

**Contents of a Complaint to be lodged by Public Sector Banks with CBI**

On the request of Public Sector Banks, the contents of a complaint to be lodged by them with the CBI are hosted on this Website. Complaints from Public Sector Banks are advised to fill up various columns of the contents, as may be applicable in the fraud being reported to CBI. This would facilitate CBI to initiate appropriate action, as per law, promptly.

1.	Name of the Bank	
2.	Name of the Branch	
3.	Date of lodging of complaint	
4.	Time, Date & Place of occurrence of fraud	
5.	Name of the Complainant	
6.	Brief details of fraud	
7.	Names of the accused person(s)	
8.	Role of accused person(s) including the role of public servant(s)	
9.	Grave irregularities committed by public servant(s)	
10.	Role of common conspirator	
11.	The names and addresses of prosecution witnesses	
12.	Action taken by the bank against public servant(s) including departmental proceedings initiated. If so, details thereof	
13.	Whether investigation conducted by the bank. If yes, details of the major findings	
14.	Availability of original document(s)	
15.	Whether accused persons were involved in any other fraud in the bank on an earlier occasion	
16.	Whether the fraud has Interstate, International, ramification. If yes, give the details	
17.	Whether registration is authorized by CVO of the bank	
18.	Signature of the complaint with seal and date	

- Complaints need to be drafted under legal advise and complete in all aspects to avoid revision at a later date.
- Lodging of complaint with incomplete information may be avoided.
- Complaints may be lodged with the Law enforcement agency concerned as per the threshold limits prescribed by CVC i.e. State Police ACB, EOW, BSFC of CBI.
- Details of recovery/efforts made to recover the amount need not be mentioned.