

From

The Additional Chief Secretary to Government Haryana,  
Vigilance Department.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Department, Commissioners, Ambala, Hisar, Gurugram, Rohtak, Karnal and Faridabad Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in the State of Haryana.
5. The Managing Directors/ Chief Administrators of all the Boards / Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 9<sup>th</sup> January, 2018

Subject: **Preventive Vigilance/Role and Functions of the Chief Vigilance Officers.**

Sir/Madam,

1- I am directed to invite your attention to this department letter of even number dated 27<sup>th</sup> October, 2017 on the subject noted above and to inform you that a One Day Workshop of Chief Vigilance Officers (CVOs) was held on 19.12.2017. The workshop focused on strengthening Preventive Vigilance through CVOs. The concept of Preventive Vigilance largely focuses on adoption of a package of measures to improve systems and simplify procedures to create awareness among all stakeholders, identification of bottlenecks, identification of areas involving discretion, the exercise of which is not governed by guidelines and identification areas of where public comes into contact with the department.

2- Therefore, it is important that Departments should take effective steps for improving preventive vigilance. It is expected that CVOs should play a critical role in checking corruption and serve as a vital link between the Departments/ Organizations and the Vigilance Department. The roles and responsibilities of CVOs has been outlined in various instructions issued from time to time.

- (i) Assist the Department/ Organisation in identifying points where corruption can take place, and keep vigil.
- (ii) System process re-engineering by mapping the existing process/ procedure and improving them by simplification and sticking to time lines.
- (iii) Reduce human interface with the public by adopting IT/ Technology platforms.
- (iv) Reduce scope of discretion in the system by laying down proper norms/ guidelines.

- (v) Inspection/ checking of works executions of schemes in field offices, regularly.
- (vi) Ensuring timely completion of enquiries referred to by the Vigilance Department through rigorous monitoring.
- (vii) Hold enquiry into complaints relating to corruption received by the department.
- (vii) Monitoring of disciplinary cases recommended/ referred by the Vigilance Department.
- (viii) Create awareness among all stake holders about concept of preventive and participative vigilance.

3- Therefore, all departments/ Boards/ Corporations/ Organisations are directed to strengthen and facilitate the functioning of the CVOs by taking following steps :-

- (i) Heads of Departments shall give appropriate powers to strengthen the working of CVOs, so that they can perform their duties effectively.
- (ii) All complaints of the respective department received directly or referred by Vigilance Department involving charges of corruption/ embezzlement etc., should be routed through CVOs. Similarly, other complaints involving allegations of corruption received in the department should be monitored by them.
- (iii) CVOs should be assigned the task of monitoring disciplinary cases referred by the Vigilance Department.
- (iv) Assistance of experts/ technical officers like that from the Engineering or the Accounts Section should be made available to the CVOs for field inspections/ conducting enquiries and examination of technical reports.
- (v) Quarterly report of complaints, disciplinary action and inspections be regularly sent to the Vigilance Department by 7<sup>th</sup> of April, July, October and January.
- (vi) Work of the CVOs should be reviewed by the Head of Department every month and quarterly by the Administrative Secretary of the Department.

4- One of the most important activities necessary for checking corruption is improving systems by taking steps as mentioned at para 2 (i to iv) above. Therefore, all Heads of Departments should review the existing systems/processes and develop a road map with the help of CVOs. Report on the steps taken and proposed to be taken in this regard be sent by 15<sup>th</sup> Feb, 2018, by all Departments.

  
Superintendent Vigilance-II  
for Additional Chief Secretary to Govt. Haryana,  
Vigilance Department.