

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a dynamic, layered effect. The text is centered on a white background.

# **VIGILANCE: A MANAGEMENT TOOL**

# **Administration-Effectiveness- tools**

**GOVERNMENT AND GOVERNMENTS**

**GOVERNED BY**

**LAWS**

**ACTS**

**CODES**

**RULES>**

**FR,SR- PAY RULES, CCS. CCA PENSION GPF ETC**

# What is Vigilance?

Oxford English Dictionary defines ‘Vigilant’ as keeping careful watch to avoid possible danger or difficulties.

For example, parents keep a watch over young children to avoid any untoward incident or accident.

# What is Vigilance?

**‘Vigilance’ in the context of an organization means:**

**Keeping a watchful eye on the activities of the Unit’s personnel and taking prompt action to promote ethical practices and ensure integrity and honesty in the official transactions.**

# Why Vigilance?

- There are individuals who indulge in unethical activities of getting personal gains at the cost of the organization.
- Such persons infect others leading to wastes, losses and economic decline.
- Their acts damage the image and goodwill of the organization.
- Hence, to rein such persons mis- endeavours and promote organizational interest, vigilance is required.

# Vigilance helps in:

- Enhancing the image of the organization;
- Promoting culture of honesty & integrity;
- Reducing wastages/ leakages;
- Improving productivity;
- Ascertaining accountability;

# Vigilance helps in:

- Increasing transparency and fairness;
- Protecting honest performers;
- Disciplining the wrong-doers; and
- Striving for zero tolerance to corruption

# Why Vigilance?

Vigilance is essential everywhere. However, a focused attention is required where,

- Officials have high discretions;
- There is scope for jumping the queue;
- Rules/ procedures are complex;
- Accountability is low;



# Why Vigilance?

- **Delay in decision making is detrimental;**
- **Opportunities to negotiate exist; and**
- **Individuals are prone to corruption.**

# What is Vigilance Angle?

- Demanding and/ or accepting gratification for an official act or influencing others;
- Obtaining valuables without consideration/ with inadequate consideration from someone in official dealing directly/ indirectly;

# What is Vigilance Angle?

- Obtaining himself or for others valuables or pecuniary benefits by corrupt or illegal means or by abusing power;
- Possession of assets disproportionate to income;
- Misappropriation, forgery or cheating etc; and
- Other irregularities, which cast doubt on integrity.

# How Vigilance?

- ▶ **Preventive Vigilance**, that includes
- ▶ simplifying rules/ procedures;
- ▶ curtailing discretions;
- ▶ improving transparency, fairness, competitiveness and accountability;
- ▶ promoting awareness among clients;

# How Vigilance?

- ▶ educating/ sensitizing the officials through workshops,
- ▶ seminars and training programmes;
- ▶ and posting officials of clean integrity on sensitive posts.

# How Vigilance?

- ❖ **Reactive Vigilance**, that involves carrying out investigation and taking punitive action by initiating disciplinary/ criminal proceedings against the corrupt officials.

# How Vigilance?

- ▶ Surveillance and Detective Vigilance, that entails conducting surprise inspections; scrutinizing Annual Property Returns; and cultivating other sources for detecting *corruption entrepreneurs* to ensure clean functioning in the organization.

# What is Corruption?

Use of public office for private gains.

-World Bank

What is Corruption?

Corruption =

Mystification + Discretion

- Accountability



# How to Curb Corruption?

- Identify complex rules/ procedures & simplify;
- Assist in curtailing discretions;
- Enhance transparency & fairness in action;
- Follow rules & regulations and record reasons for deviations, if any;
- .

# How to Curb Corruption?

- **Maintain devotion to duty, high level of integrity and commitment to Authority;**
- **Facilitate promotion of ethical culture;**  
**and**
- **Help in creating corruption free environment**

# What to be Ensured?

## Fundamental elements to ensure

corruption-free delivery:

- Accountability;
- Competition;
- Transparency;
-

# What to be Ensured?

- **Fairness;**
- **Avoid Discretion;**
- **Simplification; and**
- **Timeliness.**

# Is Vigilance a Management Tool?

- Vigilance helps in improving efficiency and effectiveness of the personnel and the organization;
- Vigilance boosts clean business transactions, professionalism, productivity, promptness, ethical practices and impartiality; and
- Vigilance assists in systemic improvements to curb opportunities for corruption.

# Do Not be Afraid of Vigilance

Vigilance does not harass any personnel but helps the management in improving the system and work environment through following actions:

- Protecting the honest personnel;
- Encouraging whistle blowers;

# Do Not be Afraid of Vigilance

- **Doing justice to the person who takes wrong decision in business interest with no mala-fide;**
- **Initiating action against corrupt officials; and**
- **Creating ethical and healthy work culture**

# Corporate Vigilance Directorate

- ▶ **Chief Vigilance Officer (CVO)** Appointed by the Central Government with the concurrence of CVC. His office is at Corporate Head Quarters, Shastri Bhawan-New Delhi .
- ❖ **Central Vigilance Commission (CVC)** is the apex body constituted by the government to exercise general superintendence and control over vigilance matters.
- ❖ **Chief Technical Examiner's Organization (CTEO)** is the technical wing of CVC.
- ❖ **Central Bureau of Investigation(CBI)** is the prime investigation agency constituted by Central Government for investigating special crimes and corruption cases.



# Complaint Handling Mechanism

- ▶ **Complaint:-**
- ▶ **Receipt of information about corruption, malpractice or misconduct, from whatever source, would be termed as a complaint.**
- ▶ **A complaint is a piece of statement or information containing details about offences alleged to have been committed under the PC Act, 1988, or malpractice /misconducts under Conduct Rules governing specified categories of public servants.**

# Complaint Handling Mechanism

- ▶ **Each complaint is addressed in an equitable, objective and unbiased manner in line with the Complaint Handling Policy.**
- ▶ **☒ There is no fee/cost to the complainant for making a complaint.**
- ▶ **☒ The complaint should not be anonymous or pseudonymous.**
- ▶ **☒ Complaints lodged should be genuine and not malicious, vexatious or frivolous and should be based on verifiable facts**

# Complaint Handling Mechanism

- ▶ **Complaint should be specific with relevant details like NIT no. and date etc**
- ▶ **All types of complaints, even if printed or photocopied, should be clearly legible.**
- ▶ **☒ Complaints sent through written communication/letter should contain name and personal details, complete postal address (mobile/telephone number, if any) of the sender with specific details/information of the matter. Complaint should be signed by the Complainant.**

# Complaint Handling Mechanism

- ▶ **☒ A complaint should preferably be lodged in typed or written form in English or Hindi language for facilitating early action thereon.**
- ▶ **No correspondence shall be entertained after lodging the complaint.**
- ▶ **☒ In case it is found that complaint was false and harassment of officials has been caused, action as deemed fit may be taken against the complainant.**
- ▶ **Information regarding personal identity etc. of complainants shall not be disclosed, if so desired by the complainant.**
- ▶ **☒ Vigilance will ensure that the complaints are addressed in transparent and fair manner within the specified/reasonable time frame.**

# Complaint Handling Mechanism

- ▶ **☒ The complaint having vigilance angle shall only be examined. The vigilance angle comprises**
- ▶ **of misuse of official position,**
- ▶ **demand and acceptance of illegal gratification,**
- ▶ **cases of misappropriation / forgery or cheating, gross and wilful negligence, blatant violation of laid down systems and procedures, reckless exercise of discretion, delay in processing the cases, etc.**

# Sources of complaints

- ▶ **Directly from employees or from the public,**
- ▶ **(ii) Intelligence gathered by agencies like CBI, ACB, Lokayuktas, etc.,**
- ▶ **(iii) From Management,**
- ▶ **(iv) From the complaints and allegations appearing in the print and electronic media.**
- ▶ **(v) From scrutiny of annual property returns.**

# Sources of complaints

- ▶ **(vi) Vigilance surveillance checks,**
- ▶ **(vii) Audit Reports(internal, statutory or by Comptroller & Auditor General),**
- ▶ **(viii) Reports of Parliamentary Committees like the Estimate Committee, Public Accounts Committee and the Committee on Public Undertakings.**
- ▶ **(ix) Through source information, etc.**

# Types of complaints

- ▶ ***Identifiable or signed complaints:*** These are complaints wherein the identity of the complainant is mentioned by virtue of name.
- ▶ ***Pseudonymous complaints:*** the complaint is either disowned or there is no response within a reasonable time.
- ▶ ***Anonymous Complaints:*** These are complaints where the complainant has not revealed, verifiable or traceable or contactable identity while making the complaint.



