CIRCULAR 02/2017

Sub: Handling of petitions – reg.

As per GO dated 29-03-2017 all the petitions received in this department either from various units or at the Headquarters have to be seen by the Director VACB and necessary orders are to be issued on each of such petitions.

02. VACB receives petitions in various ways - by post, forwarded by various departments, from the Government, through telephones, through e-mails, through WhatsApp etc. The number of petitions is quite high not only in the Directorate but also in many such units. So processing a huge number of petitions actually becomes difficult. In this situation, the following instructions are issued:

1. The Directorate will have a Centralized Processing System of Petitions (CPSP) under the command and control of the SP (Int.) who will be assisted by the IB Inspector. They will be supported by atleast 2 ministerial staff and one Computer knowing Police person. A computer will also be allotted to them to make entries of the petitions. The petitions should be serially numbered, date wise and entries will be made in the following format;
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and address of petitioner</th>
<th>Gist of the content</th>
<th>Suspect Officer (AIS)/ (Gazetted/ Non-Gazetted)</th>
<th>Allegations in two lines</th>
<th>Date of receipt</th>
<th>Mode of Receipt</th>
<th>Unit having jurisdiction</th>
<th>Action Taken with dates</th>
<th>Remarks</th>
</tr>
</thead>
</table>

2. The petitions received in various units shall be sent (scanned and mailed) immediately (within 7 days positively) to the Directorate with the recommendation of the Unit Head as what should be done on the petition. The petitions shall be put up to the Director through the ADGP concerned.

3. All the petitions which are anonymous or pseudonymous will be separated and will be entered in a separate register as well as in a computer by SP (nt.). These will be used for intelligence purpose only.

4. Petitions of petty nature shall be disposed off by the ADGPs concerned at their end, on behalf of the Director.

5. Petitions against All India Service Officers, political executives, Ex-political executives, senior Class I officers and petitions showing huge dimension of corruption must be put up to the Director for orders. ADGPs are also free to put up any petition to the Director as they wish. Once the Director gives the orders that should be immediately communicated to the concerned unit without any delay. Entry should be made to that effect in the computer.

6. Time limit should be given for disposal and that must be adhered to and reminders must be automatically sent by the ADGPs to the concerned unit heads for taking time bound action.
7. Normally verification on a petition should be done before registration of a PE/QV/VC. However, convincing petitions can be ordered to be registered as PEs/ QVs/ VCs by the Director, without any verification.

8. Only Director will give order of Registration (PE/QV/VC).

9. Once the order to register a PE/ QV/VC is given, the concerned petition along with the report from the unit will be marked to the concerned section in the Directorate to start a file. They should be done through the ADGP concerned.

10. The CPSP will prepare a monthly abstract for petitions showing how many received, how many disposed etc. and put up to ADGP-II by SP (Int.) and who will put the same to the Director by 5th of every month.

11. Petitions received from other sources like Government etc. will also follow the same processes as mentioned above.

03. The above directions must be clearly understood by one and all.

[Signature]

LOKNATH BEHERA IPS
Director

Copy to: All Unit Heads.