintain proper records of inquiry proceedings.

iv) Organization Chart of the Public Authority:

As above

v) Working Hours of the Public Authority with Lunch Break:

Office Hours-9:30 A.M to 05:45 P.M.

Lunch Break-1: 15 P.M to 02:00 P.M.

Working Days: Monday to Friday.

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

(II) Power and duties of officers and employees.

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

A) General Vigilance, Administration and Establishment Division.

Sr. No.	Name & Designation	Powers and Duties.
1)	Shri. Amarsen Wamanrao Rane, IAS Director (Vigilance)	➤ Overall in charge of Directorate of Vigilance. ➤ Head of the Department ➤ 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)	➤ 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)	➤ Complaint Section ➤ Issuance of Vigilance Clearance (NOC)s and Appointment of Vigilance Officer ➤ First Appellate Authority
4)	Commissioner of Departmental Inquiries	Vacant

5)	Shri Suyash Khandeparkar, Deputy Director (Vigilance)	➤ 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 their Gazetted 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 of the Government of Goa. ➤ Inspection.
6)	Mrs. Archana Chodankar Vigilance Officer-I (Holding Additional Charge of Vigilance Officer-IV)	➤ 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 (Holding Additional Charge of Vigilance Officer-III)	➤ Enquiring into the complaints made by the public against Non Gazetted Officials for their alleged misconduct.
8)	Vigilance Officer-III	➤ Processing cases for initiating disciplinary proceedings against the delinquent Government Gazetted officers, employees, including drafting of charge sheets and its vetting etc. ➤ To advise 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	➤ Enquiring into the complaints made by the public against Gazetted Officials for misconduct etc.
10)	Mrs. Lata Mandrekar Office Superintendent	➤ Supervisory Officer/Overall in charge of the Administration and Establishment Section ➤ APIO ➤ Maintaining LAQ Register
11)	Mrs. Geeta Tendulkar, Head Clerk	➤ Furnishing replies to the Legislative Assembly Questions pertaining to other Departments. ➤ Processing of filling up of all posts by direct recruitment through GSSC/Compassionate appointment/under Scheme of appointment to Children of Freedom Fighter. ➤ Processing of filling up of all posts by promotion. ➤ Processing of lifting of Probation and Confirmation/Seniority of all posts. ➤ Constitution of Departmental enquires division along with creation of post required for the said Division. ➤ Constitute Special Committee to conduct enquiry. ➤ Processing of Sanction of Modified Assured Career Progression Scheme (MACP) and Pay fixation consequent to promotion, Modified Assured Career Progression Scheme. ➤ All matters pertaining to creation of posts and Revival of post. ➤ Matters pertaining to Engagement of consultant. ➤ Attending Court cases along with Officers and briefing on the matter with Govt. Advocates

		related to Court matters of EST section. ➤ Maintaining confidential reports/ A.C.R.s. of the staff ➤ Preparing Assessment sheet of A.C.R.s. of the staff for the purpose of DPC/ACPS/MACPS etc ➤ Any other work allotted by Superior Authority.
12)	Mrs. Aqualina Furtado Senior Stenographer	➤ Furnishing replies to the Legislative Assembly Questions pertaining to the Directorate of Vigilance ➤ Processing all the administrative matters pertaining to the Institution of Goa Lokayukta such as appointment of Lokayukta, Appointment of staff of Institution of Goa Lokayukta on contract basis, Amendment to the Goa Lokayukta Act/Rules/Recruitment Rules etc. ➤ Carry out amendment and framing of Recruitment Rules of the Staff of Directorate of Vigilance. ➤ Preparation and submission of Annual Administrative Reforms report to Directorate of Planning and Statistic. ➤ Preparation and submission of Material for budget speech/Governors address/Goa liberation Day ➤ Preparation and submission of report related to SC/ST/PwD/ Ex-Serviceman, CFF to the concerned Authorities. ➤ Maintenance, Updating and verification of the Rosters such as Direct Recruitment, Promotion, Person with Disability including Reservation roster of all post. ➤ Preparation, compilation and submission of annual report to State Information Commission, received from General Vigilance Division, Technical Examination Division and Anti Corruption Branch of this Directorate. ➤ Outsourcing of staff through Goa Human Resource Development Corporation and their service matters such as executing service agreement, preparation of salary attendance of staff, regarding repatriation/replacement of outsource staff. ➤ Engagement of Apprentices under Chief Minister Apprentice's policy-2023 and all service matters related to Apprentices. ➤ Carrying out Amendment to the Business of Government of Goa) Preparation and submission (allocation) Rules 1987. ➤ Preparation of reports regarding Government servants of Doubtful of integrity.

