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**OFFICE OF THE DIRECTOR-CUM-D.G. OF POLICE, VIGILANCE, ODISHA,
CUTTACK**

CIRCULAR ORDER NO. 3 /2015.

Sub:- Calculation of Income from Agricultural Property during investigation of D.A case.

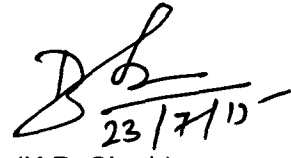
It is not uncommon for a public servant, who owns agricultural property to inflate the income from such property. This requires a very detailed investigation with reference to the size of the holding of the agricultural property, the nature of land, the kinds of crops produced, relevant revenue records including crop-cutting records, commodity price indices etc., assessment of the yield and of inputs such as expenditure on irrigation, purchase of seeds and fertilizers, wages of labourers/ utilization of machinery etc. for arriving at the net income from agricultural property. The examination of the S.Os is of paramount importance to cover all the relevant details on the income and expenditure of agricultural property. Keeping this in view, the following instructions should be meticulously carried out by the Investigating Officers while investigating D.A cases:-

1. Verification should be made regarding the ownership of the land in question as per the ROR, in whether it stands in his/her name or acquired and possessed/ purchased in Benami and his/her interest if any, in undivided family property or joint farm. A copy of such ROR/ document should be part of the seized documents.
2. Enquiry should be made if the cultivation is taken up by the public servant himself or on lease or share cropper (Bhag Chasi). In case of any lease or Bhag Chas, the concerned lease holder and Bhag Chasi be examined.
3. Verification should also be made from the offices of local Tahasildars/R.Is regarding the type (Kissam) and status of the land.

4. Enquiry be made in the District Agriculture Office regarding the cropping pattern of the land shown by the public servant in the very particular area.
5. Field enquiry be made to ascertain the ground reality and authenticity of the statement of the public servant on the type of crops etc.
6. Income, out of the sale of the crops in any authorized center of R.M.C, F.C.I or in local market as stated by the public servant may be taken into account subject to production of the relevant records.
7. Details of investment made in cultivation on procurement of seeds, utilization of machineries, manual labour, purchase of fertilizer, pesticide, insecticide etc. during the entire cultivation period and cost of irrigation be calculated as expenditure.
8. The services of Horticulture Officials be also taken on cultivation of fruits and vegetable crops to assess the value of the crops and the expenditure incurred thereon by the public servant.
9. Enquiry be made from Forest/Horticulture Department in case of any fire wood & fodder plantation and also as regards the feasibility of plantation, income and expenditure for the same.
10. Public servant during his examination should be categorically questioned regarding utilization of the money acquired by him from the agricultural income.
11. IT returns be verified whether the public servant has declared his/her agricultural income in the returns even though it is not taxable. In case where the IT returns do not contain such information, the public servant be examined for such omission.

12. Property Statement of the public servant be scrutinized regarding the authenticity of declaration made by him on the ownership of agricultural land.

13. On the requisition made by the I.O, the Assistant Director, Statistics attached to the Vigilance Directorate may provide the agricultural income of the concerned public servant.



Handwritten signature of K.B. Singh with the date 23/7/15 written below it.

(K.B. Singh)

**Director-cum-D.G. of Police,
Vigilance, Odisha, Cuttack**

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OFFICE OF THE DIRECTOR-CUM-D.G. & I.G. OF POLICE, VIGILANCE,
ODISHA, CUTTACK.

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Circular No. 2 /2015

Dt. 22.6.15

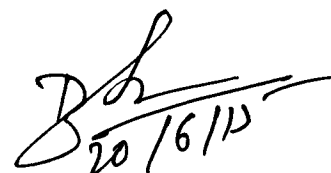
Sub : **Guidelines for Vigilance Face Book Page.**

Hon'ble Chief Minister, Odisha Inaugurated the face book page of Odisha Vigilance <https://www.facebook.com/odisha.vigilance> on 27.05.2015. The aim and objectives of this face book page is to create awareness among the general public against corruption, intimate them regarding day to day activities of Vigilance Organization and to provide members of public, a secure means of communication to provide corruption related information to State Vigilance.

