

Module 2

Vigilance Administration

Chapter 2

Roles, responsibilities and functions of CVOs

CVO's Roles, Responsibilities, Appointments etc., are enumerated in detail in Chapter-II of CVC Vigilance Manual¹. CVO in an organization primarily acts as an advisor and reports directly to the head of the organization and acts as a Nodal Officer of the organization for interaction with the CVC and CBI. The roles and responsibilities of the CVO are listed below: -

Preventive Vigilance Aspects

- ❖ To examine in detail, the existing Rules, practices, and procedures of the Organisation with a view to eliminate or minimise the scope for discretion, corruption, or malpractices.
- ❖ to identify the loopholes, bottlenecks/opaqueness, the sensitive/corruption prone spots in the Organisation which provide scope for corruption.
- ❖ To prepare the Officers of Doubtful Integrity (ODI) List as per the norms laid down by DoPT.
- ❖ To prepare the Agreed List in consultation with the respective CBI Headquarters.
- ❖ To visit the Field Units and offices with a view to educating the officials on various aspects of procurement, and execution of the works in accordance with contract conditions, procedures, and manuals so that the executives make the fewest possible mistakes or errors.
- ❖ To review the CTE QPR Reports and analyze any delays in contract finalization or work execution. Suitable system improvements should be advised to minimize such delays.

¹ https://www.cvc.gov.in/sites/default/files/ENGLISH-Vigilance%20Manual%202021-2_1.pdf

- ❖ To identify the mass contact areas and focus areas for preventive checks.
- ❖ To Scrutinize the internal audit reports, statutory audit reports, CAG Audit reports.
- ❖ To Conduct CTE Type Inspections as per the target given in the CVC Manual.
- ❖ To leverage the technology for making preventive vigilance functions effective.
- ❖ To ensure that the procurement in the organization is done following all the rules and regulations.
- ❖ Timely furnishing of CVO's remarks for CTE Paras after obtaining the necessary inputs/replies from the executives.
- ❖ To scrutinize the Annual Property Returns of at least 20% of the Executive employees every year.
- ❖ Identify sensitive posts in the organization and ensure implementation of rotational policy.

Participative Vigilance aspects

- ❖ To advise the Functional Heads to update the existing Procurement Manuals in-line with the latest Manuals for the Procurement of Works, Goods, and Services released by the Department of Expenditure in order to increase the transparency and efficiency of procurement processes.
- ❖ CVO should advise the Functional Heads to have Standard Bid Documents in place in-line with the GFR 2017, Procurement Manuals so that the frontline officials will have ease in the process of tendering.

- ❖ To conduct quarterly Structured Meetings with CMD or CEO of the organization duly bringing the main points in the agenda and way forward in a practical way for certain issues.
- ❖ To inform CMD / CEO about the inputs on corrupt activities from time to time.
- ❖ To develop an internal complaint handling procedure that is consistent with the CVC Manual and existing practices. CVO should dispose of the complaints as per the laid-down procedures in a timely manner and update the complainant on the outcome of their case. To check the CVC Portal regularly and dispose of the cases as per the laid-down timelines.
- ❖ As part of a measure to build capacity, organize/nominate vigilance officers and other executives for various training programmes conducted by the CBI, CVC, NFSL, NPA, etc.
- ❖ To ensure the observance of Vigilance Awareness Week as per the directions of the Commission.

Punitive Vigilance

- ❖ 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;
- ❖ CVO should ensure that the charge sheets are prepared with due care including all the points required to be covered and signed by the Appropriate Authority as per the Delegation of Powers of the organization.
- ❖ CVO should monitor timelines in disciplinary proceedings as prescribed by Commission for logical conclusion.
- ❖ To prepare a list of inquiry officers and to ensure that adequate training is imparted to such officials.

- ❖ To ensure the inquiries are conducted, and the reports are submitted in a timely manner.
- ❖ To ensure that IO submit the Inquiry Report timely and to seek monthly progress reports from IO on pending enquiry.
- ❖ It is desirable that vigilance officer (Other than the one who has done the vigilance enquiry) is appointed as Presenting officer to ensure proper monitoring of inquiry process.
- ❖ To ensure the compliance to the FSA given by CVC till the appellate or reviewing authorities' revision of penalty, if any.
- ❖ Examine decision of DA and if they are not in tune with the advice of the Commission bring it to the notice of the Commission for further consideration.
- ❖ Examine the case as well as orders of the DA in respect of officers who are not under Commission's jurisdiction and ensure fairness in process by recommending revision of inappropriate orders by Competent Authority.
- ❖ To ensure that penalty awarded is implemented by the management in timely manner.
- ❖ To ensure that corrupt officials are not shielded and get punishment in consonance of irregularity.
- ❖ To ensure that vigilance cases against officers due to retire shortly are dealt timely and CVC Advice, if necessary, is taken. To ensure that cases against the public servants on the verge of retirement do not lapse due to time-limit and that the orders passed in the cases of retiring officers are implemented in time;
- ❖ To ensure that vigilance cases against officers under suspension are dealt expeditiously.
- ❖ To identify the cases having vigilance angle reported in inspection reports, audit reports, media reports, reports of Parliamentary

Committees etc., and carry out an investigation and, if any, misconduct to take the matter its logical conclusion.

Surveillance and Detection

- ❖ To develop sources for gathering information related to corrupt practices in the organization.
- ❖ To keep liaison with ACB, CBI and state police department for sharing of intelligence inputs.
- ❖ To ensure surprise checks in areas prone to corruptions.
- ❖ To ensure surprise checks in areas where ODI and Agreed list officials are working.

Administrative Vigilance Aspects

- ❖ To dispose of the complaints on priority as per the laid-down timelines.
- ❖ To finalise the I&R Reports of CVC / concerned Ministry as per the laid-down CVC format in a timely manner.
- ❖ CVO should ensure that the vigilance team should have adequate knowledge of CDA / CCS of the organization / DoPT guidelines / CVC Manuals so that the logical conclusions of the Reports can be made with ease.
- ❖ While preparing such I&R or PIDPI Reports, the CVO must ensure all the aspects of the matter should be covered for having objective and fair analysis.
- ❖ CVO should ensure the roles and responsibilities of the officers involved before recommending for any disciplinary action.
- ❖ To submit the QPRs, CTE QPRs in time to CVC in the respective portals.

- ❖ To ensure that no victimization of vigilance officials takes place and report to the commission of such victimization, if any.
- ❖ To ensure that vigilance status/clearance is processed expeditiously and transparently as per CVC guidelines.
- ❖ CVO should forward the complaints received on Board Level Officials to the respective administrative Ministry as per Vigilance Manual.
- ❖ CVO should furnish the vigilance status at the earliest for all category of officers.
- ❖ CVO should provide factual details to the CEO / CMD or the Competent Authority, as per the SoP of the organization, for taking appropriate decisions, in case of Sections 17 (A) and 19 of P.C Act, 1988.