# Sources of complaints

- ▶ **☒ *Source information*: Source information received shall be reduced in writing and shall be treated as signed complaint.**
- ▶ **☒ *Whistle Blower complaints, otherwise known as Public Interest Disclosure and Protection of Informer (PIDPI), Complaints*:**

# Information required while making a complaint

- ▶ **The Vigilance Department deals mainly with matters related to corruption and / or where there is a vigilance angle.**
- ▶ **Only those complaints which contain allegations of corruption / indicate presence of vigilance angle will be addressed.**
- ▶ **Complaints must contain factual details, verifiable facts and related matters.**
- ▶ **Not be vague or contain sweeping allegations. Complaints which do not meet the above criteria may be filed or dropped**

# Types of complaints

- ▶ *Identifiable or signed complaints*
- ▶ *Pseudonymous complaints*
- ▶ *Anonymous Complaints*
- ▶ **Source information: Source information received shall be reduced in writing and shall be treated as signed complaint.**
- ▶ *Whistle Blower complaints, otherwise known as Public Interest Disclosure and Protection of Informer (PIDPI), Complaints*

# Action on complaints referred by the CVC

- ▶ In case, the complaint does not attract vigilance angle, or the issue is of petty nature, the CVC forwards such complaints for 'Necessary Action (NA)'
- ▶ Wherever, the CVC forwards a PIDPI complaint, Such complaints treated as registered and signed complaint and the investigation report submitted to the CVC within a period of one month from the receipt of reference of the CVC.

# *Processing of 'Non-Vigilance' Complaints*

- ▶ **Complaints, which relate to purely administrative matters or technical lapses, such as**
- ▶ **late attendance, disobedience, insubordination, negligence, lack of supervision or operational or technical irregularities, etc.,**
- ▶ **should not be entered in the register and should be dealt with separately under 'non-Vigilance complaints', in a separate register.**

# NON-VIGILIANE CASI

- ▶ **Delay and negligence per se without any loss to Government**
- ▶ **ii) Unauthorised absence**
- ▶ **iii) Insubordination**
- ▶ **iv) Inefficiency**

# Time frame for verification

- ▶ **The time frame for verification of a complaint is one month.**
- ▶ **As and when advised by CVO for verification of the complaint, the Vigilance officer seek a verification report within a month.**
- ▶ **In cases where more time is sought by Vigilance officer to complete the verification, the same will be accorded subject to mentioning the reasons for the delay and the probable date for submission of the verification report.**

# Format of verification report

- ▶ **The verification report should mention the complaint reference,**
- ▶ **allegations made in the complaint,**
- ▶ **findings, observation on the merits of the complaint i.e. whether allegations are true or not, the presence / absence of vigilance angle and the conclusion**



# Action on verification report

- ▶ **Vigilance officer analyzing the findings of the verification report may be guided by the following provisions of CVC while submitting the observations to CVO:**
- ▶ **(a) To close the complaint, if there is no merit in the allegations made in the complaint.**
- ▶ **(b) To forward the findings to respective Section/Disciplinary Authorities for necessary administrative action**

# Action on verification report

- ▶ **To carry out a detailed investigation if the allegations are prime-facie true and point towards a vigilance angle.**
- ▶ **In case the allegations in the anonymous / pseudonymous complaint are found to be true after verification, the consent of the CVC is mandatory in case investigation is required to be done.**
- ▶ **Wherever verification has been called for under the belief that it is a genuine signed complaint and it subsequently pseudonymous, the consent of the CVC is mandatory in case investigation is required to be done**

# complaint be referred to CBI

- ▶ **The complaint be referred to CBI, with the approval of CMD, if the findings of the verification reveal that the allegations:**
- ▶ **(i) are criminal in nature (e.g. bribery, corruption, forgery, criminal breach of trust, possession of assets disproportionate to known sources of income, cheating, etc).; or**
- ▶ **(ii) require inquiries to be made from non-official persons; or**
- ▶ **(iii) Involve examination of private records; or**
- ▶ **(iv) Need expert police investigation for arriving at a conclusion; or (v) Need investigation abroad.**

# Model time limits for Investigation

- ▶ **The time frame for making decision as to whether the complaint involves a vigilance angle is one month from receipt of complaint.**
- ▶ **The time frame for arriving at logical conclusion i.e. decision on complaint, whether to be filed or to be entrusted to CBI or to be taken up for investigation by departmental agency or to be sent to the concerned administrative authority for necessary action is three month from receipt of complaint.**

# Model time limits for Investigation

- ▶ **The time frame for carrying out a detailed Investigation is three months.**
- ▶ **As and when advised by CVO for an investigation, the Vigilance officer are required to complete the investigation and submit the report with a time frame of three months.**
- ▶ **Investigation should be prioritized by keeping in view the date of superannuation of the officials involved.**
- ▶ **In cases where the Vigilance officer needs more time to complete the investigation, an interim Note should be put up to CVO mentioning the reasons for the delay and the probable date for submission of the investigation report.**

# **Time limits for finalization of Departmental Inquiry Proceedings**

- ▶ **a) Issue of Charge Sheet to the stage of appointment of IO and PO is two months from the date of issue of First Stage Advice of the Commission.**
- ▶ **b) Conducting departmental inquiry and submission of report by the inquiry officer (I.O) is six months from the date of appointment of inquiry Officer.**

## **Time limits for finalization of Departmental Inquiry Proceedings**

- ▶ **Overall additional one more month may be taken for all / any of the above stages of disciplinary proceedings due to some unavoidable /unforeseen circumstances.**
- ▶ **d) Timely completion of Departmental inquiry / Departmental proceedings is the prime responsibility of the Disciplinary Authority**

# Format of Investigation Report

- ▶ **Investigation report shall be**
- ▶ **exhaustive, relevant and structured so as to mention the source,**
- ▶ **gist of allegations,**
- ▶ **facts, observations, response of the officials concerned,**
- ▶ **counter to the response,**
- ▶ **conclusion, responsibility of officials,**
- ▶ **recommendation for action and recommendation for systemic improvement, if required.**



# Action on Investigation Report

- ▶ **After analyzing the findings of the investigation report, the Vigilance officer may be guided by the following provisions of CVC while submitting the observations to CVO:**
- ▶ **(a) Not to pursue the investigation any further if the irregularities are not established.**
- ▶ **(b) To recommend necessary action in case the irregularities are established.**
- ▶ **The necessary action could be initiation of (i) disciplinary proceedings against defaulting officials**
- ▶ **(ii) administrative action i.e. Warning/Recordable Warning, Advisory Memo etc., and / or (iii) system improvements.**

# Action on Investigation Report

- ▶ **While taking a final view on the investigation report, the following care shall be taken:**
- ▶ **a) The advice of the CVC be sought in respect of all officials in the jurisdiction of the CVC. has to**
- ▶ **The investigation report shall be forwarded to the CVO of the Administrative Ministry (copy marked to the CVC) for further action**

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# Action on Investigation Report

- ▶ **If a complaint against a public servant is found to be malicious, vexatious or unfounded, it should be considered seriously whether action should be taken against the complainant for making a false complaint.**
- ▶ **Section 182 IPC provides for prosecution of a person making a false complaint.**
- ▶ **Section 182 IPC reads as follows:-**
- ▶ **“Whoever gives to any public servant any information which he knows or believes to be false intending thereby to cause, or knowing it to be likely that he will thereby cause, such public servant:**

# Action on Investigation Report

- ▶ **a) To do or omit anything which such public servant ought to do or omit if the true state of facts respecting which such information is given were known by him or ;**
- ▶ **b) To use the lawful power of such public servant to the injury or annoyance of any person; Shall be punished with imprisonment of either description for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both.”**

# Action on Investigation Report

- ▶ **Under Section 195(1) (e) I.P.C., a person making a false complaint can be prosecuted on a complaint lodged with a court of competent jurisdiction by the public servant to whom the false complaint was made or by some other public servant to whom he is subordinate.**
- ▶ **Alternatively, if the complainant is a public servant, it may also be considered whether departmental action should be taken against him as an alternative or in addition to prosecution**

# Action on Investigation Report

- ▶ **The CVO of the Administrative Ministry will seek further advice from the CVC. If the investigation reveals that the involved officials are below the level of GM, the case will be generally dealt with by CVO for advice to the concerned Disciplinary Authority.**
- ▶ **(d) Wherever a major penalty is recommended, draft charge sheets have to be enclosed while submitting the case to CVO/CVC for further advice**

# What is Misconduct?

- ▶ **Commission of undesirable acts or omission of desirable acts.**
- ▶ **Deviant behaviour against morals/ accepted norms of society.**
- ▶ **Doing what is not expected to be done or not doing what is expected.**

# What is Ethics?

- A set of moral Principles/ values which governs the conduct of an individual or an organization.

