



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं. / No....024/VGL/017-3.....

दिनांक / Dated....27.07.2026.....

Master Circular No. : 03/MC/2026

Subject: Master Circular on Handling of Complaints by the Chief Vigilance Officer & the Organisation.

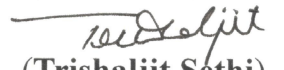
The Central Vigilance Commission as part of its mandate of effective superintendence over the vigilance administration of the organisations covered under its advisory jurisdiction, has issued a number of guidelines, circulars etc. from time to time, about the procedure for handling of complaints by the CVOs and the organisation.

2. The Commission, in order to ensure ease of reference about the procedure for handling of complaints by the CVOs and the organisation, has consolidated, updated and revised the earlier guidelines, circulars etc. issued by it on this subject. The same have been compiled in the form of Master Circular No 03/MC/2026 titled '**Handling of Complaints by the Chief Vigilance Officer and the Organisation**' which is enclosed to this Office Memorandum. With the issuance of this Master Circular, all earlier guidelines, circulars etc. issued by the Commission on the above mentioned subject, stand superseded.

3. The Commission welcomes suggestions and inputs on the Master Circular. Any communication or clarifications sought in this regard may be addressed to 'The Secretary, Central Vigilance Commission'.

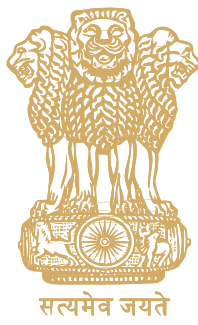
4. This Master Circular is available on the website of the Commission, i.e. www.cvc.gov.in under the head 'Publications' and sub-head 'Master Circulars'.

Encl: As above.


(Trishaljit Sethi)
Secretary

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of Central Public Sector Enterprises / Public Sector Banks / Public Sector Insurance Companies /Autonomous Bodies etc.
- (iii) All CVOs of Ministries / Departments of GoI / CPSEs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc.
- (iv) Website of Central Vigilance Commission.



Master Circular No. : 03/MC/2026

**MASTER CIRCULAR
ON
HANDLING OF COMPLAINTS BY THE CHIEF
VIGILANCE OFFICER AND THE ORGANISATION**



CENTRAL VIGILANCE COMMISSION

CONTENTS

SHORT TITLE, APPLICABILITY AND COMMENCEMENT.....	2
PURPOSE.....	2
INTRODUCTION.....	2
SOURCES OF INFORMATION ABOUT CORRUPTION.....	2-3
COMPLAINT HANDLING POLICY OF ORGANISATIONS.....	3
ACTION ON COMPLAINTS RECEIVED IN THE ORGANISATIONS DIRECTLY FROM COMPLAINANTS.....	3-6
PROCEDURE FOR HANDLING COMPLAINTS RECEIVED IN THE ORGANISATION AGAINST SECRETARIES TO GoI AND CHIEF EXECUTIVES / CMDs AND FUNCTIONAL DIRECTORS.....	6-7
COMPLAINT AGAINST CHIEF VIGILANCE OFFICERS / VIGILANCE OFFICERS.....	7
ACTION ON COMPLAINTS RECEIVED FROM THE CENTRAL VIGILANCE COMMISSION.....	7-9
COMPLAINT UNDER PUBLIC INTEREST DISCLOSURE AND PROTECTION OF INFORMERS RESOLUTION -2004.....	9-10
ACTION ON COMPLAINTS RECEIVED FROM MEMBER(s) OF PARLIAMENT AND VIP(s).....	10
ACTION AGAINST PERSONS MAKING FALSE COMPLAINTS.....	10
WITHDRAWAL OF COMPLAINTS.....	11
DISPLAY OF PUBLIC NOTICE BOARD FOR LODGING COMPLAINTS..	11
HANDLING OF THE COMPLAINTS AGAINST TENDERING PROCESS..	11
TENTATIVE VIEW OF DISCIPLINARY AUTHORITY.....	11
ANNEXURE-I.....	12
ANNEXURE-II.....	13
ACRONYM / ABBREVIATION.....	14



Handling of Complaints by the Chief Vigilance Officer and the Organisation

SHORT TITLE, APPLICABILITY AND COMMENCEMENT

This circular shall be referred to as the ‘Master Circular on Handling of Complaints by the Chief Vigilance Officer and the Organisation’. This circular shall be applicable to all ministries, departments and organisations of the Central Government, covered under the jurisdiction of Central Vigilance Commission (hereinafter called as the Commission) and shall come into effect from the date of its issuance.

