

Functions

Indicative list of functions & responsibilities of Vigilance functionaries is as under:

(i) Undertake prompt investigation of authenticated complaints.

(ii) Carry out checks with follow-up investigations.

(iii) Ensure speedy processing of Vigilance cases at all stages.

(iv) Ensure preparation of charge sheets accurately without any loopholes.

(v) Ensure prompt appointment of Presenting Officer and Inquiry Officer for DAR inquiries.

(vi) Ensure conduction of DAR inquiries expeditiously.

(vii) Process the IO's report properly and expeditiously.

(viii) Ensure prompt submission of returns to CVC.

(ix) Maintain close liaison with CVC, CBI and the Department of Personnel & Training.

- (x) Take appropriate and expeditious action with regard to Court cases.**

- (xi) Ensure that proper assistance is given to CBI for investigation of cases.**

- (xii) Develop a system of collecting intelligence about malpractices.**

- (xiii) Keep a close watch on the functioning & integrity of personnel in the Vigilance department itself.**

- (xiv) Undertake review of existing rules & procedures, with a view to plug loopholes and suggest systemic improvements to curb corruption.**

- (xv) Arrange regular and surprise inspections at sensitive work units which are susceptible to corruption.**

- (xvi) Monitor adherence to aspects of Conduct Rules relating to integrity.**

- (xvii) Disseminate awareness about Vigilance, through Vigilance bulletins, seminars, workshops, lectures, etc.**

- (xviii) Undertake regular inspection of the Vigilance branch.**

Organisational Structure

SDGM				
Dy CVO (T)	Dy CVO (A)	Dy CVO (E)	Dy CVO (S)	Dy CVO (E1)
		VO(E)		