



No. : CWC/CO-VIG/4/2020/AV

Dated: 08.07.2020

CIRCULAR

The departmental Inquiry proceedings to be conducted on regular basis were stalled due to COVID 19 pandemic, which warranted the restrictions on the physical movement of people. The situation may continue for uncertain period. Therefore, it is need of time to conduct digital/online inquires so as to conclude the inquiries on time. Wherever the Physical inquiry is not possible, Inquiry Officer can conduct Inquiry proceedings via Online .They can conduct full or partially online inquires as per the convention. Therefore, all the Inquiry officers are advised to conduct inquiries in digital platforms wherever possible to expedite the inquiry proceedings.

Attached here is the SOP for conducting inquiries on Digital Platform.

Digitally signed by
SUKHADEV JANU SANGARE
Date: 2020.07.08 10:37:19
+05'30'

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

Following is the Standard Operating procedure for conducting Inquires on Digital Platform.

1. Inquiry Officer (IO) can conduct the Inquiry offline, online or it can be partial mix of both.
2. Inquiry officer, Presenting officer, Charged official will be provided digital Signature/e-sign and email id on @cewacor.nic.in. Other officials like Defense Assistant and witnesses will also be provided email id on @cewacor.nic.in, if not already available with them.
3. After the appointment of Inquiry officer and Presenting officer, Inquiry officer will confirm/verify the email id and mobile number of all the concerned who are likely to attend online Inquiry on any given date and time. IO will also ensure that the DSC/e-sign(to whomsoever it has provided with) is working properly and if any difficulties are noticed ,IO he may contact Vigilance Division for its resolution.
4. IO should encourage usage of smart phone by the participants in the Inquiry .Necessary Software/Hardware is available at CWC premises. However before fixing the date of Inquiry, Inquiry officer shall confirm that equipments are working, wherever other participant are going to use it.
5. Inquiry officer can use virtual meeting platforms like Microsoft Team, Zoom, Jiomeet or Google Meet.
6. After verification of arrangements, Inquiry officer can fix the date of hearing and intimate same to all the participants via email and/or mobile. Participants may utilize the service at CWC premises or can do their own arrangements. For this, the expenditure incurred may be reimbursed as detailed at "Annexure-A".Reimbursemet will be processed on the recommendation of IO regarding conduction/attendance in the Inquiry along with the confirmation of usage of participants own equipments/facilities.
7. Inquiry officer shall manage and coordinate the inquiry with the help of Vigilance Division. Sh Sandeep Kumar Reddy D, Manager(Vig) and Sh Divyendu Rawat, SAM(Vig) from Vigilance Division will provide necessary help along with Vigilance coordinators available at Regional Offices.
8. Inquiry officer, presenting officer and charged official need to sign the daily proceedings using DSC or e-sign only. If any of the officials found it difficult to do the same, Inquiry officer may accept physical signed scanned copies via NIC mail.
9. Except for IO, PO and CO, others participants may endorse the daily proceedings through NIC email created for them and that will be treated as authentic and valid communication.
10. After completion of inquiry, Inquiry officer shall submit inquiry report digitally signed soft copy to the concerned Disciplinary Authority.
11. A checklist is prepared for the Inquiry officer for ready reference.

Annexure-A

Reimbursement for conducting /attending the digital inquires on account of expenditure (Internet facility, stationary etc) on lump sum basis.

Inquiry proceedings	Inquiry officer (Rs.)	Presenting officer(Rs.)	Charged officer (Rs)	Defence Asstt. (Rs.)	Witness (Rs.)
Preliminary Hearing Day	1500/-	500/-	500/-	500/-	
Documentation day	1500/-	500/-	500/-	500/-	
Regular hearing(per day)	2000/-	500/-	500/-	500/-	500/-
Preparation of Inquiry Report	2500/-	--	--	--	--

Note: If any of the officials i.e IO,PO,CO,DA and witness related to the inquiry ,conduct/attend the inquiry from CWC premises all the arrangements will be made by CWC an no reimbursement will be given in this regard.

Inquiry officer should submit a digital/physical certificate to that effect that an individual had participated in the inquiry proceedings through digital mode and had not taken help of CWC offices (Warehouse, RO,CO etc).

Digitally signed by SUKHADEV
JANU SANGARE
Date: 2020.07.08 10:38:21
+05'30'

Checklist for Digital Inquiry

Sr. No.	Description	Yes/No
1.	Basic information and documents to be collected for creation of DSC/e-sign and NIC email	
2.	Email IDs and DSC/e-sign shall be created based on the above information to all the officials involved	
3.	Check/verify the working of email ids and DSC/e-sign	
4.	Verify/Check necessary arrangements at the place where inquiry to be proceeded.	
5.	IO to fix the date and time for conducting Inquiry.	
6.	The place, where the individuals are willing to attend Inquiry shall be intimated in advance to IO. Arrangement will be made at CWC premises. Individuals who want to make their own arrangements may intimate the same to IO.	
7.	Vigilance Coordinators of concerned RO's can be asked to make/expedite the arrangement of Hardware/Software, as requisite, at RO/WH's.	
8.	IO shall send a verification email to all the participants involved in the inquiry & obtain a undertaking in stipulated format, regarding confirmation of email id.	
9.	Creation of IDs for IO's in VC platform. IO, will host all other by creating link for VC.	
10.	Mock Inquiry to be conducted in advance to confirm, proper functioning of Software/ hardware i.e. Mic, Camera, Internet, PC with Software installed etc, required for conducting Inquiry Proceedings using digital medium.	
11.	All the PD and DD to be digitally signed, using DSC or e-Sign.	
12.	Daily order sheets and other documents shall be authenticated by appending Digital Signature/e-Sign or confirming the same through NIC email id of the Individual, in the specified format.	
13.	For reimbursing the expenditure to concerned Officials involved in Inquiry Proceedings, IO has to certify that the Inquiry has been attended by the Individual/Official concerned making his Own arrangement, with no usage of CWC resources.	

Digitally signed by
SUKHADEV JANU SANGARE
Date: 2020.07.08 10:38:41
+05'30'

Annexure-C

Inquiry officers are requested to co-ordinate with below mentioned officials from Vigilance Division to conduct Inquiry proceedings via digital mode.

1.Sh.S J Sangare,AGM(Vig)

Mobile:8976355284,e-Mail ID: sjsangare@cewacor.nic.in

2.Sh.P.C Rai,AGM(Vig)

Mobile:9643082067,e-Mail ID: prakashrai@cewacor.nic.in

3.Sh Sandeep Kumar Reddy D,Manger(Vig),

Mobile: 9742595048,e-Mial ID: sandeep.dodla@cewacor.nic.in

4.Sh.Divyendu Rawat,SAM(Vig),

Mobile:8882148242,e-Mail ID: divyendu.rawat@cewacor.nic.in

Digitally signed by SUKHADEV
JANU SANGARE
Date: 2020.07.08 10:39:04
+05'30'