

CHAPTER 5

TARGETS, PRIORITIES AND PROGRAMME OF WORK

TARGETS & PRIORITIES

5.1 In order to achieve the organizational aims and objectives, it is necessary to clearly lay down the priorities & targets at the beginning of the year. Policy Division in consultation with Senior Officers and field Units will formulate the proposal for laying down the targets and priorities for approval of DCBI. As soon as the targets and priorities are indicated the Branches/Regions/Zones will prepare detailed action plan for their implementation. Care will be taken to ensure that targets are achieved within the given time frame, quantitatively and qualitatively. Periodical reviews of the achievements and performance of each Branch/Unit/Region/Zone will be conducted to evaluate the performance as per the laid-down parameters.

5.2 It will be the joint responsibility of all officers posted in various Branches/Units, including the executive/ legal/technical and ministerial staff to take appropriate measure and contribute in the achievement of the specified targets and goals. The action plan drawn up by the individual Branches/ Units should be such that the aims and objectives of the organization and linked priorities/targets are constantly kept in focus throughout the year, avoiding rush of work at the end of a particular period. The respective JDs/DIsG should involve themselves in preparing the detailed action plans and ensuring proper follow-up action by close supervision and constant monitoring.

ANNUAL PROGRAMME OF VIGILANCE AND ANTI-CORRUPTION WORK

5.3 An annual programme of work shall be drafted by the Policy Division and circulated to the CBI Branches for effective implementation, in the beginning of each calendar year with a view to produce enduring results and to focus on areas requiring greater attention. The Policy Division may also consult the Branches and consider their views before drafting the said Programme. With a view to achieve the objectives of this programme, important departments/undertakings and areas of crime and corruption shall be selected and included for concerted action by all the CBI Branches in the manner prescribed hereinafter. However, the other departments/undertakings and areas of corruption shall not be ignored. (For details of the original scheme, MHA O.M. No.130/1/66-AVD, dated 5-5-1966 may be referred.)

Collection of Information

5.4 Collection of information relating to crime and corruption prevailing in various sections of society and departments/undertakings mentioned in the Annual Programme of Work is the most important task and it has to be accomplished in a systematic and well planned manner by the Superintendents of Police of CBI Branches and the concerned DIsG, taking assistance from the Heads of Departments/Chief Vigilance Officers, Vigilance Officers and cooperation of the general public. Attention should be focussed on corruption both at high levels and the cutting edge levels where the officials cause harassment to general public in their day-to-day dealings.

Special Drives

5.5 In order to have demonstrative impact, extensive special drives, preferably at least once every quarter, shall be organized to target the known corrupt departments/organizations and identified public servants so as to attack corruption both at the grass root and high level. During these drives, extensive and simultaneous searches/surprise checks shall be conducted to detect quality cases. Each Branch shall identify quality cases for registration during special drives after scrutinizing the SIRs, complaints and other information pending with the Branch. The JDs/DIsG and Branch SP shall ensure that no leakage of secret information occurs at any stage. Apart from the areas mentioned in the Annual Programme of Work, attention shall also be paid to the cases under the NDPS Act, Counterfeiting of Currency, smuggling of antiques, protection of wildlife and environment, cyber crimes, banking/financial frauds, other economic offences, smuggling of arms & ammunition, crimes against women and children, forgery of passports etc. Demonstrative action shall be taken against organized criminal gangs, extremists/terrorists, proclaimed offenders/absconders during the special drives.

Agreed List of Suspected Officers

5.6 In consultation with the officers of the Departments concerned, Agreed lists shall be prepared of officers of gazetted status against whose honesty or integrity there are complaints, doubts or suspicion. Except for organizations like Union Territories, Port Trusts and Public Sector Undertakings which are not having their Head Office in Delhi, these lists will be finalized by discussion at Delhi between the Head of the Department concerned and the Joint Director, Policy or any other officers designated for the purpose. The JDs/DIsG, Branch SsP shall ensure timely submission of relevant information to the Policy Division in respect of each department falling within their respective jurisdiction. The agreed list relating to Union Territories, Port Trusts, Public Sector Undertakings and others which are not having their Head Office in Delhi, will be settled by mutual discussion between the Chief Secretary of the Union Territory, Head of the Port Trust or the Public Sector Undertaking concerned and the Zonal JDs, Regional DIsG and the SP of the Local Branch of the CBI as the case may be. There shall be free and frank exchange of information between the officers of the concerned department and the CBI at the time of finalising these Agreed lists. Adequate precautions should be taken in drawing up and maintaining the Agreed List to ensure that they are correctly and objectively prepared and reviewed from time to time. The agreed lists so prepared shall be forwarded to the Policy Division who in turn will consolidate the lists department-wise and circulate the same to the concerned departments and the CBI Branches. The following action shall be taken in respect of the officers on the agreed lists:--

- (a) Closer and more frequent scrutiny and inspection of their work and performance by the Vigilance Officers of the Department, particularly where there is scope for discretion or showing favours.
- (b) Discreet check about their reputation both by the Department and the CBI. Unobtrusive watch of their contacts and their style of living can be mounted by the CBI coupled with the secret enquiry about their assets and financial resources.
- (c) If these secret checks and enquiries reveal incriminating material, open enquiries shall be started by the Branch concerned. These agreed lists shall remain in force for one year from the date of preparation.

