

**MOST IMMEDIATE**  
**DATE BOUND**

No. 4/4/2017-IVI

From

The Additional Chief Secretary to Government Haryana,  
Vigilance Department.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Commissioners, Ambala, Hisar, Gurugram, Karnal, Faridabad and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in the State of Haryana.
5. The Managing Directors/Chief Administrators of all the Boards/Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh , the 19<sup>th</sup> January, 2018

Subject: Preventive Vigilance/Role and Functions of the Chief Vigilance Officers.

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Sir/Madam,

I am directed to invite your attention to this department letter of even number dated 27.11.2017 on the subject noted above and the revised proforma is sent herewith. You are requested to provide the information to this department in prescribed proforma given as under:-

- i. Complaints/Enquiries referred by the Vigilance Department for enquiry & report ;

Sr No.	Date of Complaint/ Inquiry Number and date	Name and designation of the officers/ officials involved .	Status of complaint at the close of quarter	Reasons for delay in finalization of the case, if any	Remarks

- ii. Source report referred by the Vigilance Department for enquiry and comments;

Sr No.	Source Report No. and date	Name and designation of the officers/ officials involved .	Status of Source report at the close of quarter	Reasons for delay in finalization of the case, if any	Remarks

- iii. Complaint received in the department directly;

Sr No.	Complaint received from and date	Name and designation of the officers/ officials involved .	Status of complaint at the close of quarter	Reasons for delay in finalization of the case, if any	Remarks

Sr No.	Name of Scheme	When beneficiary checked	Whether benefit has been received	Report of delay or misappropriation	Remarks

Vigilance/Quality checking report.

i (Special Checking/technical opinion of construction works.)

Sr No.	Name of work checked	Estimated cost	Date of checking	Result of checking	Action taken (Disciplinary Action/Recovery etc.)	Name of officers/ official(s) proceeded against	Recovery proposed/effectuated (in Rupees)	Remarks

ii Checking Report on implementation of schemes (as per department scheme)

Sr No.	Name of scheme	No. of beneficiary checked	Date of checking	Whether benefit has been received	Report on delay or misappropriation	Remarks

You are requested to send the above information to this department through email at [usvigilance@hry.nic.in](mailto:usvigilance@hry.nic.in) as well as hard copy by 29.1.2018.

*Satbir Singh*  
Under Secretary Vigilance,  
for Additional Chief Secretary to Govt. Haryana,  
Vigilance Department. 9/2/18