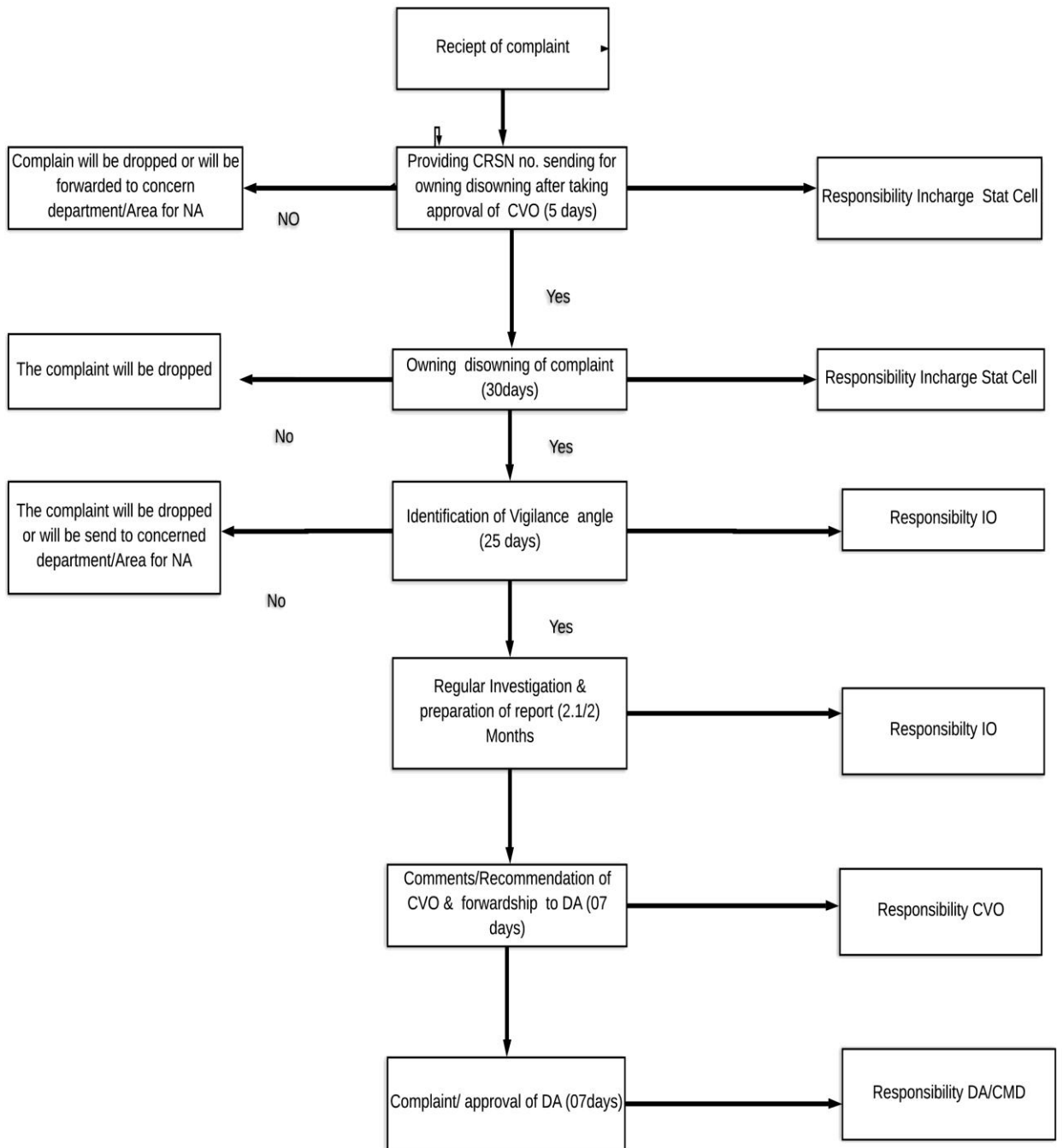


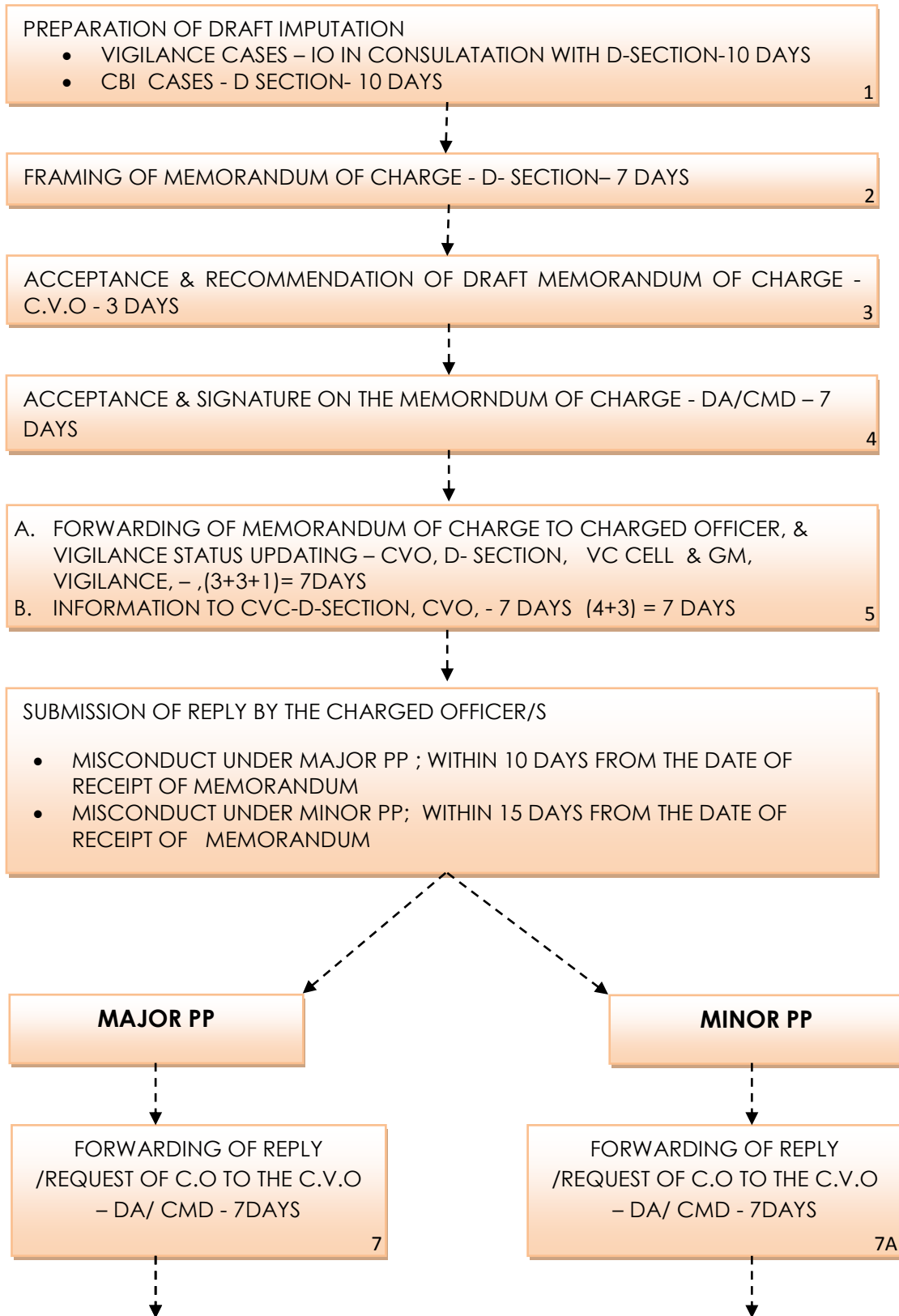
## **Standard Operating Procedure (SOP) of Functioning Of Vigilance Department, CCL**

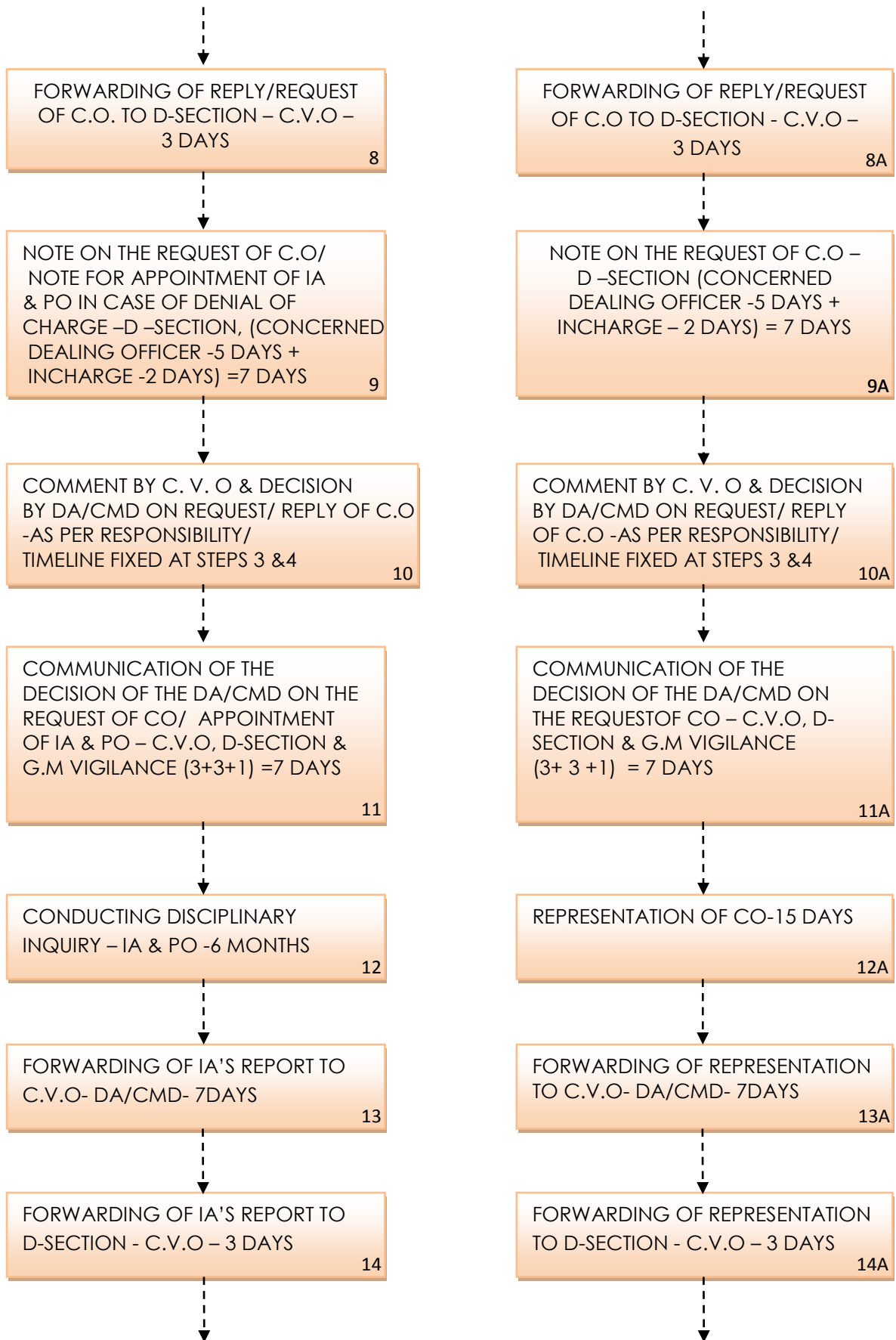
The SOP of functioning of different wings of Vigilance Department based on the guidelines issued by CVC.

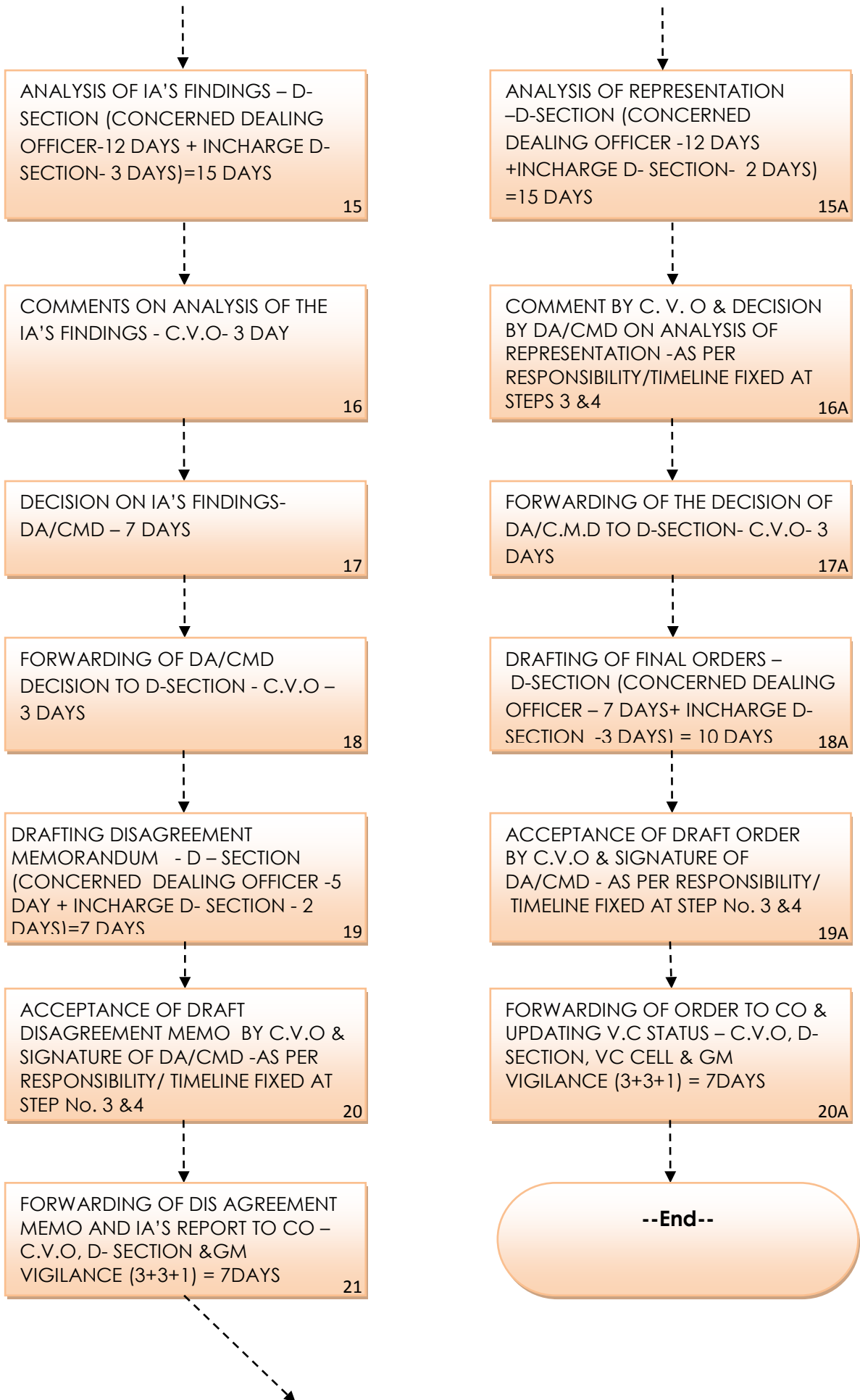
1. Complaint Handling – Responsibility Stat Cell
  - Registration of all complaints received in the department with unique number.
  - Prioritizing the complaints received from CVC/MoC/CPGRAM/CIL/PIDPI.
  - PIDPI complaints received in the department should be sent to CMD, CCL.
