

## **Vigilance department**

### **1. Addl. GM/ Dy. GM (Vigilance):**

He will be the Functional Head of the Vigilance Department and undertake various measures, which include:

#### **1. Preventive Measures:**

- a) To examine in detail the existing Rules and procedures of the Organization with a view to eliminate or minimize the scope for corruption or malpractices.
- b) To identify the sensitive/corruption prone areas in the Organization and keep an eye on personnel posted in such areas.
- c) To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices.
- d) To maintain proper surveillance on officers of doubtful integrity and to prepare “Agreed List” and “List of Officers of Doubtful Integrity” in consultation with CBI, as per Govt. guidelines.
- e) To ensure prompt observance of Conduct Rules relating to integrity and loyalty of the Officers by scrutinizing periodically:-
  - i) The Annual Property Return and intimations about financial transactions relating to movable & immovable properties.
  - ii) Gifts accepted by the employees.
  - iii) Suspected Benami transactions.
- f) Improving awareness among employees about Vigilance function by Organizing Seminars, Workshops, issue of guidelines on Vigilance matters etc.
- g) To carry out systematic study of the working methods and procedures in vogue and make recommendations for streamlining them suitable to eliminate the scope for mal-practices and flagrant violation of rules by employees.
- h) To scrutinize high value contracts and submit periodical returns, as per the CVC guidelines laid down from time to time.

## **2. Punitive Measures:**

- i. To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring consultation with the Central Vigilance Commission, a decision as to whether the case has a 'Vigilance angle' shall be taken by Head of Vigilance Department keeping in view guidelines laid down on the subject and, in consultation with Chief Executive, wherever necessary.
- ii. To ensure that there is no delay in the appointment of the Inquiring Authority, and that no dilatory tactics are adopted by the Charge officer or the Presenting Officer.
- iii. To ensure that the processing of the Inquiry Officer's Report for final orders of the Disciplinary Authority is done properly and quickly.
- iv. To scrutinize final orders passed by the Disciplinary Authorities with a view to see that the punishment/penalty awarded is not disproportionate to the misconduct and whether a case for review by higher authorities is made out or not.
- v. To provide proper assistance to the C.B.I in the investigation of cases against NSC employees, entrusted to them or registered/initiated by them on their own source of information.
- vi. To ensure that the Central Vigilance Commission is consulted at all stages where it is to be consulted as per Rules, and that as far as possible, the time limits prescribed in the CVC instructions for various stages are adhered to.
- vii. To ensure that the Competent Disciplinary Authorities do not adopt a dilatory or low attitude in processing vigilance cases, thus knowingly or otherwise helping the employees, particularly in cases of officers due to retire in near future.
- viii. To ensure that cases against the employees on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time.

### **3. Administrative Measures:**

- i. To ensure prompt submission of periodical returns to the CVC/Administrative Ministry.
- ii. To review from time to time the manpower requirement for vigilance work in the organization to see if they are adequate to ensure expeditious and effective disposal of vigilance work.
- iii. To maintain liaison with Ministry/CVC/CBI for vigilance related matters.
- iv. To keep himself abreast with the latest development in the vigilance field/administrative law.
- v. This charter of duties not take away or modify any of his duties with regard to his sphere of activities.
- vi. To perform any other duty assigned to him by Management from time to time.

### **Performance Indicators:**

1. Visible improvement in the integrity environment and perception about corruption within the Corporation.
2. Effective implementation of Preventive Vigilance measures.
3. Speedy and efficient processing and finalization of Vigilance cases/Complaints at all the stages.

**2. Vigilance Officer, NSC Corporate Office, New Delhi :**

- i. To assist Head of Vigilance Division in routine work in Vigilance Division. Maintain files/records of Vigilance Division.
- ii. To examine/ investigate all complaints, to seek comments from concerned Farm/Regional Office/ Division on the issues raised in complaint and to submit reports.
- iii. Conduct investigation/ surprise check /examination of contracts & purchases made by Farms / Regional Offices / Corporate Office under guidance and instructions of Head of Vigilance Deptt.
- iv. Prepare monthly/quarterly report on Disciplinary matters/ Technical matters for submission of reports to concerned authorities.
- v. Liaison with Ministry/ CVC or other govt. agencies and other PSUs regarding Vigilance related matters.
- vi. To communicate with Vigilance functionaries posted at Farm/Regional Offices on all matters relating to functioning of Vigilance Division.
- vii. Follow up of Disciplinary cases and to expedite timely disposal of Disciplinary cases and complaints.
- viii. To arrange vigilance related activities/Seminars/awareness week etc. to improve awareness among employees as a step towards preventive Vigilance.
- ix. Any other work assigned by Head of Vigilance Division from time to time.

**3. Vigilance Functionary posted at Farm / Regional Office:**

- i. He will directly report to head of vigilance Deptt. at Corporate Office for all vigilance related matters.
- ii. Liaison with concerned Director (Farm)/ Regional Manager regarding Vigilance related issues and implementation of various guidelines/ policies issued from time to time.
- iii. Submission of monthly/ quarterly reports on Disciplinary/ Vigilance matters to Corporate Office, New Delhi in respect of their Farm/ RO.
- iv. To conduct surprise check/ inspections at local level to find out any irregularity/ lapse and to submit report to Head of Vigilance Division at Corporate Office.
- v. Interacting with local management on various Vigilance related issues, rendering advice/ clarification on the subject relating to Vigilance matters.
- vi. Investigate/examine complaints relating to their Farm/Regional Office and submit report to Corporate Office.
- vii. Follow up the Disciplinary matters/ Disciplinary actions at local level and make efforts for timely disposal of the same.
- viii. To arrange Vigilance related activities/ Seminars/ awareness week etc. to improve awareness among employees as a step towards preventive Vigilance.
- ix. Any other work assigned by Head of Vigilance Division from time to time.