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Circular on Vigilance

A Talk on Vigilance Guidance delivered by Sri Santanu Kar Additional Superintendent of Police, CBI, ACB Kolkata on 10 Nov 2016 at Conference Hall of Central Library is circulated herewith for you necessary action on the points applicable to you or otherwise.

  
Chief Vigilance Officer  
Visva-Bharati

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# TALK ON VIGILANCE

**SANTANU KAR**  
**ADDL SUPDT OF POLICE**  
**CBI/ACB/KOLKATA**

### **What is Vigilance**

- The dictionary meaning of vigilance is the quality or condition of being vigilant or watchful. As such in nutshell we can say vigilance means watchfulness, alertness or wakefulness.

### **What is Preventive Vigilance**

- From the organization point of view, preventive vigilance is nothing but adoption of a package of measures to improve systems/procedures to reduce/eliminate corruption,
- In CVC Manual Chapter-II, the role of CVO and scope of preventive vigilance has been discussed elaborately.

### **Preventive Vigilance**

- As per Clause 2.12.2 of CVC Manual Chapter II “While surveillance and punitive action for commission of misconduct and other malpractices is certainly important. The preventive measures to be taken”.

### **Preventive Vigilance**

- In the same chapter it is also mentioned that CVO of any public sector undertaking should take the action in this regard, as such it is clear that the role of CVO of any organization should be predominantly preventive.

### **Report of Santhanam Committee**

- Santhanam Committee which was set up in the year 1960 under the leadership of Mr K.Santhanam ,MP, for review and recommendation of anti-corruption system of our country ,recommended certain Preventive measures which they felt ,should be taken to reduced corruption.

### **Santhanam Committee**

- In the year 1962 the committee submitted its report and as per the recommendation of the committee in the year 1964 CVC was established. In its report the committee identified four major causes of corruption viz.
  - (a) Administrative delays
  - (b) Government taking upon themselves more than what they can manage by way of regulatory functions
  - (c) Scope for personal discretion in the exercise of powers vested in different categories of Govt. servants.
  - (d) Cumbersome procedures of dealing various matters which are important to citizen in their day to day affairs

### **Measures for Preventive Vigilance:-**

1. To undertake a study of existing procedure and practices prevailing in the organization
2. To modify the procedure/practices which provide a scope for corruption
3. To point out the causes of delay for any work/function and to minimize the delay at different stage
4. To undertake a review of the regulatory functions and to verify whether the function was necessary for the deptt./organization or not.
5. To verify the manner of discharge of those functions and to exercise discretionary power for betterment of that function
6. To ensure adequate method to control over exercise of discretionary power and also to ensure that this power should be exercised in a fair and transparent manner
7. To educate the citizen/members regarding the procedure of dealing and to simplify all the cumbersome procedure.
8. To identify the corruption prone areas and to ensure that the officers of proven integrity to be posted in those areas for a particular period
9. To prepare a list of doubtful integrity
10. To prepare the "Agreed List" of the doubtful integrity officers in consultation with CBI for every year and also to monitor the activities of the Agreed List officers.
11. To ensure that the doubtful integrity officers are not posted in the identified sensitive/corruption prone areas of the deptt.
12. To ensure periodical rotation of staff from every section/deptt.
13. To ensure the organization's manual /service conduct rules should be prepared
14. To ensure that the directives of manuals and the directives for purchase and contracts should be strictly followed
15. To ensure that the all the guidelines/manuals should be updated time to time.

### **Purpose of Vigilance**

To bring about a higher order of morality/rationality in public service.

- Watchfulness.

- Prevention better than cure.
- To reduce corruption.

### **Measures for Preventive Vigilance**

- Study of working of organization, identify sensitive and corruption prone areas.
- Simplification of rules/procedures having loopholes.
- Define duties/responsibilities of costs if possible. Locate sensitive spots  
Surprise inspections.
- Detection of failures in quality and speed. Reduce discretionary areas.