2. PURPOSE

This circular is being issued in supersession of all earlier circulars / guidelines / office orders / letters etc. issued by the Commission from time to time regarding ‘Handling of Complaints by the Chief Vigilance Officer and Organisation’ and is aimed at bringing clarity about the same.

3. INTRODUCTION

A complaint is a piece of statement or information containing details about offences alleged to have been committed under the Prevention of Corruption Act, 1988 (as amended w.e.f. 26.07.2018), or any malpractice / misconduct under Conduct Rules governing specified categories of public servants.

4. SOURCES OF INFORMATION ABOUT CORRUPTION

Information about corruption, malpractice or misconduct on the part of an official may flow to the Administrative Authority, the Commission, the CVO, the Central Bureau of Investigation (CBI) or the Police Authorities, from any of the following or other sources:-

- (a) Complaints received from employee(s) of the organisation or from the public;
- (b) Departmental inspection reports and stock verification surveys;
- (c) Scrutiny of annual property statements;
- (d) Scrutiny of transactions reported under the Conduct Rules;
- (e) Reports of irregularities detected in the routine audit of accounts;
- (f) Audit reports on Government accounts and on the accounts of public undertakings and other corporate bodies, etc.;

- (g) Reports of Parliamentary Committees like the Estimates Committee, Public Accounts Committee and the Committee on Public Undertakings;
- (h) Proceedings of the Houses of Parliament;
- (i) Complaints and allegations appearing in the press, etc.;
- (j) Source information, if received verbally from an identifiable source, to be reduced in writing; and
- (k) Intelligence gathered by agencies like CBI, Anti-Corruption Bureau etc.

5.0 COMPLAINT HANDLING POLICY OF ORGANISATIONS

5.1 Each organisation is required to formulate a documented Complaint Handling Policy explaining the procedure to receive and deal with complaints so received by them. In the present digital era, the policy may also provide for receipt of complaints through appropriate alternate online channel(s), in addition to receipt of complaints through physical mode.

5.2 The policy should also make it clear that any complaint / grievance received in the organisation by any functionary, containing an element of alleged corruption, malpractice or misconduct etc. should necessarily be sent to the CVO of the organisation for scrutiny and further necessary action.

6.0 ACTION ON COMPLAINTS RECEIVED IN THE ORGANISATIONS DIRECTLY FROM COMPLAINANTS

6.1 Each complaint received in the vigilance unit of the organisation should be entered in the vigilance complaint register, to be maintained by the vigilance unit. Such a register should be maintained preferably in electronic form and in a manner in which no manipulation of data / information is possible. Each complaint should be entered in chronological order, as received in the vigilance unit. A complaint containing allegations against several officials may be treated as one complaint for statistical purpose.

6.2 In the vigilance complaint register, entries are to be made as per Form CVO-1 (**copy enclosed as Annexure-I**). Entries should be made separately for Category 'A' and Category 'B' officials. Category 'A' would include those officials, who are covered under the jurisdiction of the Commission and Category 'B' would include officials outside the jurisdiction of the Commission. If a complaint involves both categories of officials, it should be entered under Category 'A'.

6.3 On initial perusal / scrutiny of complaint, if it is found that the complaint is an anonymous one, the same should invariably be filed, without further action, with the approval of the CVO. Under no circumstances, should any investigation or any other action be initiated on an anonymous complaint.

6.4 A complaint that does not bear the name and / or complete address of the complainant may also be filed without further action, treating it as a pseudonymous complaint.

