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PART III

Laws, Regulations and Rules passed thereunder.

GOVERNMENT OF JAMMU AND KASHMIR
CIVIL SECRETARIAT—GENERAL ADMINISTRATION
DEPARTMENT (VIGILANCE SECTION)

Notification

Jammu, the 19th November, 2013.

SRO-472.—In exercise of the powers conferred by section 18 of the Jammu and Kashmir State Vigilance Commission Act, 2011 (Act No. 1 of 2011), the Government hereby makes the following rules, namely :—

1. *Short title and commencement.*—(1) These rules may be called the Jammu and Kashmir State Vigilance Commission Rules, 2013.

(2) They shall come into force on the date of their publication in the Government Gazette.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or the context,—

- (i) "Act" means the Jammu and Kashmir State Vigilance Commission Act, 2011 (Act No. 1 of 2011) ;
- (ii) "Complaint" means receipt of information about corruption, malpractice or misconduct on the part of public servant, from whatever source, constituting an offence under the Prevention of Corruption Act, Samvat 2006 or an offence with which any official specified in sub-section (2) of section 8 of the Act may under the Code of Criminal Procedure, 1989 be charged at the same trial ;
- (iii) "Complainant" means a person who files a complaint under clause (d) of sub-section (1) of section 8 of the Act ;
- (iv) "Secretary" means the Secretary of the Commission, appointed under clause (5) of section 3 of the Act ;
- (v) All other words and expressions used in these rules but not specifically defined shall have the same meaning as assigned to them under the Act.

3. *Headquarters of the Commission.*—Notwithstanding anything to the contrary contained in any rule, regulation or order issued in this behalf, the Commission shall have its offices both at Srinagar and Jammu and shall move from Srinagar to Jammu and vice-versa on Annual Darbar Move of offices.

4. *Form and contents of the complaint.*—(1) Every complaint shall be made as far as possible in Form 'A' appended to these rules.

(2) The complaint regarding allegations covered under section 8 (1) (d) of the Act may be presented before such officer as may be notified by the Secretary in consultation with the Chief Vigilance Commissioner.

(3) The complaint may be presented in person, by post or through any electronic medium. Such complaint shall be provisionally registered/entered in a separate register maintained by the Registry of the Commission at Jammu and Srinagar.

5. *Registry of the Commission.*—(1) The Commission shall have a Registry in its office both at Jammu and Srinagar and each Registry shall be headed by an Additional Registrar or Deputy Registrar as the Chief Vigilance Commissioner may authorize in this behalf.

(2) The complaints relating to allegations falling within the ambit of clause (d) of section 8 (1) of the Act pertaining to Kashmir Division shall be filed in the Srinagar Wing of the Commission and such complaints pertaining to Jammu Division shall be filed in the Jammu Wing of the Commission.

(3) The Commission may, on an application made or of its own, entertain a complaint relating to one division at another division or transfer a pending complaint from one Registry to another.

6. *Scrutiny and registration of regular complaints.*—(1) On receipt of the complaint, the Complaints Screening Committee, headed by the Registrar and consisting of such other officers/officials as the Chief Vigilance Commissioner may by order specify, shall examine the complaint, affidavit and accompanied documents and report as to whether it has been filed in accordance with the Act and the rules.

(2) If the Complaints Screening Committee is of the opinion that the allegations levelled in the complaint do not fall within the ambit of clause (d) of section 8 (1) of the Act or if the allegations are vague and general and *prima facie* unverifiable, the Registrar may, with the approval of the Commission, drop and file the complaint.

(3) The references received under clause (c) of section 8 (1) of the Act shall be processed in the Registry of the Commission and shall then be put up before the Commission for further orders.

(4) All the complaints, from whatever source received, shall be placed before the Commission for appropriate orders.

(5) When the complaints are placed before the Commission, it may, after taking into consideration the nature of each complaint, decide either to file the complaint or to send it to the Ministry/ Department concerned for disposal and for enquiry and report or may send it to Vigilance Organization or any other investigating agency empowered to conduct investigations under the Code of Criminal

Procedure, Samvat 1989 for enquiry, secret verification or detailed investigation or the Commission may decide to undertake the inquiry itself.

