

No. 24/7/2020-Legal/SFIO  
Government of India  
Ministry of Corporate Affairs  
Serious Fraud Investigation Office

2<sup>nd</sup> Floor, Pt. Deendayal Antyodaya Bhawan  
CGO Complex, Lodhi Road  
New Delhi - 110 003  
Dated 30-06-2020

ORDER

**Sub.: Issuance of Notices and Summons relating to Investigations conducted by Serious Fraud Investigation Office - Re**

NIC has developed the *Summons and Notices Management System* (SNMS) application for SFIO and the same has undergone testing and has been made fully operational.

2. The SNMS application provides for electronic generation of notices and summons, and has been launched with the purpose of providing transparency and ease of monitoring the investigation processes. The application will also maintain a proper audit trail of all notices and summons issued during the course of investigation by Investigating Officers/Inspectors.

3. The application shall also electronically generate a unique Document Identification Number (DIN) for each summons and notices issued through the application. The DIN shall be quoted in the body of the summons or notice issued. A facility to verify the document using the DIN shall also be made available on the SFIO website [sfio.nic.in](http://sfio.nic.in) in due course. This will provide a platform for the person concerned to verify the authenticity of the document.

4. Accordingly, with the launch of the said application, it is directed that henceforth **all summons and notices** for all on-going and fresh investigation cases shall be through the SNMS only.

5. In the following exceptional circumstances, the notices and summons may be issued manually but only after recording of reasons in writing in the concerned investigation file and with the prior approval of the Additional Director/Joint Director in-charge of the Unit:

- i) When there are technical difficulties in generating/ allotting/ quoting the DIN and issuance of summons or notice electronically; or



- ii) When such summons or notice is required to be issued by the inspector/ Investigation Officer who is outside the office for discharging his official duties.

6. The summons or notice issued under the above circumstances shall state the fact that such communication has been issued manually without a DIN and the date of obtaining of the written approval of the Additional Director/Joint Director SFIO for issue of manual communication in the following format:

*"..This communication issues manually without a DIN on account of reason/ reasons given in para 5(i)/ 5(ii) of the SFIO Circular No. 24/7/2020-Legal/SFIO dated 30.06.2020 and with the approval of the Additional Director/Joint Director, SFIO vide file No. \_\_\_\_\_ dated \_\_\_\_\_."*

7. The summons or notice issued manually in the above two situations mentioned in paragraph 5 above shall have to be regularized within 7 working days of its issuance by:

- i) Uploading the manual communication on the system;
- ii) Compulsorily generating the DIN on the system;
- iii) Communicating the DIN so generated to the addressee of the manual communication, as per electronically generated proforma available in the system.

8. Further, in all cases, where there are technical difficulties faced (paragraph 5(i)), a written confirmation, by email, with regard to the technical difficulty shall be obtained from the concerned officer of NIC before issuing the summons or notice manually using the above procedure.

9. The facility can be accessed at <https://snms.nic.in>. Username and passwords for the facility can be obtained from the Additional Director (Administration). Clarifications if any can be sought from Shri Madhu Sangadi, Additional Director, NIC at SFIO.

10. Any such communication which is issued not following the procedure laid down in Para 4 and Para 5 above shall make the Investigating Officer/ Inspector concerned liable for disciplinary action.

11. This Order shall come into effect immediately, and is issued with the approval of Director, SFIO.

  
(Sanjay Sood)

Additional Director