



रेलटेल  
RAILTEL

A Government of India  
Undertaking

भारत सरकार - रेल मंत्रालय  
रेलटेल कार्पोरेशन आफ इण्डिया लिमिटेड  
नई दिल्ली

RAILTEL CORPORATION OF INDIA LIMITED  
GOVERNMENT OF INDIA - MINISTRY OF RAILWAYS  
NEW DELHI

सतर्कता बुलेटिन  
**VIGILANCE BULLETIN**

नवम्बर 2013

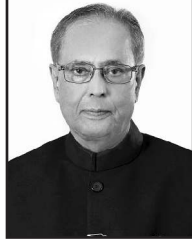
NOVEMBER 2013

SIXTH ISSUE

---

---





सत्यमेव जयते  
राष्ट्रपति  
भारत गणतंत्र

**PRESIDENT  
REPUBLIC OF INDIA**

**MESSAGE**

I am happy to learn that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "Promoting Good Governance - Positive Contribution of Vigilance" from 28th October to 2nd November, 2013.

Good Governance is of utmost importance to ensure that the benefits of development schemes reach the common masses, particularly the under-privileged sections of society. An effective and pro-active vigilance machinery can contribute towards improving the quality of governance. The observance of such events helps in generating greater awareness among the public servants and citizens alike about the ill-effects of corruption and the need to improve governance. Let us join together and work untiringly for eradication of corruption in all spheres of life.

I extend my warm greetings and felicitations to all those associated with the Central Vigilance Commission and wish the Awareness Week every success.

(Pranab Mukherjee)

New Delhi  
October 14, 2013





प्रधान मंत्री  
**Prime Minister**  
**MESSAGE**

I am happy to know that this year the Central Vigilance Commission is observing the Vigilance Awareness Week from 28<sup>th</sup> October to 2<sup>nd</sup> November.

I understand that the theme of this year's Vigilance Awareness Week will be 'Promoting Good Governance - Positive Contribution of Vigilance'. This is a very important area because the ultimate objective of any vigilance activity should be to bring about improvements in governance. I hope that the events which will be organized in the Vigilance Awareness Week will contribute towards making the role of our vigilance mechanisms more positive and removing the perception that these mechanisms sometimes discourage government functionaries from taking decisions.

I wish the Vigilance Awareness Week all success.

*Manmohan Singh*  
**(Manmohan Singh)**

New Delhi  
25 October, 2013

---

---



---

---

नेता, प्रतिपक्ष  
(लोक सभा)



Leader of Opposition  
(Lok Sabha)

सुषमा स्वराज  
*Sushma Swaraj*


14 October 2013

**MESSAGE**

I am very happy to know that the Central Vigilance Commission has decided to observe Vigilance Awareness Week this year in all organizations w.e.f. 28 October 2013 to 2 November 2013. The theme for this year is "Promoting Good Governance - Positive contribution of Vigilance".

Vigilance is an important tool of management in its endeavour to achieve goals of excellence in governance. Preventive vigilance like identification of cumbersome procedures and eliminating them is crucial for development of an organization. The structure, systems and processes in any organizations should be built to maximize output within given resources by plugging areas of leakages. It is in the interest of every organization, striving to bring in efficiency and transparency, to re-engineer its processes for effective and transparency, to re-engineer its processes for effective use of information technology. Introduction of E-Procurement, E Payment and dissemination of information to all stakeholders through website are some of the other steps which can taken to curb malpractices.

I hope that the various deliberations during the 'Vigilance Awareness Week' will strengthen the resolve to fight corruption and provide transparent and efficient administration.

  
**Sushma Swaraj**

**Office** : 44, Parliament House, New Delhi 110 001 • Tel. : +91 11 2301 6705 • Fax : 2301 7470  
**Residence** : 8, Safdarjung Lane, New Delhi 110 011 • Tel. : +91 11 2379 4344, 2379 4044

---

---



Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24651001 - 07

फैक्स/Fax : 24616286



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

सं./No..... 013/VGL/092

दिनांक / Dated..... 09.10.2013

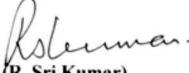
**MESSAGE**

**Vigilance Awareness Week 28<sup>th</sup> October to 2<sup>nd</sup> November, 2013**


Countrywide observance of Vigilance Awareness Week in the last week of October every year is promoted by the Central Vigilance Commission of India, to reaffirm our commitment to promote vigilance concepts and to rededicate ourselves to the cause of fighting corruption. Corruption cannot significantly come down unless all stakeholders participate in vigilance work. Government, Ministries, Departments and other Agencies, PSUs and Banks, the Private Sector and the Civil society at large are required to get involved in the whole gamut of vigilance processes. The theme chosen for the week every year helps to draw attention of the stakeholders to a specific concept at one time that needs to be focussed during the year to make vigilance a management function that will help make continual improvement in the country's anti-corruption efforts.

