

**WHISTLE BLOWER POLICY GUIDELINES**  
**(Govt. of India Resolution on Public Interest Disclosure &**  
**Protection of Informer (PIDPI)**

As per Government of India Office Memorandum no 371/4/2013-AVD-III we reproduce “Whistle Blower Policy” Guidelines as under

Besides the Central Vigilance Commission (CVC) the Designated Agency, as hitherto, the Chief Vigilance Officers (CVO) of the Ministries/Departments of the Government of India are also authorized as the Designated Authority to receive written complaint or disclosure on any allegation of corruption or misuse of office by any employee of that Ministry or Department or any corporation established by or under any Central Act. Government Companies, societies or local authorities owned or controlled by the Central Government and falling under the jurisdiction of that Ministry or the Department.

**It is informed to the general public that any complaint which is to be made under this resolution should comply with following aspects:**

1. The complaint should be in a **closed/sealed envelope**, addressed to the Secretary, Central Vigilance Commission or to the Chief Vigilance Officer of the Bank.
2. **The envelope should be super scribed with “Complaint under the Public Interest Disclosure”**. In case the envelope is not so super-scribed and closed/sealed, it will not be possible for the Designated Agency (CVC)/Designated Authority (CVO) to protect the complaint under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission.
3. The complainant should give his/her name and address in the beginning or at the end of the complaint or in an attached letter.
4. The Designated Agency or the Designated Authority will ascertain from the complainant whether he was the person who made the complaint or not by writing a letter to him/her.
5. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other materials.
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, acknowledgement will not be issued and the whistle blowers are advised not to enter into any further correspondence in their own interest.**
8. The Designated Agency or the Designated Authority may, if it deems fit call for further information or particulars from the person making the disclosure/complaint.

9. If the complaint is anonymous, the Designated Agency or the Designated Authority shall not take any action in the matter.
10. **The identity of the complainant will not be revealed** unless the complainant himself has made the details of the complaint either public or disclosed his/her identity to any other office or authority.
11. If any person is aggrieved by any action on the ground that he is being victimized due to the fact that he had filed a complaint or disclosure, he may file an application before the Designated Agency or the Designated Authority seeking redress in the matter, who shall take such action, as deemed fit.
12. Either on the application of the complainant, or on the basis of the information gathered, if the Designated Agency/Designated Authority is of the opinion that either the complainant or the witnesses need protection, the Designated Agency/Designated Authority shall initiate suitable action.
13. In case the Designated Agency/Designated Authority finds the complaint to be **motivated or vexatious** under the resolution, action against complainant may be taken.

NAME AND DESIGNATION OF THE DESIGNATED AUTHORITY:

Mr. K N Nayak  
Chief Vigilance Officer  
Bank of Baroda  
Baroda Corporate Centre  
C-26 G Block Bandra Kurla Complex  
Bandra (East)  
Mumbai-400051