

No. C.31011/ 05/ A2 / 2024 - C.V.O. 1830

Puducherry, dt. 06.06.2024

**I.D NOTE**

Sub: Chief Vigilance Office - Factual / Enquiry Reports called for on the complaints - Long overdue - Instructions - Issued.

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Chief Secretary/Chief Vigilance Officer while reviewing the Vigilance Unit, noted with concern that factual/enquiry reports called for on the complaints forwarded by the Chief Vigilance Office, numbering more than 150, are still awaited from Administrative Secretaries, despite lapse of considerable time.

2. Chief Secretary/Chief Vigilance Officer has impressed upon all the Administrative Secretaries the importance of timely and effective disposal of complaints. It has, therefore, been decided that all complaints under examination should be disposed of by the Administrative Secretaries immediately and not later than 30<sup>th</sup> June, 2024 with Action Taken Report sent to Chief Vigilance Office by 30<sup>th</sup> June, 2024.

3. Chief Secretary/Chief Vigilance Office has further advised that all Administrative Secretaries may constitute a Committee headed by an immediate subordinate to HOD as Chairman and second senior-most to HOD as Member for the effective disposal of complaints forwarded by Chief Vigilance Office within the indicated time-line. The Head of Department shall take fortnightly meeting and the Administrative Secretary shall take monthly review meeting on the vigilance and legal matters for due disposal.

4. All Administrative Secretaries are therefore requested to comply with the above said instructions and send reports on the vigilance complaints to the Chief Vigilance Office by 30<sup>th</sup> June, 2024.

/ By Order of the Chief Secretary -cum- Chief Vigilance Officer/

  
(M. KANNAN) 06.06.24  
UNDER SECRETARY (VIGILANCE)

To  
All Administrative Secretaries to Government.

Copy to:-  
All Secretariat Departments.  
All Heads of Departments.