Sub: Proforma for authentication of complaints… reg.

Sir/Madam,

Please refer to this office letter of even no. dated: 16/26.03.2015 forwarding therewith CVC Circular No. 01/01/2015 dated: 23.01.2015 regarding procedure for dealing with complaints.

It is to inform that the procedure for authentication of complaints received in FCI by various sources i.e. e-mail, post, telephone etc. has been examined at Hqrs. It has been decided to adopt proforma for authentication of complaints received through e-mail & post at all level of offices in FCI in order to bring uniformity in authentication process.

a) Proforma-A- Authentication of Complaints received through e-mail
b) Proforma- B & C - Authentication of Complaints received through post

This issues with the approval of Executive Director (Vig.), Hqrs.

By E-Mail/Speed Post

Date: 20 December, 2016
Sir,

This is with reference to your complaint received by this office through e-mail dated: 

Since, as per the CVC guideline it is mandatory to authenticate the complaint before initiation of further action, you are requested to provide the following information while owning the complaint:

1. Name of the Complainant (Full Name) :
2. Any one of the Photo Identity Card/Voter ID Card/Aadhar Card : to be furnished in support of name & address
3. Postal address for correspondence :
4. Mobile No./Landline No. with STD Code :
5. Any additional documents/proof in support of allegations :

It is also assured that full confidentiality will be maintained, if you desire to keep your identity secret.

Regards,

Designation
Name of the office
**Proforma- B**

Authentication of Complaints received through Post
(For Vigilance Division)

**स्पीड पोस्ट/रजिस्टर्ड डाक द्वारा**

**फाइल सं. सतर्कता ...............**

**दिनांक: ............**

**सेवा में,**

----------------------------------------

----------------------------------------

----------------------------------------

कृपया संलग्न शिकायत दिनांक ------------ की प्रति की सत्यापित करते हुए अगले पृष्ठ में दिये गए प्रारूप (Proforma) को भरकर 10 दिन के अंदर वापस भेजें, ताकि आपकी शिकायत के मामले में अधिग्रह कार्यवाही सुनिश्चित की जा सके।

भवदीय,

**नाम एवं पद**

**सतर्कता अनुभाग**
Proforma- C
Authentication of Complaints received through Post
(For Complainant)

मे, संयुक्त शिकायत दिनांक ------------------- की प्रति को सत्यापित करता हूँ, कि उक्त शिकायत मेरे द्वारा की गई है।

1. शिकायतकर्ता का नाम -
2. पोस्टल पता पत्राचार हेतु -
3. फोटो पहचान पत्ता/Voter ID / Aadhar Card) -
   जो की नाम और पता को सत्यापित करे -
4. मोबाइल नंबर/लैण्डलाइन टेलीफोन नंबर -
5. लगाए गए आरोप के समर्थन मे अन्य अतिरिक्त दस्तावेज़ -

भवदीय,

(शिकायतकर्ता का हस्ताक्षर)