6.5 If the allegation(s) in the complaints (other than those complaints mentioned in Paras 6.3 and 6.4 of this circular), are found to be vague, unverifiable, without any substance, without vigilance angle and relate to purely administrative matters such as late attendance, disobedience, insubordination, lack of supervision etc., such complaints, with the approval of the CVO, may be considered for filing or for forwarding the same to the administrative authority concerned for further Necessary Action (NA). It may be noted that a complaint received by CVO should not be filed merely on the basis of the complaint being addressed or endorsed to multiple authorities. Action on such complaints should be decided on the basis of allegations made in the complaint.

6.6 On scrutiny, if it is observed that the complaint contains specific and verifiable allegations of corruption or has a perceivable vigilance angle, the CVO may decide to take up the complaint for investigation. Before initiating investigation, it is mandatory for the CVO to seek confirmation from the complainant about owning /disowning the complaint. The complainant would also be required to provide a self-attested proof of his identity, issued by any government agency. If no response is received from the complainant within 15 days, a reminder is to be sent thereafter. Further, if no response is received even after 15 days of the reminder, the complaint in question is to be filed, treating the same as a pseudonymous one. No investigation or any other action is to be initiated without receipt of confirmation from the complainant.

6.7 In case the CVO considers it necessary, he may examine the relevant records/ files pertaining to the allegations made in the complaint, before ordering detailed investigation. It may be ensured that a final decision to take up the complaint for investigation or to send it for NA, or to file it, is taken within 02 months of the receipt of the complaint in the vigilance unit.

6.8 After receipt of confirmation from the complainant, the investigation should be started immediately and should be completed within a period of 03 months.

6.9 On completion of investigation, one of the following actions is required to be taken by the CVO:-

- (i) If all / any of the official against whom misconduct having vigilance angle is observed, are covered under the jurisdiction of the Commission, the case is required to be forwarded for obtaining First Stage Advice (FSA) of the Commission.

- (ii) In a composite case (as defined in Para 6.10 of this circular), if misconduct having vigilance angle is observed against the official(s) outside the jurisdiction of the Commission and administrative / procedural irregularities are observed against the official(s) covered under the jurisdiction of the Commission, the case is required to be forwarded for obtaining FSA of the Commission.
- (iii) However, in a composite case, if no vigilance angle is observed in respect of any official, whose roles have been investigated, the case would be brought to a logical conclusion by the Disciplinary Authority (DA) concerned without referring the case to the Commission for advice or without involvement of the CVO.
- (iv) In a composite case, if no irregularity / lapses are observed against the official(s) covered under the jurisdiction of the Commission, the case may be dealt with by the CVO / authorities concerned in the organisation without referring the case to the Commission in accordance with the guidelines as contained in Paras 4.7 and 4.9 of 'Master Circular No. 06/MC/2026 on Procedure for Obtaining and Implementing the advice of the Central Vigilance Commission', even if vigilance angle is observed in respect of misconduct noticed on the part of official(s) outside the jurisdiction of the Commission.
- (v) If all the officials whose role has been investigated are outside the jurisdiction of the Commission and no vigilance angle is observed in respect of irregularities taken up for investigation, that case would be brought to a logical conclusion by the DA concerned, without further involvement of the CVO.

6.10 A case in which the role of one or more official(s) covered under the jurisdiction of the Commission has been investigated, alongwith the role of official(s) outside the jurisdiction of the Commission, is to be considered as a 'composite case'. It may be noted that in a composite case, all the official(s), whether under the jurisdiction or outside the jurisdiction of the Commission, are to be considered under the jurisdiction of the Commission for that particular case, subject to the guidelines as stated in Para 6.9 (ii) and (iv) of this circular.