# What are Morals?

Morals are the values based on one's experiences/ impressions/ opinion/ conclusion/ belief and conviction etc.



# What is Ethics?

## Contd...

- Ethics is nothing but doing the right things. In a situation of dilemma or conflict of interest to be able to choose the right path at all costs.
- Lawful conduct may not always be an ethical conduct.

**Example** : In a cricket match between India Vs. Sri Lanka, Randeep Singh delivered a No Ball to avoid century of Sehwag which was legally right but unethical.

# Why Ethics?

- **It is essential:**
  - For improved accountability.
  - For better governance.
  - For sustained economical growth of an organization.
  - To enhance Integrity.
  - To minimize corruption

# Ethical Practices

- ▶ Don't do anything, un-becoming of yourself as an employee.
- ▶ Be updated with relevant rules, regulations & procedures.
- ▶ Don't be biased.
- ▶ Don't misuse official position for self gain.
- ▶ Don't be indecisive.
- ▶ Be fair and transparent in dealings.

# What is Integrity?

- Integrity is the quality of having a sense of honesty and truthfulness in one's actions.

## Example:

'Do what you say' and 'say what you do'.

# Organizational Integrity

- Integrity of an organization is recognized from the integrity of the employees.
- Integrity improves transparency and fair practices.
- It enables in building the image of an organization.
- Every member of an organization should maintain absolute integrity.

# Can Ethics / Integrity be Taught?

- ▶ Can ethics be taught? - Yes/No - How?
- ▶ Can integrity be improved? - Yes/No - How?
- ▶ What you have done in real life to improve ethics and integrity?
- ▶ Your contribution to the society?
- ▶ What we expect from society?

# What is Accountability?

- ▶ Being answerable or responsible for something.
- ▶ Taking responsibility for one's own work and the result thereof.
- ▶ Enables to view the organization as a “system” of individuals, linked by mutuality and trust.
- ▶ Enables to take up personal and group responsibility to achieve the mission, vision and strategic position of the organization.

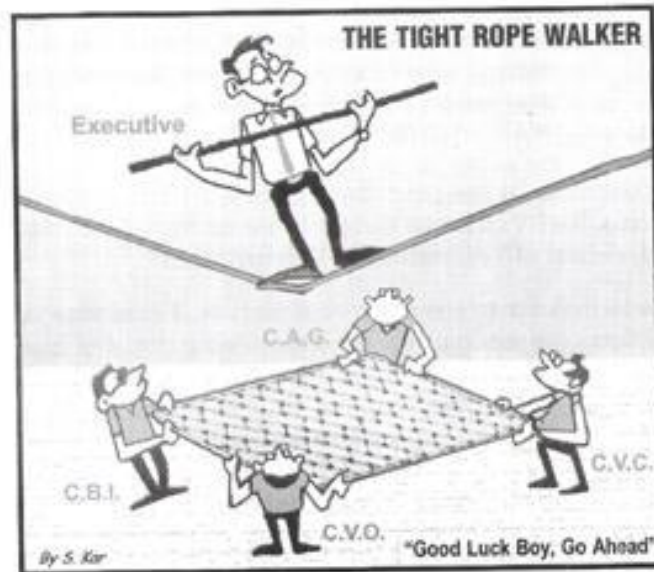
# Social Infrastructure for Fighting Corruption

- **Right to Information Act.**
- **Social Audit**
- **Citizens' Charter**
- **Integrity Pact**
- **Role of the Media**
- **Importance & role of Value Education**



# Regulatory Bodies

- ▶ Central Vigilance Commission (CVC).
- ▶ Central Bureau of Investigation (CBI).
- ▶ State Anti Corruption Agencies.
- ▶ Vigilance Department.
- ▶ CAG



# POLICY ON CONFLICT OF INTEREST

- ▶ **FOR REVIEWER & COMMITTEE MEMBER or APPLICANT OFFICER ASSOCIATED/ DEALING WITH THE SCHEME/ PROGRAM**
- ▶ **Issues of Conflicts of Interest and ethics in scientific research and research management have assumed greater prominence, given the larger share of Government funding in the country's R & D scenario. The following policy pertaining to general aspects of Conflicts of Interest and code of ethics, are objective measures that is intended to protect the integrity of the decision making processes and minimize biasness.**

# POLICY ON CONFLICT OF INTEREST

- ▶ The policy aims to sustain transparency, increase accountability in funding mechanisms and provide assurance to the general public that processes followed in award of grants are fair and non-discriminatory.
- ▶ The Policy aims to avoid all forms of bias by following a system that is fair, transparent and free from all influence/ unprejudiced dealings, to enable public to abstain from bribing or any corrupt practice in order to secure the award by providing assurance by following transparent procedures.
- ▶ This will also ensure a global acceptance of the decision-making process adopted.

# Coverage of the Policy:

- ▶ The provisions of the policy shall be followed by persons applying for and receiving funding .
- ▶ Reviewers of the proposal and Members of Expert Committees and Programme Advisory Committees.
- ▶ The provisions of the policy will also be applicable on all individuals connected directly or indirectly or through intermediaries and Committees involved in evaluation of proposals and subsequent decision-making process.

## what constitutes Conflict of Interest.

- ▶ Any of the following specifications (non-exhaustive list) imply Conflict of Interest if,
  - ▶ (i) Due to any reason by which the Reviewer/Committee Member cannot deliver fair and objective assessment of the proposal.

# what constitutes Conflict of Interest.

- ▶ (ii) The applicant is a directly relative# or family member (including but not limited to spouse, child, sibling, parent) or personal friend of the individual involved in the decision making process or alternatively, if any relative of an Officer directly involved in any decision making process / has influenced interest/ stake in the applicant's form etc..
- ▶ (iii) The applicant for the grant/award is an employee or employer of an individual involved in the process as a Reviewer or Committee Member; or if the applicant to the grant/award has had an employer-employee relationship in the past three years with that individual.

# what constitutes Conflict of Interest.

- ▶ The applicant to the grant/award belongs to the same Department as that of the Reviewer/Committee Member.
- ▶ (v) The Reviewer/Committee Member is a Head of an Organization from where the applicant is employed.
- ▶ (vi) The Reviewer /Committee Member is or was, associated in the professional career of the applicant (such as Ph.D. supervisor, Mentor, present Collaborator etc.)
- ▶ (vii) The Reviewer/Committee Member is involved in the preparation of the research proposal submitted by the applicant.

# what constitutes Conflict of Interest

- ▶ The applicant has joint research publications with the Reviewer/Committee Member in the last three years.
- ▶ (ix) The applicant/Reviewer/Committee Member, in contravention to the accepted norms and ethics followed in scientific research has a direct/indirect financial interest in the outcomes of the proposal.
- ▶ (x) The Reviewer/Committee Member stands to gain personally should the submitted proposal be accepted or rejected.