		➤ Processing of all service matters regarding staff of Anti Corruption Branch of Directorate of Vigilance. ➤ Monitoring the Emails received on official Email ID of the Department. ➤ Any other work allotted by Superior Authority.
13)	Shri. Krutik U. Parab, Jr. Stenographer	➤ Development/Redesigning and maintenance of official Website of Directorate of Vigilance alongwith renewal of Virtual Private Network(VPN) Certificate, domain Registration, proposal for conducting Security Audit and updation of Citizen Charter of Directorate of Vigilance on time to time basis. ➤ Implementation and monitoring of Goa Artificial Intelligent (AI) Hackathon for Directorate of Vigilance. ➤ All matters pertaining to Information and Technology such as replying to the correspondence received, addressing the matters related to I.T. equipments, matters related to NIC such as hosting of Website, emails and other online services. ➤ Implementation and maintenance of e-Office ➤ Processing of proposal towards allotment of new premises on rental/lease basis. ➤ To Assist Director of Vigilance
14)	Miss. Pratiksha U. Malwankar, Jr. Stenographer	➤ To assist Additional Director-I (Vigilance). ➤ Maintenance of Service Book, personal files, Increments, leaves records and other service matters of staff of Directorate of Vigilance. ➤ Monitoring of the implementation of Prohibition of Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013 in the Directorate of Vigilance. ➤ Implementation and monitoring of Integrated Government Online Training (IGOT) for the officers/officials of Directorate of Vigilance. ➤ Handling and processing the matters related to public Grievances ➤ Processing of GPF withdrawals/ Advances of the staff of Directorate of Vigilance ➤ Processing the proposals under Section 17A and 19 of Prevention of Corruptions Act 1988. Updation/ Compilation & Maintenance of data/information sought from other Department w.r.t. appointment of Nodal Officer for Section 17 A. ➤ Any other work allotted by Superior Authority.

15)	Miss. Chandana S. Gawas, Jr. Stenographer	➤ To assist Additional Director- II (Vigilance) in matters related to complaint Section of Directorate of Vigilance. ➤ Reframing of Complaint handling guidelines to be implemented by the Directorate of Vigilance. Assist Additional Director –II in effecting implementation and monitoring of the said guidelines in the Directorate of Vigilance. ➤ Assist First Appellate Authority of Directorate of Vigilance in processing of Appeals received in the Directorate of Vigilance under Right to Information Act 2005. ➤ Organizing/conducting Workshop Training to the Officers of other Department and staff of Directorate of Vigilance through Goa Institution of Public Administration and Rural Development. ➤ Preparation, implementation of annual Observance of Vigilance Awareness week in the state of Goa in line with Central Vigilance Commission. ➤ Assist Officers/officials of Complaint Section (Gazetted) ➤ Any other work allotted by Superior Authority.
16)	Mrs. Sanvi Yeshwant Shirodkar, LDC	➤ Procurement of Information Communication and Technology (ICT) products and other IT equipments for the official purpose of Directorate of Vigilance and Anti Corruption Branch. ➤ Monitoring the maintenance, addressing of Technical issues and other related matters by co-coordinating with Directorate of Information and Technology, Info Tech Corporation of Goa and respective vendors/supplier. ➤ Purchases of consumable items, Office Stationary, Furniture, Housekeeping Materials, Office Inventories, and other Store Items. ➤ Procurement of material through Government E-market Portal (GEM). ➤ Purchase of office supplies such as Note sheets, Files, Annual Performance Appraisal files, Service Book etc from Directorate Printing and Stationary. ➤ Purchase of Library Books, Acts, Rules and other relevant books required for the Directorate of Vigilance from Directorate Printing and Stationary and local Vendors. ➤ Purchase of Office Vehicles for the Directorate of Vigilance.

		➤ Maintenance of Office and Office Premises. Carrying out repairs such as Electrical, Plumbing, IT infrastructures, Telecommunication infrastructures, Electronic Items, UPS Back up and furniture etc. by co-ordination with Empanelled Vendors/Public Work Department/Info Tech Corporation of Goa Limited and other concerned Authorities. ➤ Maintenance of Dead stock, Consumable Register and making necessary entries in respective Registers ➤ Deal with the matters pertaining to the Annual Maintenance Contracts of all the Machinery, Equipments including Pest Control etc. ➤ Matter pertaining to maintenance of all the office vehicles. ➤ Matter related to issuance of Identity Cards to the Officers/Officials of Directorate of Vigilance. ➤ Processing of Condemnation of all obsolete items, furniture, vehicles, IT products of Directorate of Vigilances in co-ordination with Goa West Management Corporation, Condemnation Committee designated by the Government, Directorate of Information Technology and Communication etc. ➤ Any other work allotted by Superior Authority.
17)	Mrs. Ujawala Karekar, UDC	➤ Preparation and submission of Monthly/Quarterly/ Annual Reports regarding court cases. ➤ A Preparation and submission of Monthly/Quarterly/ Annual Reports regarding IAS/IPS/IFS Officer to the concerned Authorities. ➤ Appointment/designating the Officers of Directorate of Vigilance as Nodal Officers for various purpose as per requirements. ➤ Maintaining and updating of Master register and all registers pertaining to Establishment Section of the Directorate of Vigilance. ➤ Maintaining Internal Inward Register. ➤ Processing and implementation of Record Management of Directorate of Vigilance as per the norms issued by the State Government. Maintenance, categorization of old records pertaining to the Directorate of Vigilance. Assist Departmental Record Officer in monitoring and verifying the Records to be shifted to the record rooms. Up keeping of Record Rooms of the Department. ➤ Updation/Compilation & Maintenance of data/

