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HOUSING & URBAN DEVELOPMENT CORPORATION LTD.

HUDCO Bhawan, IHC, Lodhi Road, New Delhi – 110 003

Date : 9th August, 2011

CIRCULAR

Subject : Whistle Blower Policy of HUDCO.

The Government of India Resolution on Public Interest Disclosure and Protection of Informer was brought to the notice of all the employees vide Circular F.No.HUDCO/Vig-274/2003/862 dated 16th September, 2004 by Vigilance Wing. The salient features of the Government Resolution are adopted and the following 'Whistle Blower Policy' is formulated for HUDCO.

1. Central Vigilance Commission (CVC) is the authorized "Designated Agency" to receive written complaints for disclosure on any allegation of corruption or misuse of office.

2. The Commission will keep the identity of the complainant secret.

3. The complaint should be in a closed / secured envelope.

4. The envelope should be addressed to Secretary, CVC and should be superscribed "Complaint under the Public Interest Disclosure". If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his / her name and address at the beginning or end of complaint or in an attached letter.

5. Commission will not entertain anonymous / pseudonymous complaints.

6. The text of the complaint should be carefully drafted so as not to give any details or clue as to his / her identity. However, the details of the complaint should be specific and verifiable.

7. In order to protect identity of the person, Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution.

8. The Commission can also take action against complainants making motivated / vexatious complaints.

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In addition to the above complaint mechanism, HUDCO employees, borrowers or persons having any information on any issue which could be detrimental to the interest of the organization have the following rights:-

i) They can approach the Chairman & Managing Director or the Chief Vigilance Officer, HUDCO in this regard.

ii) They have the right of access to the Audit Committee.

iii) The identity of the employee will be kept secret.

iv) The procedure as at Sl. No.4 above prescribed in the CVC's Circular should be adhered to. Such employee / person will be given the protection from unfair treatment and other prejudicial employment practices, if the complaint is not false or motivated / vexatious.

The intention of this Policy is to encourage honest and upright persons to assist the organization in bringing full transparency and checking malpractices in its operations.

(P.R. Srivastava)
General Manager (HR)

Copy to :

- All employees / Intranet
- Website of HUDCO

TelegraphicAddress :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24651001 - 07

फैक्स/Fax : 24616286

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

Office Order No.04/02/12

सं./No. **004/VGL/26**

दिनांक / Dated **13th February, 2012**

Sub: GoI Resolution on the Public Interest Disclosure & Protection of Informers (PIDPI)– Guidelines thereon.

The Government of India has authorized the Central Vigilance Commission (CVC) as the Designated Agency to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action under the Public Interest Disclosure & Protection of Informers (PIDPI) Resolution, 2004. Accordingly, Commission had also vide circular No.33/5/2004 dated 17/05/2004 issued guidelines and public notice on the procedure to be followed for filing whistle blower complaints under PIDPI Resolution for protecting identity of complainants/informers.

2. The Commission has noticed over the years that many complainants claiming to be 'Whistle Blowers' do not conform to the procedures prescribed by the Commission while filing the complaints to the Commission under PIDPI Resolution. The Commission would therefore emphasize the need for creating greater awareness among the public including employees of every Organization/Deptt. for lodging whistle blower complaints. The Commission would again suggest to all CVOs of Ministries/Departments/PSUs/Banks/ Insurance Companies/Local Authorities/Societies etc., to give wide publicity to PIDPI Resolution and the guidelines issued by the Commission through their website, especially intranet of the Organization, Internal Journals, publications and also organize seminars/sensitizations etc. to inculcate greater awareness so as to encourage the public especially insiders to come forward and lodge/report information of corrupt practices or misuse of office in the respective Organizations/Departments to the Central Vigilance Commission.

(J Vinod Kumar)
Officer on Special Duty

To

All CVOs of Ministries/Departments/Public Sector Undertakings/Public Sector Banks/Insurance Companies/Local Authorities/Societies.

No.004/VGL/26
Government of India
Central Vigilance Commission
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Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 17th May, 2004

Office Order No. 33/5/2004

Subject:- Govt. of India Resolution on Public Interest Disclosures & Protection of Informer.

The Government of India has authorised the Central Vigilance Commission (CVC) as the 'Designated Agency' to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action.

2. A copy of the Public Notice issued by the Central Vigilance Commission with respect to the above mentioned Resolution is enclosed. All CVOs are further required to take the following actions with respect to the complaints forwarded by the Commission under this Resolution:

(i) All the relevant papers/documents with respect to the matter raised in the complaint should be obtained by the CVO and investigation into the complaint should be commenced immediately. The investigation report should be submitted to the Commission within two weeks.

(ii) The CVO is to ensure that no punitive action is taken by any concerned Administrative authority against any person on perceived reasons/ suspicion of being "whistle blower."

(iii) Subsequent to the receipt of Commission's directions to undertake any disciplinary action based on such complaints, the CVO has to follow up and confirm compliance of further action by the DA and keep the Commission informed of delay, if any.

(iv) Contents of this order may be brought to the notice of Secy./CEO/ CMD.

All CVOs may note the above directions for compliance.

Sd/-
(Sujit Banerjee)
Secretary

To

All Chief Vigilance Officers

Central Vigilance Commission

Press Release:

The Government of India has authorized the Central Vigilance Commission (CVC) as the 'Designated Agency' to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action.

2. The jurisdiction of the Commission in this regard would be restricted to any employee of the Central Government or of any corporation established by or under any Central Act, government companies, societies or local authorities owned or controlled by the Central Government. **Personnel employed by the State Governments and activities of the State Governments or its Corporations etc. will not come under the purview of the Commission.**

3. In this regard, the Commission, which will accept such complaints, has the responsibility of keeping the identity of the complainant secret. **Hence, it is informed to the general public that any complaint, which is to be made under this resolution should comply with the following aspects.**

i) The complaint should be in a closed / secured envelope.

ii) The envelope should be addressed to Secretary, Central Vigilance Commission and should be superscribed "Complaint under The Public Interest Disclosure". If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.

iii) Commission will not entertain anonymous/pseudonymous complaints.

iv) The text of the complaint should be carefully drafted so as not to give any details or clue as to his/her identity. However, the details of the complaint should be specific and verifiable.

v) In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution mentioned above. If any further clarification is required, the Commission will get in touch with the complainant.

4. The Commission can also take action against complainants making motivated/vexatious complaints under this Resolution.

5. A copy of detailed notification is available on the web-site of the Commission http://www.cvc.nic.in.

Public Notices

GOI Resolution on Public Interest Disclosure and Protection of Informer

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i) The complaint should be in a **closed / secured envelope**.

ii) The envelope should be addressed to Secretary, Central Vigilance Commission and should be **superscribed "Complaint under The Public Interest Disclosure"**. If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.

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Issued in Public Interest by the Central Vigilance Commission, INA, Satarkta Bhawan, New Delhi.

Sd/-
Secretary
Central Vigilance Commission