RBV No. 05/2008

Government of India
Ministry of Railways
(Railway Board)

No.2008/V-1/VP/1/3 New Delhi, dated May 06, 2008.

(I) **General Managers (Vigilance)**
CR, ER, ECR, ECoR, NR, NCR, NER, NFR, NWR,
SR, SCR, SER, SECR, SWR, WR & WCR.

(II) **Chief Vigilance Officers (CVOs)**
CLW, DLMW, DLW, ICF, RCF, RWF,
CORE, METRO, RDSO, IRCON, RITES, IRFC,
CONCOR, KRCL, IRCTC, RAILTEL, MRVC & RVNL.

Sub: Check-lists for 1st stage advice and 2nd stage advice cases.

It has been observed that in many cases, while forwarding vigilance cases to the Vigilance Directorate, for onward submission to the CVC for their 1st stage advice or 2nd stage advice, all the required documents/details are not submitted, necessitating a back reference to the Zonal Railways/PUs/PSUs, resulting in avoidable delay in processing the cases.

2. In this connection, two check-lists one each for 1st stage advice and the 2nd stage advice are enclosed. It is desired that while forwarding any case to the Vigilance Directorate, the relevant check-list, duly filled in, may also be sent to ensure that all the requisite documents/details are enclosed.

3. In case, any deficiency in this regard is detected, no action will be taken by the Vigilance Directorate and the case will be returned to the concerned Zonal Railways/PUs/PSUs for doing the needful before re-submitting it to the Vigilance Directorate.

DA/As above.

(Sanjay Goel)
Director Vigilance (M)
Railway Board

Copy to:- All Officers & Branches of Vigilance Directorate – for information and necessary action.

CHECK LIST FOR FIRST STAGE ADVICE CASES

S.NO.	Description of check to be done	Yes/No
1	Original Complaint attached, if forwarded by Railway Board.	
2	Documents related with Genuineness Verification are attached.	
3	Legible copies of all the documents, referred and relied upon in the Investigation Report, are attached.	
4	For cases related to execution of contractual works, copies of full Contract Agreement/Supplementary Agreements are attached.	
5	For cases related to tender finalisation, copies of NIT including corrigendum, if any, complete set of tender documents, Comparative Statement/Briefing note and finance observations thereon, all Tender Committee Minutes and documents referred in T.C. Minutes are attached.	
6	In case of complaint, all sub-parts of allegations are covered in Investigation Report.	
7	Investigation Report is signed with date on each page, duly indicating the name and designation.	
8	Comments of CHOD/PHOD, SDGM and GM (as applicable) are attached.	
9	Current Biodata of all Suspect Officials are attached (even if, closure is recommended)	
10	Draft Charge Memo/Counselling Memo are attached, for all officials against whom action has been recommended.	
11	All the papers are page numbered and an index is attached on top.	
12	Brief Summary of the case is attached.	
13	Soft copy, in CD is attached for following:	
	(a) All reports.	
	(b) All comments etc.	
	(c) Draft Charge Memos / Counselling Memos.	

(Name & Signature of Dy.CVO)

RBV 05/2008

CHECK LIST FOR SECOND STAGE ADVICE CASES

S.NO.	Description of check to be done	Yes/No
1	Three Copies of IO's Report attached.	
2	Charge Sheet copy is attached.	
3	All prosecution Documents are attached.	
4	All Defence Documents are attached.	
5	Complete Folder of Inquiry proceedings, including statements of defence/prosecution witnesses and general examination of CO are attached.	
6	Correspondence Folder of IO is attached.	
7	PO's Brief is attached.	
8	CO's Brief is attached.	
9	Zonal Vigilance Comments on IO's findings (Article of Charge wise), having approval of SDGM, are attached.	
10	Provisional views of DA are attached.	
11	Draft Disagreement Memo, if applicable, is attached.	

(Name & Signature of Dy.CVO)