Officers of Doubtful Integrity

5.7 It is the duty of the Heads of Departments to locate and suitably deal with the corrupt officials. Each Ministry/Department is required to prepare lists of public servants of gazetted status of Doubtful Integrity, which includes names of those officers only who, after enquiry or during the course of enquiry, have been found to be lacking in integrity. It will include the names of those officers who are convicted in a Court of Law or awarded major penalty in departmental proceedings on a charge of lack of integrity, or for an offence involving moral turpitude or against whom such proceedings are pending before the Court or an inquiry officer. Names of those

officers who were prosecuted for such offences but were acquitted on technical grounds, and in whose case on the basis of evidence during the trial there remained a reasonable suspicion against their integrity may be included. These lists are intended to keep Ministries/Departments/Undertakings concerned informed about such officers of doubtful integrity to ensure that they are not posted to sensitive assignments and this fact is given due consideration when deciding administrative matters affecting the service of these officers. The Vigilance Organization of the concerned Ministry/Department/Undertaking will send a copy of these lists to the Joint Director (Policy Division) of CBI once every year by the end of February. The CBI is required to suggest addition or deletion of names based on information available with it and return the lists to Secretaries/Heads of Departments concerned by the end of June. Branch SsP of CBI should ensure timely submission of information to the Policy Division. When the name of an officer has been entered in the list for good and adequate reasons, it will not be removed for a period of three years. If at the time of review, it is proposed to continue the name of an officer on the list, cogent reasons for doing so should exist. This list will be treated as 'secret' and the Head of the Ministry/Department/undertaking will be responsible for its safe custody. Detailed scheme on the subject is available in MHA O.M. No. 105/1/66-AVD, dated 28-10-1969.

Agreed lists of points & places of corruption

5.8 In order to pay special attention, an agreed list of places and points where corrupt practices are prevalent in a particular department shall be drawn at the beginning of the year in consultation with the Heads of departments/CVOs by the SP of the local Branches of CBI under the guidance of the DIG concerned. Special attention should be paid to the Ministries/Departments/Undertakings mentioned in the Annual Programme of Work. They should also get appreciation reports in respect of these departments prepared in consultation with the Vigilance Officers, highlighting the organizational structure and points/places of corruption, including the modus operandi of the suspect officers. These reports shall be sent to the Policy Division for circulation to the other Branches of CBI, if necessary. After such agreed lists of points and places of corruption are drawn, a discreet and unobtrusive watch of these points and places shall be maintained by the CBI Branches in whose jurisdiction such points and places are situated, followed by joint surprise checks as and when considered appropriate.

Surprise Checks

5.9 Surprise checks at places and points of corruption should be conducted by the local Branches of CBI, in cooperation with vigilance Unit of the department concerned, after thoroughly acquainting themselves with the rules, regulations, procedure and practice as well as the modus operandi adopted by the corrupt public servants. Follow-up action by way of registration of cases, wherever considered appropriate, shall be taken immediately in order to recover/seize the incriminating evidences etc. Secrecy should be ensured and adequate precautions should be taken to prevent leakage of information about the proposed checks. Wherever adequate and credible information exists about some corruption racket, it would be a better idea to verify such information and register a regular case rather than resorting to surprise check.

Undesirable contact men

5.10 Local Branches of CBI are required to prepare lists of undesirable contact men who are suspected of resorting to corrupt or irregular practices in their dealings with official agencies. Details of such persons shall be intimated to the Policy Division who will consolidate the list department-wise and circulate the same to the Departments/Ministries/Undertakings concerned for taking preventive measures so that the concerned officers are cautious in dealing with such undesirable persons. A copy of such list should also be sent to the concerned Special Unit by the local Branch so that an unobtrusive watch/check could be carried out on the activities of such persons with a view to identify their further contacts, modus operandi and specific instances of corruption/malpractice.

Public help and cooperation

5.11 Public help and cooperation is of vital importance in detecting crime, and checking corruption. This cooperation can be secured only if there is demonstrative, effective and prompt action on the complaints and information received from reliable sources. Local Branch SP of CBI should make arrangements to ascertain the difficulties which general public experience in their day to day dealings with the public servants and the points and places at which they have to make illegal payments to secure services from Government agencies. Public should also be made aware of their rights by putting pamphlets etc. at public places and through media publicity.

5.12 The JDs/DIsG and SsP of CBI must pay personal attention to all aspects covered under this chapter by proper planning and greater coordination with the Units/Departments concerned and ensure that the best results are achieved. The concerned JDs & DIsG of CBI should watch the progress of implementation of these instructions and provide timely guidance to the Branches under their control.

Internal Vigilance in CBI

5.13 For the purpose of preparation and maintenance of list of CBI Officers of doubtful integrity, instructions have been issued by the Policy Division vide Letter No. 21/37/96-PD, dated 27-8-1997. Detailed instructions to strengthen the Internal Vigilance system in CBI have also been issued vide Policy Division Circular No. 2/2004, dated 27-1-2004. These instructions must be followed scrupulously by all the JDs, DIsG, SsP of CBI.