		information sought from other Department w.r.t. Vigilance Awareness week, and training on Vigilance Matters conducted by the Master Trainer of respective Department, Government Land Records. ➤ Maintenance and up keeping of Library books/records of Directorate of Vigilance. ➤ Assisting Officers/Officials in Drafting and preparation of Circulars/ Office Memorandums issued by the Directorate of Vigilance. ➤ Preparation of officer Memorandums /instructions/ Orders etc. under the supervision of Officers/Officials. ➤ Any other work allotted by the Superior Authorities.
18)	Miss. Rakashanda Satyawar Naik, Junior Stenographer	➤ Processing of application received in this Directorate pertaining to Right to Information Act, 2005. ➤ Processing of complaints filed against Staff of Directorate of Vigilance by General Public. ➤ Processing the proposal for Issuance of Vigilance Clearance to the all Gazetted Officers of Government of Goa ➤ Processing of request received from other Department for Appointment of Vigilance officer and updating the list of other Department Vigilance officer appointed by Directorate of Vigilance. ➤ Up keeping and addressing the technical issues raised with respect to Vigilance clearance software viz. services.goaonline.in in co-ordination with Goa Electronic Limited a State designated Agency for the maintenance of said software. ➤ Processing of Redesigning and necessary updation to the Vigilance clearance software viz. services.goaonline.in in co-ordination with Goa Electronic Limited. ➤ Processing of Redesigning and updation to the complaint monitoring system in co-ordination with Goa Electronic Limited. ➤ Any other work allotted by Superior Authorities.
19)	Mr. Rohit K Dantye Accountant	➤ Matters pertaining to preparation of Budget/ supplementary demands for grants. ➤ To keep strict vigil over receipts and expenditure of the Office/ Departments and check Register and G.F.R.9. ➤ Process proposal for Re-appropriation of funds. ➤ To prepare proposal for surrender of

		funds. ➤ To pre-check all the claims of Gazetted/ Non- Gazetted employee pertaining to T. A. Bills, LTC Bills, GPF withdrawal, Medical Reimbursement claims. Leave Travel Concession claims. ➤ To Pre-check the bills raised against Permanent Advances before they are submitted to DDO/Controlling Officer for their signature/ countersignature. ➤ 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 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 staff and its timely submission to the Directorate of Accounts. ➤ 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 neede. ➤ 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 Superior Authority
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20)	Shri. Sachin Pawar, UDC	➤ Preparation of following :- ▪ All the bills related to Gazetted & non-Gazetted staff such as Pay bills, Medical reimbursement, Arrears claims bills, Advance bills etc. of Staff of Directorate of Vigilance. ▪ FVC bills such as pertaining to the Agencies such as Goa Electronics Ltd., Goa Human Resources Development Corporation, Rent bill etc. ▪ Monthly expenditure & Receipt of this Directorate. ▪ All other Bills contingent, A.C. & D.C. Bills and other bills. ➤ To Maintain cash Book and petty cash on day to day basis. ➤ Deduction of TDS on GST and online monthly filing. ➤ Monitoring the timely payment of 3rd party deduction of all the Non –Gazetted staff of this Directorate. ➤ Maintenance of Pay Bill Register. ➤ Assist Accountant in preparation of Budget Estimate and Revised Estimate. ➤ Maintain cash Permanent Advances of this Directorate and maintain permanent advance register. ➤ Forwarding of cheques and letter to bank. ➤ To Assist Accountant in attending all matters connected to Accounts Section. ➤ Filling of Income Tax and issue of Form 16 to all employees of this Directorate on timely basis. ➤ Quarterly E-filing of Income Tax deducted on Salaries and Non-Salaries. ➤ Maintaining 2 nos. of Office current Accounts opened in State Bank of India in the Treasury Branch, Panaji ➤ Processing day today correspondence pertaining to the Account Section of this Directorate. ➤ Deduction of TDS on GST and online monthly filing. ➤ Surrender of unutilized Funds allotted to the Department during the end of every Financial Year. ➤ Re-appropriation of Fund of this Directorate and Institute of Lokayukta. ➤ Processing of Transfer Entry of bills. ➤ Processing of Anticipated Receipt. ➤ Issuance of receipt
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		➤ Any other work allotted by the Superior Authority
21)	Shri. Darshan D. Gawas, LDC	➤ Preparation of following:- ➤ Preparation of all types of bills and issuing Sanction order, preparation of certificate with respect to the all types of procurement carried out by Directorate of Vigilance. ➤ Maintain various Registers pertaining to the Accounts section of this Directorate (Bill register, Token register, Budget Control Register). ➤ Any other work allotted by the Superior Authority
22)	Shri Shamsundar Kolambkar, Vigilance Assistant	➤ To assist Vigilance Officer – I & III in the matters pertaining to the Disciplinary Proceeding Section. ➤ Processing of new cases received by the Disciplinary Proceeding Section of the General Vigilance Division. ➤ To process matters pertaining to the Review of suspension by the Suspension Review Committee. ➤ Preparation and submission of information of Disciplinary Proceeding Section to Public Information Officer, sought under Right to Information Act, 2005 ➤ Preparation and submission of information pertaining to Disciplinary Proceeding Section in order to prepare reply to the Legislative Assembly Questions during the Assembly Session. ➤ Processing of inquiry report, comments, letters and other related correspondence etc. received from different Authorities of the various Departments. ➤ To furnish detailed report pertaining to the Issuance of Vigilance Clearance sought by all Gazetted Officers of the Government of Goa. ➤ To maintain records/files of the Disciplinary Proceeding Section of the General Vigilance Division and the files/records called from other Departments for the purpose of Enquiry. ➤ Typing of Statements/versions of the officials in different matters. ➤ To attend the matters before the Hon'ble High Court of Bombay at Goa alongwith the Vigilance Officers/Higher Officers. ➤ Coordinate with Government Notary in

