

## Functions :

Vigilance was a key management tool that should take organisation forward in higher growth trajectory. Its function should not be viewed as impediment in achieving the objective of the company rather it should be viewed as facilitator in accomplishing its objective .Its function should emphasise more on sensitizing employees of the organization to bring awareness among the employees towards transparency in day to day activity keeping in mind the Rules & Regulations .

The vigilance functions to be performed by the division are wide in scope and include collecting intelligence about corrupt practices committed, or likely to be committed by the employees of his organization; investigating or causing an investigation to be made into verifiable allegations reported to him; processing investigation reports for further consideration of the disciplinary authority concerned; referring the matters to the Commission for advice wherever necessary, taking steps to prevent commission of improper practices/misconduct, etc. The Role of Vigilance can be broadly divided into following heads:

**Proactive Vigilance :** It is creating awareness and educating all the employees on anti-corruption measures, simplification of rules and procedures, plugging loop holes in the system. To conduct Vigilance awareness programme to educate all to take clean, honest, effective and transparent decisions.

**Preventive vigilance :** It plays an important role in strengthening the vigilance set up of any organization. Preventive vigilance sets up procedures and systems to restrain the acts of wrong doing and misconduct in the various areas of the functioning of the department.

**Predictive Vigilance :** It enables foreseeing in activity prejudicial to the interests of the organization and suggesting in advance corrective measures to be taken by the management against acts of misconduct, corruption, lapses .

**Detective Vigilance :** Effective use and scan of Complaints, Inspection Reports, Audit Reports, Press Reports, CBI Reports, Judicial Remarks, source Information .Detection of Corrupt practices, Malpractices, Negligence, Misconduct and better surveillance of public contact points. Close watch on officers at sensitive posts of doubtful integrity and detect fraud and Scrutiny of decisions taken by officials having discretionary powers;

**Punitive Vigilance:** It includes investigation and collection of evidence and speedy departmental inquiries. Swift and deterrent action against the real culprits.

**Corrective Vigilance :** It includes analysis of results of detective vigilance and exploration of the reasons and contributory factors. Finding solution to stop recurrence and activate alarm signals. Updating the practices to keep pace with times. Transparency in procedures & decision making. Plugging of the loopholes and updating and building in new whistle blowing arrangements. Prepare case study and educate employees and attempt to bring in transparency in procedures and decision making.

## Vigilance Activities

- ❖ Preparation of list of officers of doubtful integrity
- ❖ Preparation of "Agreed list" of officers
- ❖ Scrutiny of returns on immovable / movable assets
- ❖ Monitoring rotation of staff in sensitive areas
- ❖ Investigation of complaints with follow-up action
- ❖ Study systems & procedures of and advise the CIL Management for cost control / reduction and to eliminate scope for malpractices
- ❖ Review of procurement of materials and service contracts
- ❖ Surprise inspections
- ❖ Undertaking CTE type inspections & Scrutiny of audit reports
- ❖ Follow-up of CVC's instructions
- ❖ Submitting Monthly/Quarterly & Annual Reports to CVC and MOC
- ❖ Observance of Vigilance Awareness Week
- ❖ In-house training to line managers on various aspects of preventive vigilance