(6) In respect of a complaint in which the Commission decides to undertake enquiry itself, the Registrar or any other officer of the Commission authorized in this behalf, shall in the first instance, issue notice to the complainant in Form 'B' to submit an affidavit in support of the complaint, if not already submitted and to remove any other defect in the complaint within the specified period stipulated in the notice. The Registrar may extend the time specified in the notice for sufficient cause.

(7) When the complainant is directed to submit affidavit and/or to remove the defects within the specified period stipulated in the notice and if the affidavit is submitted and the defects are removed by the complainant, the complaint shall be placed before the Commission for further proceedings and in case the affidavit is not submitted or the defects are not removed within such time or extended time, the complaint may be dismissed for default of the complainant by the Commission.

(8) Every person making the complaint shall be informed of the substance of the orders passed under the preceding rules, if no further action on the complaint is to be taken.

7. *Contents of affidavit.*—(1) Every affidavit in support of the complaint shall be drawn up clearly and legibly. It shall be sworn in before a Judicial Magistrate, an Executive Magistrate, Notary Public or an Oath Commissioner.

(2) Every person making an affidavit shall state his full name, surname, age, profession or trade and place of residence and shall give such other particulars as will make it possible to identify or locate him easily. The person making an affidavit shall certify the truth and correctness of the contents of the affidavit and his name and particulars mentioned therein.

8. *Acknowledgement of complaint.*—After the complaint is registered, the Registrar or any other officer empowered in this behalf by the Secretary shall send to the complainant an acknowledgement of the complaint in Form "C" prescribed in the Schedule informing

him that his complaint has been registered and giving him the number of the complaint.

9. *Notice.*—On registration of a regular complaint, a notice in Form 'D' shall be issued to the public servant complained against requiring such public servant to cause appearance before the Commission and submit a statement of defence accompanied by the list of witnesses and the copies of documents which such public servant may intend to rely upon.

10. *Authentication of orders passed by the Commission.*—Any order passed by the Commission under the Act or the rules and executed in the name of the Commission shall be authenticated by the Registrar or in his absence by such person and in such manner as the Commission may, by general or special order, from time to time, specify.

11. *Administering oath.*—The Commission or any officer duly empowered by the Commission may administer oath to any person examined by it during an enquiry.

12. *Interpreters.*—(1) The Commission may, if it so requires, appoint an interpreter for its assistance, who shall be paid at such rate as may be fixed by the Government from time to time.

(2) The interpreter shall take oath in the following form :—

I, _____, having been appointed as Interpreter by the State Vigilance Commission do hereby swear in the name of God/solemnly affirm that I will tell and explain all questions put to and evidence given by witnesses and translate correctly and accurately all documents given to me for translation.

13. *Utilization of Services of Experts.*—The State Vigilance Commission may, if required for the purpose of facilitating conduct of enquiries under the Act, utilize the services of any officer/official, agency or person having expertise in the relevant field.

14. *Inspection.*—The Commission or any officer authorized by it, may inspect any offices of the Government, local authorities, Corporations, Government Companies or Societies owned or controlled by the Govt. in connection with an enquiry or investigation of a

complaint involving an allegation falling within the ambit of sections 8 (1) (c) and 8 (1) (d) of the Act.

15. *Furnishing of information and production of documents.*— (1) Where the Commission requires any public servant or any other person to furnish information or to produce documents under section 11 of the Act, any officer authorized by the Commission shall issue a notice in Form 'E' prescribed in the Schedule to the officer or authority in whose custody the file or the document is stated to be or in whose custody that file would ordinarily be.

(2) If the file or the document is not produced or sent within the period prescribed by the officer or authority concerned, the officer shall, in writing, direct the Head of the Department concerned to produce the same.

(3) If the file or document is not received within 15 days of a direction issued under sub-rule (2) above, the complaint shall be put up before the Commission for orders.

