

Government of Haryana Vigilance Department

ORDER

The Governor of Haryana is pleased to engage following serving/retired officers on the post of Chief Vigilance Officer in the Vigilance Department, Haryana on deputation/contract basis respectively:-

Sr. No.	Name	Serving/ Retired	Address
1.	Sh. Deepak Bura	Serving	#545, Sector-11, Chandigarh.
2.	Sh. Dinesh Rathee	Serving	Canal Colony, FH. No. 7, Rohtak.
3.	Sh. Mahavir Singh	Retired	#394, Sector-2, Panchkula
4.	Sh. Rajender Kumar Malik	Retired	P11-12, First Floor, South Extension, Part-2, New Delhi 49.
5.	Sh. Shashi Kant Sharma	Retired	#623, Sector-7, Urban Estate, Karnal.
6.	Sh. Ashok Kumar Sharma	Retired	E-7, Rail Vihar Ambala
7.	Sh. Rameshwar Mehra	Retired	Jagdish Nagar Colony, Hansi (Hisar) Near Gurudwara.
8.	Sh. Sanjiv Kumar Jain	Retired	A-601, Altire apartments, Zirakpur, Punjab.
9.	Sh. Satish Kumar Jain	Retired	#252, 1 st Floor, MDC, Panchkula.
10.	Sh. Krishan Kumar	Serving	#1628, Sector-28, Panchkula.
11.	Sh. Jarnail Singh Boparai	Retired	B-11/201, Nirmal Chhaya Towers, VIP Road, Zirakpur, Distt. Mohali (Punjab)-140603

2. The roles, responsibilities, terms of employment, pay and allowances etc. of the appointees will be as under:-

1. ROLES AND RESPONSIBILITES OF CVOs:

Chief Vigilance Officer is the head of the Vigilance Division of an Organisation and acts as a special assistant/ advisor to the Administrative Secretary/Head of Department in all matters pertaining to vigilance. He is expected to carry out wide range of functions related to vigilance matters including **preventive** vigilance functions for prevention of corrupt practices in the organisation by identifying spots/source of corruptions, intelligence collection pertaining to commission or likely commission of corruption and also to sensitize and spread awareness against corrupt practices among stakeholders. He is also expected to carry out **punitive** vigilance including spot enquiry/investigation into all complaints pertaining to allegation of corruption and submitting the report for further consideration to the disciplinary authority concerned. Thus, the Chief Vigilance officer is expected to discharge following functions:

- a) Points and Places of Corruption:
CVO shall prepare a list of points and places in their organisation where instances of corrupt practices are prevalent or are highly probable in consultation with officers under his control. Special attention shall be paid for eradication of corruption at these points and places by adopting a two-pronged strategy/ process of re-engineering and induction of information technology with a view to automate processes. Special care shall be taken to post officials having good integrity at these points and places.
- b) Review of the existing Organization and procedures:
CVO will make detailed examination of the existing procedures and practices prevailing in the organisation with a view to eliminate or minimize scope of corruption/malpractices. He will also take necessary steps to identify the loopholes in practices/procedures which provide for the scope of corruption and will give suggestions for their modification to the Administrative Secretary/Head of Department for action. CVO will give suggestions to keep in place, adequate measures, wherever discretionary powers are exercised, to ensure that such discretionary powers are exercised in transparent and fair manner and in accordance with laid rules/guidelines. CVO will ensure that the organisation has well-defined internal processes with clear responsibilities and accountability set out in the processes. A copy of all such suggestions by CVO will be endorsed to the Chief Secretary, Haryana and Special Secretary, Vigilance Department mandatorily.
- c) Enactment of Rules and Procedures:
CVO will ensure that the organisation has SOP/manuals on important subjects pertaining to procurement, contracts, recruitment etc. and these manuals are updated from time to time and followed. Wherever already existing, CVO should advise & assist the Administrative Secretary/Head of Department in simplification of the available rules and procedures, as far as possible.
- d) Implementation of effective whistle-blower mechanism:
CVO shall implement an effective whistle-blower mechanism in the organisation. CVO shall make SOPs for getting information from general public adhering to the guidelines of Haryana Government w.r.t. anonymous/pseudonymous complaints in this regard.
- e) Special Checking:
CVO shall carry out scrutiny inspections as well as surprise checking of works by the Department/Board/Corporation concerned especially in areas where there is scope of discretion/showing favour (like award of tenders, ongoing Civil Works, abuse of discretionary powers while making decision). He will submit his finding to the Administrative Secretary/Head of the Department along with recommendations where irregularities are observed. A copy of all such recommendations by CVO will be endorsed to the Chief Secretary, Haryana and Special Secretary, Vigilance Department mandatorily.