6.11 In case, on scrutiny of the complaint, it is observed that (a) the allegations contain criminal misconduct; (b) require investigation / inquiry of persons / entities outside the jurisdiction of the CVO concerned; (c) involve examination of records / documents, which cannot be summoned by the CVO; (d) require expert police investigation to arrive at the logical conclusion, the matter may be referred by the CVO to CBI or other Law Enforcement Agency (LEA), as the case may be, with the prior approval of the Chief Executive of the organisation concerned. In case of

difference of opinion between the CVO and the Chief Executive, the matter should be referred to the Commission for advice, in order to resolve the difference of opinion.

6.12 In case it comes to notice that the allegations levelled in the complaint received in the organisation concerned is already under enquiry / inquiry / investigation with any LEA, a parallel investigation may be avoided. However, investigation on non-criminal misconduct may be initiated / continued after informing the LEA about the same.

7.0 PROCEDURE FOR HANDLING COMPLAINTS RECEIVED IN THE ORGANISATION AGAINST SECRETARIES TO GOVERNMENT OF INDIA AND CHIEF EXECUTIVES / CHAIRMAN AND MANAGING DIRECTORS AND FUNCTIONAL DIRECTORS

7.1 Complaints against Secretaries to the Government of India, received by the Cabinet Secretariat, Department of Personnel and Training (DoPT) or Prime Minister's Office are to be referred to Group of Secretaries headed by the Cabinet Secretary, in accordance with DoPT's Office Memorandum (OM) dated 09.10.2024¹.

7.2 Similarly, complaints against the Chief Executives and Functional Directors of Central Public Sector Enterprises and Chairman and Managing Directors (CMDs) & Functional Directors of Public Sector Banks, Financial Institutions and Public Sector Insurance Companies received directly in the Prime Minister's Office, Cabinet Secretariat or Department of Public Enterprises (DPE) are to be referred to Group of Officers headed by Secretary (Coordination), in accordance with DPE's OM dated 22.07.2025².

7.3 In respect of a complaint against a Board-level appointee, whether figuring alone or along with other official(s), received in the ministry / department, action / investigation if required, is to be initiated only by the CVO / Competent Authority (CA) in the administrative ministry. Such complaint should not be forwarded to the organisation concerned (where the Board level appointee is working or has worked) for detailed investigation. However, the CVO / authority concerned of the administrative ministry may ask the CVO of the organisation for a Factual Report (FR), which is to be prepared on the basis of records / documents only. No clarification / explanation of any official is required to be obtained at this stage. CVO of the organisation is not required to make analysis or draw conclusions. Further action, including detailed investigation, as may be required as per prescribed procedure, shall be initiated by the CVO / authority concerned of the administrative ministry.

¹ DoPT's OM No. 104/76/2024-AVD.VI dated 09.10.2024 on the subject "Revised guidelines regarding handling of complaints in Ministries / Departments / Organisations of Government of India" which may have been amended from time to time.

² DPE's OM No.15 (2)/2001-DPE (GM), dated 22.07.2025 on the subject "Consolidated and revised guidelines regarding Vigilance Policy for Central Public Sector Enterprises (CPSEs)", which may have been amended from time to time.

7.4 Any complaints against a Board level appointee whether figuring alone or along with other officers / officials, if received in the organisation (where the Board level appointee is working or has worked), is to be forwarded by the CVO of the organisation concerned to the CVO of the administrative ministry for taking further action, as may be required. Under no circumstances should the CVO of the organisation concerned initiate action on complaints against Board-level appointees, received in the organisation, directly.

8.0 COMPLAINTS AGAINST CHIEF VIGILANCE OFFICERS / VIGILANCE OFFICERS

8.1 Any complaint against the CVO / Ex-CVO (in respect of the work done by him in his capacity as CVO of any organisation) should be immediately forwarded to the Commission, in case the complaint is received by any organisation. The Commission would decide further course of action on such complaints.

8.2 The complaints against vigilance functionaries / ex-vigilance functionaries, other than CVO (in respect of the work done by them in their capacity as vigilance functionaries of the organisation), shall be looked into by the CVO concerned and further action may be taken as per prescribed procedure.

