



BHARAT SANCHAR NIGAM LIMITED

CORPORATE OFFICE
(PERSONNEL SECTION)

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. 400-140/Pers-I (Pt)

Dated: 04-10-2021

All Heads of Telecom Circles/ Project/Region
& Other Administrative Units of BSNL.

Sub: Implementation of guidelines on various issues related to Vigilance- regarding.

Ref: This office letter no. 400-140/Pers.1 dated 16.08.2019

Please refer to this office letter dated 16.08.2019 under reference on the above mentioned subject. In this regard, Para No. 2 of the said guidelines, regarding Safe Custody of Original Documents/ files related to the cases under investigation by CVC/CBI/DoT Vigilance/ BSNL Vigilance is replaced as under:

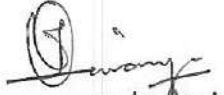
"CVC vide circular no. 3/2/07 dated 23.02.2007, along with Para 4.4 (a) of Vigilance Manual, regarding seizure of records provides that:

"If the allegations contain information which can be verified from any document or file or any other Departmental records, the enquiry / vigilance officer should, without loss of time, secure such records, etc., for personal inspection. If any of the papers examined is found to contain evidence supporting the allegations, such papers should be taken over by him for retention by the vigilance Department to guard against the possibility of available evidence being tampered with. If the papers in question are required for any current action, it may be considered whether the purpose would not be served by substituting authenticated copies of the relevant portions of the records; the original being retained by the enquiry officer in his custody. If that is not considered feasible for any reason, the officer requiring the documents or papers in question for current action should be made responsible for their safe custody after retaining authenticated copies for the purpose of investigation".

Necessary action as per above guidelines may henceforth be taken. All other contents of the letter under reference shall remain unchanged.

This issues with the approval of the Competent Authority.

Encl: As above


(O.N. Tiwary)
Jt GM (Pers.-SM)

Copy to:

1. PPS to CMD/ DIR (CFA)/DIR (HR)/DIR (CM)/DIR (EB)/DIR (F), BSNL Board.
2. CVO, BSNL CO New Delhi.
3. All CGMs/PGMs/Sr. GMs/GMs BSNLCO New Delhi.
4. Intranet

No.007/VGL/013.
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 23rd February 2007

Circular No.3/2/07


Subject: Investigation of complaints by the CVOs - seizure of records reg.

It has come to the Commission's notice that when a complaint is received by the CVO either from the Commission or from other sources, the time taken by the department for investigating the complaint is unduly long and beyond the time-limit of three months stipulated by the Commission vide its circular No.000/VGL/18 dated 23.5.2000. The main reason cited by the CVOs for the delay is non-availability of records/documents pertaining to that particular complaint/allegation. The Commission vide Para 4.4 (a) of Vigilance Manual, 6th Edition has already issued guidelines stating that "if the allegations contain information which can be verified from any document or file or any other departmental records, the investigating / vigilance officer should, without loss of time, secure such records, etc., for personal inspection. If any of the papers examined is found to contain evidence supporting the allegations, such papers should be taken over by him for retention in his personal custody to guard against the possibility of available evidence being tampered with".

2. The Commission observes that these guidelines are not being adhered to and would therefore reiterate its aforementioned guidelines and direct the CVOs to ensure that all relevant records/documents/files etc. are taken into personal custody by the investigating officer **immediately** on receipt of the reference/complaint for processing the allegations, and finalizing the investigation within the stipulated three months' time-limit prescribed by the Commission.

3. The Commission, exercising its authority as contained in para 8(1)(c&d) and para 11 of CVC Act, 2003, also conducts direct inquiry into complaints through Direct Inquiry Officers as nominated by the Commission. It is directed that as soon as a direct inquiry is ordered by the Commission, the CVOs should immediately seize the relevant records pertaining to the case and produce them before the Direct Inquiry Officers (DIOs) without any delay.

