

DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

MANUAL ON

JOB

AND

RESPONSIBILITIES

VIGILANCE DEPARTMENT

Name : Shri J.K Rathod, CPES
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	software's.
Measureable outcome	<p>Various periodical reports being submitted to the CVC and the Ministry along with 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 : Vacant
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 Authority

specification & attributes	holding analogous posts or officer holding posts in the pay scale of Rs.50000-160000/- (pre-revised Rs.10750-16750) with 3 years' regular service in the grade in a Major Port Authority. 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 software's.
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. • Liaising 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