For smooth functioning and better maintenance of face book page, following instructions be implemented with immediate effect:-

1. Dy.S.P. (System Analyst) will be responsible for the smooth functioning and proper maintenance of face book page of Vigilance Organization. He will collect day to day achievement of Odisha Vigilance from Coordination Section and upload the same on Vigilance Face Book Page.
2. He will peruse the messages received in **INBOX** and acknowledge the same in appropriate manner.
3. He will take print out of relevant messages requiring action and place the same before Director / Special Director, Vigilance for perusal and instruction. Follow up action should be taken accordingly.
4. He will take care to ensure that the identity of sender of message in the **INBOX** is kept confidential and is not disclosed while sharing the information with other departments / agencies.

5. He will ensure timely reply to the complainants / informants and uploading of photographs/ video clips / press note / status of daily activity on the Vigilance face book page.
6. DSP (System Analyst) will be the custodian of password and change it from time to time and ensure accessibility and integrity of Vigilance face book page.
7. Standard reply templates as suggested below can be used for acknowledging messages received in the **INBOX**.
 - i. Thanks for contacting Odisha Vigilance. We look forward to your co-operation in fight against corruption.
 - ii. Thanks for the compliments.
 - iii. Thanks for contacting Odisha Vigilance. Information is noted for necessary action.
 - iv. Thanks for contacting Odisha Vigilance. You are requested to provide specific information.
 - v. Thanks for contacting Odisha Vigilance. You may take up this matter with concerned department.
 - vi. **Police related matter.**
Thanks for contacting Odisha Vigilance. You may share this input with SP, CID-CB, Cuttack, Odisha (Ph.- 0671-2339604) or the concerned District Police.
 - vii. **Excise related matter:**
Thanks for contacting Odisha Vigilance. You may dial 18003456713 Excise helpline for necessary action.



**Director, Vigilance
Odisha, Cuttack**

Office of the Director-cum-DG & IG of Police, Vigilance, Odisha, Cuttack

CIRCULAR ORDER No. 1 /15

Dated 20.6.15

Sub: Functioning of Vigilance toll-free Helpline-1064

Toll-free Vigilance Helpline-1064 was launched by Hon'ble Chief Minister, Odisha on 27.05.2015. This Helpline is functioning from Helpline room situated in the Office of Director of Vigilance. One Voice Logger and one Desk Top has been installed in the Helpline room. In order to ensure smooth functioning of the Helpline 1064 following instructions are to be implemented with immediate effect:-

1. Vigilance toll free Helpline will be functional from 10.00 A.M. to 5.00 P.M. on all working days. At least one of the staff being deployed for attending Helpline will remain present from 10.00 A.M. to 5.00 P.M. by rotation. In no circumstances Helpline should be left un-attended.
2. Staff attending the Helpline should be courteous to the informant and under no circumstances should get agitated. He/ She should try to obtain specific information/input from the informant. They may assure the informant that his/her identify will be kept confidential.
3. A Register with following columns will be maintained in the Helpline wherein actionable information received through Helpline will be entered.

(a) Sl. No. (b) number of phone/ cell phone from which call was received. (c) particulars of complainant/informant (d) gist of information (e) remarks.

4. All entries in the register will be serially numbered starting from 10.00 A.M. of 1st working day of the month with the last entry at 5.00 P.M. of the last working day of the month. A complaint number will be generated and given to the complainant to trace his complaint.
5. One Inspector/DSP of Coordination Section will remain in charge of the Helpline and staff deployed will work under his/her direct supervision.
6. Any emergent/important information received in Helpline shall be intimated by the staff to DSP/Inspector in charge of Helpline or S.P. Coordination for necessary action.
7. The following telephone/ cell number shall be readily available with the staff of Helpline for intimating the complainant/ informant.
 - (a) land line/ cell phone number of Vigilance Division/ Units/ Squads
 - (b) Helpline of Police Control Room/ Ambulance/ Fire Brigade /Excise/ Child line and other departments/agencies.
8. The register shall be submitted to Director,/Spl.Director, Vigilance through S.P. Coordination everyday at 5.30 P.M. for perusal.
9. AIG Vigilance will take immediate steps for installation of one dedicated landline, one EPBAX connection and one ½ ton AC in the Helpline room. This will facilitate staff attached to Helpline to contact officers within the Vigilance Directorate and other Department/Agencies. However, contact with other Department/ Agencies will be made at the level of Inspector/Dy.S.P in charge of

Helpline. All such contacts should be noted in the Register maintained at Helpline

- 10. S.P. Co-ordination will remain in over all charge of Vigilance Toll-Free Helpline and ensure proper briefing of the staff and its smooth functioning.


19/6/15
Director, Vigilance