# To be followed by Reviewers/Committee Members:

- ▶ All reviewers shall submit a conflict of interest statement, declaring the presence or absence of any form of conflict of interest.
- ▶ (b) The reviewers shall refrain from evaluating the proposals if the conflict of interest is established or if it is apparent.
- ▶ (c) All discussions and decisions pertaining to conflict of interest shall be recorded in the minutes of the meeting. (
- ▶ d) The Chairman of the Committee shall decide on all aspects pertaining to conflict of interests.
- ▶ (e) The Chairman of the Committee shall request that all members disclose if they have any conflict of interest in the items of the agenda scheduled for discussion.

# To be followed by Reviewers/Committee Members

- ▶ The Committee Members refrain from participating in the decision making process and leave the room with respect to the specific item where the conflict of interest is established or is apparent.
- ▶ (g) If the Chairman himself/herself has conflict of interest, the Committee may choose a Chairman from among the remaining members, and the decision shall be made in consultation with Member Secretary of the Committee.
- ▶ (h) Committee member including the Chair-person will not seek funding from a Committee in which he/she is a member. If any member applies for grant, such proposals will be evaluated separately outside the Committee in which he/she is a member.

## To be followed by the Applicant to the Grant/Award

- ▶ : (a) The applicant must refrain from suggesting referees with potential Conflict of Interest that may arise due to the factors mentioned in the specifications described above in Point No. 2.
- ▶ (b) The applicant may mention the names of individuals to whom the submitted proposal should not be sent for refereeing, clearly indicating the reasons for the same.

## To be followed by the Officers dealing with Programs in DST:

- ▶ While it is mandatory for the program officers to maintain confidentiality as detailed in point no. 6 above,
- ▶ they should declare, in advance, if they are dealing with grant applications of a relative or family member (including but not limited to spouse, child, sibling, parent) or thesis/ post-doctoral mentor or stands to benefit financially if the applicant proposal is funded.
- ▶ In such cases, DST will allot the grant applications to the other program officer.

# Sanction for violation

- ▶ **For a) Reviewers / Committee Members and b) Applicant**
- ▶ **Any breach of the code of conduct will invite action as decided by the Committee.**
- ▶ **Any breach of the code of conduct will invite action under present provision of CCS (conduct Rules), 1964.**

# DISCIPLINARY PROCEEDINGS

- ▶ It is essential that every organisation, whether government or semi-government or private, should have a well established reward and punishment system
- ▶ to ensure that the people are made to work towards the fulfillment of the organisational goals.
- ▶ While the reward system will encourage the employees to work better towards the achievement of organisational goals,
- ▶ punishment system is used to prevent people from working against the organisational goals.

# DISCIPLINARY PROCEEDINGS

- ▶ Misconduct, or non-conforming behaviour, as it is sometimes called,
- ▶ can be tackled in many ways such as
- ▶ counseling, warning, etc.
- ▶ In extreme cases such as, criminal breach of trust, theft, fraud, etc.
- ▶ the employer is also at liberty to initiate action against the employee,

# ROLE OF DISCIPLINARY AUTHORITIES

**Disciplinary Authorities refers to**

- . authorities who have been entrusted with powers to impose any penalty under the purview of CCS (CCA) Rules 1965**

**the term Disciplinary Authority is defined in Rule 2 (g) of the CCA Rules as the authority competent to impose on a government servant any of the penalties specified in Rule 11**



# DISCIPLINARY AUTHORITIES

- ▶ there are two categories of Disciplinary Authorities
- ▶ those who can impose all penalties on the employees
- ▶ and the authorities who can impose only minor penalties.
- ▶ main responsibility of the Disciplinary Authority is to ensure discipline in the organization.
- ▶ the disciplinary authorities are required to identify acts of indiscipline and take appropriate remedial action such as
- ▶ counseling, cautioning, admonition, imposition of penalties, criminal prosecution, etc.

# DISCIPLINARY AUTHORITIES

- ▶ Disciplinary authorities are expected to act like a Hot Stove which has the following characteristics:
- ▶ Advance warning
- ▶ Consistency: Hot stove always, without exception, burns those who touch it. Similarly, the disciplinary authority should also be consistent in approach.
- ▶ Impersonal
- ▶ Immediate action.

# functions of the Disciplinary Authority

- ▶ (a) Examination of the complaints received against the employees
- ▶ (b) Deciding as to who is to be appointed as the investigating authority
- ▶ (c) Taking a view as to whether there is any need to keep the delinquent employee under suspension
- ▶ (d) Taking a view on the preliminary investigation report and deciding about the future course of action thereon, such as warning, training, counseling, initiation of major or minor penalty proceeding, prosecution, discharge simpliciter, etc.
- ▶ (e) Consultation with the Central Vigilance Commission (CVC) where necessary
- ▶ (f) Deciding whether there is any need to issue of charge sheet or penalty may be imposed dispensing with inquiry under the appropriate provision

# functions of the Disciplinary Authority

- ▶ (g) Issue of charge sheet where necessary - Rule 14(3)
- ▶ (h) In the case of minor penalty proceedings, deciding, either suo motu or based on the request of the delinquent employee, as to whether it is necessary to conduct a detailed oral hearing
- ▶ . (i) In the case of minor penalty proceedings, forming tentative opinion about the quantum of penalty based on the representation of the delinquent employee, if any, and ordering for a detailed oral hearing where necessary.
- ▶ (j) After issue of charge sheet, deciding as to whether there is any need to conduct inquiry, or the matter may be closed, or the penalty can be imposed, based on the unambiguous, unconditional and unqualified admission by the delinquent employee.
- ▶ (k) Passing final order imposing penalty or closing the case, based on the response of the delinquent employee (l) Appointment of Inquiry Authority and Presenting

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- ▶ (k) Passing final order imposing penalty or closing the case, based on the response of the delinquent employee (l) Appointment of Inquiry Authority and Presenting

# functions of the Disciplinary Authority

- ▶ (q) Consultation with CVC or UPSC where necessary
- ▶ (r) Forward the inquiry report to the delinquent employee together with the reasons for disagreement, if any and the recommendations of the CVC where applicable - Rule 15(2)
- ▶ (s) Considering the response of the delinquent employee to the inquiry report and the reasons for disagreement and taking a view on the quantum of penalty or closure of the case. Rule 15(2)A
- ▶ (t) Pass final order in the matter - Rule 15(3)
- ▶ (u) On receipt of copy of the appeal from the penalized employee, prepare comments on the Appeal and forward the same to the Appellate Authority together with relevant records. - Rule 26(3)

# The Principles and general conditions

the Principles of Natural Justice:

- (a) No one can be condemned unheard
- (b) No one can be a judge in his own case
- (c) Justice should not only be done but should manifestly appear to have been done
- (d) Final order must be speaking order

# Rule of Bias

- ▶ The principle that No one can be a judge in his own case is also known as the rule of bias
- ▶ three kinds of bias are considered as important:
- ▶ a) Personal Bias - One may be personally interested in the outcome of the case. If one is required to act as the complainant as well as the decision making authority, the outcome is likely to be biased
- ▶ b) Pecuniary bias - A person who has a monetary interest in an issue should not deal with the case. If one is a share holder in a company, it would be improper for him/her to decide whether a contract should be given to that company or some other company.
- ▶ c) Bias of subject matter - One who has certain strong notions/ views about certain subjects might not be suitable for deciding issues relating to that subject. For example one having strong male chauvinistic views, may not be suitable for dealing with issues relating to harassment of women employee



# What are the various ways in which a complaint can be dealt with?

- ▶ A complaint which is registered can be dealt with as follow:
- ▶ (a) file it without or after investigation; or
- ▶ (b) to pass it on to the CBI for investigation/appropriate action; or
- ▶ (c) to pass it on to the concerned administrative authority for appropriate action on the ground that no vigilance angle is involved; or
- ▶ (d) to take up for detailed investigation by the departmental vigilance agency. A Complaint will be treated as disposed off either on issue of charge-sheet or final decision for closing or dropping the complaint.