  - Complaint received against Board Level officers is to be sent directly to CVO, MoC.
  - Weekly submission of complaints to CVO.
2. Verification of complaints from complainant is the responsibility of Stat Cell.
  - A confirmation would be sought from the complainant for owning or disowning the complaint. If no is received from the complainant within 15 days, a reminder is sent.
  - No action is to be taken on Anonymous/Pseudonymous complaints.
3. Preliminary Inquiry is to be done by Investigating Officer (IOs) within the time frame issued by CVC.
  - Scrutiny/establishment of vigilance angle- One month from receipt of the complaint.
  - For PIDPI complaints , investigation should be completed within 12 weeks
  - On source information Surprise checks are conducted. One month time to ascertain vigilance angle.
  - One month time to ascertain vigilance angle in some cases selected from CTE type inspection
  - Periodic inspection - one month time to ascertain vigilance angle
4. Investigating Officer(IOs) are required to conduct investigation and submit report as per CVC guideline
  - Three months time to conclude investigation and submission of its report.
  - Further Information clarification (FI) to be sent within six weeks.
  - Submission of Departmental investigation reports along with DA's decision to the CVC for advice - One month from the date of receipt of investigation report.
5. Preparation/Issue of charge-sheet – Responsibility of Investigating Officer and D-Section.
  - (i) One month from the date of receipt of Commission's advice.
  - (ii) Two months from the date of receipt of investigation report
6. Appointment of IA / PO in Major penalty cases – D-Section.
  - Within 15 (fifteen) days of receipt and consideration of defense statement.
7. Timely completion of Departmental inquiry
  - Analysis of reply of CO to be placed before the DA. Issue of final orders in Minor penalty cases is two months from the receipt of defense statement.
