

VIGILANCE SET UP FOR DEPARTMENT OF TRADE AND TAXES.

DEPARTMENT OF TRADE & TAXES GOVT. OF NCT OF DELHI (VIGILANCE BRANCH)
 No.F.5/Std. Instn./2013-14/ Date:23/07/2013 ORDER Sub: Vigilance Set up for Department of Trade & Taxes. VIGILANCE ORGANIZATIONAL SET UP The Vigilance Organization in Deptt. of Trade & Taxes is headed by Commissioner of Trade and Taxes, who is assisted by Spl. Commissioner/ Addl. Commissioner for vigilance matters. The Department is following Central Vigilance Commission, (CVC) guidelines for enforcement of anti corruption measures in the Department and for implementation of instructions/ guidelines issued by CVC for maintenance of integrity in public services. RECEIPT OF COMPLAINTS AND CATEGORISATION Any information related to corruption, malpractice or misconduct on the part of public servants, from whatever source, would be termed as complaint. Accordingly, the petitions/ complaints/ source reports sent by the Central Vigilance Commission' CBF/ Directorate of Vigilance, Govt. of NCT of Delhi and public complaints are to be examined with due care at the level of senior officers. The complaints received from the public and other sources inter alia include complaints, which provide particulars of complainant, as well as anonymous or pseudonymous complaints. PROCEEDURE FOR DIFFERENT CATEGORIES COMPLAINTS Disposal of complaints is done as per procedure laid down by CVC. As per the CVC instructions, no action is to be taken by the administrative authorities on anonymous / pseudonymous complaints received by them unless the facts are prima facie verifiable. In case of complaints containing particulars of complainants facts may be verified from the complainant and if the complainant cannot be contacted at the address given in the complaint or if any response is; not received within a reasonable period, the complaint may be *resumed to be pseudonymous and should be acted upon accordingly. If the complaint is of verifiable nature then comments are to be obtained from the concerned functionaries through respective Supervising Officers. In cases where investigation is to be done on the basis of additional inputs from the complainant, the complainant is called for hearing and substantiation of complaints. Depending upon the outcome of investigation/ enquiry, if a prima facie case is made out, disciplinary or criminal proceedings are to be initiated against the delinquent Govt. servants with approval of Competent Authority/ advice of the Vigilance Deptt. of Govt. of NCT as may be applicable as per CVC norms. (Contd. 2) -2- REGISTER FOR COMPLAINTS The VA TO (Vig.) shall be responsible for maintaining records of all complaints received and ensuring prompt action upon all complaints. The Complaints register shall inter alia contain the following columns: Sl. No./ File No. of Date Details of Gist complaint Complaint source ii Names of Suspected Public Servants Action taken vi Manner Date of Final disposal. Disposal vii viii Provided that a separate Complaints Register shall be maintained for Gr.A Officers which shall remain in custody of Addl. Commr. (Vig.). TIME FRAME FOR DISPOSAL The following time frame shall be generally observed for disposal of Complaints and follow up measures. 1 2 3 4 5 6 7 Activity Submission of complaint on file with action proposed Verification from Complainant Processing in Vigilance after consulting the complainant Seeking comments from officers concerned through supervising Officers Processing and Final disposal Preparation of Charge sheet if DA is recommended Completion of Departmental Inquiries Time Frame 3 working days after receipt 10 weeks for calling the complainant and recording of evidence 3 working days 1 week 1 week 1 week 45 days PREVENTIVE VIGILANCE ACTIVITIES 1. 2. 3

4. Procedures rules, regulations are placed on the web-site with special focus on increasing transparency. To reduce the interference of unauthorized persons in day to day working of various branches, the entry/exit points of Vyapar Bhavan have been reduced and scanners have been installed at entry points Bi weekly inspections are conducted jointly by HR & Vigilance officials to check punctuality and also to ensure that officials are working as per standards of discipline and integrity expected of them. Process of e-tendering has been revised to check pooling of tenders. (Contd. 3) -3- The public in general may contact officers on following Numbers for making complaints having vigilance connotations. 1. 2

3. Designation Comm.Spl. Comm. (Vig) Addl. Comm.(Vig) Phone No. 011-23319691 011-23318561 011-23705936 The public/complaints be advised to mention their complete address along with their name and telephone/mobile number on the complaint so that they may be contacted whenever required. (Ajit Srivastava) Special Commissioner(HR/Vig.) No.F.5/Std. Instn./2013-14/ 563 Copy to: Date:23/07/2013 2.

3. 4. 5 6. PS to Commissioner (VAT) All Spl. Commissioners (Trade & Taxes) All Additional Commissioners (Trade & Taxes) All Joint Commissioners (Trade & Taxes) All VATOs (Trade & Taxes) VATO (HR) VATO(Vig.)