9.0 ACTION ON COMPLAINTS RECEIVED FROM THE CENTRAL VIGILANCE COMMISSION

9.1 On scrutiny of a complaint received in the Commission, it may decide to forward the complaint to the CVO / organisation concerned for conducting Investigation and Report (I&R), for submitting Factual Report (FR) or for taking further Necessary Action (NA) in the matter.

9.2 In those cases, where the Commission has forwarded the complaint to the CVO / organisation concerned for I&R, the CVO / organisation is required to complete investigation within 03 months from the date of receipt of reference from the Commission or within such time as may be specified by the Commission. In such cases, the CVO / organisation is required to forward the investigation report to the Commission for obtaining its advice, irrespective of the outcome of the investigation or the level of the official(s) found involved in the case. Further action is to be taken only after receipt of advice of the Commission.

9.3 It is emphasized that the time limit for I&R as may be specified by the Commission should be adhered to by the CVO / organisation concerned. However, in case, due to some unavoidable reason(s), it is not possible to complete investigation

within the specified time limit, the CVO / organisation should approach the Commission for extension of time, along with an interim reply / report, indicating the progress of investigation, reasons for delay and the period of time within which the investigation would be completed.

9.4 It may be noted that complaints referred by the Commission to the ministries / departments against the categories of officials mentioned in Paras 7.1 and 7.2 of this circular, should not be forwarded to the Group of Secretaries or Group of Officers for consideration. Such complaints are to be acted upon and report is to be submitted to the Commission (if sought for by it) by the respective authorities to whom the complaints have been referred by the Commission.

9.5 In respect of a complaint involving Board level appointees, if required, the Commission would call for I&R from the CVO of the administrative ministry / department. Such a complaint should not be forwarded by the CVO of the ministry / department to the organisation (where the Board level appointee is working or has worked) for detailed investigation. However, the CVO of the administrative ministry / department may ask the CVO of the organisation for FR. Detailed investigation and other action, as per prescribed procedure, shall be initiated by the CVO / Authority in the administrative ministry.

9.6 The Commission forwards a complaint to the CVO / organisation concerned for I&R, after obtaining confirmation and proof of identity from the complainant. Hence, the CVO / organisation concerned is not required to obtain confirmation from the complainant on such a complaint.

9.7 In respect of a complaint forwarded by the Commission for FR, the FR is to be submitted to the Commission, within a period of one month from the date of receipt of complaint by the CVO / authority concerned. A format for submitting FR to the Commission is enclosed as Annexure-II.

9.8 On receipt of FR, the Commission may decide to ask for I&R. In such cases, the CVO / authority concerned is required to forward the report within a period of two months from the date of receipt of communication from the Commission. Action in respect of a complaint forwarded by the Commission for FR or I&R, is to be finalized after obtaining the advice of the Commission, irrespective of the level of the official found involved or even if the allegations are found to be unsubstantiated.

9.9 The Commission may also forward a complaint to the CVO / organisation for NA. Once a complaint is sent for NA, the CVO / organisation concerned is required to scrutinize the same thoroughly and then decide about further action within a period of two months from the date of receipt of complaint from the Commission. The action

taken on such complaints may be in accordance with guidelines as contained in Paras 6.1 to 6.11 of this circular.

9.10 The Commission in respect of a complaint forwarded by it for NA, does not seek confirmation from the complainant. In case, on scrutiny of such a complaint, it is decided to conduct detailed investigation, the same should be done after seeking confirmation from the complainant.

9.11 Complaints sent by the Commission for NA, other than those referred in Para 6.9 (i) and (ii) of this circular, need not be referred to the Commission for advice. Such complaints may be brought to a logical conclusion by the authorities in the organisation, in accordance with the extant procedure.

9.12 All complaints, whether for I&R or for NA, are forwarded to the CVOs / organisations concerned, through the Complaint Management System (CMS) Portal of the Commission i.e. www.portal.cvc.gov.in. The status of all such complaints is to be updated by the CVO on the CMS Portal within the time period as specified by the Commission.

9.13 All CVOs are required to regularly access the CMS Portal i.e. www.portal.cvc.gov.in regarding complaints forwarded by the Commission to them by using the Login ID and Password, provided by the Commission.

