

# Vigilance Management

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***Vigilance denotes roles assigned to Supervisory Officers and their Subordinates to discharge in complete fulfillment of the ground rules of good conduct as per Conduct Rules.***

**Vigilance is an essential component of Management.**

**It is an important segment in any organization like Finance, Personnel, Technical, Marketing operations etc.**

- **Vigilance has to be given a rightful place in the management.**
- **If Vigilance set-up is effective in an organization it will ensure functioning of other segments like Finance, Personnel, Marketing etc. in an efficient way.**
- **Vigilance has to bring about a higher order of morality as well as rationality in the conduct of affairs of public service.**

**Success of an organization in controlling vigilance should be judged by its effectiveness in the prevention of crime and corrupt practices rather than by the number of causes detected and prosecuted.**

**Vigilance work is liked neither by an honest officer nor by an dis-honest officer. Yet its absence will be harmful to the organization.**

**It is like a bitter pill.**

**The objective of vigilance is to ensure that management gets the maximum out of various transactions in all fields such as Marketing, quality purchases, finances, personnel, operations etc.**

**Vigilance, therefore, is**  
**Management of Human**  
**Conduct.**

# Vigilance Administration

- The organizations, systems and procedures of the Government must not only be efficient but also ethical, just and fair. Integrity has to be its essential ingredient.
- Corruption is manifested in various forms such as bribery, nepotism, wilful action, wilful inaction to benefit someone or to deny benefit to someone known or unknown, favoritism, failure to follow laid down process leading to unintended benefit to someone or denial of benefit to the deserving.
- The challenge is to create an environment in which the honest can work fearlessly and the corrupt are punished promptly.



# Evolution of Vigilance Administration

- The anti-corruption measures of the Central Government are responsibility of
  1. Central Vigilance Commission
  2. Administrative Vigilance Division in the Department of Personnel and Training
  3. Central Bureau of Investigation
  4. Vigilance Units in the Ministries/Departments
  5. Disciplinary authorities
  6. Supervisory Officers

# Duties and function of CVO

- CVO heads the Vigilance Division and advisor to the Chief Executive.
- He is also the Nodal Officer of the Organization for interacting with CVC and CBI.
- The CVO's function can be broadly divided in the following categories.
  1. Preventive Vigilance
  2. Detective Vigilance
  3. Punitive Vigilance
  4. Post-Punitive Vigilance

# Preventive Vigilance functions by CVO

- ❖ To undertake study of existing procedures and practices prevailing in the organization
- ❖ To find the causes of delay point which at delay occurs and devise steps to minimize delay.
- ❖ To review the regulatory functions and to see whether all of them are strictly necessary and whether there is scope of improvement.
- ❖ To see that discretionary powers are not exercised arbitrarily but in a transparent and fair manner.
- ❖ To educate the Citizens about procedures of dealing and simplify these.
- ❖ To identify areas prone to corruption and ensure that officers of proven integrity are posted.

- ❖ To ensure periodical rotation of staff.
- ❖ To ensure that organization's have prepared manuals on important subjects such as purchases, contracts, procurement, recruitment etc. and these manuals are updated from time to time.
- ❖ To develop and implement an effective Whistle blower mechanism
- ❖ To leverage technology
- ❖ To ensure prompt observance of Conduct Rules.
- ❖ To observe Vigilance Awareness Week
- ❖ To scrutinize internal auditors report, statutory audits reports, CAG audit report
- ❖ To scrutinize inspection reports
- ❖ To keep an eye on the activities of Public servants who are of doubtful integrity.

# Potential areas of Corruption

- Some broad areas common to all organizations are
  1. Procurement
  2. Sale of Goods and Services
  3. Human Resource Management i.e processes relating to Recruitment, Promotion, Transfer and Posting
  4. Delivery of Services to Public
  5. Enforcement

# Preventive Vigilance measures

- Simplification and Standardization of Rules.
- Leveraging Technology such as e-procurements, e-payments use of websites for dissemination of information and creating awareness, use of CCTV in places of public dealing, use of GPS enabled devices/ RFID's, use of appropriate analytical tools, computer assisted audit techniques for detecting frauds.
- Automation/ Online services
- Business process Re-engineering
- Transparency through Websites.
- Accountability

- Control and supervision
- Early detection of Misconduct
- Time bound and effective unity action
- Providing necessary Infrastructural facilities
- Training and awareness
- Conducive work environment to promote ethical behaviour including protection to Whistle Blowers.
- Awareness among public
- Inculcating moral values such as Vigilance Awareness Week

**CVC directed all departments / organizations to prominently display the standards notice boards at the reception area of each of their offices in the format prescribed in English, Hindi and Local language of the area.**



# Complaints

- A Complaint is a piece of statement or information containing details about offense alleged to have been committed under the PC Act 1988 or Misconduct / Malpractice under Conduct Rules 1964.
- Action on anonymous/ pseudonymous complaints
- Instructions to complaints for making complaints to the commission
- Action against persons making false complaints.
- Withdrawal of complaints

# PIDPI Complaints

- Public Interest Disclosure and Protection of Informers Resolution 2004.
- A Complainant can blow a whistle by lodging a complaint and also seek protection against his victimization for doing so.
- CVC is the designated agency to receive complaints from whistle blowers under the PIDPI Resolution.
- In 2004, in response to a WP (Civil) filed after the murder of Shri Satyendra Dubey, the Supreme Court directed that a machinery be put in place for acting on complaint from whistle blower till a law is enacted.

- The Resolution has the following main provisions:
- ✓ Any public servant or a person including an NGO can make return disclosure.
- ✓ The designated agency may call for further information or particulars from the person making the disclosure.
- ✓ Anonymous complaints shall not be acted upon.
- ✓ The identity of the complaint will not be revealed.
- ✓ Head of the Organization shall keep the identity of the informant secret.
- ✓ The designated agency may seek assistance of CBI.
- ✓ If on application the designated agency is of the opinion that the complaint or the witness need protection it shall issue appropriate directions to the Government authorities.

- ✓ Handling of complaints received under PIDPI Resolution.
- ✓ Protection to Whistle Blowers
- ✓ Supervision and Monitoring of designated authority.
- ✓ Whistle Blowers Protection Act 2011 has been notified on 12.05.2014. However the provisions of the Act have not come into force as some amendments to the Act were proposed and a Bill to this effect is pending before Parliament.

# Public participation in promoting integrity and eradicating corruption

- Encouraging ethical conduct
- Integrity pledge
- Fundamental duties – Article – 51 (A) of the Constitution of India.
- Article 13 of United Nation Convention against Corruption – participation of society
- Participation of Institutions
  - a. Media
  - b. Social Media
  - c. Educational Institutions
  - d. Leaders
  - e. Civil Society

- Outreach programs for promoting public participation
  - a. Observance of Vigilance Awareness Week
  - b. Integrity Pledge
  - c. Public outreach programs
  - d. Vigilance Gram Sabha and other Grievance Redressal Programs
  - e. Activities in Schools and Colleges
  - f. Seminars, Workshops and Presentations
  - g. Use of Press and Electronic Media
  - h. Use of Social Media
  - i. Lectures

Thank You