# DRAFTING AND ISSUE OF CHARGE SHEET

- ▶ Issue of charge sheet is the discharge of the Constitutional obligation cast by Article 311(2) which states “No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity

# DRAFTING AND ISSUE OF CHARGE SHEET

- ▶ Disciplinary Authority, who takes cognizance of the misconduct, is the appropriate authority to decide as to whether formal disciplinary proceedings are to be initiated against the government servant or
- ▶ warning or counseling is to be administered.
- ▶ In cases where a preliminary investigation has been conducted, the disciplinary authority may take a decision based on the preliminary investigation report.

# Imposing penalties

- ▶ Can the authority who is competent only to impose minor penalty, initiate proceedings for imposition of major penalty?
- ▶ Yes. Rule 13 (2) of the CCA Rules provides that an authority who is competent only to impose minor penalties can institute proceedings for imposition of major penalties also.
- ▶ Can proceedings under CCA Rules be initiated when a criminal case is in progress?
- ▶ There is no hard and fast rule in this regard
- ▶ the general rule is that parallel proceedings are permissible

# Charge sheet

- ▶ What are the four Annexures to the charge sheet?
- ▶ Annexure - I : Articles of Charge
- ▶ Annexure - II : Statement of imputations of misconduct or misbehavior
- ▶ Annexure - III : List of Documentary evidence in support of the charges
- ▶ Annexure - IV : List of Oral witnesses in support of the charges
- ▶ There is no limit about the number of charges in a charge sheet

# Charge sheet

- ▶ What is the base material in preparing the Charge sheet?
- ▶ Normally, the drafting of charge sheet is taken up based on the preliminary investigation report. Bulk of the material forming part of Annexure - II of the Charge Sheet can be taken from the Preliminary Investigation Report.

# Charge sheet

- ▶ What is the 'Charge - Fact - Evidence' co-relation?
- ▶ A Charge emerges from a set of facts and the facts rest on evidence.
- ▶ For example, the charge of submission of a false LTC Claim, may emerge from the following facts:
  - ▶ (a) The employee applied for leave
  - ▶ (b) There was a mention in the leave application about the intention of availing LTC for self and family'
  - ▶ (c) There was a request for grant of advance
  - ▶ (d) Advance amounting to xxx was granted to the employee

# Charge sheet

- ▶ What are the precautions to be undertaken while preparing Charge Sheet?
- ▶ While preparing the charge sheet, it must be ensured that only those documents are referred to and relied upon therein, so that all the listed documents could be made available.
- ▶ Further the availability of all the listed documents must be ensured.



# Charge sheet

- ▶ What is the time limit for issue of charge sheet?
- ▶ Time limit prescribed for issue of charge sheet as prescribed by the Vigilance Manual (Ed 2005) is
- ▶ one month from the date of receipt of CVC's advice and two months from the date of receipt of investigation report.
- ▶ Is there any time limit between the occurrence of the misconduct and the issue of charge sheet?
- ▶ There is no time limit between the commission of misconduct and the issue of charge sheet in respect of serving employees.

# Provisions of CCA Rules

- ▶ CCA Rules basically form part of the reward and punishment sub-system under Personnel Management system of organisation. It provides a mechanism for dealing with erring employees whose behavior does not conform to the prescribed organizational norms - either by express provision or by necessary implications.
- ▶ The rules cover the following aspects:
  - ▶ (a) What penalties can be imposed on an erring employee? (Rule 11)
  - ▶ (b) Who imposes these penalties? (Rule 12 and 13 )
  - ▶ (c) What is the procedure to be followed for imposing these penalties? (Rule 14, 15, 16, 18, 19, etc.)

# Inquiring Authority and PO

- ▶ Who appoints Inquiring Authority and Presenting Officer (PO)?
- ▶ IO and PO are appointed by the Disciplinary Authority under rule 14(2) and 14(5) (c) of the CCA Rules respectively.
- ▶ 2. Is it always necessary to appoint an IO and PO?
- ▶ An alternative to appointment of IO is the disciplinary authority itself performing the duties assigned to IO in the rules

# Inquiring Authority and PO

- ▶ When are the IO and PO appointed?
- ▶ IO and PO are to be appointed if there is a need to inquire into the charges. The need will emerge only when the Charged Officer denies the charges or does not respond to the charge sheet. Thus the appointment of IO PO will arise only after the
- ▶ charge sheet is issued and the charged officer either does not respond to it or denies the charge without convincing the Disciplinary Authority.

# Inquiring Authority and PO

- ▶ Inquiry Officer is to inquire into the truth of the imputations of misconduct or misbehavior against a Government Servant.
  
- ▶ 2. What are the various activities performed by the Inquiry Officer for the discharge of the above function?
  
- ▶ Various activities to be performed by the Inquiry Officer may broadly be classified as under:
  - ▶ a) Pre hearing stage
  - ▶ b) Preliminary hearing stage
  - ▶ c) Regular hearing stage
  - ▶ d) Post hearing stage
  - ▶ e) At any stage during the Inquiry
  - ▶ f) Tackling some unusual circumstances which may arise

# Inquiring Authority and PO

- ▶ . What are the activities to be performed by the IO during the pre-hearing stage?
- ▶ a) Verifying the appointment order and the enclosed documents
- ▶ b) Acknowledging the appointment.
- ▶ c) Preparation of the Daily Order Sheet - This will be done throughout the Inquiry
- ▶ d) Analysing and understanding the Charges
- ▶ e) Fixing the date for Preliminary Hearing
- ▶ f) Sending communication to the parties about hearing.
- ▶ g) Informing the controlling officers of Charged Officer and Presenting Officer

# Inquiring Authority and PO

- ▶ What is Daily Order Sheet (DOS)?
- ▶ Daily Order Sheet is the record of the progress of the case handled by the IO during a day. It is prepared and maintained by the IO. While no definite format has been prescribed for the purpose, it is desirable to indicate the following in the Daily Order Sheet.
  - ▶ (a) Serial No of the order
  - ▶ (b) Date
  - ▶ (c) Parties present
  - ▶ (d) What happened [eg.: State Witness No. 3 and 4 examined, cross examined and re-examined.
  - ▶ Date of Next Hearing will be intimated to the parties
  - ▶ (e) Signature of the parties concerned

# Inquiring Authority and PO

- ▶ How does the IO analyse and understand the charge?
- ▶ IO has to perceive the charge sheet based on the Charge - Fact - Evidence correlation. This will help in analyzing and appreciating evidence.
- ▶ This will help the IO to proceed with the task with clarity right from the initial stage
- ▶ What are the precautions to be taken by the IO during the pre-hearing stage?
- ▶ The date for the preliminary hearing must be chosen in such a way as to provide reasonable opportunity to the parties concerned. For example if the parties are posted outstation, date of hearing must be fixed so that there is adequate time for the communication to reach the parties and adequate time for the parties for undertaking the travel and reaching the venue.



# Inquiring Authority and PO

- ▶ What are the post hearing activities to be performed by the IO?
- ▶ During the last hearing, the IO will fix time limit for the PO and the CO to submit their respective written briefs.
- ▶ Thereafter, the IO prepares his report and submits the same to the Disciplinary Authority together with the records of the case.

# Inquiring Authority and PO

- ▶ **What is the time frame within which the Inquiry is to be completed by the IO?**
- ▶ **As per the Vigilance Manual (Ed 2005) Inquiry Report is to be submitted by the IO within six months from the date of appointment**

# Inquiring Authority and PO

- ▶ What are the activities performed by the PO during the preparatory stage?
- ▶ Examine Appointment order and the documents received along with it:
  - ▶ a) Establishing rapport with the Inquiry Officer
  - ▶ b) Understanding the charge
  - ▶ c) Analysing the charge
  - ▶ d) Link the facts to evidence
  - ▶ e) Anticipate possible line of defence: At the preparatory stage, the Presenting Officer should also anticipate the line of defence, the Charged Officer will be taking.
  - ▶ f) Visualise the transaction

# Inquiring Authority and PO

- ▶ What are the stages in conduct of inquiry?
- ▶ Conduct of inquiry comprises the following main stages:
  - ▶ (a) Pre - hearing stage: From the appointment of IO PO till the commencement of hearing. During this stage, the IO and PO examine the documents received by them and ensure their correctness. Besides, the PO prepares for the presentation of the case.
  - ▶ (b) Preliminary Hearing Stage: From the time the parties start appearing before the IO, till the commencement of presentation of evidence. During this stage CO is asked once again as to whether the charges are admitted, inspection of documents take place, CO presents the list of documents and oral witnesses required for the purpose of defence
  - ▶ (c) Regular hearing stage: during this stage, evidence is produced by the parties.
  - ▶ (d) Post hearing stage: during this stage, the PO and the CO submit their written briefs to the IO and the IO submits his/her report to the Disciplinary Authority.