- f) List of Officers of Doubtful Integrity (ODI):
CVO shall prepare a list of Officers of Doubtful Integrity (ODI) in the month of January every year. Names of Gazetted Officers and subordinate ranks who are convicted in a court of law or awarded major penalty in criminal or disciplinary proceedings respectively, on charges of lack of integrity, or for an offence involving moral turpitude or against whom such proceedings are pending, shall be included in the ODI list. Names of those officers who were prosecuted for such offences but were acquitted on technical grounds, and of those officers, though acquitted on merits however, there remained a reasonable suspicion of lack of integrity, may also be included. The ODI list shall be updated every year and a copy shall be published on the website of the department. The list of officers of doubtful Integrity shall remain in force for a period of 3 years.
- g) Identification of sensitive post and periodical rotation of staff:
CVO in consultation with Administrative Secretary/Head of Department of the concerned organization shall identify and prepare list of sensitive post in organization where there is too much discretion or possibility of corruption and there will be periodical rotation of staff posted at such sensitive post after every three years.
- h) Scrutiny of Annual Property Returns:
CVO shall ensure observance of conduct rules relating to filing of information pertaining to assets, liabilities, gift, transactions (including benami transactions) etc. by all employee of concerned department/board/corporation etc. He shall also undertake through scrutiny of Annual Property Returns of at least 5% employees every year and intimations given by the public servants under the conduct rules and take further necessary action, if called for. In addition, he will also gather intelligence from his own sources in whatever manner he deems appropriate, about the misconducts/malpractices having been committed or likely to be committed and shall take necessary action after approval of Head of Department/Competent Authority.
- i) Scrutiny of reports:
CVO will scrutinize all reports of Internal auditor, Statutory auditors and of CAG to find out all instances of misappropriation of funds and financial irregularities and take further enquiry/investigation with the approval of Administrative Secretary/HoD to fix responsibilities. He will also scrutinize inspection reports, complaints and allegations appearing in the press, reports of Vidhan Sabha Committees and identify cases having vigilance angle and take appropriate action thereon, with the approval of Administrative Secretary/HoD. A copy of all reports to be given by CVO to suggestions by CVO to Administrative Secretary/HoD be endorsed to the Chief Secretary, Haryana and Special Secretary, Vigilance Department mandatorily.
- j) Complaints relating to Corruption:
CVO will scrutinize all complaints received from various sources and ensure that all complaints having vigilance angles are looked into promptly and take appropriate action after obtaining the permission of Administrative Secretary/Head of Department. If, in any case, the

Chief Vigilance Officer feels that the allegations require enquiry by the Vigilance Department, the case can be referred to Vigilance Department through the Administrative Secretary concerned. Further, complaints sent by the Vigilance Department to the Department/Boards/Corporations must be enquired into by the Chief Vigilance Officers/Vigilance Officers of the Department/Boards/Corporations and an Action Taken report sent to the Vigilance Department for further appropriate action through the Administrative Secretary.