For this year, the Commission has chosen "Promoting Good Governance" as its central theme for the Vigilance Awareness Week. Promoting good governance is the need of the hour whether in Public Sector or Private Sector. Vigilance plays a proactive and positive role in good governance which helps in preventing corruption both in Public and Private Sectors as well as in Central and State Governments.

During the Vigilance Awareness Week and thereafter, the principles of good governance would need to be propagated among employees and other stakeholders. Commission hopes and expects increased transparency, fair play and equity in decision making processes by all concerned. Best practices evolved should be shared and knowledge and skills upgraded to bring about measurable improvement in the quality of governance and delivery of services to the Public.

  
(R. Sri Kumar)  
Vigilance Commissioner

  
(J.M. Garg)  
Vigilance Commissioner

  
(Pradeep Kumar)  
Central Vigilance Commissioner





भारत सरकार  
रेल मंत्रालय, (रेलवे बोर्ड)  
रेल भवन, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)  
RAIL BHAVAN, NEW DELHI-110001

### MESSAGE

Vigilance Awareness Week 2013 is focusing primarily on '**Promoting Good Governance - Positive Contribution of Vigilance**'. If in the process of discharging in onerous responsibilities, the Vigilance Organisation is able to inculcate and also, pro-actively catalyse Good Governance, it would certainly have delivered. Moreover, the systemic gains commensurately accruing to the governmental organization it serves would be perceptively substantial.

I am both hopeful and confident that the publication of this volume is just the first stride in RAILTEL'S committed march towards fulfilment of the avowed objective of promoting good governance through visibly effective positivism in vigilance work.

(Kundan Sinha)  
Adviser (Vigilance)  
Railway Board



---

---

## **MESSAGE**



I am happy to note that vigilance department of Rail Tel is bringing out its 6th issue of vigilance bulletin on the occasion of observation of Vigilance Awareness week 2013.

This year the theme of observing vigilance awareness week is “ Promoting Good Governance – Positive Contribution of vigilance”, the productivity of the organization and user's confidence in the system. A clean and more transparent administration is possible only when the need for reform is generated from the heart. As suggested by CVC, our focus is RailTel this year should be implement many of technologies like e- procurement, ERP etc. Including the organization more transparent & efficient, as these decline to corruption. Sustained efforts are required to be identified and documented. The need should be to advocate transparency, fairness, equity and also to encourage competitiveness as well as leveraging og technology in all areas of functioning. Promoting good governance should be focus of the vigilance awareness campaign this year.

This issue of vigilance bulletin, comprising number of articles emphasizing adoption of new systems and processes to become more transparent, efficient and productive. Using one's conscience, righteousness and transparency in workplace, with a view to adopt ideals in life of our precious and powerful work force. These are vital ingredients of a vigorous and focused existence.

Vigilance is tool to indicate habit of good governance & should not be taken in the spirit of a punitive organisation. Accordingly emphasis needs to be more on preventive checks & educating employees towards systems & procedures, keeping in view the necessities of business organisation like RailTel.

Efforts of vigilance cell to educate employee through inspirational slogans, posters, essays, painting, cartoons etc. are very appreciable.

I convey my good wishes to the vigilance cell and hope that the bulletin will create interest and discussion among the employees.

A handwritten signature in black ink, appearing to be 'R. K. Bahuguna'.

**(R. K. Bahuguna)**

Chairman cum Managing Director/RailTel

---

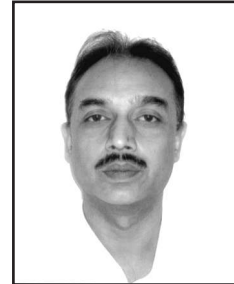
---



---

---

## **MESSAGE**



CVC has decided that this year, the Vigilance Awareness week would be observed from October 28 to November 2nd November, 2013. This year the theme of observing Vigilance Awareness Week is Promoting Good Governance –Positive Contribution of Vigilance. RailTel is celebrating its 13th Year. Vigilance department is playing a major role in this respect and sensitizing officials in the company as per directive of the Central Vigilance Commission to fight corruption and promote probity in public life.

Past one year has been very fruitful as RailTel Vigilance organizations have tried to build new systems and processes. In this process, role of every department has been found to be important. Role of vigilance organization has also been to train RailTel's manpower to acquire special skills necessary for the job, or identifying loopholes in the systems which a corrupt may try to manipulate.

A number of initiatives have already been taken by the organisation in this direction. Collective action by vigilance department would further strengthen and supplement these efforts. This is also to enable them to use IT as an enabling tool for making our processes more efficient and transparent. RailTel has also made efforts in this area by adopting ERP system & e-procurement system in the organization.

We look forward to an effective synergy between vigilance initiatives and other functional divisions of RailTel which is very important for a meaningful and sustainable growth. We also hope that it will make them more conscious and vigilant against the malaise of corruption. It will give us the greatest satisfaction of having been rewarded in our efforts.

