

General Functions of Vigilance Department in SPMCIL

The main aim of vigilance department is to initiate steps to curb corruption and malpractices in the SPMCIL. The functions to achieve this aim can be divided into two parts, namely, Preventive Vigilance and Punitive Vigilance and they are as follows:-

I. **Preventive Vigilance:**

- a. Monthly **Dissemination of Information** Report: A monthly report prepared by vigilance department of concerned Unit of SPMCIL, containing following details and appropriate action taken against discrepancies/deviations found, if any:
 - i. Negotiation done during tender with L-1 /any bidder and reasons/justification thereof.
 - ii. Tender sample clause incorporated in the NIT/tender document and reasons/justification thereof.
 - iii. Uploading of tenders in downloadable form on the website.
 - iv. Uploading of the 'post-award details of tender(s) of Above Rs. 1 Crore /tender(s) covering at least 75% value of the transaction during the previous month' on the website.
 - v. Disbursement of payment through E-payment (Target 100%).
 - vi. Complaints received, with details of complainant, date of receipt, allegations in brief and the name of official(s) alleged in the complaint.

vii. Status of delay in payment to contractors/suppliers/vendors/service providers along with reasons for payment pending/delay, if any.

viii Status of tenders issued and actually uploaded on the website along with reasons for tenders/enquires not uploaded, if any.

ix. Status of Post-Award details of Tender issued and actually uploaded on the Website along with reasons thereof for not uploading Post-Awards details on the website, if any.

b. ***Quarterly Progress Report (QPR) of Works/Purchase, etc.***

A quarterly report prepared by vigilance department of the concerned Unit of SPMCIL, containing details of 'progress of the works/purchases done by the Unit in the areas of: civil work, electrical/mechanical work, store purchase, horticulture works, medical equipment, consultancy, service contracts, supply of medicines'.

c. ***CTE type Inspections:*** Conducted in the Units of SPMCIL at least one per quarter and are carried out as per Manual for Intensive Examination of Works/Purchase Contracts for PSUs, Autonomous Bodies, Banks, Insurance Companies and Financial Institutions uploaded on website by Central Vigilance Commission (CVC).

d. ***Annual Physical Verification (APV) of Stock:*** Done by a team of SPMCIL vigilance department of the stocks held by Units of SPMCIL on annual basis and its report submitted to the Competent Authority, containing details of discrepancies and deviations observed, if any, during the APV and appropriate

action taken against such deviations/discrepancies. On an average, there is one APV done every month.

- e. **Surprise observance of Tender opening:** Done during the tender opening process in the Unit of SPMCIL at least once in a month. Discrepancy/deviation found, if any, is reported to the concerned authority for appropriate action.
- f. **Dissemination of Rules, Regulations and guidelines of CVC/Management/Procurement Manual:** Done periodically (once in every quarter) through lectures (including external speakers), seminars, workshops, discussions etc. Release of small handy booklets, namely, '**The Red Book - Do's and Don'ts of Vigilance**' (released during Vigilance Awareness Week, 2009), '**Compendium of Vigilance Circulars - First step towards effective vigilance**' (released during Vigilance Awareness Week, 2010) and '**Case Studies - An Awakening**' (released during Vigilance Awareness Week, 2012), which was given widest possible publicity in SPMCIL, is a step forward in this direction.
- g. **Quarterly Interaction Meeting:** Held quarterly by vigilance department of the Unit concerned of SPMCIL with the GM/HoDs or their nominees to discuss various problems of the vigilance department and deficiencies and discrepancies observed, if any, in the system/working of the Unit during the preceding quarter. Subsequently, Minutes prepared of such meetings with actionable points.
- h. **Vendors' Meet:** An interaction meeting organized by vigilance department of the Unit of SPMCIL once in a year, likely to be held during observance of Vigilance Awareness Week, with the vendors/suppliers of the Unit. Problems faced, if any, by vendors/suppliers, especially pertaining to procurement/tendering system maintained by the Unit

or release of payment with modalities along with proposed remedial actions, are reported to the competent authority and necessary remedial actions taken to remove such problems/hurdles faced by vendors/suppliers. This meet is held jointly along with the GM or his nominee(s).

- i. **Study of Tender Document:** Done monthly by vigilance department of SPMCIL of the Tender documents uploaded on the website of SPMCIL with reference to the Procurement Manual/CVC guidelines, etc. and discrepancy/deviation found, if any, brought to the notice of the concerned department.
- j. **Surprise inspection of stores, procurement, process of bill payment:** Surprise random inspection of stores or any part thereof, procurement, process of bill payment, etc. done monthly by the vigilance department of the Unit of SPMCIL and appropriate action taken against discrepancy/deviation found, if any.
- k. **Surprise inspection of medical bill claims:** Done monthly by vigilance department of the Unit of SPMCIL and appropriate action taken against discrepancy/deviation found, if any.
- l. **Examination of Audit Report:** Done quarterly by vigilance department of the Unit concerned of SPMCIL and necessary appropriate action taken if any vigilance angle observed in the audit paras during scrutiny of the Audit Report.
- m. **Watch on sensitive posts:** Sensitive posts of SPMCIL officials are watched for rotational transfer purposes. A report, containing details of transfers due in a year, is submitted by the Unit concerned of SPMCIL by 31st of January every year. Similarly, a report on compliance/non-compliance on rotational transfers of the year is submitted by 31st July every

year. Appropriate action taken against discrepancy/deviation found, if any.

- m. **Agreed List and List of Officers of Doubtful Integrity:** A watch is kept on the complaints/disciplinary cases/court cases, etc. against the officials of the SPMCIL, which forms the basis of preparation of 'List of Officers of Doubtful Integrity and the Agreed List'. The Agreed List is prepared in consultation with Central Bureau of Investigation (CBI).
- o. **Surveillance & Detection:** Information from own developed intelligence sources about the misconduct/malpractices having been committed or likely to be committed is gathered by the vigilance department of the Unit.
- p. **Scrutiny of Annual Property Returns:** Done by the vigilance department of SPMCIL to ensure observance of Conduct Rules of the Organization relating to integrity of officials. Appropriate action taken against discrepancy/deviation found, if any.
- q. **Observance of Vigilance Awareness Week:** Observed in SPMCIL and all its Units every year during October/November month on the theme circulated by Central Vigilance Commission (CVC). Various activities/competitions are organized during the Week to sensitize employees of the areas prone to corruption and make them aware of the ways to prevent such corruption.

II. Punitive Vigilance:

On Punitive Vigilance front, the functions of SPMCIL vigilance are as under:

- a. Investigating complaints having vigilance angle against all categories of employees except Board-level appointees.
- b. Offering advices and monitoring progress of action recommended by Vigilance department against such employees.
- c. Ensuring speedy processing of vigilance cases at all stages.
- d. To investigate or cause an investigation to be made into such specific and verifiable allegation in the complaint received directly or forwarded by the Central Vigilance Commission or CBI or Ministry or CMD, Board of Directors or any other Government or SPMCIL authority.
- e. Ensuring that there is no delay in the appointment of Inquiry Officer and that there are no dilatory tactics adopted by the accused officer or the Presenting Officer.
- f. Ensuring that the processing of Report of the Inquiry Officer for final orders of the Disciplinary Authority is done properly and quickly.
- g. To provide assistance to the CBI in the investigation of cases entrusted to them or started by them on their own source of information.
- h. Ensuring that the competent disciplinary authorities do not adopt a dilatory or lax attitude in processing vigilance cases, thus knowingly otherwise helping the subject employees, particularly in cases of employees due to retire.
- i. Ensuring that cases against the employees 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.