		connection with the Notarized Affidavits to be filed before the Hon'ble High Court of Bombay at Goa and Hon'ble Supreme Court of India. ➤ Submission of monthly report/quarterly reports to the Establishment Section pertaining to IAS/IPS/ IFS/IES. ➤ Updating and Monitoring of Google Sheet with respect to Vigilance Case. ➤ Submission of Monthly and weekly correspondence report. ➤ Tendering advice to the Officers/ Officials of other Departments regarding Disciplinary Proceedings matters. ➤ Online tracking of High Court cases. ➤ Preparation of plan for scheduled inspection or surprise visit in different Departments as per the instruction of the Branch Officer. ➤ Any other work allotted by the Superiors from time to time.
23)	Miss. Samruddhi Balkrishna Azrekar, LDC	➤ Assisting Vigilance Officer I & III, for processing the matters/file at the initial stage of initiating Disciplinary proceeding against the erring officers. ➤ Assisting Vigilance Officers/ Vigilance Assistant in preparing draft imputation of misconduct, draft Memorandum of Charge. ➤ Drafting notes, letters and prepare summary ➤ calling for records and Preliminary Enquiry reports from concerned Departments ➤ Processing of matters related to appointment of Inquiring Authorities/ Presenting Officers in General. ➤ Preparation of report pertaining to the issuance of honorarium for IO/PO/Assisting Staff. ➤ Typing of statements of Disciplinary Proceedings. ➤ Assist Higher Authorities in processing of Court Matters ➤ Updating and Monitoring of Google Sheet with respect to Vigilance Case ➤ Any other work allotted by the Superior Authorities.
24)	Shri. Sudhir C. Chodankar Vigilance Assistant	➤ Scrutinize /detailed examination of Complaints/ Reports. ➤ Calling for records and proposing line of action as per existing Rules and Regulations.

		➤ To assists Vigilance Officer. ➤ To conduct surprise Inspection alongwith superiors. ➤ Preparation of Preliminary Reports. ➤ Preparation of monthly reports regarding status of Complaints/cases ➤ Submission of report of Court Cases. ➤ Submission and compiling of information required for submission of reply for Legislative Assembly Questions during Assembly session. ➤ Supervise clerical staff of Gazetted complaint Section. ➤ Preparation of plan for scheduled inspection or surprise visit in different Departments as per the instruction of the Branch Officer. ➤ Any other work assigned by vigilance officer and above
25)	Mr. Diptesh Devidas Chari, LDC	➤ Processing of New complaints. ➤ Issuing reminders to the concerned Authorities. ➤ Processing of Report received in the complaints processed. ➤ Monitoring the movement of concerned files. ➤ Submission of monthly and weekly correspondence report. ➤ Any work assigned by Vigilance Assistant/Vigilance Officer.
26)	Miss. Tanvi Sadashiv Velkar, LDC	➤ Processing of New complaints. ➤ Issuance of reminders. ➤ Recording of Statements. ➤ Updation of Status of all the complaints manually and digitally. ➤ Assisting Vigilance Assistant in the matter pertaining to the Right to Information Act, 2005. ➤ Preparation of monthly report of Court cases and quarterly report of IAS/IPS/IFS ➤ Processing of Report received pertaining to the complaints Monitoring the movement of concerned files. ➤ Any work assigned by Vigilance Officer Any work assigned by Vigilance Assistant/Vigilance Officer.

