

# 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.**