



**'CORRUPTION, A CRIME AGAINST NATION'**

Vigilance & Anti-Corruption Bureau  
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### **CIRCULAR No.01/2017**

Sub:- Source Information Report – Information from credible sources are crucial to fight corruption -

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01. A systematic and structured system of generating **source information** should be brought in immediately in the Vigilance & Anti-corruption Bureau. Needless to mention that investigating and supervisory officers are required to collect **quality information** regarding graft (illegal gratification), misuse of official position, possession of disproportionate assets etc. It is their duty to ascertain whether any prima facie material is available to undertake an open enquiry / investigation.

02. **All VACB officers of and above Inspectors including ADGPs are free to develop such information through discreet means.**

03. The officer developing any such information must inform the immediate supervisory officer regarding information developed by him and the immediate supervisory officer (i.e primarily the Unit Heads) must inform the concerned ADGP over phone in the VACB Directorate. The source information once developed must be submitted in writing with all available details with specific omissions and commissions, copies of documents including electronic documents collected discreetly.

04. The internal vigilance enquiries and departmental enquiry reports should not normally be used as basis for submitting the source information. The Unit Head concerned after satisfying himself that there is prima facie material meriting action by VACB and further verification is likely to result in registration of a Vigilance Case, would order verification after obtaining approval from the ADGP / Director.

05. A SIR once submitted in a prescribed format will require **verification**. The format will be as below :

**Source Information Report**

1. Name of the Suspect official(s) :
2. Department :
3. Posting(s) :
4. Date of Birth :
5. Brief about the suspected  
Omission & commission  
by the official(s)  
(one para for each official) :
6. List of Documents (if available) :
7. Name & designation of the officer  
who developed the source  
information and signature with date :
8. Name & Designation of supervisory  
Officer and signature with date :

06. The verification of **SIRs** (Source Information Reports) must begin only after the approval by the ADGP concerned. Only after registration, SIR number will be assigned to the SIR like **No.01/KTM/SIR/2017**.

07. A Confidential Register shall be maintained in each Unit where such registration is entered in the following format :

Sl. No.	SIR Number	A brief of the information	Information developed by whom (name and designation)	Verification of SIR by whom (name and designation)	Disposal with date	Remarks

08. The SIR is classified as **secret** and files must be maintained by the Unit Heads in their personal custody. **After registration, verification must be entrusted to an officer other than who has submitted the SIR.** As far as possible, the requisition of records and documents should be avoided during the verification of SIR and if it is absolutely necessary to do so, the requisition must go to the concerned Head of Department under the signature of the Unit Head concerned (who will obtain the permission of the ADGP concerned). It must be ensured that no record or document is requisitioned before the ADGP passes orders for the registration of SIR.

09. If the source information is likely to result in laying a trap to catch a public servant red handed or where surprise check becomes necessary and the time available is short, the Unit Head may after keeping the ADGP informed, take further steps and submit the files subsequently for regular approval.

10. In case, during the course of verification of information, involvement of another officer or officers of senior rank is revealed, orders of ADGP / Director must be obtained to conduct enquiry against such other suspect officer(s).

11. The verification of SIR must be completed within the period of **45 days**. In case of delay, the approval of ADGP concerned should be obtained to carry out further verification beyond the prescribed time limit of 45 days.

12. After verification, the verification officer shall submit a detailed report, wherein it should be specified whether the allegations of the SIR have been substantiated or not. The Verification Officer should invariably mention as to whether the subject matter of the SIR has already been looked into by the department concerned or its Vigilance Wing and the action already taken thereon.

13. The Verification Officer may also make specific recommendation whether the matter may be closed, referred to the department or a Vigilance Case, Quick Verification, Preliminary Enquiry should be registered for open investigation / enquiry.

14. In case the recommendation is for a registration of Vigilance Case(s), the name against whom the case is to be registered along with the sections of law etc. must be mentioned.

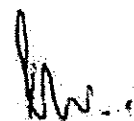
15. The Unit Head concerned will send the verification report drafted by the Verification Officer to the VACB Directorate for receiving proper order.

16. All officers of and above the rank of Inspectors of Police are authorized to develop SIRs. **Every such officer is required to develop two SIRs in a year which will give quality cases of corruption for enquiry / investigation.**

17. It may so happen that the SIRs during verification gets closed which will show that SIR developed is not of good quality. However, development of good SIRs will entitle the officers who developed it, rewards and appreciations in addition to appropriate entries in their respective ACRs.

18. SIR is an established system in various anti-corruption agencies in the country to fight against corruption. SIR is meant to, as mentioned above, developing information about a suspected corrupt public servant in a manner which will help in registration of a case / enquiry.

19. Every Unit must have a SIR Register to be kept in the personal custody of the Unit Head.



Loknath Behera IPS  
Director

To

- 1) The ADGP-I, ADGP-II
- 2) SP (Int.)
- 3) All Unit Heads
- 4) LA /ALAs
- 5) IB Inspector
- 6) Manager /Accounts Officer / Audit Officer / Administrative Asst. / SS / JS
- 7) CAs to the Director / Addl. DGPs / SP (Int.)