27)	Miss. Samruddhi Jai Naik, LDC	➤ Processing of New complaints. ➤ Issuing reminders to the existing complaints. ➤ Processing of Report received pertaining to the complaints. ➤ Registering of Correspondence (Tapal) and complaints manually and digitally. ➤ Monitoring the movement of concerned files. ➤ Any work assigned by Vigilance Officer ➤ Any work assigned by Vigilance Assistant/Vigilance
28)	Mrs. Sakshi Govenkar. Vigilance Assistant	➤ Processing of reply to the application received in this Directorate pertaining to Right to Information Act, 2005. ➤ Processing of reply to the application received in this Directorate pertaining to Vigilance Clearance matters ➤ Disposal of complaints by putting up reports for closure to Vigilance Officer ➤ To conduct surprise Inspection alongwith the Officers of this Directorate. ➤ Preparation of monthly reports regarding status of Complaints/cases ➤ Fortnightly report of Court Cases. ➤ Timely submission and compiling of information for LAQ during Assembly session ➤ Preparation of plan for scheduled inspection or surprise visit in different Departments as per the instruction of the Branch Officer. ➤ Supervise clerical staff of Non-Gazetted complaint Section ➤ Any other work assigned by Vigilance Officer and above
29)	Mrs. Khushboo Punit Vaigankar LDC	➤ Processing of complaints for disposal by putting up reports for closure to Vigilance Officer. ➤ Registering of day to day correspondence on Register. ➤ Issuance of reminders To assist Vigilance officer and Vigilance Assistant ➤ Any other work assigned by Vigilance Officer, Vigilance Assistant and above ➤ Any other work assigned by Vigilance Officer and above.

		➤ Maintenance of common complaint registers. ➤ Record keeping/maintenance.
30)	Miss. Roochi Ranganath Naik, Junior Steno	➤ Assisting the Vigilance Officer in recording the statement ➤ Processing of new complaints (scrutiny, verification and putting up note) and drafting letters as per the directions ➤ Processing of complaints for disposal by putting up reports for closure to Vigilance Officer ➤ Issuance of reminders letters with respect to complaints. ➤ Any other work assigned by Vigilance Officer, Vigilance Assistant and above
31)	Shri Sumesh Mahale, Assistant Technical Examiner	➤ Conduct technical examination and vigilance scrutiny of civil engineering works, infrastructure projects and allied construction activities executed by Government agencies. ➤ Carry out site inspections, field verification, measurements and technical assessment of civil works to ascertain conformity with sanctioned estimates, approved drawings, BOQ provisions, specifications, contractual conditions, CPWD/PWD specifications, IRC/MORTH standards, BIS codes and applicable engineering standards. ➤ Verify quality control mechanisms adopted during execution of works including material testing protocols, field quality checks, inspection procedures and quality assurance documentation. ➤ Examine construction quality relating to buildings, roads, bridges, drainage systems, retaining structures, water supply works, sewerage infrastructure and allied civil engineering assets. ➤ Scrutinize Detailed Project Reports (DPR), administrative approvals, technical sanctions, tender documents, Notice Inviting Tender (NIT) conditions,

		agreements, comparative statements, work orders, variation statements and contract management records. ➤ Verify Measurement Books (MB), Level Books, Running Account Bills (RA Bills), Final Bills, quantity statements, abstract estimates, completion records and payment documentation. ➤ Assess execution quantities, material consumption patterns, rate applicability, contract deviations, extra items, substituted items and quantity variations for detection of technical irregularities. ➤ Examine quality control laboratory records, cube test reports, soil investigation reports, compaction records, calibration certificates, field density tests, material approval records and related quality documentation. ➤ Verify compliance with approved mix designs, quality control procedures, inspection schedules and prescribed construction methodologies. ➤ Conduct technical verification of cement concrete works, reinforcement detailing, earthwork operations, pavement construction, structural components, finishing items and allied civil engineering elements. ➤ Examine procurement processes relating to construction materials, quality testing services, equipment deployment and project execution requirements. ➤ Identify deficiencies relating to quality assurance systems, specification compliance, workmanship standards, material quality, excess payments, over-measurement, avoidable expenditure, contract deviations and procedural lapses. ➤ Assist vigilance officers in technical evaluation of complaints involving civil engineering works, quality control deficiencies and construction-related matters.
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		➤ Provide engineering inputs during vigilance inquiries, preliminary verification, investigations and technical examination exercises. ➤ Conduct preventive vigilance examination and technical audit of engineering projects to identify systemic deficiencies and recommend corrective measures. ➤ Utilize quality control instruments, survey equipment, measurement devices, testing equipment, NDT methodologies and digital documentation systems during technical examination. ➤ Maintain inspection records, measurement data, photographic evidence, technical observations and examination documentation. ➤ Prepare Technical Examination Reports (TER), quality assessment reports, inspection reports, scrutiny notes and vigilance examination findings. ➤ Coordinate with executing agencies, quality control laboratories, consultants, technical officers and relevant authorities for technical verification and examination. ➤ Assist senior officers in technical appraisal, quality control examination and vigilance assessment relating to civil engineering matters. ➤ Perform any other duties pertaining to technical vigilance, quality control examination and allied civil engineering functions assigned by the Competent Authority.
32)	Shri Ladu Sawant, Vigilance Assistant	○ Technical Duties ➤ Assist the Assistant Technical Examiner in technical examination of vigilance cases. ➤ Processing of complaints pertaining to the Technical Examination Division, recording statements, prepare summaries and highlighting discrepancies. ➤ Compilation and tabulation of data relating to: ○ Excess / less quantities

