



OFFICE OF THE CHIEF VIGILANCE OFFICER

No. CVO/PV/2010-11/1

Date: 16th September, 2010

Sub: Inviting suggestions in area of Preventive Vigilance

I take this opportunity to invite all of you to join our mission of evolving best practices in the area of Preventive vigilance. As deliberated during Conference of Directors of the Institutes, as an organization we must make sincere endeavour to reduce cases of Punitive Vigilance to minimum if not to zero.

Division of Vigilance has therefore, come forward with a plan which entails series of activities to be undertaken at the level of Organization and at the level of Institutes. A background note containing some proposed measures/ suggestions in this regard is enclosed herewith. Such measures listed in the note are not exhaustive. Based on local experiences, creative input and feedback from all supervisory officers, many more useful practices need to be evolved and enhanced.

I solicit active and enthusiastic participation of each one as apart from being mandatory responsibility, preventive vigilance measures would enhance reputation and efficiency of the organization to no end. It will also be a great service to fellow colleagues if they are saved from agony of punitive vigilance.

Your feedback/suggestions on successful practices initiated / enhanced so as to reduce public grievance and also punitive vigilance cases are most welcome as same would be shared for the benefit of all. I once again urge you to join hands to make this mission a grand success and look forward for your positive response.

(Anjali Tewari)
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CVO, CSIR

Background Note on Preventive Vigilance - Invitation of suggestions

Division of Vigilance is the nodal agency for vigilance related functions in the organization. Vigilance essentially being a managerial tool, envisages active engagement of all supervisory authorities. This responsibility is clearly laid down in Rule 3(2) (i) of CCS conduct Rules which states as under:

"Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion of duty of all Government servants for the time being under his control and authority."

2. Lack of vigilance or supervisory failure results in punitive vigilance cases. Vigilance task is not limited to punitive actions, i.e to interfere after the fault/error has been committed. Predominant task of vigilance is to prevent that fault from taking place. Preventive vigilance aims to root out the causes of complaints such as delay in decision making, misuse of individual discretion in exercise of powers, complex and variegated procedures and low accountability.

3. Activities initiated/proposed at the level of Directorate of Vigilance

3.1 An ongoing process of studying the existing standard practices and eliminating the causes of delays in disposing of various matters has been started.

3.2 The primary need of various regulatory functions is to examine the scope of improvements and to make the system more objective so as to minimize the discretionary elements.

3.3 The stakeholders are regularly being made aware of forums to resolve the grievances and also to approach the H/Division of Vigilance in case the grievances are not redressed.

3.4 In order to bring about transparency, it is proposed to activate web link of vigilance division in the main website of the organization which is till now intranet to display information regarding various aspects related to vigilance functioning in the organization.

3.5 Workshops/Interactive sessions with Officers of the department at different places are being undertaken to sensitize, educate and inform them about different aspects of vigilance functioning, common pitfalls/ mistakes resulting in punitive cases and the measures to be undertaken for preventive vigilance.

3.6 It is also planned to bring about compilation of Do's & Don'ts to minimize the cases leading to vigilance proceedings after incorporating the feedback /suggestions.

4. Suggestions/measures

4.1 Publicity regarding existing machinery for grievances redressal and anti-corruption measures undertaken. Various modes for filing grievances / complaints be also publicized.

4.2 Encourage free exchange of views and suggestions from stakeholders to be fully aware about problems faced by them and also to take remedial measures.

4.3 Regular and surprise inspections by departmental heads and audit teams; Surprise Vigilance Inspection with the help of supervisory technical staff to ensure proper implementation of the rules and procedures especially in the sensitive areas leading to generation of complaints.

4.4 Due care be taken at the time of transfer and postings so that there is rotation of staff regularly from sensitive posts. Proper surveillance be maintained on employees of doubtful integrity. In case of repeated complaints the official be shifted from the assignment.

4.5 Reducing areas of personal discretion by use of technology or by introducing collective decision making wherever possible.

4.6 Regular interaction, guidance, counseling and forewarning of subordinates by the immediate supervisor would go a long way in reduction of complaints.

4.7 Employees be briefed about the vigilance mechanism which exist in the Organization so that upright employees can discharge their duties without fear and the corrupt mend their ways.

4.8 Employees be made conscious about the sensitive processes/areas which result in vigilance cases and to be guided about proper procedure to be followed to avoid mistakes. Some such acts of commission / omission noticed in the vigilance division while processing of complaints are being compiled. You all are requested to send the instances of such acts of commission / omission on basis of local experiences for inclusion in the compilation to be circulated to all Institutes/Laboratories.

5. Suggestions made for preventive vigilance are not exhaustive. Any practice/initiative successfully introduced in your Institute in this area may be communicated to this Division for benefit of other Institutes of the Organization. It is proposed to send suggestions in future through e-mails. Feedback/ suggestions may also be mailed to the Vigilance Division on cvo@csir.res.in or anjalitewari@csir.res.in