

**Annexure 5**

**FORMAT PRESCRIBED FOR RECORDING INITIAL ENQUIRY FINDINGS BY ETHICS COMMITTEE**

<b>PROTECTED DISCLOSURE</b>	
<b>DATE OF RECEIPT</b>	
<b>Name of the Whistle Blower :</b> <b>Gen ID (if applicable):</b>	<b>Name of the Subject :</b> <b>Gen ID (if applicable) :</b>
<b>Name of the Organisation</b> .....	<b>Name of the Organisation</b> .....
<b>INTERNAL RECORDS REFERENCE</b>	
<b>File Reference No. :</b>	<b>Created on :</b>
<b>INITIAL ENQUIRY DETAILS</b>	
<b>Commenced on :</b>	<b>Completed on :</b>
<b>Meetings dates with location:</b>	<b>Attended by :</b>
<i>(use additional sheets, if required)</i>	
<b>INITIAL ENQUIRY FINDINGS</b>	
Detailed description of the findings: <i>(Use additional sheets, if required and attach copies of supporting documents, if any)</i>	
<b>VALIDITY OF PROTECTED DISCLOSURE</b>	
<b>Valid : Yes / No</b>	.....
<b>Concern Exists : Yes / No</b>	.....
<b>Mention reasons:</b>	
<b>DETAILED ENQUIRY</b>	
<b>Detailed enquiry to be initiated : Yes / No.(Give reasons)</b>	
<b>Details of agency appointed for detailed enquiry:</b>	
<b>Date of commencement of detailed enquiry:</b>	
..... <div style="text-align: center;"><b>Ethics Committee Members</b></div> ..... <b>Date:</b> <b>Place :</b>	