



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/41/17/ 771

दिनांक: 08.05.2017

SPMCIL/VIG/41/17/

Date: 08.05.2017

**परिपत्र संख्या 08/17/CIRCULAR NO. 08/17**

**विषय/Sub:** मुख्य सतर्कता अधिकारियों के लिए शिकायतों के अभिगमन के संदर्भ में निर्देश।  
Access of complaints to the CVOs- Instructions regarding.

केंद्रीय सतर्कता आयोग द्वारा जारी मुख्य सतर्कता अधिकारियों के लिए शिकायतों के अभिगमन के संदर्भ में निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है। A copy of instructions issued by the Central Vigilance Commission regarding access of complaints to CVOs is circulated herewith for information and necessary action.

2. कृपया सुनिश्चित करें कि भविष्य में जो शिकायतें, भा.प्र.मु.मु.नि.नि.लि. की इकाइयों और निगम मुख्यालय में प्राप्त होती हैं, उनकी प्रति अविलंब मुख्य सतर्कता अधिकारी को भेजी जाएँ। Kindly ensure that, a copy of the complaint received in future at SPMCIL Corporate office and its Units, may be sent to the Chief Vigilance Officer immediately.

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है। This issued with the approval of Competent Authority.

संलग्न/Encl.: यथोपरि/As above

शशिभूषण बेहेरा

(शशिभूषण बेहेरा/SHASHIBHUSHAN BEHERA)

उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,

टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill (भा.प्र.मु.मु.नि.नि.लि. /SPMCIL)  
प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (तक.@मा.सं.)/मु.स.अ.।/Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/ अपर महाप्रबंधक (नि.मु.)/ उप मु.स.अ./ मुख्य प्रबंधक तथा प्रबंधक(नि.मु.)/C. F.O/ Addl.GM (CHO) / Chief Managers & Managers (CHO).
4. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

No. 009/VGL/035  
Government of India  
Central Vigilance Commission  
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Satarkta Bhawan, Block-A,  
GPO Complex, INA,  
New Delhi- 110023  
Dated the 1<sup>st</sup> July, 2009

Circular No. 15/07/09

**Sub: Access of complaints to the CVOs- Instructions regarding.**

Complaints containing information about corruption, malpractice or misconduct by public servants are received in a decentralized manner. CVOs receive complaints, also from many a decentralized location. According to the prevailing practice what is sent to the CVO from different decentralized locations entirely depends on the appreciation of 'vigilance angle' or otherwise by the officers controlling these decentralized locations. In such a system there is every chance that a complaint with a vigilance overtone may not be forwarded to the CVO, due to a lack of appreciation or for other bonafide reasons. This has also been revealed through the vigilance audit by the Commission in some organizations.

2. In order to have uniform practices and procedures in the handling and processing of complaints in an organisation/department, it is imperative that a 'Complaint Handling Policy' is laid down in all organisations/departments for receipt, handling and processing of all types of complaints/grievances from the public, contractors, vendors, suppliers etc. The policy should make it clear that any complaint/grievance received in the organisation/department by any functionary containing any element of alleged corruption, malpractices or misconduct etc., should necessarily be sent to the CVO of the organisation for scrutiny and action. All Departments/Organisations are, therefore, directed to put in place necessary policy and systems in this regard.

3. Para 3.2.2 of Chapter III of Vigilance Manual Volume-I (6<sup>th</sup> edition) prescribes that the CVO concerned may also devise and adopt such methods, as considered appropriate and fruitful in the context of nature of work handled in the organisation, for collecting intelligence about any malpractice and misconduct among the employees.

4. The Commission is of the view that all CVOs should, on a continuous basis, scrutinize the complaints, grievances etc., received by other divisions/units of the department/organisation concerned and ensure that issues/allegations involving vigilance-angle if any, in such complaints are duly forwarded to them to be duly attended to by the Vigilance Department.



(Shalini Darbari)  
Director

To

All Chief Vigilance Officers