

## **Procedure for lodging complaints with the CVO, National Institute of Technology Andhra Pradesh**

Please follow the guidelines and act strictly according to the procedure.

Complaint can be lodged **only** against officials belonging to the employees under the jurisdiction of CVO, i.e. employees of NIT Andhra Pradesh -

***The CVO, NIT Andhra Pradesh has no jurisdiction over private individuals and other State/Central Governments.***

- ✓ Complaints must be brief and contain factual details, verifiable facts and related matters. They should not be vague or contain absurd allegations and sweeping statements since these are liable to be filed.
- ✓ Please ensure that the complaint is addressed directly to the Chief Vigilance Office.
- ✓ The complaint will generally be acknowledged by the CVO but it is not possible to keep the complainant updated with the status of the case. However, the complaints are followed up by the CVO to its logical conclusion.
- ✓ The public lodging complaints are also advised not to continue corresponding on the same subject after receiving the acknowledgement from the CVO.

***Anonymous complaints will not be accepted, however, the complainant can request the CVO not to disclose his/her name and this will be complied with.***