  
**(Anshul Gupta)**  
CVO/RailTel



---

---

## **DISCLAIMER**

This Booklet is only indicative and is by no means exhaustive nor it is intended to be substitute for rules, procedures, and existing instructions/guidelines on the subject. The provisions herein do not in any way supersede the rules contained in any of the Railway Codes and the circulars referred to herein should be read both individually and in conjunction with other relevant policy circulars for proper appreciation of the issues involved. In case of conflict, it goes without saying that the latter will prevail. This booklet also should not be produced in any Court of law and wherever necessary reference should always be made to the original orders on the subject.

---

---

## **PLEDGE**

WE THE PUBLIC SERVANTS OF INDIA, DO HEREBY SOLEMNLY PLEDGE THAT WE SHALL CONTINUOUSLY STRIVE TO BRING ABOUT INTEGRITY AND TRANSPARENCY IN ALL SPHERES OF OUR ACTIVITIES. WE ALSO PLEDGE THAT WE SHALL WORK UNSTINTINGLY FOR ERADICATION OF CORRUPTION IN ALL SPHERES OF LIFE. WE SHALL REMAIN VIGILANT AND WORK TOWARDS THE GROWTH AND REPUTATION OF OUR ORGANIZATION. THROUGH OUR COLLECTIVE EFFORTS, WE SHALL BRING PRIDE TO OUR ORGANIZATIONS AND PROVIDE VALUE BASED SERVICE TO OUR COUNTRYMEN. WE SHALL DO OUR DUTY CONSCIENTIOUSLY AND ACT WITHOUT FEAR OR FAVOUR.

## **प्रतिज्ञा**

हम, भारत के लोक सेवक, सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाए रखने के लिए निरंतर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हुए कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनाएंगे तथा अपने देशवासियों को सिद्धांतों पर आधारित सेवा प्रदान करेंगे। हम अपने कर्तव्य का पालन पूर्ण ईमानदारी से करेंगे और भय अथवा पक्षपात के बिना कार्य करेंगे।

---

---

## INDEX

---

<b>S.No.</b>	<b>Contents</b>	<b>Page No.</b>
1.	RTI - Right to Information	21 - 24
2.	Recommended Administrative Policies to Regulate Employees' Activities	25
3.	Vigilance is not an Obstruction Mechanism	26
4.	Vigilance Awareness Week	27
5.	Role of Vigilance in Corporate Governance	28 - 29
6.	Corruption - A Sin : Vigilance - A Remedy	30 - 32
7.	Optical Fibre Work Monitoring System (OFMS)	33 - 34
8.	Public Procurement Bill 2012 to Check Corruption	35 - 36



---

---

## RTI - Right to Information

*Compiled by*  
Pankaj Sharma  
DM/Vig

Right to Information (RTI) is a fundamental right that every citizen has! Basically, the RTI gives you all the information that you want about the Govt. and what they are doing with your tax money.

**If RTI is a “fundamental” right, then why do we need an “Act”?** Simply because if you go into a Govt. office and demand that they tell you why your work has not been done, they will not entertain you or might even throw you out. If it's a law, then it becomes harder to do this. If they do not give you the information you want, they will have broken a law and can be punished for it!

**Who will give me information I am looking for?** One or more officers in every Government Department have been made "Public Information Officers" (PIO). If you want some information, you need to file an application with the PIO. The PIO's are responsible for collecting information wanted by you and providing that information to you. Also, several officers have been appointed as Assistant Public Information Officers (APIOs). Their job is only to accept applications from the public and forward it to the right PIO.

**Can the PIO refuse to give me information?** A PIO can refuse information on certain subjects. These include information received in confidence from foreign governments, information prejudicial to security, strategic, scientific or economic interests of the country, breach of privilege of legislatures, etc. But, do not worry about this!. For an average citizen like you and me, the information we are looking for does not come under these categories. So the PIO cannot refuse to give us information.

**Where do I submit the application for information & Is there any fee? How do I deposit that?** You can do that with the PIO or with APIO of the Govt. department you are questioning. In the case of all Central Government Departments, certain "post offices" have been designated as APIOs. This means that you can go to any of these post offices and submit your “fee” and “application” at the RTI counters in these post offices. They will issue you a receipt and acknowledgement and it is then the responsibility of that post office to deliver it to the right PIO.

---

---

---

---

There is an "application fee". For Central Government Departments, it is Rs.10. However, different states have different fees. For getting information, you have to pay Rs.2 per page of information provided for Central Government Departments. It is different for different states. Similarly, there is a fee for inspection of documents. There is no fee for first hour of inspection, but after that, you have to pay Rs.5 for every hour or inspection. This is according to Central Rules. For each state, you need to see respective state rules. You can deposit fee in cash or through a DD or banker's cheque or postal order. You can then deposit your application either by post or by hand.

**What should I do if the PIO does not accept my application?** You can send it by post. Once you send it along with the fee, your job is done. You should also make a formal complaint to the respective "Information Commission". The Information Commissioner has the power to impose a penalty of Rs.25,000 on the concerned PIO officer who refused to accept your application. But it is most likely that the PIO will accept your application.