(4) Without prejudice to the provisions of the Act, the Commission may direct the competent authority to initiate disciplinary proceedings against such public servant or other person who refuses or fails to produce any file or document in his custody or power within the time stipulated in the notice issued under sub-rule (1).

(5) The Secretary of the Commission shall as far as possible return the seized record to the department concerned in case the same is not required by the Commission during investigation so that the functioning of the said department may not be hampered.

16. *Consequences of refusal of a party to produce document.*— Where any party to an investigation before the Commission refuses, without any lawful excuse, to produce any document in his custody or power, the Commission may decide the matter, against him in the absence of such documents, and may also strike out the complaint or defence, as the case may be, or may make such other order as it thinks fit.

17. *Rehearing of a complaint.*—If a case is closed for default of complainant or if it is ordered to be filed or is decided *ex parte*

against the public functionary, the Commission may, if sufficient cause is shown to it, reopen the case and rehear it :

Provided that no case shall be reopened after the expiry of a period of three months from the date of closure, filing or *ex parte* decision of the case.

18. *Certified copy.*—(1) The Commission may, subject to the provisions of the Act, issue to any person a certified copy of an order, information or evidence other than the copy of the report of the preliminary enquiry and the information or evidence obtained in connection with such preliminary enquiry or investigation.

(2) The party concerned shall have to deposit necessary cost of the supply of such certified copy as may be fixed by the Commission.

19. *Superintendence over Vigilance Organization.*—The Commission shall, in terms of provisions of clauses (a) and (b) of sub-section (1) of section 8 of the Act supervise the vigilance related work undertaken by the Vigilance Organization in any of the modes prescribed under the Vigilance Manual, 2008 viz. FIR Cases, Secret and Open Verifications, Joint Surprise Checks and Preliminary Enquiries.

20. *Supervision of FIR Cases and Preliminary Enquiries.*—(1) It shall be obligatory on the part of Director Vigilance to ensure that once a case is registered or preliminary enquiry is ordered a copy of FIR or P. E. order along with copy of complaint, as the case may, is transmitted to the State Vigilance Commission within 24 hours.

(2) The Director of Vigilance shall submit the progress reports on monthly basis in all under investigation cases and preliminary enquiries to the Commission as per the proforma to be devised by the Commission :

Provided that notwithstanding the submission of monthly progress reports, the Commission may, at its discretion, ask for progress report in any FIR Case or Preliminary Enquiry at any time and such reports shall be submitted by the Director, Vigilance with utmost promptitude.

21. *Action on receipt of Progress Reports.*—On receipt of the progress reports in FIR Cases and Preliminary Enquiries, the Commission shall examine these and convey its observations and directions to the Director, Vigilance, who shall take further action so as to bring the investigation and enquiries to logical conclusion.

22. *Review of investigations and Preliminary Enquiries.*—The Commission shall review the investigation and enquiries under probe with Vigilance Organization on regular basis till these are brought to logical conclusion. On examination of case dairies and evidence having come on record, the Commission shall issue directions aimed at giving right direction to the investigation/enquiry.

23. *Supervision in respect of Secret/Open Verifications and Joint Surprise Checks.*—The Director of Vigilance shall keep the Commission informed about the secret and open verifications and Joint Surprise Checks being conducted by it and notwithstanding the final conclusions drawn, the outcome of such verifications and surprise checks shall be shared with the Commission by the Director, Vigilance. The Commission on examination of such reports may issue such directions as may be deemed appropriate to reach the rightful conclusion :

Provided that in order to ensure secrecy, all reports in case of secret verifications shall be marked as “Confidential” and addressed by name to the Chief Vigilance Commissioner.

24. *Action on conclusion of Investigation and Preliminary Enquiries.*—(1) When the Vigilance Organization concludes the investigation of the case and on the strength of evidence having come on record, a *prima facie* case for commission of offence under Prevention of Corruption Act is found established against an in-service accused public servant, it shall, before sending the case to the sanctioning authority, prepare a final investigation report and submit the same along with case diary file to the Commission for its advice.