10.0 COMPLAINTS UNDER PUBLIC INTEREST DISCLOSURE AND PROTECTION OF INFORMERS RESOLUTION-2004

10.1 As per Public Interest Disclosure and Protection of Informers (PIDPI) Resolution dated 21.04.2004¹, the Commission, as the Designated Agency, is authorized to receive and act on written complaint(s) / information or disclosure from complainants about any allegation of corruption or misuse of office against all officials of Central Government or of any organisation owned or controlled by Central Government.

10.2 As per amendment dated 14.08.2013², the CVOs of the ministries or departments of the Government of India are also authorized as the Designated Authority to receive and act on written complaint(s) / information or disclosure from complainant(s) about any allegation of corruption or misuse of office against all officials of that Ministry or Department or any organisation falling under the jurisdiction of that Ministry or Department.

¹ PIDPI Resolution No. 371/12/2002-AVD-111 dated 21.04.2004 issued vide Gazette Notification No. 371/12/2002-AVD-III refers.

² DoPT Gazette Notification No. No.371/4/2013-AVD-III dated 14.08.2013 refers.

10.3 The detailed procedure for receiving and processing of complaints made under the provisions of PIDPI Resolution is prescribed in the 'Master Circular No. 04/MC/2026 on Processing of Complaints received under Public Interest Disclosure and Protection of Informers Resolution-2004'.

11. ACTION ON COMPLAINTS RECEIVED FROM MEMBER(S) OF PARLIAMENT AND VERY IMPORTANT PERSON(S)

References received from Member(s) of Parliament (MPs) and Very Important Persons (VIPs) are to be dealt with as per procedure laid down in the Central Secretariat Manual of Office Procedure (CSMOP) issued by the Department of Administrative Reforms and Public Grievances (DARPG)^{1&2}. A number of complaints are being received on the letter heads of MPs / VIPs under their signatures. It has been noticed that later on some of the communications were found not to have originated from the MPs / VIPs and the signatures were also found to have been forged. Hence, as a measure of abundant caution, confirmation shall be sought from the MPs / VIPs concerned of having sent the complaint. The communication acknowledging receipt of complaint from the MP / VIP and request for confirmation should be sent strictly as per the procedure laid down in CSMOP. It may be noted that no proof of identity is to be sought from the MP / VIP. Only a confirmation letter from them would suffice. On receipt of confirmation, the complaint shall be dealt with on priority.

12.0 ACTION AGAINST PERSONS MAKING FALSE COMPLAINTS

12.1 There are specific provisions in law to deal with false, frivolous, and motivated complaint(s). The same are not invoked ordinarily so as not to discourage genuine complainant(s). However, in a case where it can be established that the complaint was lodged with a mala fide / ulterior motive to harass or harm an innocent official, necessary action may be taken against such a complainant under provision of Section 217 of Bharatiya Nyaya Sanhita-2023 [earlier Section 182 of the Indian Penal Code, 1860] and Section 215 (1) (a) of Bharatiya Nagarik Suraksha Sanhita -2023 [earlier Section 195(1) (a) of Code of Criminal Procedure, 1973].

12.2 If a complaint of the nature as mentioned in para 12.1 above, is made by an official, disciplinary action may also be considered against such complainant.

¹ Para 12.3 of Central Secretariat Manual of Office Procedure (CSMOP)-2022 issued by DARPG, refers, which may have been amended from time to time.

² An illustrative list of VIPs given in Appendix 12.4 of the CSMOP-2022, refers, which may have been amended from time to time.

13. WITHDRAWAL OF COMPLAINTS

Once a complainant confirms that the complaint was made by him, it is not permissible to withdraw that complaint. After receipt of confirmation from the complainant, the complaint should be taken to logical conclusion, even if the complainant requests for withdrawal of the complaint.

