



SPICES BOARD

(Ministry of Commerce and Industry
Government of India)

Sugandha Bhavan

N.H. By-pass

P.B. No. 2277

Palarivattom P.O.

Cochin - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय,
भारत सरकार)

सुगन्ध भवन

एन. एच. बाइपास

पी. बी. नं. 2277

पालारिवट्टम पी.ओ.

कोचिन - 682 025, भारत

No.Vig:Misc:RFD:11:2010: 100

Dated 9th April, 2012

OFFICE ORDER No. 12...

**Sub:- 1. Whistle Blower Policy on the basis of Government of India
Resolution on Public Interest Disclosures & Protection
of Informer (PIDPI)**

2. Witness Protection

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 for misuse of office and recommend appropriate action. Spices Board being a Commodity Board under Ministry of Commerce, is coming under the jurisdiction of the CVC for the said purpose. In accordance with the aforesaid Resolution of the Government of India, the CVC has formulated norms for acceptance of complaints under the PIDPI and keeping the identity of the complainant secret. As Spice Board being a Commodity Board coming under the purview of PIDPI, the Board is required to make public to the Employees, Officers and general public the norms thus laid down by the CVC and this Policy is intended to provide for the same.

All concerned are hereby informed that any complaint which is to be made under PIDPI 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.

Phone :0484-2333610-616, 2347965, 2348417, 2341776 Fax: 0484-2331429, 2334429

E.mail 1. spicesboard@vsnl.com

Website: www.indianspices.com

- 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 identify 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.

A copy of the public notice issued by the CVC in relation to the above mentioned Resolution is enclosed. A copy of the same is also available on the website of the <http://www.cvc.nic.in>.

Complaints under the PIDPI Resolution must be sent directly to the CVC, as Spices Board is not empowered to handle them.

A copy of the Policy shall be displayed by all offices of the Board premises, where customers / general public frequent.

In addition to the Public Interest Disclosures & Protection of Informer policy, the **Board further assures Employees, Officers and general public that in the event where deposition of witness is required the identity of the witness would be protected and he would be made immune from any kind of harassment.**



SECRETARY