(2) When the Vigilance Organization concludes the investigation of the case and on the strength of evidence having come on record, a *prima facie* case for commission of offence under Prevention of Corruption Act is found established against a retired accused public servant or in view of the evidence on record the allegations are not established and the investigation is proposed to be concluded as not

'admitted' or 'untraced', it shall, before presenting the charge sheet or final report in the court of competent jurisdiction, as the case may be, submit the case diary file along with final investigation report and legal scrutiny report to the Commission for advice.

(3) The Director of Vigilance shall, notwithstanding the final conclusions drawn, submit Final Enquiry Reports in all preliminary enquiries conducted and concluded by it to the Commission for its advice.

25. *Action by Vigilance Organization in respect of references or complaints referred to it by the Commission.*—(1) When a reference received under section 8 (1) (c) or a complaint received under section 8 (1) (d) of the Act is sent by the Commission to the Vigilance Organization, it shall be duty of the Vigilance Organization to have the reference or the complaint inquired into and submit a report thereof to the Commission for further advice and action.

(2) Where the Commission inquires into any complaint and on conclusion of such inquiry decides to refer the matter for regular investigation to the Vigilance Organization or any other investigating agency established by law, it shall not be open to the Vigilance Organization or other investigating agency to embark upon any further inquiries without registration of a case in the first instance.

26. *Assessment of the work of officers of Vigilance Organization by the Commission.*—Based on the review of investigations and enquiries being conducted by the Vigilance Organization, the Commission shall assess the work of the Director, Vigilance and his subordinate officers, including the Investigating Officers, connected with the investigation of cases or enquiries or their supervision. The assessment thus made in respect of each individual officer shall be recorded on a separate sheet of paper at the end of the financial year and sent to concerned APR accepting authority and shall form part of overall assessment of the officer, during the period under report.

27. *Supervision over Vigilance Administration of other departments, Statutory Bodies, Corporations, Govt. Companies, Societies and Local Authorities.*—(1) The primary responsibility for maintenance of purity, integrity and efficiency in the organisation shall vest in the Administrative Secretary, the Head of the Department or

the authority heading the Statutory Bodies, Corporations, Govt Companies, Societies and local Authorities.

(2) To assist the authority heading an Administrative Department, Govt Departments, Statutory Bodies, other Corporations, Public Sector Undertakings and Societies etc. in discharge of duties relating to Vigilance Administration, there shall be an organized institution of Vigilance officers who shall head the Vigilance Wing of the organisation/ Department or Office concerned and provide a link between the organisation and the State Vigilance Commission. All Administrative Secretaries of various Departments, Statutory Bodies, local authorities, Corporations, Government Companies or Societies owned or controlled by the Government shall have an officer designated as Chief Vigilance Officer (CVO) at Administrative Department level (Civil Secretariat) responsible for Vigilance Administration. At Directorate/Head of Department level, Departmental Vigilance Officer (DVO) shall be responsible for Vigilance administration and he shall function directly under supervision of concerned CVO.

(3) The Additional Deputy Commissioner shall be an Ex-officio District Vigilance Officer (Distt.VO) in respect of the offices of all Government and other departments stationed in their respective Districts. All Government Departments, local authorities, Corporations, Government Companies or Societies owned or controlled by the Government having their subordinate offices in Districts shall designate an officer to function as Additional Vigilance Officer (AVO), who shall assist the District Vigilance Officer (Distt.VO) and the DVO in the Vigilance Administration pertaining to their respective departments.

(4) The departments and Organizations, having frequent public interface, to be selected by the State Vigilance Commission in consultation with the General Administration Department, shall have a full-time CVO/DVO, who ordinarily shall not be entrusted with any other responsibility :

Provided that the CVO/DVO shall be appointed by the Government in consultation with the State Vigilance Commission.