**Is there an "application form" to be filled and How can I apply for information?** For Central Government Departments, there is no form. You should apply on a plain sheet of paper like an ordinary application. However, many states and some ministries and departments have prescribed formats. You should apply in these formats. Please read rules of your respective state. Draft your application on a normal sheet of paper and submit it by post or in person to the Public Information Officer (PIO). Application form can also be send through online [Remember to keep a copy of the application for your personal reference.

**How can I send my application fee?** Every state has a different mode of payment for application fee. Generally, you can deposit your application fee via: In person by paying cash, Demand Draft, Indian Postal Order, Money orders (only in some states), Affixing Court fee Stamp (only in some states), Banker's cheque.

Some state governments have some "head of account". You are required to deposit fee in that account. For that, you can either go to any branch of SBI and deposit cash in that account and attach deposit receipt with your RTI application. Or you can also send a postal order or a DD drawn in favor of that account along with your RTI application.

**What if the PIO is not available & where can I find the concerned**

---

---

---

---

**PIO?** In case the PIO is not available you can submit your application with the Assistant PIO or any other officer designated to accept the RTI applications. A list of PIOs/APIOs for all Central and State departments/Ministries is available online at [www.rti.gov.in](http://www.rti.gov.in)

**What if I cannot locate my PIO or APIO?** In case you have problems locating your PIO/APIO you can address your RTI application to the "PIO C/o Head of Department" and send it to the concerned department with the requisite application fee. The Head of Department will have to forward your applications to the concerned PIO.

**Is there a time limit to receiving information?** Yes. If you file your application with the PIO, you must receive information within 30 days. In case you have filed your application with Assistant PIO then information has to be made available within 35 days.

**Do I have to give reasons why I want particular information?** Absolutely not! You are not required to give any reasons or additional information other than your contact details (i.e., Name, Address, and Phone No.)

**Can the PIO refuse to accept my RTI application?** No. The PIO cannot refuse to accept your application for information under "any circumstances". Even if the information does not pertain to his/her department/jurisdiction, she/he has to accept it. If the application does not pertain to that PIO, he would have to transfer it to the right PIO within 5 days.

**How does this law help me in getting my work done?** Let us take the case of Ravi. He was not being given his ration card. But when he applied under RTI, he was given a card within a week. What did Ravi ask? He asked the following questions: I filed an application for a duplicate ration card on 27th January 2004. Please tell me the daily progress made on my application so far. i.e. when did my application reach which officer, for how long did it stay with that officer and what did he/she do during that period? According to the rules, my card should have been made in 10 days. However, it is more than three months now. Please give the names and designations of the officials who were supposed to take action on my application and who have not done so? What action would be taken against these officials for not doing their work and for causing harassment to the public? By when would that action be taken? By when would I get my card now? In normal circumstances, such an application would be thrown in a dustbin. But

---

---

this law says that the PIO has to reply in 30 days. If they don't do that, their salary could be deducted. The problem is that it is not easy to answer these questions. The first question is: Please provide the daily progress made on my application .There is no progress made. But the government officials cannot write in that they have not acted for so many months. Else that would be "admission of guilt on paper". Which in a legal term for saying that they are going to be "booted". The next question is: Please provide the names and designations of the officers who were supposed to take action on my application and who had not done. If the government provides names and designations of the officials, their responsibility gets fixed. Any officer is most scared of fixing of responsibility against him in this manner. So, the moment one files such an application, his/her pending work is done.

**What should I do after getting information?** It depends on why you asked for that information and what type of information is it. Often a lot of things start falling in place just by asking for information. For instance, you would get your passport or a ration card just by asking for the status of your application. In many cases, roads got repaired as soon as the "money spent" on repairs was asked. So, seeking information and questioning the government is an important step, which in itself is complete in many cases. But suppose you expose some corruption or wrongdoing using RTI. Then, you can complain to vigilance agencies, CBI or even file an FIR. But one thing is certain. Seeking information like this and exposing the corruption does improve the future. The officials get a clear message that the people of that area have become alert and any wrongdoings in future would not remain hidden as they were in the past. So, their risks of getting caught increase.



---

---

## **Recommended Administrative Policies to Regulate Employees' Activities**

*(Extract taken from Final Draft of National Anti –Corruption Strategy Of CVC )*

This policy may, at the minimum, cover the following areas:

1. Declarations of assets by employees.
2. Declaration of conflict of interest by employees
3. Accepting of gifts and hospitality by employees
4. Soliciting or accepting advantage
5. Misuse of public assets (maintain propriety)
6. Simplification of transaction methods and costs, to the extent feasible, by adopting e-governance and e-business practices
7. Formulate appropriate integrity pact to bind its employees and the stakeholders in anti corrupt and ethical practices
8. Conducting 360 degree performance evaluation on select officers, on a rotational basis, by incorporating questions on integrity and ethical conduct of the officer concerned to elicit views of the respondent (who can be given the option being anonymous).