# Inquiring Authority and PO

- ▶ What is ex parte Inquiry?
- ▶ An inquiry in which the charged officer is not represented is known as Ex- parte inquiry
- ▶ . What is the statutory provision regarding ex parte proceedings?
- ▶ Rule 14(20) of the CCA Rules provides as under:
- ▶ “ If the Government servant to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex parte.”

# Ex-party inquiry

- ▶ What are the conditions under which ex-parte inquiry may be resorted to?
- ▶ As may be seen from the above extracted provision of the Rule, ex-parte inquiry can be resorted to only when the following conditions are satisfied:
  - ▶ (a) Articles of charge should have been delivered
  - ▶ (b) The charged officer had failed to submit the written statement of defence on or before the specified date or
  - ▶ (c) Does not appear in person before the Inquiring Authority or
  - ▶ (d) Fails or refuses to comply with the provisions of the CCA Rules

# Inquiry Report

- ▶ **What is the purpose of the Inquiry Report?**

**Purpose of the Inquiry Report is to analyse the evidence received in the course of the inquiry and the submissions made by the PO and the CO through their respective briefs and give a finding as to whether the charges are proved.**

- . **What are the material based on which the Inquiry Report is made?**

# Inquiry Report

Input for the Inquiry Report is obtained from the following:

- (a) Charge sheet
- ▶ (b) Documents submitted in the course of the inquiry (Listed documents as well as additional documents demanded by the Charged Officer)
- (c) Statements of the witnesses during Examination in Chief, Cross Examination and Re-examination
- (d) Statement of defence given by the Charged Officer under Rule 14(4) of the CCA Rules or corresponding rule under which the inquiry is being held
- (e) Statement of defence given by the Charged Officer in response to the question under Rule 14(18) of the CCA Rules or corresponding rule under which the inquiry is being held
- (f) Submissions by the Presenting Officer and the Charged Officer including written brief, if any, under Rule 14(19) of the CCA Rules or corresponding rule under which the inquiry is being held

While the core material for the Inquiry Report would be available in the above documents, Daily Order Sheets and the orders passed during the inquiry may also supply useful material in answering allegations of inadequate opportunity if any raised by the Charged Officer.



# Major and Minor Penalties

- ▶ (a): Article 311(1) of the Constitution provides that no person who is a member of the civil service of the Union or an all-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed
- ▶ . Again as per Article 311(2) no such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.
- ▶ Disciplinary proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965 [CCS(CCA)Rules, 1965] can be initiated against a Government Servant for violation of the provisions of the Central Civil Services (Conduct) Rules, 1964.
- ▶ The procedures for imposition of major penalties minor penalties are prescribed in the Rule 14 and Rule 16 of the [CCS(CCA)Rules, 1965], respectively. There are similar provisions in Rules governing the All India Services.

# Minor Penalties

- ▶ *Minor Penalties -*
- ▶ (i) censure;
- ▶ (ii) withholding of his promotion;
- ▶ (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- ▶ (iii a) reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.
- ▶ (iv) withholding of increments of pay;

# Major Penalties'

- ▶ (v) save as provided for in clause (iii) (a), reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay
- ▶ (vi) reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period -
  - ▶ (b) the Government servant shall regain his original seniority in the higher time scale of pay , grade, post or service;
- ▶ (vii) compulsory retirement;
- ▶ (viii) removal from service which shall not be a disqualification for future employment under the Government;
- ▶ (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.



▶ **Immovable  
Property Return  
(IPR)**

# Immovable Property Return (IPR)

- ▶ Rule 18 of the CCS (Conduct) Rules, 1964 which, inter-alia, provides that
- ▶ ‘every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property
- ▶ inherited by him
- ▶ or owned or acquired by him
- ▶ or held by him on lease or mortgage either in his own name or in the name of any member of his family
- ▶ or in the name of any other person’.

# Immovable Property Return (IPR)

- ▶ stipulate that every government servant shall
- ▶ submit her/his Annual Immovable Property Return (IPR) in the prescribed form by 31st January of every year, in respect of previous year ending on 31st December.
- ▶ Non-submission of IPR within the stipulated time period/date
- ▶ leads to the denial of vigilance clearance to the officers for empanelment, deputation,
- ▶ appointments to sensitive posts and assignments to training programme (except mandatory training).
- ▶ Also, non-submission of IPR within stipulated time may invite appropriate disciplinary proceedings in terms of CVC Office Order No. 17/11/2020 dated 23.11.2020.

# Immovable Property Return (IPR)

- ▶ to ensure that Immovable Property Return for the year 2025 are submitted on SPARROW portal

# Online Immovable Property Returns Submission Form

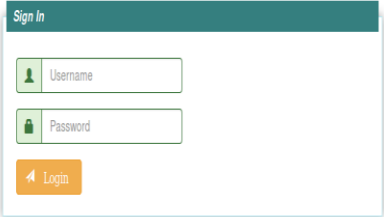
**Initial Login :**

**Enter [http://103.8.249.36/aps\\_iprmprr//UserAuthentication](http://103.8.249.36/aps_iprmprr//UserAuthentication)"**

**on your browser url Below is shown Login Page**



Login

A white sign-in form with a dark teal header labeled "Sign In". It contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is an orange "Login" button with a white arrow pointing right.



## Enter Your Username and Password

Login

Sign In

Login

## Below is shown Home Page

[Click the link to open the saved IPR Draft](#)

[Click the link to open the saved MPR Draft](#)

## Below is shown the Online IPR Submission Form

The screenshot shows the 'Statement of Immovable Property for the Calendar Year Ending 2017 of APS Officers' form. It includes fields for Name of Officer, Batch (DR-100), and Occupation/Designation (ADC). Summary fields for Basic pay with Grade Pay, Total Allowance, Gross Pay, Total Deduction, and Net Salary are present. A table with 10 columns (Precise Location, Nature of Land, Extent of interest, Land use pattern, Value at the time of acquiring or purchase, Present Value, Relationship to the officer, From whom acquired, Annual income from the property, Remarks) is shown with a dropdown menu on the left. A declaration checkbox is at the bottom.

## Filling up the IPR Form

### Step 1: Name - Enter your name in the Textbox

This screenshot shows the browser view of the IPR form. The 'Name of Officer' field is highlighted with a red asterisk, indicating it is a required field. The form also shows the year 2017, batch DR-80, and occupation ADC. Summary fields for pay and allowances are visible below the table header.

## Step 2: Calendar Year - Select the year from the list given in the dropdown list

The screenshot shows a web browser window displaying the 'Statement of Immovable Property' form. The form is titled 'Immovable Property Returns' and includes the following fields and sections:

- Name Of Officer \***: A text input field with 'Name of Officer' entered.
- Statement of Immovable Property for the Calendar Year Ending of APS Officers**: A dropdown menu with '2017' selected.
- Batch \***: A dropdown menu with 'DR-80' selected.
- Occupation/Designation \***: A dropdown menu with 'ADC' selected.
- Basic pay with Grade Pay \***, **Total Allowance \***, **Gross Pay \***, **Total Deduction \***, and **Net Salary \***: Five empty input fields.
- Table Headers**:
  - Precise Location (1)
  - Nature of Land (2) \*
  - Extent of interest(%) (3) \*
  - Land use pattern (4) \*
  - Value at the time of acquiring or purchase (Rs.) (5)\*\*
  - Present Value(Rs.) (6)\*\*
  - Relationship to the officer (7) \*\*\*\* \*
  - From whom acquired (8)\*\*
  - Annual income from the property(Rs.) (9)\*\*
  - Remarks(10)

## Step 3: Batch - Select the Batch from the list given in the dropdown list

The screenshot shows the same web browser window as in Step 2, but with the 'Batch' dropdown menu open. The dropdown list contains the following options:

- DR-80
- DR-83
- DR-86
- DR-92
- DR-93
- DR-95
- DR-97
- DR-99

The 'DR-80' option is currently selected in the dropdown menu. All other fields and the table structure remain the same as in the previous screenshot.