  - Time limit of 18months for completion of Major penalty proceedings from the date of charge-sheet and till the date of passing of final orders.
  - Drafting of Penalty order and its issuance.
  - Forwarding self-contained note with case file to Appellate Authority on receipt of a copy of appeal.

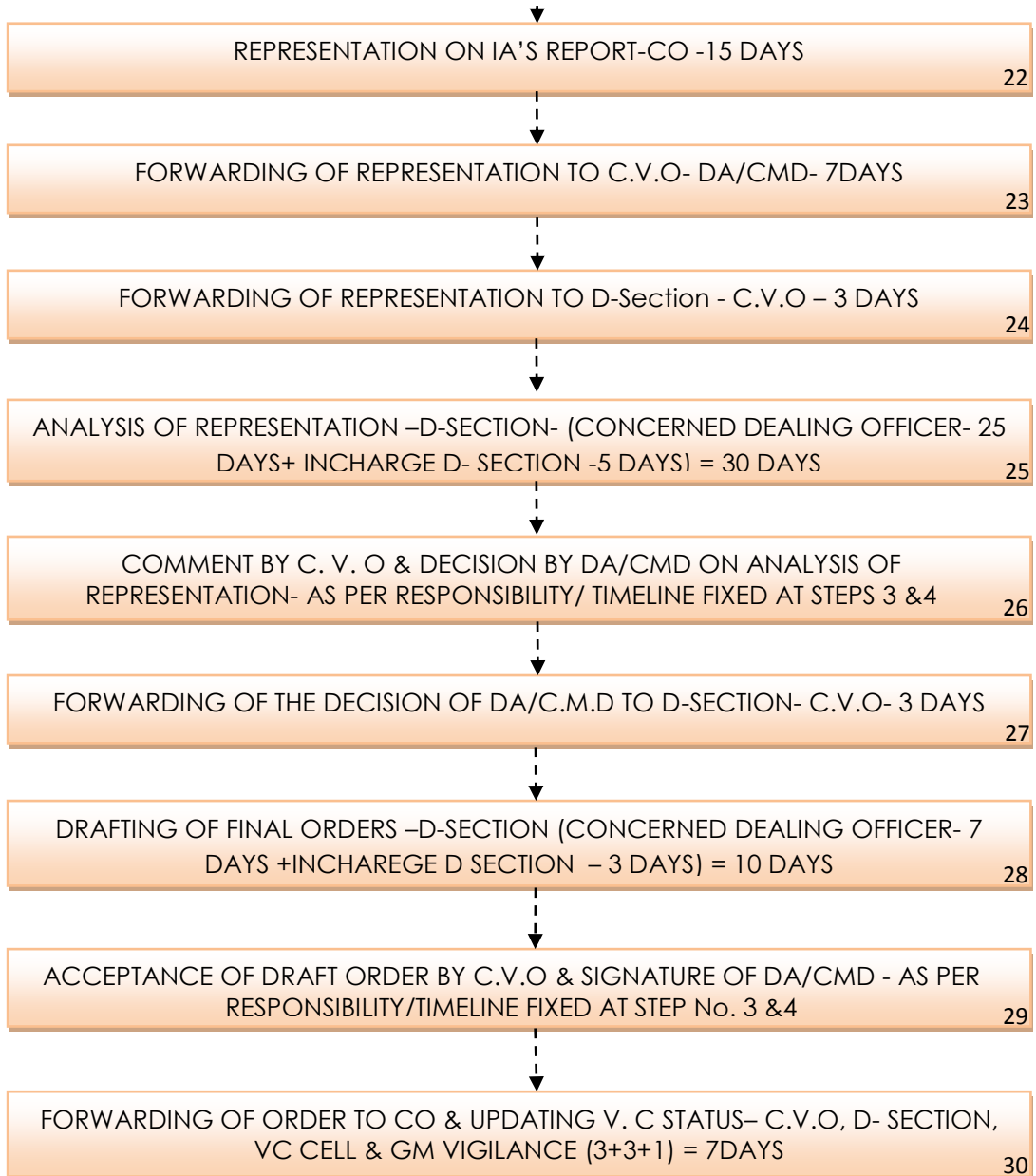


**Standard Operating Procedure for Regular Disciplinary Action [Executives],  
Vigilance Department, CCL**









**Standard Operating Procedure for Regular Disciplinary Action [Non - Executives],  
Vigilance Department, CCL**