---

---

## Vigilance is not an Obstruction Mechanism

It is seen that vigilance is viewed as an obstruction mechanism in an organization wherever it is employed. This view is to be removed and replaced with its real picture, as under:

### VIGILANCE MYTHS VIS-A-VIS REALTY

1.	It is treated as an outside agency working in an organization.	It is very much part of the management function and acts as a 'staff' function to management.
2.	It creates hindrance in the progress of work.	To the contrary by following the framework of Company's rules, CVC guidelines and other government notifications. It helps in improving efficiency
3.	Decides the penalties to be imposed.	Disciplinary Authority decides penalties. Vigilance is for system improvement.
4.	It frames charges.	It conducts only preliminary verifications/ investigations to bring it to the notice of Disciplinary Authority.
5.	It conducts all types of cases.	It conducts only those cases where prima facie there is a vigilance angle.
6.	Vigilance clearance is withheld if allegations are under process of investigation.	It is not withheld unless charge-sheet is issued.
7.	In case of charged employee, no, promotion is given till charge-sheet is cleared.	Charge-sheeted employee is considered for promotion but, his case is kept in 'Sealed Cover' till the case is decided by the Disciplinary Authority.
8.	It questions unnecessarily and asks for excessive documents.	No, to the contrary, it helps the employees in maintaining their financial records properly.
9.	There is no control over Vigilance Deptt.	It is accountable to CVC/CEO.
10.	Vigilance delays the matters.	No delay, by following guidelines, the work is done within the time limit framed.

---

---

## Vigilance Awareness Week

*Compiled by :*  
Sanjay K. Varshney  
GM/Marketing  
Northern Region, RailTel

Every year GOI observe Vigilance awareness Week,  
For Honesty, Integrity & Transparency to fearlessly speak.  
For corrupt, dishonest and crooked to be made weak,  
For Equality, Freedom, Fairness and Justice to peak.

Corruption shakes foundation of every system,  
Promote impure and dirty having no wisdom.  
Put off quality, merit and decisions are random,  
Mediocrity and disorder rule the kingdom.

Corruption comes from greed & illicit desires,  
Act and conduct of people sitting at top inspires.  
Corruption have killed many of great organizations,  
And have destroyed many of great civilizations.

Corruption denies equal opportunity to all,  
Makes rich richer and poor to further fall.  
Raise anger and rebellion among people on the whole,  
Anarchy and insurgencies results as people lose self control.

This Vigilance week let us take a pledge,  
Be the change you want to gauge.  
Fair and transparent at every stage,  
Be the inspiration for generations to chase.

Be strong to keep away from temptation,  
Big dreams to ignore momentary attraction.  
Great self control to surmount distraction,  
Strong Values and Character for solid foundation.

Let us together create a better world,  
Abundance of love around which has never been heard.  
Understand each other's need without saying a word.  
Service, gratitude and forgiveness everywhere is preferred.

---

---

## **Role of Vigilance in Corporate Governance**

*Compiled by*  
Dharminder Kumar  
Sr. MGR/MB/N.Region.

Vigilance need not be a dirty word associated always with investigation or enquiry, charge-sheets and punishments alone. It is not something that is apart, different, or alienated from the main organization.

Vigilance can not be considered an activity to merely prevent corruption but it has to be seen as a part of the overall risk management mechanism of an organization in order to make organization transparent and accountable in its dealing with customers. This can not be done entirely by a small department like vigilance but unless the management, all department and their officers and all employees are involved in the process, effective vigilance can not become reality. Integrity of administration and honesty of official are indispensable factors to ensure good governance. Vigilance related activity are as important for individual as for an organisation.

The effectiveness of the Corporate Governance framework depends on the compliance of various codes, rules and standards. This is achieved through various internal controls starting from the Board and comes down to all levels of the organisation. The internal controls are exercised through various means, such as Committees, Rules, Procedures, Circulars, instructions and so on. To what extent these internal controls are effective is very crucial in achieving good corporate governance. At times, the organisations live with obsolete or defective systems of internal controls, which do not help in any way. Therefore, from the compliance point of view, there is a greater need to ensure that the internal controls in force are not outdated and satisfies the prevailing conditions at that point in time. It is in this context 'Vigilance' comes in to picture. Vigilance has been able to play a pivotal role towards corporate governance. The focus area of Vigilance is internal controls and ensure that the internal controls are not only adequate but also effective too.

Accountability means responsibility. Accountability cannot be fixed and ensured unless there is transparency in operations and decision-making. Therefore, transparency and accountability go hand in hand.

In an organization being watchful or vigilant becomes relevant for preventing a practice which is likely to affect the organizational interest.