28. The Commission shall exercise superintendence over the Vigilance Administration of the various departments of the Government or Corporations established in the State by or under any Central Act or the Act of State Legislature, Government Companies,

Public Sector Undertakings, Societies and local authorities owned or controlled by the Government :

Provided that nothing contained in this clause shall be deemed to authorise the Commission to exercise Superintendence over the Vigilance Administration in a manner not consistent with the directions relating to vigilance matters issued by the Government and to confer power upon the Commission to issue directions relating to any policy matter.

29. *Tenure of officers as CVO and DVO.*— The normal tenure of an officer appointed as CVO or DVO, as the case may be, shall be two years extendable by a further period of one year in the same organisation, or up to a further period of two years on transfer to another organisation on completion of initial deputation tenure of three years in the previous organisation, with the approval of the Commission.

30. *Duties of CVOs, DVOs and Distt. VOs.*—(1) It shall be the duty and responsibility of the CVOs, DVOs, Distt. VOs and AVOs to collect intelligence about the corrupt practices committed, or likely to be committed by the employees of their respective organizations ; enquire or cause an investigation to be made into verifiable allegations referred to him by the Commission or reported to him by any other means and source; process enquiry reports for further consideration of the disciplinary authority concerned; refer the matters to the Commission for advice wherever necessary, taking steps to prevent commission of improper practices/misconduct and also analyze functioning/performance of the Department in reference to the Results Framework Document (RFD).

(2) It shall be the duty of CVOs, DVOs and Distt. VOs to scrutinize reports of Legislative Committees such as Estimates Committee, Public Accounts Committee and the Committee on Public Undertakings; audit reports ; proceedings of both Houses of legislature and complaints and allegations appearing in the press and to take appropriate action thereon.

31. *Submission of reports by CVOs, DVOs and Distt. VOs.*— (1) On conclusion of enquiries by the CVOs, DVOs and Distt. VOs in respect of complaints referred to them by the Commission or the enquiries undertaken suo-moto, they shall report directly to the Commission and shall seek advice and instructions in respect of the

Vigilance Administration, from the Commission. The CVOs, DVOs and Distt. VOs shall adhere to the time frame, as may from time to time be fixed by an order issued in this behalf by the Commission, in respect of submission of reports.

(2) The CVOs, DVOs and Distt. VOs shall be competent to have the cases registered in the Police Stations falling within their respective territorial jurisdictions in respect of complaints, which on enquiry, *prima facie* disclose a commission of cognizable offence and the State Vigilance Commission shall, notwithstanding anything contained in any other law or rules for the time being in force, monitor and review the progress of investigation of cases registered in various Police Stations on the basis of the reports of CVOs, DVOs and Distt. VOs.

32. *Secretary and other staff of the Commission.*—(1) The Government in consultation with the Commission shall appoint an officer not below the rank of Special Secretary to the Government, to be the Secretary of the Commission.

(2) The other officers and employees of the Commission shall be such as the Government may from time to time determine, in consultation with the Chief Vigilance Commissioner.

(3) The officers and officials on deputation or by transfer from any Government Department shall be deputed to the Commission with its prior consent. No officer or official serving in the Commission shall be posted out without the prior consent of the Commission.

(4) For effective supervision and monitoring of vigilance work of VOs/DVOs and District VOs, the SVC at the end of every financial year shall send a report about the annual performance related to vigilance work to the concerned accepting authority of their APRs for further appropriate action.

33. *Salary and other allowances of the employees of the Commission.*—(1) A Government employee who is transferred to the Commission or whose services have been lent to it shall be entitled to the salary and other allowances in the pay scale held by him in his parent Department.

(2) The employees of the Commission, other than those specified in sub-rule (1), shall be entitled to the salary and other allowances as may be fixed by the Govt. at the time of their posting in the Commission.

34. *Travelling allowances.*—When any person, not in the service of the Government, is required by the Commission to appear before it as a witness, he shall be paid travelling allowance for journey calculated under the ordinary rules for the journey or as the Government servant on tour and daily allowance, and for this purpose the Commission may declare by special order the grade to which such person shall be considered to belong according to his status in life and its decision shall be final. In case of retired Govt. servants called as witnesses by the Commission, travelling allowance shall be drawn as per the grade to which they were entitled at the time of retirement.