14. DISPLAY OF PUBLIC NOTICE BOARD FOR LODGING COMPLAINTS

In order to facilitate the public to lodge a complaint at the appropriate forum, all organisations under the jurisdiction of the Commission should prominently display a standard notice board at the reception of each of their offices, in English and the vernacular language mentioning that “DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT, OR THE CHIEF VIGILANCE OFFICER AND THE CENTRAL VIGILANCE COMMISSION (Name, complete address and telephone numbers of each authority have also to be mentioned)”.

15. HANDLING OF COMPLAINTS AGAINST TENDERING PROCESS

On receipt of any complaint containing allegation(s) against any tender in process, the tender process need not be stopped. However, the allegations should be brought to the notice of the competent authority, including the purchase committee, tender committee, negotiation committee, etc. Such complaint(s) may be scrutinized and further action, if required, may be taken as per the Complaint Handling Mechanism, on declaration of the award of the contract.

16. TENTATIVE VIEW OF THE DISCIPLINARY AUTHORITY

After completion of the investigation, the CVO should forward the investigation report along with his findings and recommendations about existence of vigilance angle or otherwise to the DA, for obtaining his views and for further necessary action as per extant procedure.

Annexure-I

PROFORMA

CVO-1

C.V.O. Register 1 of complaints to be maintained in separate columns for category A and Category B employees.

No.	Source of Complaint (See N.B.1)	Date of receipt	Name and designation of officers(s) complained against	Reference to file No	Action taken (See N.B.2)	Date of action	Remarks (See N.B.3)
1	2	3	4	5	6	7	8

N.B.:

1. A Complaint includes all types of information containing allegations of misconduct against public servants, including petitions from aggrieved parties, information passed on to the CVO by CVC, and CBI, press reports, findings in inspection reports, audit paras, PAC reports, etc. In the case of petitions the name and address of the complainants should be mentioned in Col. 2 and in other cases, the sources as clarified above should be mentioned.

2. Action taken will be of the following types: (a) filed without enquiry (b) Filed after enquiry (c) Passed on to other sections as having no vigilance angle (d) Taken up for investigation by Departmental vigilance agency.

3. Remarks Column should mention (a) and (b).

- If there were previous cases / complaints against the same officer, the facts should be mentioned in the “Remarks” column.
- Date of charge-sheet issued, wherever necessary

ANNEXURE-II

Format for Factual Report

1. Gist of allegations

(Each allegation to be numbered separately)

2. Facts*

- (i) Relevant facts relating to the allegations under consideration to be enlisted allegation wise, in chronological order.
- (ii) Each fact should be supported by relevant documents, rules, procedures etc. Facts to be arranged in the same order in which allegations are stated.
- (iii) While annexing the documents, the relevant portion to be highlighted.
- (iv) In addition to issues raised in the complaint, there may be other relevant facts pertaining to the same case, which may be stated in separate paras in the Factual Report (FR).
- (v) Name, Designation & Service (if applicable) of the official(s) involved in processing / decision making process pertaining to the issues under scrutiny to be mentioned, allegation wise.

**The CVO or the organisation is not required to give opinion about the culpability of the official(s), at the time of submission of FR.*

ACRONYM / ABBREVIATION

Abbreviation	Full Form
CA	Competent Authority
CBI	Central Bureau of Investigation
CMD	Chairman and Managing Director
CMS	Complaint Management System
CSMOP	Central Secretariat Manual of Office Procedure
CVO	Chief Vigilance Officer
DA	Disciplinary Authority
DARPG	Department of Administrative Reforms and Public Grievances
DoPT	Department of Personnel and Training
DPE	Department of Public Enterprises
FR	Factual Report
FSA	First Stage Advice
I & R	Investigation & Report
LEA	Law Enforcement Agency
MP	Member of Parliament
NA	Necessary Action
OM	Office Memorandum
PIDPI	Public Interest Disclosure and Protection of Informers
VIP	Very Important Person

Notes



Notes





CENTRAL VIGILANCE COMMISSION

Satarkata Bhavan, GPO Complex,
INA, New Delhi – 110023
Website : www.cvc.gov.in