

No.21/40/2009-PD Dated: 27.01.2010
**CENTRAL BUREAU OF INVESTIGATION
POLICY & COORDINATION DIVISION
27, NORTH BLOCK: NEW DELHI**

PRIORITIES AND ANNUAL PLAN FOR 2010

Please refer to Chapter 5, Paras 5.1 and 5.2 of CBI Manual – 2005 on the subject cited above.

2. The Policy & Coordination Division vide its letter No.21/3/2009 dated 4.12.2009 invited inputs from all officers of CBI, Branches and Zones regarding the formulation of the Annual Plan 2010. During the meetings held on 9th, 10th and 11th January 2010 at CBI Academy and subsequent discussions with the Law Officers, HoBs and HoZs, the **KEY RESULTS AREAS** were identified and lists of priorities, aims & objectives and outcomes finalized.

3. On the basis of the discussions held and feedback received from various officers and branches, the following **Key Result Areas** have been identified for formulating the detailed action plans and clearly laying down the tasks and targets to be achieved in 2010. All Heads of Branches and Zones are hereby directed to hold detailed meetings and discussions with their personnel and **propose quantitative and qualitative targets to be achieved** and monitored on periodical basis by investigation / prosecution teams, units / branches and zones. This exercise should be undertaken by the branches and zones under the overall supervision of Heads of Divisions (Special Directors / Additional Director / DoP/ DCFSL).

4. The Joint Directors posted in the Policy and Coordination/ Administration Divisions will assist the Heads of Divisions and Heads of Zones in this task. This exercise should be completed by **15th February, 2010**. The lists of tasks to be accomplished and results to be achieved in the following **KRAs** are attached at Annexure I to V:

KEY RESULT AREAS:

- I. **INTEGRITY, IMAGE AND IMPACT**
- II. **REGISTRATION AND INVESTIGATION**
- III. **LEGAL AND PROSECUTION**
- IV. **TECHNICAL, FORENSIC AND COORDINATION**
- V. **ADMINISTRATION AND TRAINING**

5. **Let us all jointly strive to make 2010 – The year of Transformation for the CBI.**

ASHWANI KUMAR
DIRECTOR

Copy to all concerned.

I. INTEGRITY, IMAGE AND IMPACT

1. Prompt enquiry / investigation followed by exemplary action on all complaints / cases against CBI personnel
2. Zero tolerance to corruption and officers of doubtful integrity in the CBI
3. Implement Right to Information Act and Whistle Blower's Resolution in letter and spirit
4. Ensure that all complainants / witnesses are attended to with promptitude and treated with utmost courtesy
5. Prepare documentary film and Coffee Table Book on CBI
6. Organize Seminars / workshops / training programs with print and electronic media personnel to familiarize them about working of CBI
7. Launch SMS campaigns, posters, pamphlets and distribute publicity material to invite public cooperation in CBI work
8. Organize periodical Special Drives and Joint Surprise Checks
9. Track and arrest maximum number of POs/Absconders/Wanted persons and attach proceeds of crime
10. Focus attention on sectors having direct impact on common people like Food, Pharmaceutical, Education, Health, FICN, Insurance, Human Trafficking, missing persons especially women and children etc. Each division (ACD, EOD, SCD, DoP, CFSL, Policy & Coordination, Adm. & Trg) will identify thrust areas for action.

II. REGISTRATION AND INVESTIGATION

1. Registration of only Quality Cases.
2. Time bound completion of investigation as laid down in Policy Division circulars and Manual (SIR/Complaints/PEs- 3 months, RCs-12 months)
3. Effective evidence gathering; visiting to scene of crime by Investigation Team/ senior officers within 24/48 hours; collection of all essential, relevant and admissible oral, documentary, material and technical evidence to prove the charges; mandatory consultation with forensic / technical experts and law officers periodically
4. Unique techniques of gathering Information, Intelligence, Interview, Interrogation and Innovation to be adopted in each case.
5. Professional conduct; follow Standard Operating Procedures (SOPs); use forensic, technical and legal tools; be impartial; report conflict of interest; maintain courteous behavior and complete confidentiality
6. Presentation of Quality Investigation Reports in terms of content as well as get up. Final Reports / SPs Reports/ CBI Reports to be submitted in Book form, Spiral bound with index, pages / annexure duly numbered; quality paper/ printing to be used.

III. LEGAL AND PROSECUTION

1. Cognizance / acceptance of CBI reports within 30 days; supply copies of documents to accused within 60 days
2. Policy of zero adjournments; submission of draft charges and written final arguments
3. Aim to achieve conviction rate of more than 70%; compare number of accused persons charge sheeted to convicted; quantum of punishment provided in law awarded by court; prison sentences to run consecutively not concurrently; fine to be more than loss caused.
4. Performance appraisal of all Special Counsels / Prosecutors as per laid down criteria; monitoring of output at three stages i.e. framing of charges; completion of prosecution evidence and final disposal by court
5. Prompt action for Plea-bargaining / Pleading Guilty by accused
6. FR-II in matrix format reflecting analysis of evidence against each accused ; ingredients of offences; relevancy & admissibility of evidence oral, documentary and technical; Legal issues likely to come up.
7. Monthly meeting with Special Counsels, online submission of Court Diaries / Court orders
8. Streamlining functioning & computerization of Legal and Prosecution Sections in all branches; more than 80% execution of summons and warrants
9. Formation and training of Prosecution & Pairvi teams
10. Creation of Sub- Directorate of Prosecution at all Zonal HQs
11. Make all 71 newly sanctioned Courts functional by 30.12.2010
12. Effective monitoring of Appeals / Revisions / WPs / Stays pending in the Supreme Court and High Courts by all Branches.

IV. TECHNICAL, FORENSIC & COORDINATION

1. Establish Technical and Forensic Support Units (TAFSUs) in all Zones
2. Use various technological tools and kits; ensure greater coordination with various service entities, mobile operators, Internet Service providers, Forensic Laboratories, Document Examiners, DRDO, Chief Technical Examiners, etc.
3. Take measures for digitization of documents, e-FIRs, e-case diaries, e-PRs and e-final reports, etc.
4. Obtain technical and forensic reports within 30 days of reference
5. Strengthen Intra-CBI, Inter-State, Inter-Agency and International Cooperation in crime/criminal investigation and prosecution.
6. Operationalize Virtual Private Network (VPN); connect through video conferencing and switch over to Web based Crime and Administration Module
7. Make CBI website people friendly and CBI Academy website professional for internal use.
8. Ensure audio-video recording of scene of crime; statement of witnesses / accused and use of scientific aids.

V. ADMINISTRATION AND TRAINING

1. 100% filling up of all sanctioned posts by recruitment, deputation, re-employment, consultant, contract or adhoc.
2. Multi tasking and computer training of all CBI personnel
3. Optimum utilization of human, financial and material resources
4. 100% training of all Investigation / Prosecution & Pairvi Teams through Institutional or distance training mode.
5. Enhance Mobility & Communication facilities for Teams & Branches
6. Implement Career Progression Schemes and ensure timely promotion for all CBI personnel.
7. Welfare and grievance redressal through Bi-monthly Sampark Sabhas by HoBs and half yearly by HoZs.
8. Annual health check-up and Yoga / Stress management training for all CBI personnel and their families.
9. Introduce performance related incentive scheme for prosecutors, forensic experts and support staff in CBI
10. Identify and outsource all non- core functions.