		○ Rate variations ○ Deviations from sanctioned estimates ➤ Verification of calculations, quantities, rates, and measurements. ➤ Assisting Assistant Technical Examiner in preparation of technical briefs for meetings, hearings, checklist and reports. ➤ Preparation of plan for scheduled inspection or surprise visit in different Departments as per the instruction of the Branch Officer. ○ Administrative Duties ➤ Ensuring timely movement of files. ➤ Supervising the work of LDCs assigned to the Technical Division. ➤ Maintaining registers related to: ○ Receipt and disposal of technical files ○ Case-wise technical scrutiny status ➤ Keep track and status of routine correspondence related to technical matters. ➤ Follow-up with other departments for submission of technical documents. ➤ Any other clerical work assigned by Assistant Technical Examiner. ➤ Any other work assigned by superior
33)	Shri. Sivasagar Pillai, LDC	➤ Technical Support Duties ➤ Assist Vigilance Assistant in arranging and compiling technical documents such as estimates, drawings, MBs, bills, tender papers etc. ➤ Checking completeness of technical files as per checklist such as Page numbering, indexing, and tagging of technical documents. ➤ Preparation of basic statements such as: ○ Work-wise document lists ○ Bill and MB reference charts ➤ Assist in data entry of technical particulars, where required. ➤ Administrative Duties ➤ Maintaining technical files in proper order with indexing and pagination. ➤ Maintaining physical and digital records of technical files. ➤ Updating registers related to: ○ Receipt of files ○ Dispatch of files ○ Pendency of cases

		➤ Typing of draft notes, letters, and reports related to technical cases. ➤ Photocopying, scanning, and filing of technical documents. ➤ Ensuring safe custody of original technical records. Any other clerical work assigned by the Vigilance Assistant or Assistant Technical Examiner. ➤ Any other work assigned by vigilance officer and above
34)	Miss. Shefali Dinesh Naik, LDC	➤ Technical Support Duties ➤ Assist in compilation of annexures, statements, and enclosures for technical reports. ➤ Verification of documents, pagination of the complaints received in the Technical Examination Division as instructed by Vigilance Assistant / Assistant Technical Examiner. ➤ Assist in preparation of comparative charts and basic tabulations. ➤ To maintain dak received in the Technical Examination Division. ➤ Diary and dispatch of files and letters. ➤ Maintaining registers pertaining to the Technical Examination Division such as: ○ Inward/Outward Register ○ File Movement Register ➤ Preparation of orders, reminder/follow-up letters. ➤ Any other clerical work assigned by the Vigilance Assistant or Assistant Technical Examiner. ➤ Any other work assigned by vigilance officer and above
35)	Mrs. Kala Nikesh Mangueshkar, LDC	➤ Receive record and distribute the Tapal addressed/ File marked to the Directorate of Vigilance and records the same in the Inward register. ➤ Maintain various registers pertaining to the Inward Section such as confidential letters Register etc. ➤ Any other work allotted by the Superior Authority.
36)	Shri Navjyot Parpati, MTS	➤ Dispatching of letters, files etc. ➤ Maintain all registers pertaining to the outward section ➤ Maintain the correspondence register for communications from Addl. Director-I & Addl. Director-II to the Director, Directorate of Vigilance.

		➤ Maintain custody of Stamp and Stamp Account register. ➤ Send correspondences via Registered A/D ➤ To attend Deputy Director (Vigilance), Assistant Technical Examiner & Office Superintendent ➤ Any other work allotted by the Superior Authority.
37)	Shri. Sachin Majik, Regular MTS	➤ To attend Director, Additional Director (Vigilance)-I & Additional Director (Vigilance)-II. ➤ Any other work assigned to him by the Superiors
38)	Shri. Milind P. Wadkar GHRDC MTS	➤ To attend Vigilance Officers ➤ Shall attend the outdoor work such as distribution of correspondence/dispatch letters. ➤ Any other work assigned to him by the Superiors

(B) Anti Corruption Branch:

Sr. No.	Name & Designation	Powers and Duties.
1)	Shri Rajan Nigle, Superintendent of Police	➤ In-Charge of the Anti Corruption Branch. ➤ Over all Supervision of investigation & enquiries being conducted by subordinate officers. ➤ FAA of ACB under RTI.
2)	Deputy Superintendent of Police (Vacant)	➤ 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 Sandeep Kesarkar, Police Inspector	➤ 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 Prajyot Phadte, Police Inspector	➤ 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.
5)	Shri Satish Gawade, Police Inspector	➤ Conducting investigation in respect of criminal cases registered at the ACB. ➤ Conducting enquiries in respect of the complaints received by ACB