---

---

It is not necessary that the procedure/rules may always be written down. Very often existing practice act as guidelines which all employee are expected to follow. Person occupying supervisory position are supposed to not only follow the guidelines themselves but are also require to ensure that these are followed by employee working under their control. Observance of rules/procedure by all employee determine efficiency of the organization to a considerable extent.

In a commercial successful organization all employee follow the laid down procedure for achieving the organization objectives. In case the employee do not follow the procedure there is chaos and confusion and the interest of organization is affected adversely.

So it is necessary for all employees of PSUs to appreciate the need to follow procedures and maintaining supporting records. The vigilance administration of a PSU follows two broad approaches namely the preventive and punitive approach.

Preventive vigilance is primarily concerned with checking any undesirable or corrupt practice among employees. It involves identification of the source of corruption and taking necessary preventive and constructive steps to plug existing loopholes in the systems, procedure, method of working etc.

Vigilance related action is not restricted to a few employee working in vigilance set up, rather it require involvement of all employees for preventing all types of corruption, malpractice and misconduct. This in turn require each and every employee to take due care in his own sphere of duty/activity. This in fact form the fundamental tenets of vigilance in a PSU.

A vigilance deptt. Is required to take corrective action, impart necessary training, guidance and counseling so as to ensure that the employees conduct themselves in a manner to achieve the organizational objectives.

Punitive deptt. Action against erring employees is taken only as the last resort under exceptional cases, where wrongful omission/commission on the part of employee is clearly established. This should however be used to sending a signal that the company will protect the honest employee and punish the black sheep.

*If you want to see your past see your present condition, If you want to see your future see your present action.*

---

---

## **Corruption - A Sin Vigilance - A Remedy**

*Compiled by*  
**Ravi Kumar**  
Manager/Tech(NKN)/SC

The wealth earned through pious means flourishes, and that through dishonest ways brings destruction ultimately. The fate of destruction of people who have served in the highest office in the country and who were considered no less than king of the earth, king of the region, king of the community in the recent time is warning as well as teaching for all people.

The ranking of our beloved country in the Global corruption index is not good. India ranked 94th in Corruption Perception Index ratings says Transparency International in a survey done over 176 nations in the year 2012. India was ranked 72 among 180 countries for the first time in 2007 and since then the country's rankings have been showing a decline. While India was placed at 87 in 2010, the position was 95 in 2011.

India is ranked below neighbouring countries like Sri Lanka and China, while Afghanistan, Iran, Nepal, Pakistan and Bangladesh fared much worse than India when it came to corruption in public sector undertakings. With this, the our country has long way to go in setting-up clean & effective Governance Systems to ensure corruption-free transactions in different public businesses. Central Public Sector Undertakings (CPSUs) account for a major share of procurements by the Government agencies, which is the most vulnerable area for corruption. Central Vigilance Commission (CVC) is the apex statutory body in the country to oversee curbing of corruption in the Central Government organization.

As long as fundamental causes like human greed persist, corruption is unlikely to be eliminated altogether. Hence there is need to relook at the way people think, work & act.

What anti-corruption measures seek to do is to drive it out of major areas of governance, reduce its scope, lessen its occurrence and implement fail-safe devices. Therefore, corruption can be curbed through following measures:-

1. Identifying complex rules/procedures and simplifying the same in the functioning of organisation;
  2. Enhancing transparency and fairness in action;
  3. Improving accountability i.e. ensuring recording of reasons for deviations, if any, in the business interest, from the existing rules and regulations;
  4. Encouraging devotion to duty, high level of integrity and commitment to the organization;
  5. Facilitating promotion of honesty and ethical culture etc.
- 
-

---

---

Hence, creating a corruption-free environment or ethical working culture will go a long way in reducing corruption.

**What is Vigilance?** - Vigilance means keeping a watchful eye on the activities of the personnel and taking prompt action to promote ethical practices and ensure integrity and honesty in the official transactions. Vigilance has to be looked upon as one of the essential components of management. It is as important a segment in an organization like Finance, Personnel, Technical, Sales and Marketing. If the vigilance set up is effective in an organization, it will certainly ensure the functioning of the other segment like Finance, Personnel, Technical and Marketing in an efficient way. It has therefore to be given a rightful place in the management.

**Why Vigilance?** - There are individuals who indulge in unethical activities of getting personal gains at the cost of the organization. Such persons not only lead to wastages, losses and economic decline but also infect others and damage the image and goodwill of the organization. Hence, to rein in such persons' mis-endeavours and promote organizational interest, vigilance is required. It helps in Disciplining, protection of honest persons, Increasing transparency and fairness, accountability ,Reducing wastages/leakages, Promoting culture of honesty and integrity & . Reforming systems for corruption-free delivery.

**Where Vigilance?** Vigilance is essential in every organ of the organization and that is why it is stressed that every manager becomes vigilant. However, a focused attention is required in the process where there is a chance of private gains in each unit of the organisation. Vigilance set up of the organization needs to identify such areas of corruption and target their efforts for setting up clean Governance Systems.