**Step 4: Occupation/Designation - Select Designation from the list given in the dropdown list.**

The screenshot shows the 'Statement of Immovable Property' web form. The 'Occupation/Designation' dropdown menu is open, displaying a list of designations including ADC, ADC I/c, Additional Chief Secretary, Addl Commissioner, Addl Director General of Foreign Trade, Addl Director, Addl Resident Commissioner, and Addl Secretary. The form fields include Name of Officer, Statement of Immovable Property for the Calendar Year Ending (2017), Batch (DR-80), and Occupation/Designation (ADC). Below the form, a table with columns for Precise Location (1), Nature of Land (2), Extent of interest (%) (3), Land use pattern (4), Value at the time of acquiring or purchase (Rs.) (5), Present Value (Rs.) (6), Relationship to the officer (7), From whom acquired (8), Annual income from the property (Rs.) (9), and Remarks (10) is visible.

**Step 5 : Enter Basic Pay with Grade Pay, Total Allowance (Medical, DA,HRA, etc.) and Total Deduction (Professional Tax, GIS, GPR, Loan,Advance, IT) in the respective box. The Gross Pay and Net Salary will be AUTOMATICALLY calculated**

The screenshot shows the 'Statement of Immovable Property' web form with the calculated values. The 'Basic pay with Grade Pay' is 35000, 'Total Allowance' is 8000, 'Gross Pay' is 43000, 'Total Deduction' is 2500, and 'Net Salary' is 40500. The form fields include Name of Officer, Statement of Immovable Property for the Calendar Year Ending (2017), Batch (DR-80), and Occupation/Designation (ADC). Below the form, a table with columns for Precise Location (1), Nature of Land (2), Extent of interest (%) (3), Land use pattern (4), Value at the time of acquiring or purchase (Rs.) (5), Present Value (Rs.) (6), Relationship to the officer (7), From whom acquired (8), Annual income from the property (Rs.) (9), and Remarks (10) is visible.

**Step 6:**

- Column No. 1 :** a) For each of the Land/House/Flat particulars of schedule of land are to be given.  
(Precise location) b) In respect of Flat, Name of the city/town along with the locality is to be given in the sub column 2 of column 1 i.e Revenue Town/Village,Patta No, Dag No., Net Area

The screenshot shows a web-based form titled "Statement of Immovable Property - Mouzla Flat/cha". The form has several columns: "Precise Location (1)", "Nature of Land (2)", "Extent of interest(%) (3)", "Land use pattern (4)", "acquiring or purchase (Rs.) (5)", "Present Value(Rs.) (6)", "Relationship to the officer (7)", "From whom acquired (8)", "Annual income from the property(Rs.) (9)", and "Remarks(10)". The "Precise Location (1)" column is expanded to show a dropdown menu for "Mouza" with "Beltola" selected. Below it are dropdowns for "Revenue" (Town), "Revenue Village/Town Name" (Bongasari), "Patta No" (2341), and "Dag No". The "Nature of Land (2)" column has a dropdown menu set to "Agricultural".

**Step 7: Column 2**

**(Nature of Land)** Nature of land i.e whether it is agricultural, residential, commercial or industrial.  
Select the land nature from the dropdown

This screenshot is similar to the previous one, but the "Nature of Land (2)" dropdown menu is now set to "Residential". The "Precise Location (1)" column remains expanded with the same dropdowns as in the previous screenshot.

**Step 8 : Column 3**

(Extent of Interest)

**Extent of interest i.e whether it is whole or part or joint ownership of the plot of Land/House/Flat is to be given in column 3. Enter the percentage value for the Extent of Interest in the Textbox.**

Basic pay with Grade Pay		Total Allowance	Gross Pay	Total Deduction	Net Salary
35000		8000	43000	2500	40500

#	Precise Location (1)	Nature of Land (2)	Extent of interest (%) (3)	Land use pattern (4)	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value (Rs.) (6)***	Relationship to the officer (7) **** *	From whom acquired (8)****	Annual income from the property (Rs.) (9)*****	Remarks (10)
1	Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon	Residential	100					Purchase Date of actualization & name with details from whom acquired		

**Step 8 : Column 4**

(Land use pattern)

pattern of land use, whether it is vacant or used for House/Flat/Agriculture/Industry of commercial is to be given in column no.4 along with detail information if the House is multistoried. Enter the land use pattern in the text box.

Statement of Immovable Property - Mozilla Firefox

basic pay with urafare pay 35000    Total Allowance 8000    Gross Pay 43000    Total Deduction 2500    Net Salary 40500

#	Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4) *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)***	Relationship to the officer (7) **** *	From whom acquired (8)*****	Annual income from the property(Rs.) (9)*****	Remarks(10)
1	Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon	Residential	100	Lying Vacant				Purchase Date of actualization & name with details from whom acquired		

**Step 9: Column 5**  
**(Value at the time of acquiring or purchase) Enter the value of the property at the time of purchase in the Textbox.**

Statement of Immovable Property - Mozilla Firefox

basic pay with urafare pay 35000    Total Allowance 8000    Gross Pay 43000    Total Deduction 2500    Net Salary 40500

#	Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4) *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)***	Relationship to the officer (7) **** *	From whom acquired (8)*****	Annual income from the property(Rs.) (9)*****	Remarks(10)
1	Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon Patta No 2341	Residential	100	Lying Vacant	210000			Purchase Date of actualization & name with details from whom acquired		

**Step 10: Column 6  
(Present Value) Enter the present value of your property in the Textbox.**

Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4) *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)***	Relationship to the officer (7) **** *	From whom acquired (8)****	Annual income from the property(Rs.) (9)*****	Remarks(10)
Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon Patta No 2341	Residential	100	Lying Vacant	210000	500000		Purchase Date of actualization & name with details from whom acquired		

**Step 11 : Column 7  
(Relationship to the Officer) Enter the relationship details in the Textbox.**

Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4) *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)***	Relationship to the officer (7) **** *	From whom acquired (8)****	Annual income from the property(Rs.) (9)*****	Remarks(10)
Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon Patta No 2341	Residential	100	Lying Vacant	210000	500000	Self	Purchase Date of actualization & name with details from whom acquired		



### Step 12 : Column 8

- (From Whom acquired) a) Select the acquiring type from the dropdown list.  
b) Date of actualization : Select the date from Date box.  
c) Enter the Name and details of seller.

The screenshot shows the 'Statement of Immovable Property' form. The 'From whom acquired (8)\*\*\*\*' dropdown menu is open, showing 'Purchase' as the selected option. A calendar overlay is visible, showing the date 'February 2010' with the 10th of February highlighted. The form fields are as follows:

#	Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4)* *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)**	Relationship to the officer (7) **** *	From whom acquired (8)****	Annual income from the property(Rs.) (9)*****	Remarks(10)
1	Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon Patta No 2341 Dag No	Residential	100	Lying Vacant	210000	500000	Self	Purchase Date of actualization & name with details from whom acquired		

The screenshot shows the 'Statement of Immovable Property' form. The 'From whom acquired (8)\*\*\*\*' dropdown menu is open, showing 'Purchase' as the selected option. The date box is set to '2010-02-10'. The seller details are entered as 'SUSILU', 'SUSILU', 'SUSILU', and 'SUSILU'. The form fields are as follows:

#	Precise Location (1)	Nature of Land (2) *	Extent of interest(%) (3) *	Land use pattern (4)* *	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)**	Relationship to the officer (7) **** *	From whom acquired (8)****	Annual income from the property(Rs.) (9)*****	Remarks(10)
1	Mouza Beltola Revenue Town Revenue Village/Town Name Bongaon Patta No 2341	Residential	100	Lying Vacant	2100	50000	Self	Purchase Date of actualization & name with details from whom acquired 2010-02-10 SUSILU SUSILU SUSILU SUSILU		