- k) Sending of quarterly reports by the CVO:
CVO will send a quarterly report of the activity & functioning of Vigilance Wing of their respective Department/Boards/Corporations to the Vigilance Department in the prescribed format, at the end of each quarter.
- l) Observance of Vigilance Awareness week:
CVO will ensure observance of Vigilance Awareness Week once a year, during the last week of October every year. During Vigilance Awareness Week, CVO will organize such type of campaign wherein awareness regarding transparent/corruption-free governance will be spread amongst Govt. employees of his/her Department/Board/Corporation by motivating them. CVO will ensure that Vigilance Awareness also reaches in general public through wider publicity.
- m) Monitoring of Disciplinary Cases based on Vigilance reports:
CVO will ensure that rules and time limits with regard to disciplinary proceedings are scrupulously followed at all stages by all concerned as any violation of rules would vitiate the entire proceedings. CVO will intimate the progress made in such departmental enquiries initiated on the recommendation of the Anti Corruption Bureau from time to time and also about the decision taken in such enquiries to the Vigilance Department. The CVO shall update the list every month & submit it to Administrative Secretary/Head of Department for his/her perusal. Further, CVO will ensure that cases against the public servants on the verge of retirement do not lapse, due to time-limit, for reasons such as adoption of a dilatory or lax attitude in processing vigilance cases, particularly misplacement of files, etc. CVO shall ensure that appropriate orders are passed and implemented in time in the cases of retiring officers.
- n) Co-operation in Vigilance Enquiries/Cases:
CVO will ensure that there is no undue delay in submission of records in enquiries/cases, despite Govt. instructions issued vide memo No. 9/17/96-1Vig(I) dated 16 October 1996, that record as sought by the I.O's of the Anti Corruption Bureau in enquiries should be provided under proper receipt and also maintain a shadow/copy of the record.
- o) Action against employees convicted in corruption cases:
CVO will ensure that proper action against convicted employees is taken promptly and assist the Administrative Secretary/HoD in this important task. As per Govt. instructions issued vide Circular letter No. 4819-G II-57/11919, dated 08 July 1957, a Government servant convicted of charges involving moral turpitude should be dismissed or

removed from service immediately on receipt of intimation of conviction without waiting for appeal or revision. Further, every action taken in every such case should be intimated to the Vigilance Department.

p) Submission of Annual Property Return by the Government employees:

Rule-24 of the Haryana Civil Services (Government Employees Conduct) Rules, 2016 requires filing of 'Annual Property Return' by Class-I, II and III Government employees (except All India Services Officers who are covered under AIS Rules). 'Annual Property Returns are not being filed by some State Government employees regularly. CVO shall ensure that the various instructions/guidelines, in this regard issued by the Govt. from time to time, are being complied by every Employee of the Department/Board/Corporation.

q) Monitoring of Prosecution Sanctions:

Every case received for prosecution sanction must be monitored closely by the CVO so that timely decision is taken.

r) CVO should not be involved in decision making process/or administrative matters of the Department/Board/Corporation, which may fall within the purview of vigilance.

2. TERM OF EMPLOYMENT:

CVO's term of employment will be for a period of 3 years which will be extendable up to 5 years maximum, with prior approval of competent authority. The maximum age for the appointment of retired officers as CVOs shall be 65 years. The Administrative Secretary, Vigilance will review the work of the CVOs on time to time basis. More than one departments may be allocated to any CVO for which no extra remuneration will be given.

3. PLACE OF WORK:

Primarily the place of posting shall be at Chandigarh/Panchkula. However, the Government may depute the CVO at Panchkula/at any other place in Haryana/Chandigarh in public interest. Government may depute for whole of period or for some duration as deem fit. No extra remuneration will be given for this.

4. PAY AND ALLOWANCES:

The basic eligibility for this post is proposed to be fixed at FPL-12 (corresponding to GP 7600) plus allowances.

In case of Retired: Rs. 01.00 Lakh per month inclusive of all allowances.

In case of deputation: In his own pay scale and on terms and conditions of deputation.

Note: Engagement will be governed by Haryana Civil Services (Conduct Rules), 2016 and Haryana Civil Services (Punishment & Appeal) Rules, 2016.

5. SUBORDINATE STAFF AND SITTING ARRANGEMENT:

The subordinate staff to each CVO should be provided by the concerned Department/Board/Corporation and will be as under:-

Assistant	PA	Clerk	Peon	Driver with staff car
Minimum- 01 Maximum-04 (Maximum 02 Assistants from one Department subject to upper limit of overall Maximum 04 Assistants)	Minimum- 01 Maximum-02 (One PA from each Department under CVO control)	Minimum- 01 Maximum-02 (One Clerk from each Department under CVO control)	01	01

The concerned Department/Board/Corporation will also be directed to make available the infrastructure along with subordinate staff. The name of the Department/Board/Corporation in which sitting arrangements are to be made for CVO should also be decided. On the basis of categorization, the names of the Department/Board/Corporation in which sitting arrangement of CVO is to be made will be informed to Finance Department, later on. The salary of CVOs shall be drawn from the O/o Inquiry officer, Vigilance Department, Sector 17 B. Chandigarh, and record of CVOs shall also be maintained there.

