

## ROLE AND RESPONSIBILITIES

*Vigilance Department of India Optel Limited functions to be performed are of wide spread/sweep and include collecting intelligence about the corrupt practices committed, or likely to be committed by the employees of the organization and stakeholders in positive way; investigating or causing an investigation to be made into verifiable allegations reported by different media; processing investigation reports for further consideration of the disciplinary authority concerned; also referring the matters to the Commission for advice wherever necessary, taking steps to prevent commission of improper practices/misconducts, etc*

*The Vigilance Department plays a very vital role and ensuring the rules also laid down Procedures of the Government and Company are adhered to in all circumstances with the discretionary powers vested with the individuals are exercised judiciously so that there should be transparency in all official dealings. Vigilance Department pioneers for the Anti-Corruption work of the Company*

*In the field of purchases, it should get the quality product at competitive rates at national and International markets. Also, it should get the maximum realization for its products at the minimal selling cost with rational benefits for considering futuristic growth of organization in the present industrial scenario. In the personal administration area, keeping a watch so that best talented people are recruited and keeps the morale of the people high in the organization, the presence of a vigilance set-up will enable the management to enable the presence of that world class business culture like a multinational company.*

*The Vigilance Department primarily focuses on Preventive, Punitive and detective / surveillance role. Preventive Vigilance is a proactive approach, which looks at creating awareness and education on anti-corruption measure, simplification of rules and procedures, plugging loopholes in the system. Punitive Vigilance deals with disciplinary action against the employees who have engaged in corrupt activities.*

*The major work profile of the Vigilance comprises investigation of complaints, preventive vigilance like surprise inspections, regular scrutiny of procurement and contracts/ procurements files. Also carry out CTE type inspections time to time, etc.*

*The Vigilance Department also has been striving consistently to improve vigilance administration by leveraging technology and aiming to reduce bottlenecks / delays in systems / processes. Also bring the transparency and*

*expediency in handling businesses of the organization. Vigilance department, through its various preventive vigilance activities, is making all efforts to reduce scope for corruption.*

- 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;*
- To identify the sensitive/corruption prone spots in the Organization and keep an eye on personnel posted in such areas;*
- To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices;*
- To maintain proper surveillance on officers of doubtful integrity; and*
- To ensure prompt observance of Conduct Rules relating to integrity of the Officers, like*
  - The Annual Property Returns;*
  - Gifts accepted by the officials*
  - Benami transactions*
  - Regarding relatives employed in private firms or doing private business etc.*
- 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 had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to his administrative head, i.e. Secretary in the case of Ministries/Departments and Chief Executive in the case of public sector organizations;*
- To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer along with the charge-sheet;*
- To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent promptly;*
- To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics are adopted by the accused officer or the Presenting Officer;*
- To ensure that the processing of the Inquiry Officer's Reports for final orders of the Disciplinary Authority is done properly and quickly;*
- To scrutinize final orders passed by the Disciplinary Authorities subordinate to the Ministry/Department, with a view to see whether a case for review is made out or not;*
- To see that proper assistance is given to the C.B.I. in the investigation of cases entrusted to them or started by them on their own source of information;*
- To take proper and adequate action with regard to writ petitions filed by accused officers;*

- *To ensure that the Central Vigilance Commission is consulted at all stages where it is to be consulted and that as far as possible, the time limits prescribed in the Vigilance Manual for various stages are adhered to;*
- *To ensure prompt submission of returns to the Commission;*
- *To review from time to time the existing arrangements for vigilance work in the Ministry/Department for vigilance work subordinate officers to see if they are adequate to ensure expeditious and effective disposal of vigilance work;*
- *To ensure that the competent disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire;*
- *To ensure that cases against the public servants 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;*
- *To ensure that the period from the date of serving a charge-sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.*
- *Implementation of watchfulness and alertness.*
- *Implementation of E-Tendering through GeM.*
- *Updating of all procurement manuals time to time viz., Subcontract Procedure, Purchase Procedure, Works Contract Manual, etc.*
- *Online filing and verification of APRs of the employees.*
- *Installation of CCTVs at different sensitive location at Factory and its Premises.*
- *Monitoring of movements of undesirable/unauthorized contact persons within Factory and near to factory.*
- *Monitoring of Material Gate Passes (In and Out).*
- *Monitoring the Inventory of tools lying with the Vendors.*
- *Review of high value Single Tender (ST) cases.*
- *Examination of Repeat Order cases.*
- *CTE Type examinations.*