

Government of Jammu & Kashmir  
Anti Corruption Bureau, J&K

0191-2542530 (Nov-April)  
0194-2430792 (May-Oct)  
director.vigilance@jk.gov.in  
corvig@gmail.com

No: ACB-17-2021-12641-45  
Dated: 01-07-2021

**Circular**

**Subject: Standard operating procedure for opening of Complaint Boxes Installed in Offices.**

As per Government Directions issued from time to time, Complaint boxes are installed in all the offices of UT of J&K. The Departmental Vigilance Officers (DVOs) are responsible to get the complaint boxes installed. The boxes can be installed at places secure and convenient for public to lodge complaints.

2. They are supposed to be act as custodians to the complaint boxes. From the past few days, the DVOs are sending their queries as to who will open the complaint box and recommend action to be required as per complaint received. The concerned DVO will open the complaint box on every Monday and diarise the complaints received in a separate register to be maintained by each DVO. The details of complainants are required to be entered in the complaint receipt register.
3. A scanned copy of all the complaints received through box is required to be sent to Anti Corruption Bureau on the official mail id of AIG(Policy) aigpolicy-acb@jk.gov.in. Any action taken on the complaints may also be intimated to ACB through email only.
4. After diarising the complaints in the register the DVO will initiate action as mandated by various GAD circulars. The DVOs may check DVO corner in ACB website for these circulars/ guidelines.
5. After completion of action, copy of findings of inquiry, if any as well as complaints be forwarded to HOD with copy to ACB as well.
6. DVOs will maintain complete record of action taken and conduct review of pending matters at an earliest.

*DVO*  
*16*  
*17/21*

*Anand*  
Anand IPS  
Director Anti Corruption Bureau,  
J&K

Government of Jammu and Kashmir  
Directorate of Sheep Husbandry Jammu  
Railway Head Complex, Jammu- 180004

Phone: 0191-2470075 Fax: 0191-2470754 Email ID: directorshdjammu@gmail.com

No. DSHJ/Esstt-Gaz/F-248/2021-22/5038-68 Dated: 05.07.2021

Copy of Circular No. ACB-IT-2021-12641-45 dated 01.07.2021 issued by the Director, Anti Corruption Bureau J&K regarding Standard operating procedure for opening of Complaint Boxes installed in offices forwarded for information and necessary action to the:-

1. Joint Director (Extension/Farms), Sheep Husbandry Department, Jammu.
2. Deputy Director (Central), Sheep Husbandry Department, Jammu.
3. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
4. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/Bainoi/ DGF Rajbagh.
5. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/ Rajouri/Reasi/ Udhampur/Ramban/Doda/Kishtwar.
6. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bharderwah/Hiranagar.
7. Research Officer, Disease Investigation Laboratory, Kartholi.
8. Principal, Sheep & Wool Workers Training Class, Kartholi.
9. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Ramnagar/ Banihal/Padder/ Marwah.
10. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.

*K. Lal*  
*13/7*  
*18/7/21*

(Krishan Lal) KAS,  
Director,  
Sheep Husbandry Department,  
Jammu.