### **Sources of Vigilance work**

- Audit reports, C&AG reports,
- Technical reports, adjudication orders ,etc.
- Complaints. Intelligence.
- Studies of systems / procedures.
- Reports of Parliamentary Committee
- Suo-moto scrutiny of tender/purchase files of high values.
- Surprise Check (Either by vigilance or with CBI)

### **Process**

- The 'integrity' and 'devotion to duty' are incorporated as essential attributes in the staff conduct rules / regulations of most of the organisations. While the expression 'integrity' denotes uprightness or honesty,, 'devotion to duty' is faithful service .The integrity must be absolute
- It is, therefore, obligatory on every employee to serve the organisation honestly and faithfully and to use his utmost endeavour to promote the organisation's interests.
- As a part of preventive vigilance,, organisations are required to put in place a system of maintaining three list of officers of doubtful integrity finalised in consultation with the Central Bureau of Investigation (CBI) authorities known as 'Agreed List'.
- In addition, a separate 'List of Employees of Doubtful Integrity" is also required to be maintained by the organisations.

'Agreed List' is confined to employees belonging to officer category and is prepared in consultation with CBI authorities.

- 'List of Employees of Doubtful Integrity' includes all categories of employees and is prepared independently based on antecedents of employees.
- Both the lists must have the approval of the CEO
- The two lists are mutually exclusive

### **Effective Vigilance**

- Effective vigilance calls for constant review of rules, procedures and practices which afford scope for corruption.
- Some of the salient features in different sections of organization are given below :-

### **Purchase**

- i. Should be on a public tender basis
- ii. In case of Limited Tender the enquiry must be sent by certificate of posting or by adequate notice.
- iii. Tender should be accepted in 2 parts Technical Bid and Financial Bid
- iv. Technical Bid should be scrutinized and shortlisted before opening the financial bid.
- v. The L-1 should be informed within the shortest possible time and all the terms and conditions should again be communicated to him.
- vi. List of supplier reviewed periodically
- vii. Delivery items should be checked with the samples earlier given at the time of tender
- viii. Review of bills submitted by the party should be checked regularly and certificates from the users regarding the performance should be verified

### **Inventory**

- i. Inventory of all store materials/items should be prepared.
- ii. The items which are lying in the store for a long period should be enlisted and the indents of those items should be checked. The reasons for non acceptance by the indenters should be verified.
- iii. Joint surprise check should be conducted periodically with CBI.
- iv. Rate contract items should be enlisted and no stock of those items are required.

- v. List of the spares of the item within the free warranty period should be shown separately.
- vi. A detail list of items available in class room /office room/gallery etc should be displayed in that particular place.

### **Finance**

- i. Settlement of payments should be done through Account Payee cheque only.
- ii. No hand delivery of cheques should be done. The cheque should be delivered either by Regd. Post or by Courier.
- iii. The defaulter's list should be reviewed time to time.
- iv. Confirmation of outstanding balances should be verified by the parties.

### **Personnel (HRD)**

- i. Periodical rotation of officers and staff members should be done in all sensitive posts.
- ii. Review and monitoring of immovable property returns should be done.
- iii. Implementation of Staff Conduct Rules should be done strictly.
- iv. Unwanted procedure and corrupt practices should be eliminated.
- v. Recruitment procedures should be stream lined. There must not be any deviation from the existing guide lines/Rules. If any clarification is required the same should be cleared from the concerned ministry.
- vi. Institution of a Public Grievance Cell should be done.

### **Corruption Prone Employees**

- Beware, if an employee Never takes leave
- Over pleasing in manners, Too popular
- Ever obliging
- Always in need, in financial difficulties
- Takes all possible loans and keeps savings to the minimum.
- Well up in procedures High style of life.

### **CONCLUSION**

- Mahatama Gandhi has rightly expressed the very wisdom of human existence on this Earth when he says - "On this earth, there is enough for everyone's need but not for their greed".

- The greatest tribute to a human being was paid by the renowned Poet Alexander Pope when he said that an "honest man is the noble Work of God".
- So at last we can reach into the conclusion that Prevention is better than cure. The concept of cure comes when the disease breaks-out but if we take the preventive steps no disease will spread .In the present society the corruption is the most dreaded disease like cancer and the same can be checked through effective preventive vigilance Let us dream for a corruption free society.
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