6)	Shri Melito Fernandes, Police Inspector	➤ Conducting investigation in respect of the criminal cases registered at the ACB. ➤ Conducting enquiries in respect of the complaints received by ACB.
7)	Smt. Reecha Mandrekar, Police Sub Inspector	➤ Conducting investigation in respect of the criminal cases registered at the ACB. ➤ Conducting enquiries in respect of the complaints received by ACB
8)	Shri Sameer Haldankar, Police SubInspector	➤ Conducting enquiries in respect of the complaints/petitions received by ACB and assisting senior officers in criminal cases during raid etc.
9)	Shri Sadanand R. Pednekar, Head Constable	➤ 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.
10)	Shri Sunil R. Satardekar, Head Constable	➤ Assisting Deputy Superintendent of Police 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.
11)	Shri Sainath Sawant, Head Constable	➤ 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.
12)	Shri Dayesh Chodankar, Head Constable	➤ 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.

13)	Shri Swapnil Salgaonkar, Police Constable	➤ To assist Shri. Sadanand Pednekar, Head Constable in (Court & Lokayukta), RTI & Appeal matters. ➤ Any other duties assigned to him by the superior officers.
14)	Mrs. Nilangi Majik, Lady Police Constable	➤ 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.
15)	Shri Viraj Gad, Police Constable	➤ 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.
16)	Shri Abhijit Kouthankar, Police Constable.	➤ 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.
17)	Shri Niklesh Naik, Police Constable	
18)	Shri. Snehesh Naik, Police Constable	➤ 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.
19)	Shri Ashish Gaude, Police Constable	➤ Assisting PI in day to day work and proper maintaining of all his files and correspondence.
20)	Shri Deepak Sawant, Driver	➤ 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 DIVISION:-

The complaints containing allegation of misconduct against the Government employees are received in the General Vigilance Division 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 DIVISION :-

The Technical Examination Division 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 BRANCH:-

For making decision, initial verification is done by the Enquiry officer/Investigating officers. As provided under the Act, proposals under 17(A) is submitted through Deputy Superintendent of Police / Superintendent of Police (Anti Corruption Branch) to the Nodal Officer (Additional Director-I, Vigilance for seeking approval from the Competent Authority. The Enquiry/ Investigation is taken up thereafter by the ACB.

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/ Bhartiya Nyay Sanhita, (BNS), 2023 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 Prevention of Corruption Act, 1988 and related provisions of the Bharatiya Nyaya Sanhita, 2023 (BNS), Bhartiya Nagrik Suraksha Sanhita, (BNSS), 2023, Bhartiya Sakshya Adhiniyam (BSA), 2023, alongwith older Criminal Laws and the other relevant laws governing the conduct of Police Officials and the investigation of crime.

Time limit for taking decisions:

Subject to nature and complexity of case. No fixed statutory timeline for completion of inquiry.

(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) and other relevant Laws, Rules and regulations as applicable/ adopted by the concerned agencies of the Goa Sate Government, State Public Undertakings/Autonomous
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 Sate Government, State Public Undertakings/Autonomous
	Bodies/Local Self Government Bodies
c) Anti Corruption Branch:-	
1.	Prevention of Corruption Act, 1988
2.	Bharatiya Nyaya Sanhita, 2023 (BNS)
3.	Bhartiya Nagrik Suraksha Sanhita, (BNSS)
4.	Bhartiya Sakshya Adhiniyam (BSA)
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 Division

- a) Files of Complaints processed against various Public Servants
- b) Disciplinary Proceedings files
- c) Vigilance Clearance files

b) Administration & Establishment Division

- a) Files pertaining to the Administrative matters of the Directorate of Vigilance and several matters related to the Institute of Goa Lokayukta
- b) Personnel files of staff of the Directorate of Vigilance
- c) Files pertaining to the RTI applications received in the Directorate of Vigilance
- d) Files pertaining to the Public Grievance received by this Directorate.

c) Technical Division

- a) Files of Complaints involving the Technical aspects.

C) Anti Corruption Branch

- a) FIR Register
- b) Investigation Papers
- c) Station Diaries
- d) Other registers concerning the crime
- e) Complaints/petitions/applications under enquiry
- f) Records pertaining to enquiries conducted
- g) 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. Purchase Committee

- i) Director of Vigilance
- ii) Additional Director-II (Head of the Office), Directorate of Vigilance.
- iii) Deputy Director (Vigilance)
- iv) Accountant

3. Departmental Promotion Committee and Departmental Screening Committee

- i) Director of Vigilance
- ii) Additional Director-I
- iii) Deputy Director (Vigilance)