35. *Authority competent to grant leave.*—(1) The Chief Vigilance Commissioner may avail casual leave to the extent permissible under rules and inform the Secretary accordingly.

(2) The Chief Vigilance Commissioner may proceed on admissible leave other than casual leave at his discretion with prior intimation to the Hon'ble Governor.

(3) The power to grant casual leave or any other admissible leave to the Commissioners, Secretary and gazetted officers serving with the Commission shall vest in the Chief Vigilance Commissioner.

(4) The power to grant leave to any other officer and official of the Commission shall vest in the Secretary.

36. *Functions of the Secretary.*—(1) The Secretary shall be overall incharge of the administration over the employees of the Commission and shall ensure efficient performance by the employees of the Commission.

(2) The Secretary shall be ex officio Registrar of the Commission as well and shall discharge such duties as may be entrusted to him and shall carry out the directions issued by the Commission from time to time.

(3) All correspondence of the Commission with the Government and other departments shall be made under the signature of the Commission's Secretary or any other officer duly authorized by the Secretary in this behalf.

37. *Financial powers.*—The Commission may and is hereby empowered with full powers, in consultation with Financial Advisor/Chief Accounts Officer, to expenditure in any financial year up to an aggregate sum as authorized in the Budget estimates of that Financial Year towards contingencies, supplies and services, T.E, medical reimbursement, witness expenses, purchase of books and other relevant heads/detailed heads under operation of the Commission, till such financial powers are delegated to the Chief Vigilance Commissioner.

38. *Procedure in matters not provided in the rules.*—The Commission shall have the power to regulate its own procedure in respect of all or any of the matters for which no provision is made in these rules.

By order of the Government of Jammu and Kashmir.

(Sd.) M. A. BUKHARI, IAS,

Secretary to Government,
General Administration Department.

FORM-A

JAMMU AND KASHMIR
STATE VIGILANCE COMMISSION ACT, 2011
Before the STATE VIGILANCE COMMISSION,
Srinagar/Jammu.

Name and address of the complainant

_____ (Complainant)

Vs.

Name and address of the public functionary

1. _____

2. _____ (Respondent)

Complaint under section 8 (1) (d) of the J&K State Vigilance
Commission Act, 2011

Sir,

The complainant submits as under—

1. That the complainant is an aggrieved person in this complaint relating to grievances.

Or

The complaint is not *mala fide* and is being filed relating the actions or allegations against the respondent/s (in such a case the complainant need not be an aggrieved person).

2. That the respondent/s are public functionary/ies as defined in section 2(16) of the J&K State Vigilance Commission Act.
3. Para-wise detailed grievance/allegation with full particulars.
4. That with respect to the grievance/action/allegation detailed in this complaint, no earlier complaint was filed or action initiated.

Or

That complainant had filed a complaint/civil suit/petition earlier which is pending/has been disposed of/deferred before (name of the authority).

5. (If the earlier complaint/petition has been disposed of, a copy of the order passed on it be enclosed).

6. (If the earlier complaint/petition is pending, the reasons for filing the new complaint).

7. That an affidavit duly sworn before the Competent Authority is being filed in support of the averments made in the complaint.

It is prayed that appropriate action be initiated against the public functionary/ies who may be dealt with according to law and report be submitted to the Competent Authority along with recommendations for action under the Act.

Complainant.

List of witnesses :

1. _____

2. _____

List of documents, if any :

1. _____

2. _____

FORM-B

**JAMMU AND KASHMIR
STATE VIGILANCE COMMISSION**

To

(Give name and address of the complainant).

Your complaint addressed to the State Vigilance Commission dated _____ is without affidavit and/or defective on account of the following defects :—

- (a)
- (b)
- (c)

You are accordingly called upon to submit the affidavit in support of the averments made in the complaint and/or to remove the defects pointed out hereinbefore by or before _____ (date). Take further notice that in case the affidavit is not submitted and/or the defects are not removed by or before the scheduled date, your complaint would be dismissed in default.

