

DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

MANUAL ON

JOB

AND

RESPONSIBILITIES

VIGILANCE DEPARTMENT

Name :
Designation : **Chief Vigilance Officer**
Section : --
Department : **Vigilance Department**

Title of the post	CHIEF VIGILANCE OFFICER
Objectives	To carry out the Vigilance functions of the organization and to act as an Adviser to the Chairman, DPT in all matters pertaining to Vigilance, providing the link between the organization and the Central Vigilance Commission as well as the Central Bureau of Investigation.
Role & Responsibilities	To act as an Adviser to the Chairman, DPT in all matters pertaining to Vigilance. Preventive and Punitive Vigilance action, study of procedure, overall supervision and co-ordination of Vigilance activities.
Job specification & attributes	To have overall supervision in all Vigilance activities. To undertake the system study and procedure to prevent any possible scope of violation, and to investigate the allegations related to corruption having Vigilance angle as per the CVC's norms. To report and refer the cases to CVC and co-ordinate with the Disciplinary Authorities where the punitive actions are required. Thus, the job specified broadly in three categories (1) Preventive Vigilance, (2) Punitive Vigilance and (3) Surveillance and detection.
Resource	Manpower, finance, rules & regulations, ERP

requirement	softwares.
Measureable outcome	<p>Various periodical reports being submitted to the CVC and the Ministry alongwith Annual Report on Vigilance matters, which comprise the following:</p> <ul style="list-style-type: none"> • CVO acts as an advisor to the Chairman, DPT and reports directly to him. • CVO heads the Vigilance Department of DPT. • CVO provides link between DPT and CVC as well as CBI. • Collecting intelligence about the corrupt practices committed, or likely to be committed by the employees. • Investigating or causing an investigation to be made into allegations reported to him. • Processing investigation reports for further consideration of the disciplinary authority concerned. • Referring the matters to the Commission for advice wherever necessary. • Taking steps to prevent improper practices and commission of misconducts.
Period of review	Yearly.

Name :
Designation : **DY. CHIEF VIGILANCE OFFICER**
Section : --
Department : **Vigilance Department**

Title of the post	DY. CHIEF VIGILANCE OFFICER
Objectives	Assisting the CVO for completing the target and action plan for all the job of Vigilance Department.
Role & Responsibilities	To manage all the functions of Vigilance Department from the subordinates, to examine the matters submitted by the subordinates and to contribute in each Vigilance matters such as Vigilance inspections, finalization of Vigilance investigation reports, vetting and preparation of draft charge-sheet and to co-ordinate with CVC, Ministry, CBI and Disciplinary Authorities through CVO. Update with CVC and Ministry's norms, directions, instructions and other rules and regulations to be referred in day to day Vigilance cases/matters. To exercise Administrative superintendence over the subordinate staffs of the Vigilance Department, to play active role in deciding the matters related to transfer, posting and other administrative affairs of Vigilance Department, to exercise the existing delegation powers (Financial & Administrative) as approved by the Board. Any other important and vital issues/matters assigned by the CVO.
Job	Deputation from Officers of Major Port Trusts

specification & attributes	holding analogous posts or holding posts in the pay scale of Rs.24900-50500/- (pre-revised Rs.1300-18250) with 3 years regular service in the grade in a Major Port Trust. Preference will be given to the person having experience in Vigilance work. Deputation will normally be for a period of 3 years, and, in any case not to exceed 5 years.
Resource requirement	Manpower, finance, rules & regulations, ERP softwares.
Measureable outcome	<ul style="list-style-type: none"> • Overall supervision over work of subordinate officers. • Allocation of work/letters/references amongst subordinates. • Overall supervision and control over investigation of complaints carried out by subordinates. • Co-ordination with CVC and Vigilance Wing of Ministry of Shipping. • Liaisoning with CBI on vigilance matters. • To take action on Board items having vigilance angle in consultation with CVO. • To attend any other work assigned by CVO from time to time. • To deal with establishment matters of officers and office staff of vigilance department.
Date of review	Yearly

Name :

Designation : **Vigilance Officer**

Section : --

Department : **Vigilance Department**

Title of the post	VIGILANCE OFFICER
Objectives	Assisting to the work of CVO & Dy.CVO
Role & Responsibilities	To assist the Dy. CVO and CVO in all Vigilance matters, to examine the matters submitted by the subordinates and to contribute in each Vigilance matters such as Vigilance inspections, finalization of Vigilance investigation reports, vetting and preparation of draft charge-sheet. To carry out any Vigilance work/assignment as and when assigned by the Dy.CVO and CVO.
Job specification & attributes	Deputation from officers holding analogues posts or officers in the scale of pay of Rs.20600-46500/- (pre-revised 9100-15100-) with 5 years regular service in the grade from the various departments of the Port Trust. Deputation will be normally for a period of 3 years, and, in any case not to exceed 5 years.
Resource requirement	Manpower, finance, rules & regulations, ERP softwares.

Measureable outcome	<ul style="list-style-type: none"> • Carry out investigation into the complaints. • Carry out surprise/periodical / random inspections in the corruption prone areas. • Carry out CTE Type of inspections. • To monitor implementation of Transparency Plan of DPT and Integrity Pact. • To plan and organize various activities for Vigilance Awareness Week. • To attend to any other office work assigned by CVO and Dy. CVO from time to time.
Date of review	Yearly