**How Vigilance works?** Vigilance functions are carried out in mainly three ways:

**A. Preventive Vigilance**

1. Simplifying rules/procedures;
2. Educating the officials
3. Improving transparency
4. Bringing in fairness, competitiveness and accountability.
5. Promoting awareness among clients

Some of the salient features of preventive vigilance in different segments of organization are enumerated below:

- a) Purchases
  - i. Should be invariably on a public tender basis.
  - ii. Whenever limited tender is resorted to, enquiries should be sent only by certificate of posting and adequate notice be given to participate in tender.
  - iii. List of suppliers should be reviewed periodically.
  - iv. Adherence of purchase conditions to be monitored.
  - v. Delivery of samples should be got checked with basic samples.
  - vi. Review of settlement of bills of parties.

- 
- 
- b) Sales
    - i. Fixation of prices as well as deliveries to be monitored.
    - ii. Review of discounts extended.
    - iii. Review of presentation of bills. Waiver of excess invoicing.
  - c) OFC Works & Civil
    - i. Strict adherence to the procedure laid down in the execution of works.
    - ii. Surprise checks of measurements, quality of material & quality of work etc.
    - iii. Waiver of penalties.
    - iv. Inventory
    - v. Surprise check of stores both for quality and quantity.
    - vi. Review of stores lying unused for long time.
- B. Reactive Vigilance**
- 1. Carrying out investigation.
  - 2. Assisting Disciplinary Authority in taking punitive action by initiating and following up disciplinary/criminal proceedings against the corrupt officials.
- C. Surveillance and Detective Vigilance**
- 1. Conducting surprise inspections
  - 2. Scrutinizing Annual Property Returns; and
  - 3. Cultivating other sources for detecting corruption entrepreneurs are masters of social network manipulations and influences to serve their own self interests at the cost of the organization, to ensure clean functioning in the organization.

#### **Vigilance a Management Tool?**

Vigilance is an integral part of the management. It provides important instruments for improving performance of an organization. This includes promoting clean business transactions, professionalism, productivity, promptness and ethical practices. It also assists in systemic improvements in curbing opportunities for corruption. Therefore, vigilance helps in improving efficiency and effectiveness of the personnel as well as the organization. . Everyone can become vigilant officer by identifying the systems' blind spots which provide opportunities for malpractices and corruption and assist in simplifying matters so that such opportunities are curbed. We should follow Transparency, Fairness, and Competitiveness & Accountability. A Corruption free society is beneficial to nation as well as for individual. Lets us all pledge for ethical behaviour in the organisations.

---

---

*If you think you are too small. An Entity to play Any Role in the fight against corruption, think of the potential of an item.*



*An Honest man is the noblest work of God - Alexander Pope*



*Never mind if you miss to use your privileges,  
but mind never to misuse them*

---

---

## Optical Fibre Work Monitoring System (OFMS)

*Compiled by*

Pankaj Sharma  
DM/Vig

D. K. Tandon  
DM/Vig

**Product Description; OFMS** aims to enable a company management to centrally monitor optical Fibre laying works across multiple locations or field sites using a software system with android based phones to capture field information from various locations and the status of the work with

**1.** GPS stamped photographs, **2.** Work status, **3.** Audio recordings, **4.** Comments or notes, **5.** Signature of the field officer, **6.** Photo of the field officer.

**Without a monitoring system in place, there would be no reference for**

**1.** Measuring quantity and quality of work, **2.** Identifying improvement areas focus areas and areas of concern, **3.** Verifying if contractor has at least met the tender expectations, **4.** Most importantly, identifying quality of OFC laying work and its impact to general living standards of the public

**The Optical Fibre laying Monitoring System (OFLMS) is an effective means to capture and view Authentic, Secure, geo-stamped photos & comments from a remote work location. It is a very effective tool to capture authenticated data from highly distributed and remote sites and presents it centrally on a website.**

For effective monitoring, the status of OFC laying works from various locations need to be made available in real-time, to a centralized location. The system should be tamper proof, yet easy to operate. Therefore, state of art Mobile Based Monitoring system (MBMS) is used to achieve this. The data is sent to a central server in real-time for the location (wirelessly) and made available in well indexed webpage, classified according to the District, Blocks and Panchayat etc .The information from the field is used to generate various MIS reports to further tighten the monitoring and identify any gaps. The field information captured is directly synchronized with a centralised server using mobile internet such as GPRS/EDGE/3G and present the information based on the location and project in a web system.

**The web system presents the information based on**

**1. Location:** (Example: District/Block/panchayat/Village), **2. Project:** (Example: Main Project/Sub project/Work type / Work point). The web system also presents the photo on a map view using the capture GPS location and time.

