

गोपनीय

प्रेषक

मुख्य सचिव, हरियाणा सरकार,
चौकसी विभाग ।

सेवा में

महानिदेशक,
राज्य चौकसी ब्यूरो, हरियाणा,
पंचकूला ।

यादी क्रमांक 20/9/08-4 चौ: (1)
दिनांक 9.05.2008

विषय:— जांच/प्रारम्भिक जांच/आसूचना रिपोर्ट तथा शिकायत भेजने बारे ।

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उपरोक्त विषय के सन्दर्भ में ।

2. सरकार द्वारा निर्णय लिया गया है कि भविष्य में जो जांच रिपोर्ट (प्रारम्भिक जांच सहित) सरकार को भेजी जाए उसके साथ निर्धारित चैक लिस्ट प्रोफार्मा में सूचना भेजी जाए। इस सम्बन्ध में सड़क निर्माण/मुरम्मत आदि मामलों, आय से अधिक सम्पत्ति बनाने के मामलों तथा अन्य सामान्य मामलों के लिए तीन चैक लिस्ट प्रोफार्मा बनाये गये हैं, जिसकी एक-एक प्रति सलग्न है । अतः आपसे अनुरोध है कि भविष्य में प्रत्येक जांच रिपोर्ट के साथ निर्धारित चैक लिस्ट प्रोफार्मा में सूचना भेजी जाया करें ।

हस्ता/-
अधीक्षक चौकसी,
कृते: मुख्य सचिव, हरियाणा सरकार,
चौकसी विभाग ।

CHECK LIST FOR SUBMISSION OF VIGILANCE INQUIRY REPORT IN CONSTRUCTION/ROAD REPAIRS ETC. CASES.

1.	Amount and date of administrative approval.	
2.	Whether the administrative approval was given on the basis of rough cost estimate.	
3.	Amount and date of Technical Sanction of the estimates.	
4.	Date of inviting and allotment of tender.	
5.	The time prescribed in the estimate approved while granting administrative approval and the time given in the contract for completing the work.	
6.	Scheduled date of completion of work and actual date of completion.	
7.	Amount of work on the basis of rates at which tender has been allotted.	
8.	What is the difference between the administrative approval amount and the tendered amount?	
9.	Who is/was responsible for execution and supervision of work?	
10.	How many inspections were conducted by the XEN, SE concerned and CE? Are their inspection reports available?	
11.	Which defects were noticed during execution and completion?	
12.	What remedial measures were taken by the official/officer responsible for execution and supervision?	
13.	If the work has been completed, when the account of contractor finalized? If yes, date. If not, reasons for not finalizing the account and amount yet to be paid.	
14.	What was the responsibility of the contractor after completion of work?	
15.	What was the defect liability period?	
16.	Who certified the quality of work after completion?	
17.	What steps were taken to remove the defects noticed after completion? What was the expenditure incurred in removing the defects?	

'B'

CHECK LIST FOR SUBMISSION OF VIGILANCE INQUIRY REPORT IN THE CASE OF DISPROPORTIONATE ASSETS.

1.	Name of the officer/official with designation	
2.	Type of assets	
3.	Property purchase date/cost/period	
4.	Source of Income	
5.	Whether permission obtained	
6.	Remarks	

'C'

CHECK LIST FOR SUBMISSION OF VIGILANCE INQUIRY REPORT IN THE GENERAL CASES.

1.	Name of the officer/official responsible with designation	
2.	Has there been any breach of propriety by the officer/official? Has there been violation of any Act/Rule/Regulation/instructions/provision of scheme etc. by him? If yes, details thereof.	
3.	Whether any financial loss has occurred to the Government Department/Board/Corporation/ Organization? If yes, details thereof.	
4.	Remarks	