4. The above instructions may be noted for strict compliance.



(Vineet Mathur)
Deputy Secretary

All Chief Vigilance Officers



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
CORPORATE OFFICE
PERSONNEL - I SECTION

4th Floor, Bharat Sanchar Bhawan, Janpath, New Delhi-110 001

No. :- 400-140/Pers.-I

Dated:- 16/08.2019

To,
All Heads of Telecom Circles/Project/Region &
Other Administrative Units of BSNL

**Subject:- Implementation of guidelines on various issues related to vigilance -
Regarding.**

References are invited to various guidelines/instructions issued by, CVO/Personnel Branch, BSNL CO, New Delhi with regard to procedure to be followed on the various issues related to vigilance. The undersigned is directed to advise as follows:-

1. Rotation of officers holding sensitive posts :-

It is directed to reiterate and advise that all CGMs should ensure that the officers/officials who have completed their tenure on sensitive post (identified and endorsed vide CVO letter No. 21-10/2016/VA(Pt.) dated 05.05.2016) must be rotated immediately. This exercise must be completed within one month of issue of this letter. While doing so, the Circle heads are advised to keep the expenditure minimum for the transfer related cost to company, by way of rotation of such officers without changing their stations, as far as possible, as there is no bar for posting of an officer from one sensitive post to another sensitive/non-sensitive post within the same station. For the transfer/rotation cases falling within the competence of BSNL CO, proposals for rotation/transfer shall be submitted by circle heads to BSNL CO for approval of the competent authority.

For those cases in which retention of an officer on a sensitive post, beyond the specified tenure period for sensitive post, is considered necessary, following procedure is to be followed:-

- (a) Upto STS level officers, the concerned CGM will take a decision for retention not exceeding one year, by recording the reasons in writing, under intimation to the BSNL CO. However, in case of same level of officers of BSNL CO, concerned Director shall decide for relaxation for not exceeding one year.
- (b) For JAG level officers, such retention cases shall be submitted to Director (HR), BSNL CO, with detailed justification, for approval.
- (c) For SAG level officers, such retention cases shall be submitted to CMD, BSNL CO, with detailed justification.

A compliance report in this regard shall be submitted by all circle heads by 15/09/2019 for its review by CMD.

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2. Safe Custody of Original Documents/Files related to the cases under investigation by CVC/CBI/DOT Vigilance/BSNL Vigilance.

In disciplinary cases, CGM should ensure that the papers/documents which are required for investigation by the vigilance branch shall be handed over in original to the concerned vigilance officer and in return, vigilance officer will certify copies of each and every paper of those original documents and hand over the certified copy to the concerned unit for their record and safe custody. These papers should be kept as standby by the concerned unit so that the same can be utilized in case of misplaced or untraceable original papers. This activity will help in deciding the disciplinary cases in a transparent manner and to constitute a uniform procedure for handing over of documents to vigilance. Original papers will remain to be in custody of the vigilance unit till finalization of the case.

3. Disposal of long pending disciplinary cases

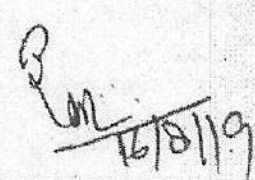
Inordinate delays in submission of inquiry reports and subsequent disposal of disciplinary cases has been viewed seriously by the competent authority. It has been decided that Inquiry Officers must complete the inquiry of the disciplinary cases pending with them as on 31.12.2017 by resorting to day to day hearing of the cases, if required. Inquiry Officers must ensure the submission of Inquiry reports in all such cases latest by 15/12/2019. Subsequently, the concerned Disciplinary Authorities must ensure to decide the case and issue the Final Order within two months time from receipt of the Inquiry Report.

These instruction regarding early completion of disciplinary proceedings will not absolve the inquiry/disciplinary authority of their responsibilities arising due to their failure in timely completion of assigned duties as per the existing rules.

4. Furnishing the Panels for appointing vigilance officer at circle level.

It has been decided by the competent authority that the Post of Vigilance Head of the non-territorial circles shall be merged with the Post of Vigilance Head of the concerned Territorial Circles. All the Territorial Circle heads are advised to forward the panel of three officers in various levels/posts as decided by O/o CVO, BSNL for selection of circle Vigilance officer one month prior to the completion of the tenure period of the existing officer. The CGM concerned shall ensure strict compliance of these instructions.

This issues with the approval of the Competent Authority


(ARUN KUMAR)
PGM (Pers.)

Copy to:-

1. PPS, CMD, BSNL CO New Delhi.
2. CVO, BSNL CO New Delhi.
3. PS to Director(HR)/ Director(CM)/Director(CFA)/Director(EB)/ Director(Finance) /CVO, BSNL CO.
4. All CGMs/PGMs/Sr. GMs/GMs, BSNL CO New Delhi.
5. Intranet.