**Benefits;** Using GPS-enabled mobile phones for the work monitoring has helped in multiple ways

1. The work progress is recorded with date, time and GPS, providing **authentic information** for the central authorities & the accurate status of the same with photograph; **A picture speaks more than a thousand words**
2. Systematic, chronological documentation of the progress of work
3. Ensuring field level officers' presence in the field, this directly ensures
  - a. the quality of work,
  - b. timely completion of the project

- 
- 
4. Facilitates review with the vendors
  5. Easy communication tool from the central authorities to the field functionary on the views and advices of the quality and progress.
  6. Ensures transparency and accountability in the system
  7. The data is immediately available on the website, enabling **real time monitoring** of the activities.
  8. The photographs and the hand-written comments from the inspectors serve as records for taking further steps, as each phase of the construction is completed; additional data is recorded & presented through the website, so that the authorities can clearly verify the completion of the work before releasing the funds.
  9. OFMS helps to save expenditure in cutting down the travels to the site by the reviewing authorities and prevents delays in receiving the information. In addition to this, the system is designed to be functional at very low operating costs
  10. Instant feedback to the field staff by the reviewing authority prevents losses due to re-work.

#### Comparison with Traditional Methodologies

Feature	Traditional Method	OFMS Method
Monitor all field activities from central location	No	Yes
Authentic Information with GPS	No	Yes
Photographic view	With digital camera - indexing and mapping to be done manually	Integrated system with well indexed website
Marking presence of field staff in the field with photo	No	Yes
Audio conversation	To be recorded and indexed manually	Integrated system with well indexed website
Web comments and feedback by senior reviewing officer	No	Yes
Chronological progress of work (Authenticated photo Album)	No	Yes

**System components;** The system has five components

1. Android software for capturing field information related to various projects
2. Module to synchronize field information from android phones to central server,
3. Database for storing and retrieving field information,
4. Website for presenting the field information,
5. MIS report engine.

#### Pre-requisites for Operation

1. Android phones with version greater than 2.3,
2. 3G or GPRS sim cards for the operation,
3. Details of the projects and locations in a format specified



---

---

## Public Procurement Bill 2012 to Check Corruption

*Compiled by*  
Pankaj Sharma  
DM/Vig

The Public Procurement Bill 2012, introduced by Finance Minister Pranab Mukherjee, seeks to regulate award of government contracts of over Rs 50 lakh with the object of ensuring "transparency, accountability and probity, economy, and maintaining integrity and public confidence in the procurement process". The Bill is based on the recommendations of Committee on Public Procurement headed by former bureaucrat Sh. Vinod Dhall. The brief details of this bill are as under

### **Public Procurement**

Public procurement means how the public authorities— the Central and State governments, ministries/departments, public sector undertakings or state-owned enterprises—spend public money buying goods and services. For example, a department purchasing office equipments, computers, stationary, air-conditioners, refrigerators, building and others items etc.

### **Problem in Public Procurement System**

A back-of-the-envelope assessment reckons that India's public procurement systems account for more than Rs. 10 lakh crore of business every year which is more than 30 per cent of country's GDP. Lot of Corruption during the tender/bidding process. There are imperceptible pressures from trading partners such as the EU that foreign companies should be allowed to easily participate in India's public procurement process. At present there is no single legislation providing guidelines for public procurement and for giving punishments to bribe givers and bribe takers. So Finance ministry introduced Public Procurement Bill, 2012 in Lok Sabha.

### **Applicability**

It is applicable in any central department, ministry, PSU or Company where Government has more than 50% stakes. For purchases about 50 lakh rupees but it is not applicable for emergency purchases done during disaster Management, national security.

### **Provisions of the bill**

Procuring entity (Ministry/department etc) shall first determine the need for the

---

---

---

---

procurement and estimate the cost of the procurement based on certain specified matters. It may publish information regarding planned procurements. Bill provides for setting up a Central Public Procurement Portal (website) to ensure transparency in the procurement process. Information such as pre-qualification document and details of bidders shall be displayed on the Portal. Ministry/Department shall not limit participation of bidders or discriminate against or amongst bidders except for the protection of public order and morality, animal or plant life, intellectual, national security. Central government may make procurement mandatory from certain bidders only on the grounds of promotion of domestic industry, socio economic policy, or other considerations in public interest. ( Government can prevent foreign companies from bidding, in special cases). Government shall constitute one or more independent procurement redressal committees [under the chairmanship of a retired High Court Judge]. if any prospective bidder (seller) feels that a particular ministry/department etc. did not consider his product/services for any foul reasons (e.g. if he feels that since he did not give bribe so his tender was rejected) -so in that case he may file an application with such a committee.

**Punishment;**

Bill states different degree of penalties for offences such as taking bribes in respect of procurement, interference with the process, making vexation, frivolous or malicious complaints, and abetment of offences. Jail time from 6 months to 5 years, for bureaucrats caught taking bribes or otherwise creating obstacles via 'bid rigging' or enabling 'collusive bidding' or 'bid suppression' to favour certain bidder (seller). Government shall debar a bidder (seller) if he has been convicted of an offence under Prevention of Corruption Act, 1998 and the IPC and or if he tries to bribe an officer / otherwise play mischief in the bidding.