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

Sr. No	Name	Designation	Role
1	Mrs. Maya Pednekar	Additional Director-I (Vigilance)	Presiding Officer
2	Shri SUyash Khandeparkar	Dy. Director Vigilance,	Member
3	Kum. Rupa Paramsivan	Vigilance Officer – II,	Member
4	Mrs. Lata Mandrekar	Office Superintendent,	Member
5	Mr. Melito Fernandes,	Police Inspector, ACB,	Member
6	Adv. Rupa A. Dublay (Kotkar)	Advocate Off No. 310, Gera Imperium Star, Next to Central Library, EDC Complex, 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 W. Rane., IAS	Director (Vigilance)	2226189	Level 14(7CPC)
2.	Shri. Rajan Nigalye	Superintendent of Police holding additional charge of Deputy Superintendent of Police	2232733	Level 11(7CPC)
3.	Mrs. Maya Pednekar	Addl. Director-I (Vigilance)	2422111	Level 11(7CPC)
4.	Mrs. Veera Nayak	Addl. Director-II (Vigilance)	-do-	Level 11(7CPC)
5.	Shri Suyash Khandeparkar	Dy. Director (Vigilance)	2422111	Level 10 (7CPC)
6.	Mrs. Archana Chodankar	Vigilance Officer-I	-do-	Level 7(7CPC)
7.	Ms. Rupa Paramasivan	Vigilance Officer-II	-do-	Level 7(7CPC)
8.	Shri Sandeep Kesarkar, Police Inspector	Police Inspector	2232735	Level 6(7CPC)
9.	Shri Prajyot Phadte, Police Inspector	Police Inspector	2232735	Level 6(7CPC)
10.	Shri Satish Gawade, Police Inspector	Police Inspector	-do-	Level 6(7CPC)
11.	Shri Melito Fernandes, Police Inspector	Police Inspector	-do-	Level 6(7CPC)
12.	Mrs. Reecha Mandrekar	Police SubInspector	-do-	Level 6(7CPC)
13.	Shri Sameer Haldankar	Police SubInspector	-do-	Level 6(7CPC)

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

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

Budget Estimates	2025-2026 (Rupees in lakhs)
DEMAND 22(Revenue & Capital) [2062]2062 - Vigilance	
105 -Other Vigilance Agencies	Total
01 - Directorate of Vigilance (Non-Plan)	850.89
00 - General	
01-Salaries	645.00
02-Wages	4.60
05-Rewards	0.10
06- Outsourcing of DEO's & Junior Stenos &Other Services	50.00
07- Outsourcing of Utility Attendant	10.00
08-Maintainance of I.T. Equipments	12.00
09- Maintenance of Non I.T. Equipments/Machinery	6.00
10- Maintenance of Cars and Other vehicle	5.20
11-Domestic Travel Expenses	3.00
13-Office Expenses	16.00
14-Rent, Rates & Taxes	33.00
17- Refreshment Charges	0.29
19- Stationery Expenses	6.00
26-Advertising & Publicity	1.00
28-Proffessional Services	12.00
29- Telephone/Mobile Charges	1.00
34 - Scholarship/Stipend	9.00
36- Procurement of I.T. Equipments	22.00
38- Furniture Expenses	5.00
39- Electricity Charges	2.00
40- Water Charges	0.70
41-Secret Service Expenditure	1.00
50-Other Charges	6.00

2062 - Vigilance	
103 - Lokayukta	
01 - Establishment of Lokayukta	304.11
00 - General	
01-Salaries	225.00
02-Wages	1.10
06- Outsourcing of DEO's & Junior Stenos &Other Services	34.00
08-Maintainance of I.T. Equipments	1.50
09- Maintenance of Non I.T.equipments/Machinery	0.50
10- Maintenance of Cars and Other vehicle	1.50
11-Domestic Travel Expenses	4.00
13-Office Expenses	8.00
19- Stationery Expenses	1.00
20-Other Administrative Expenses	0.20
26- Advertising and Publicity	1.00
27- Minor Works	--
29- Telephone/ Mobiles Bill	1.00
30 - Other contractual Services	22.33
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 retirementbenefit contribution scheme	
01-Civil	
117- Government contribution for DefinedContribution Scheme	45.00
01- Defined Contribution pensionScheme	

01- Salaries	45.00
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 the Directorate of Vigilance

(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. Veera Nayak Director-II(Vigilance)	First Appellate Authority of General Vigilance Section.	Serra Building , Near All India Radio, Altinho Panaji Goa 403001	2226189
2	Shri Suyash Khandeparkar Deputy Director (Vigilance)	Public Information Officer of General Vigilance Section.		2422111
3	Mrs. Lata Mandrekar Office Superintendent	Assistant Public Information Officer of General Vigilance Section.		2422111
4	Shri. Rajan Nigalye Superintendent of Police	First Appellate Authority of Anti Corruption Branch.		2232733
5	Shri Prajyot Phadte, Police Inspector	Public Information of Officer Anti Corruption Branch.		2232733

6	Shri Samir Haldankar, Police S u b Inspector	Assistant Public Information Officer of Anti Corruption Branch.	2232733
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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>

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