Registrar/Additional Registrar,
State Vigilance Commission.

Dated _____

FORM-C

**JAMMU AND KASHMIR STATE VIGILANCE COMMISSION
SRINAGAR/JAMMU**

To

(Give name and address of complainant)

Your complaint addressed to the Jammu and Kashmir State
Vigilance Commission, Srinagar/Jammu dated _____ has been
received in this office on _____. It is registered as
complaint No. _____ of _____.

In all future correspondence this number should be invariably
mentioned.

Registrar/Additional Registrar,
State Vigilance Commission

Dated _____

FORM-D

**JAMMU AND KASHMIR STATE VIGILANCE COMMISSION
SRINAGAR/JAMMU**

**Office of the Chief Vigilance Commissioner, Jammu and
Kashmir State Vigilance Commission, Srinagar/Jammu**

Summons/Notice to Public Functionary

Whereas, a complaint has been lodged against you in this Commission for initiating proceedings under the Jammu and Kashmir State Vigilance Commission Act, 2011 making allegations as defined in sub-section (1) (d) of section 8 of the Act ; and

Whereas, after perusing the complaint and accompanying documents, the Commission is satisfied that the complaint contains *prima facie* allegations which are required to be enquired into and the Commission proposes to conduct an inquiry into the allegations made against you ; and

Whereas, your presence is necessary before the Commission in your own interest for the purposes of representing your case.

You are, therefore, required to appear personally or through a duly authorized person before the Commission on _____ at 10.30 a.m./9.30 a.m. in the office of the Commission at Srinagar/Jammu. In case after the service of the summons/notice, you decide to defend yourself and represent your case, you are directed to submit your statement of defence along with accompanying documents and a list of witnesses upon which you intend to rely.

Take notice that in case you fail to appear before the Commission on said date and time, the matter shall be dealt with in your absence in accordance with the law.

Given under my hand and the seal of the Commission on this the _____ day of _____ 20_____.

Registrar/Additional Registrar,
State Vigilance Commission,
Srinagar/Jammu.

FORM-E

**JAMMU AND KASHMIR STATE VIGILANCE COMMISSION
SRINAGAR/JAMMU**

Summons to produce document(s) under
section 11 of the Act in the

**Office of the Jammu and Kashmir State Vigilance
Commission at Srinagar/Jammu**

Complaint No. _____ of _____

(Give name and address)

Whereas, a complaint has been made before the State Vigilance
Commission by _____ (name and address of
the complainant), against _____
(public functionary's name and designation) containing a grievance/
allegations in respect of _____

and it appears to the State Vigilance Commission desirable for the
purpose of inquiry/investigation that the following document(s) should
be produced before it by you.

(1)

(2)

Accordingly, you are hereby summoned to attend and produce
or cause to be produced through your authorized representative, the
said document(s) before it on _____ by or before 12.00 Noon.

Given under my hand and seal of the office on this
the _____ day of _____ 20_____.

Registrar/ Additional Registrar,
State Vigilance Commission.

JAMMU AND KASHMIR STATE VIGILANCE COMMISSION
SRINAGAR/JAMMU

(NOTICE FOR APPEARANCE)

Complaint No. _____ of _____

(Give name and address of Complainant)

Whereas, the above numbered complaint was filed by you in the State Vigilance Commission on _____ ;

Whereas, the complaint has been fixed for hearing before the Commission on _____ at 10.30 a.m./9.30 a.m. at its headquarters at Srinagar/Jammu.

Now, therefore, take notice to appear in person or through an authorized representative before the Commission at its headquarters at Srinagar/Jammu on the said date and time. In case you fail to appear before the Commission on said date and time, the matter shall be dealt with in your absence in accordance with the law.

Registrar/Additional Registrar,
J&K State Vigilance Commission.

No. SVC/

Dated _____