

VIGILANCE FUNCTIONS

While it is difficult to outline an exhaustive list of functions & responsibilities of Vigilance functionaries, as the sphere of Vigilance is ever-evolving, an indicative list is as under:

- (i) Undertake prompt investigation of authenticated complaints, with special emphasis on Presidential & PMO references, CA-iii references (Procedure for handling CA-iii references has been included as Annexure 1.6), CVC-referred complaints, complaints appearing in the media and serious complaints, involving malafide intent, sent by members of the public.
- (ii) Carry out checks, with follow-up investigations, on serious cases of irregularities, based on source information.
- (iii) Ensure speedy processing of Vigilance cases at all stages. Undertake regular review of these cases.
- (iv) Ensure that charge sheets are prepared accurately, without any loopholes, and relevant documents are carefully sorted out and sent promptly to the Inquiry Officer.
- (v) Ensure prompt appointment of the Presenting Officer (PO) and the Inquiry Officer (IO) for DAR inquiries.
- (vi) Ensure that DAR inquiries are conducted expeditiously by Inquiry Officers, who are under the administrative control of SDGMs.
- (vii) Process the IO's report properly and expeditiously for obtaining final orders of the Disciplinary Authority.
- (viii) Ensure that the Central Vigilance Commission (CVC) is consulted at all relevant stages (details in Chapter II & VI), in an expeditious manner.
- (ix) Ensure prompt submission of returns to CVC.
- (x) Maintain close liaison with CVC, CBI and the Department of Personnel & Training.
- (xi) Take appropriate and expeditious action with regard to Court cases.
- (xii) Ensure that proper assistance is given to CBI for investigation of cases.
- (xiii) Develop a system of collecting intelligence about malpractices being committed in the Organization.
- (xiv) Scrutinize reports of Parliamentary Committees, Audit Reports, proceedings of both Houses of Parliament, news items in the media, annual property statements, etc. to obtain information about irregularities that pertain to the Organization.

- (xv) Keep a close watch on the functioning & integrity of personnel in the Vigilance department itself.
- (xvi) Undertake review of existing rules & procedures, with a view to plug loopholes and suggest systemic improvements to curb corruption.
- (xvii) Maintain close surveillance on officials of doubtful integrity, and those who are on the 'Agreed' and 'Secret' lists.
- (xviii) Arrange regular and surprise inspections at sensitive work units, which are susceptible to corruption.
- (xix) Monitor adherence to aspects of Conduct Rules relating to integrity.
- (xx) Disseminate awareness about Vigilance, through Vigilance bulletins, seminars, workshops, lectures, etc.
- (xxi) Undertake regular inspection of the Vigilance branch.