



CONFIDENTIAL
Date: 05.09.2019

No. CWC/XIII-07/SL.Inv./214/2019/AV/1268

Regional Manager,
Central Warehousing Corporation,
Regional Office,

Sub: Format of Investigation Report- reg.

Sir,

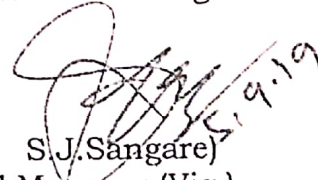
Vigilance Division is receiving Investigation Reports from various Regional Offices for initiating departmental actions against various alleged officials in different cases. These reports are often found deficient in proper analysis of misconducts or allegations, evidence on record, specific responsibility of officials and recommendation of the Regional Manager concerned. Further, attaching unwanted and unspecific documents not only makes the investigation report bulky but also makes examination burdensome. Sometimes Investigation reports are submitted at the very last moment at the edge of retirement of an alleged official makes it more tedious to process the report and take necessary action. Disciplinary Authorities have viewed this issue very seriously & have adversely commented on the same. Therefore, to improve the quality of the Investigation Reports, it is advised to follow the below mentioned format scrupulously while preparing investigation report.

Format of Investigation Report

SOURCE
GIST OF ALLEGATIONS
FACTS OF INVESTIGATION
OBSERVATIONS
RESPONSE OF THE ALLEGED OFFICIALS
COUNTER TO THE RESPONSE
RESPONSIBILITY OF OFFICIALS
CONCLUSION
RECOMMENDATION FOR SYSTEMIC IMPROVEMENTS

Investigation Report forwarded directly by Regional Manager under his signature will only be entertained. Regional Managers while forwarding an investigation report may clearly mention about the recommended action with proper justification.

Basic details of each responsible official like name, designation, CPF Code, Date of retirement and date of last promotion, may be provided along with the investigation report.


S.J. Sangare
(Asstt. General Manager (Vig.))

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