

भारत सरकार Government of India
परमाणु ऊर्जा विभाग Department of Atomic Energy
सतर्कता अनुभाग Vigilance Section

अणुशक्ति भवन Anushakti Bhavan,
छ. शि. म. मार्ग C.S.M. Marg,
मुंबई Mumbai - 400 001.

सं. No. 1/12(1)/2014-विज./Vig./ 3967

मार्च /March 21 , 2016

कार्यालय ज्ञापन OFFICE MEMORANDUM

विषय : लोकहित प्रकटीकरण तथा मुखबिरो का संरक्षण (पीआईडीपीआई)
संकल्प के अधीन प्राप्त शिकायतों पर कार्रवाई करने की पद्धति-के संबंध में।
Sub : Procedure for handling of complaints under Public
Interest Disclosure and Protection of Informers (PIDPI)
Resolution reg....
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उपरोक्त विषय पर इस विभाग के दिनांक 24.09.2014 के कार्यालय ज्ञापन सं.
1/12(1)/2014- विज./12148 के आंशिक आशोधन में इस विभाग के निम्नलिखित प्राधिकारियों
को क्रमशः मनोनीत प्राधिकारी के रूप में तथा पीआईडीपीआई संकल्प के अधीन शिकायतें प्राप्त
करने हेतु प्राधिकृत अधिकारी के रूप में प्राधिकृत किया जाता है।

In partial modification of this Department's O.M. No. 1/12(1)/2014-
विज./Vig. /12148 dated 24.09.2014 on the above subject, the following officers
of the Department are authorised to function as Designated Authority and
officer authorised to receive complaints under PIDPI Resolution respectively.

क्र.सं. Sl.No.	नाम Name	पदनाम Designation	के रूप में प्राधिकृत Authorised as
1.	श्री. संजीव सूद Shri Sanjeev Sood	संयुक्त सचिव (उ एवं ख) / मुख्य सतर्कता अधिकारी Joint Secretary (I&M)/ Chief Vigilance Officer	मनोनीत प्राधिकारी Designated Authority
2.	श्री अविनाश तिरपुडे Shri Avinash Tirpude	अनुभाग अधिकारी Section Officer	पीआईडीपीआई संकल्प के अधीन शिकायतें प्राप्त करने हेतु प्राधिकृत अधिकारी Officer authorised to receive complaints under PIDPI Resolution.

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१४/३/१६

(एस. एस. प्रसाद राव S.S. Prasad Rao)

अवर सचिव Under Secretary

पऊवि की सभी इकाइयों/सार्वजनिक क्षेत्र के उपक्रमों/सहायता प्राप्त संस्थान के प्रधान
All Heads of Units/PSUs/Aided Institute of DAE.

पऊवि की सभी इकाइयों/सार्वजनिक क्षेत्र के उपक्रमों/सहायता प्राप्त संस्थान के सभी
सतर्कता अधिकारी/मुख्य सतर्कता अधिकारी
All VO/CVOs of Units/PSUs/ Aided Institute of DAE.

प्रतिलिपि cc to: प्रधान एमएसजी, पऊवि/Head, MSG, DAE. :

The above details together with the procedure for handling of
complaints under the PIDPIR as enclosed may please be
uploaded in DAE web site.

Procedure for handling of complaints under the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution dated 21.4.2004 to be followed by the designation authority (CVOs or Ministries/Departments).

1.	The 'Designated Authority' shall authorize an officer not below the level of Section Officer (SO) for receiving complaints under the PIDPI Resolution.
2.	All envelopes super-scribed with ' <i>Complaint under The Public Interest Disclosure</i> ' will be opened by the SO/In-charge, so authorized, in presence of the 'Designated Authority'.
3.	The identity of the complainant would be confirmed by the SO/In-charge by writing a letter to him/her. Sample of the letter is at Annexure-I.
4.	After the identity is confirmed, both, 'Designated Authority' and the SO/In-charge, will ensure that the identity of the complainant is removed from the body of the complaint and the dummy complaint given a number along with central registry diary number with which the original complaint can be traced back.
5.	The original complaint would be kept in a safe/almirah. The custody of the almirah will remain with the concerned Section Officer and at no time that complaint can be accessed without proper authority from the 'Designated Authority'.
6.	The dummy complaint so made would be submitted to the 'Designated Authority' who would take the decision whether the matter requires to be looked into further and report is to be called in the matter from any quarters. <i>(Separate files may be open for each complaint)</i>
7.	While considering the complaints the 'Designated Authority' would take no action on complaints relating to administrative matters like recruitment, promotion transfers and other related issues. However, in case of serious complaints of irregularity in these matters, the same could be brought to the notice of the Secretary/Head of the organization for taking appropriate action.
8.	In such cases where a decision has been taken to call for a report, a maximum time limit of 2 weeks may be given. In case no reply is received within two weeks, a reminder should be sent at the level of the "Designated Authority". If no reply is still received, the second reminder

	after 2 weeks should be sent at the level of the Secretary. If no reply is still received, the "Designated Authority" may call for an explanation and recommend administrative action for deliberate delay.
9.	On receipt of the report, the concerned SO/In-charge will put up the matter to the 'Designated Authority' who shall investigate into the complaint and prepare an investigation report within two weeks.
10.	The "Designated Authority" would submit the investigation report along with his recommendation to the Central Vigilance Commission for further direction.
11.	Meanwhile, the "Designated Authority" shall ensure that no punitive action is taken by any concerned Administrative authority against any person on perceived reasons/suspicion of being "whistle blower".
12.	Subsequent to the receipt of Commission's directions to undertake any disciplinary action based on such complaints, the CVO has to follow up and confirm compliance of further action by the DA and keep the Commission informed of delay, if any.
13.	The Section Officer/In-charge should maintain a separate list for the complaints received under the 'PIDPI Resolution' and enter the information in the computer system and monitor their progress periodically and put up the same to the 'Designated Authority' every 2 weeks.
14.	Wherever the complainant has alleged victimization/harassment the 'Designated Authority' should ensure that if the identity of the complainant somehow becomes known he/she should not be harassed/victimized by way of frequent transfers etc.
15.	In case a complainant seeks protection and reports that his life is in danger, the 'Designated Authority' would examine the same and send his recommendation to the CVC to take up the matter with the Nodal Officers of respective States/UTs appointed by the Ministry of Home Affairs/State Governments for the purpose of providing security cover to the whistle blowers.