**Step 13 : Column 9  
(Annual Income from from the property) Enter the annual income from the property**

#	Precise Location (1)	Nature of Land (2)	Extent of interest (%) (3)	Land use pattern (4)	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value (Rs.) (6)***	Relationship to the officer (7) ****	From whom acquired (8)****	Annual income from the property (Rs.) (9)*****	Remarks (10)
1	Mouza: Beltola Revenue: Bongaon Patta No: 2341	Residential	100	Lying Vacant	2100	50000	Self	Purchase Date of actualization & name with details from whom acquired 2010-02-10	10000	


**Step 14: Column 10  
Remarks : Enter Remarks in**

#	Precise Location (1)	Nature of Land (2)	Extent of interest (%) (3)	Land use pattern (4)	Value at the time of acquiring or purchase (Rs.) (5)**	Present Value (Rs.) (6)***	Relationship to the officer (7) ****	From whom acquired (8)****	Annual income from the property (Rs.) (9)*****	Remarks (10)
1	Mouza: Beltola Revenue: Bongaon Patta No: 2341	Residential	100	Ly in	2100	50000	S	Purchase Date of actualization & name with details from whom acquired 2010-02-10	10	Acquired By The Govt. Of Assam

**Step 15 : Select Personal Declaration**

I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.

**Please Note:**

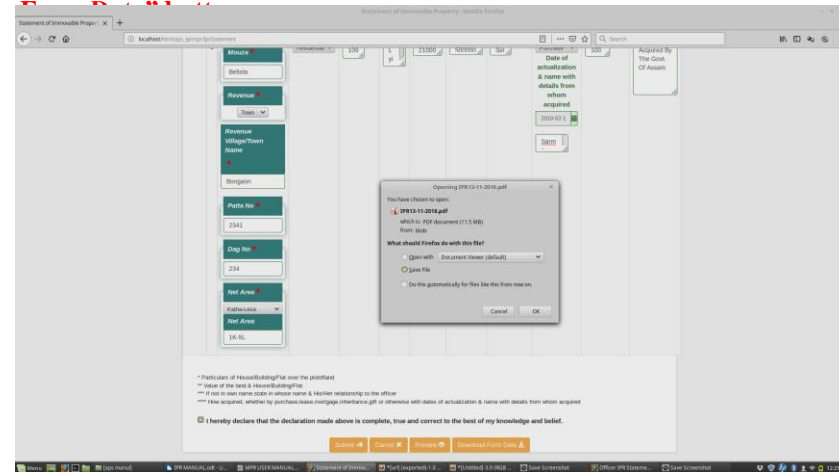
- 1. Please note that the form once submitted cannot be edited or undone.**
- 2. Fields marked with \* are mandatory.**
- 3. Click  button to add a row to row property in the table.**



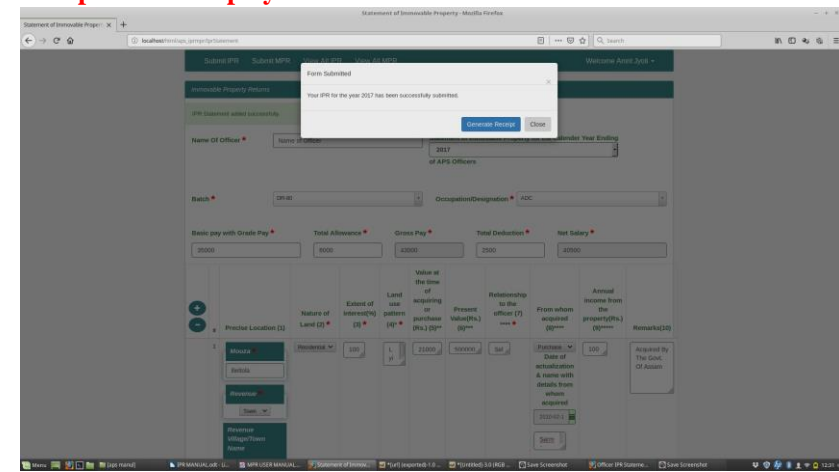
- 4. To see the Preview click on the “Preview” button**

S	Precise Location (1)	Nature of Land (2)	Extent of Interest (%)	Land use pattern (4)*	Value at the time of acquiring or purchase (Rs.) (3)*	Present Value (Rs.) (5)***	Relationship to the officer (7)***	From whom acquired (6)***	Annual Income from the property (Rs.) (8)****	Remarks (10)
1	BELTOLA Revenue	BONGAON	100	LYING VACANT	220000	500000	SELF	SARMA JAYNAGAR BELTOLA GUWAHATI	10000	ACQUIRED BY THE GOVT. OF ASSAM

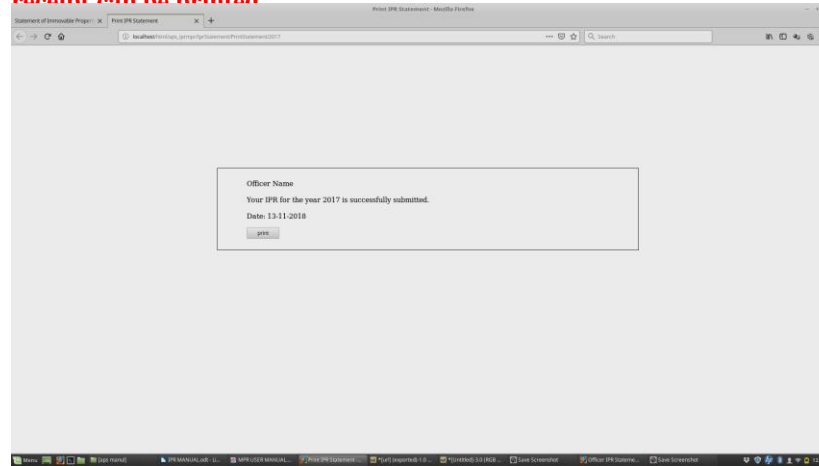
## 5. To Download the form data click on "Download Form Data"



## 6. After the form is submitted successfully, option to generate the receipt will be displayed.



**7. This is the system generated receipt. The generated receipt can be printed**



**View Report**

**To View The Immovable Property Return Statement, click on View All IPR link**

[View All IPR](#)

**Select Your Name from the displayed link**

Immovable Property Returns

Show 10 entries

Copy CSV Excel PDF Print Search:

Sl No.	Name	Batch	Posting
1	<a href="#">Deborshi Choudhury</a>	DR-2010	DSP
2	<a href="#">Inu Kakati Bharat</a>	DR-2015	DSP

Showing 1 to 2 of 2 entries

Previous 1 Next

IPR Report is displayed as shown below

Statement of Immovable Property										
Name Of Officer : Inu Kakati Bharat				Statement of Immovable Property for the Calendar Year Ending 2017 of APS Officers						
Batch : DR-2015				Occupation/Designation : DSP						
Basic pay with Grade Pay : Rs.30000			Total Allowance : Rs.2000		Gross Pay : Rs.32000		Total Deduction : Rs.1000		Net Salary : Rs.31000	
#	Precise Location (1)	Nature of Land (2)	Extent of Interest(%) (3)	Land use pattern (4)*	value at the time of acquiring or purchase (Rs.) (5)**	Present Value(Rs.) (6)**	Relationship to the officer (7) ***	From whom acquired (8)***	Annual income from the property(Rs.) (9)***	Remarks(10)
1	Mouza : Modarola Revenue : Village Village/Deodar Patta No:140 Dwg No:31 Net Area :5gha 2	Agriculture	100%	Vacant	50000	200000	SELF	Purchased Date of actualization &22-04-2010 name with details from whom acquired Mr Boro	NIL	
I hereby declare that the declaration made above is complete, true and correct to the best of my knowledge and belief.										
Date: 20-11-2018							Inu Kakati Bharat			
<a href="#">Print</a>										

To Take a print out click on the print button.



**▶ YOUR  
QUESTIONS**



▶ Thank you