6. PERFORMANCE:

After completion of three year terms, work, conduct, performance and health of the CVOs will be reviewed by the competent authority and thereafter the case shall be recommended for further extension. The following metrics will be used to measure the performance:

1. Leadership and Innovation: Positive contribution of Vigilance Work for enhancing efficiencies in an organization, to be put in place.
2. Information/Data Analytics: Percentage of cases pursued.
3. Strategic Planning: Shifting priority from punitive and preventive vigilance to proactive and predictive vigilance management.
4. Process Improvement: Enable real time monitoring of cases.
5. Human Resource Department: Training programs organized and percentage of staff trained.
6. Operational results: Make available relevant information on web on real time basis.

7. TERMINATION OF SERVICE:

- a) The contract of CVO may be terminated at any time by the appointing Authority without assigning any reason, by giving one month's notice or on payment of remuneration for such period if the notice falls short of one month provided that, if an employee remains willfully absent during the period of notice, he shall not be entitled to receive any remuneration during the period of willful

- absence. In case, the employee himself/herself wants to resign, he/she can do so by giving one month's notice or by depositing one month's remuneration, in lieu thereof.
- b) The contract of CVO may be terminated by the Appointing Authority in case of insubordination, misconduct or unsatisfactory or poor performance, at any time during the service, without notice.
 - c) Willful absence from duty for a period of more than three days, in one or more spells, shall be enough cause for the termination of the contract.
 - d) The contract of CVO shall be terminated immediately without any notice if he/she is found indulged in corrupt practices and/or it comes to the knowledge of Appointing Authority through reliable sources or any complaint with sufficient evidence that CVO is indulged in corruption or if he/she caught red handed. If he/she is serving officers then his deputation as CVO will be immediately terminated and he/she shall be reverted back to his parent department with necessary recommendation to take action against him/her as per rules.
 - e) The contract of CVO can be terminated without notice by the Appointing Authority in case of non-availability of funds, change in schemes, rationalization of the activities or any other reason that makes it imperative/ necessary to discontinue the appointment to the post & no remuneration in lieu thereof, shall be admissible.

3. If they are willing to accept this offer on the condition mentioned above, they should report themselves for duty to the Special Secretary to Govt. Haryana, Vigilance Department (Room No. 66, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh), immediately, but in no case, more than 15 days will be given from the date of issue of this offer letter. If they fail to join by that date, this offer will be treated as cancelled unless they are able to furnish satisfactory explanation for not having joined in time.

Dated: Chandigarh
the, 09.11.2023

SANJEEV KAUSHAL
Chief Secretary to Government, Haryana

Endst. No. 04/04/2017-6V1

Dated Chandigarh the, 15.11.2023

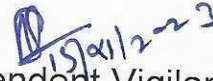
A copy of above is forwarded to the following for information and necessary action:-

1. The Principal Accountant General (A&E), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Secretary to Governor, Haryana, Chandigarh.
4. The Chief Principal Secretary to Chief Minister, Haryana.
5. Private Secretary to Chief Secretary to Government, Haryana.
6. Inquiry officer, Vigilance Department, Sector 17 B. Chandigarh.
7. Officers concerned.


Superintendent Vigilance- I,
Haryana Civil Secretariat, Chandigarh 4

A copy is forwarded to the Additional Chief Secretary to Government Haryana, Home and Administration of Justice Department, the

Additional Chief Secretary to Government Haryana, Irrigation and Water Resources Department and the Additional Chief Secretary to Government Haryana, Higher Education Department for information and necessary action. They are requested to relieve the officer concerned to join their new assignment in Vigilance Department.


Superintendent Vigilance- I,
Haryana Civil Secretariat, Chandigarh 7

To

- 1- The Additional Chief Secretary to Government Haryana, Home and Administration of Justice Department.
- 2- The Additional Chief Secretary to Government Haryana, Irrigation and Water Resources Department.
- 3- The Additional Chief Secretary to Government Haryana, Higher Education Department.

U.O. No. 04/04/2017-6V1

Dated Chandigarh the, 15.11.2023