

VIGILANCE JOURNAL

Vol 2/Issue-2025-1



Solar Energy Corporation of India Ltd.
(A Navratna Government of India Enterprise)

Integrity Pledge

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behaviour;
- To report any incident of corruption to the appropriate agency.

सत्यनिष्ठा प्रतिज्ञा

मेरा विश्वास है के हमारे देश के आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है मेरा विश्वास है के भ्रष्टाचार का उन्मूलन करने के लिए संबंधित पक्षों जैसे

सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिलकर कार्य करने के आवश्यकता है मेरा मानना है की प्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा

सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिये तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिये

अंतः मैं प्रतिज्ञा करता हू की :-

- * जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूंगा :
- * ना तो रिश्त लूंगा और ना ही रिश्त दूंगा :
- * सभी कार्य ईमानदारी तथा पारदर्शी रीती से करूंगा :
- * जनहित में कार्य करूंगा :
- * आपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूंगा
- * भ्रष्टाचार की कैसे भी घटनाके रिपोर्ट उचित एजेंसी को दूंगा

CONTENTS

Message from Hon'ble President of India -----	1
Message from Hon'ble Prime Minister of India -----	2
Message from Central Vigilance Commission -----	3
Vigilance - our shared responsibility (Essay) -----	4
सतर्कता – हमारी साझा जिम्मेदारी (कविता) -----	5
Vigilance Awareness Week— Why curbing corruption is critical and must continue beyond a week -----	6
Landmark Judgements of Supreme Court and High Courts --	9
Case studies -----	16
Investigation and Report -----	27
Framing of Charge Sheet -----	32
Conducting CTE Type Intensive Examination -----	36
Am I True to Myself? -----	39
The Monologue of the mind -----	40
Vigilance - our shared responsibility (Story) -----	42
सतर्कता – हमारी साझा जिम्मेदारी (निबंध) -----	44
Glimpses of VAW 2025 -----	46



सत्यमेव जयते

राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am pleased to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "Vigilance: Our Shared Responsibility" from 27th October to 2nd November, 2025.

This year's theme serves as a timely and powerful reminder that the fight against corruption is not the responsibility of institutions alone. It is a collective duty that calls upon every citizen to uphold the values of ethics, honesty and accountability in all spheres of life. I am confident that the CVC's proposed public awareness campaign during Vigilance Awareness Week will go a long way in sensitising all stakeholders and the people.

Let us use this occasion to reaffirm our commitment to integrity and take a collective pledge to uphold the highest standards of ethics in public life.

I extend my greetings to all those associated with the organization of Vigilance Week at the Central Vigilance Commission. I wish the campaign every success.

(Droupadi Murmu)

New Delhi
October 23, 2025



सत्यमेव जयते

प्रधान मंत्री
Prime Minister

MESSAGE

It is a pleasure to learn about the Vigilance Awareness Week being organised by Central Vigilance Commission from October 27-November 2, 2025. The theme of the Week - "Vigilance: Our shared responsibility" is timely and relevant.

Transparency and accountability are central to a nation's growth and development. When institutions act with openness and responsibility, trust strengthens, governance improves and development becomes sustainable. Transparent systems ensure fairness, curb corruption and build a strong foundation for inclusive progress.

It is the collective duty of every citizen to fight for and uphold the ideals of ethics and integrity. Ethical conduct is a national imperative that strengthens democracy.

Powered by reforms, innovation and technology-driven governance, India is fast emerging as a leading global economy. Every citizen's active participation is the key to building a future of trust, integrity and collective progress.

May such efforts go a long way in spreading awareness and nurturing the ideals of ethics in public life.

Greetings and best wishes for the success of Vigilance Awareness Week.

(Narendra Modi)

New Delhi
आश्विन 26, शक संवत् 1947
18 October, 2025



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-10023

सं./No.....025/VGL/047.....

दिनांक / Dated...23.10.2025.....

MESSAGE

Vigilance Awareness Week (27th October to 2nd November, 2025)

Every year, the Central Vigilance Commission observes Vigilance Awareness Week (VAW) reaffirming Commission's commitment to promote integrity and probity in public life. The theme for this year is:

“सतर्कता: हमारी साझा जिम्मेदारी”

“Vigilance: Our Shared Responsibility”


The theme for this year evokes sense of collectivism in sharing the responsibility for transparency, ethics and integrity in governance. It is believed that this participative approach will foster these values and encourage all stakeholders to be active participants in ethical governance.

VAW is being observed from 27th October to 2nd November of 2025. The Commission solicits participation of all Ministries/ Departments/ Organizations of the Central Government to organize activities including outreach programs for public/ citizens relevant to the theme to bring about maximum public participation.

Since last few years, the Commission has been running a three-month campaign leading upto the Vigilance Awareness Week. This year, the campaign associated with Vigilance Awareness Week is undertaken from 18.08.2025 to 17.11.2025 with focus on five areas namely Disposal of complaints received before 30.06.2025, Disposal of pending cases, Capacity Building Programs, Asset Management, and Technological initiatives. It is believed that focus on these areas will have meaningful impact in Vigilance Administration.

The Commission is also releasing booklet on Preventive Vigilance Initiatives during VAW 2025 to disseminate information regarding best practices adopted by select organizations.

The Commission appeals to all citizens and stakeholders to come together and work towards promotion of integrity and enhancing probity and transparency in all aspects of life.


(A.S. Rajeev)
Vigilance Commissioner


(Praveen K. Srivastava)
Central Vigilance Commissioner



Vigilance: Our Shared Responsibility

Today I am writing on a theme that is not merely a slogan, but a call to conscience, “Vigilance – Our Shared Responsibility”. Vigilance is not just about catching corruption or exposing wrong doing, it is about cultivating the courage to see, the strength to speak, and the will to act. It is about building a society where honesty is not the exception, but the expectation.

Many of us think that vigilance is the duty of officers, auditors or watch dog Committees. But let us not deceive ourselves. It is not the burden of a few, but the responsibility of all. If a single person turns a blind eye to injustice, the rot begins. But if all of us stand guard the system becomes unshakable.

And let's not forget, corruption does not begin from the high corridors of power, it begins from the small compromises we justify in our daily lives. A shortcut here, a bribe there, a silent approval to injustice. And hence, drops of negligence form ocean of exploitation.

Therefore, Vigilance must begin from our homes, our classrooms, our offices, from our very own minds. That means questioning everything that seems wrong, refusing to become silent spectators and standing upright even when the easier option is to bend. Vigilance is the oxygen of democracy. Without it, freedom suffocates. With it, justice breathes. It ensures that the rights of the weak are protected, the powers of the mighty are checked, and the dream of equality is not buried under the weight of apathy.

So I say today, let us be vigilant not for a week, not for a campaign, but as a way of life. Let us declare loud and clear that silence will never be for sale, and suppressed, conscience will never be compromised.

Because Vigilance is not theirs or mine it is ours. It is not optional, it is necessary and essential. And together as vigilant citizens, let's carve out a future where truth triumphs, and justice prevails.

***Ms. Jigyasha Sinha,
Class 12, Ishani Sarvodaya Kanya Vidyalaya, Saket***

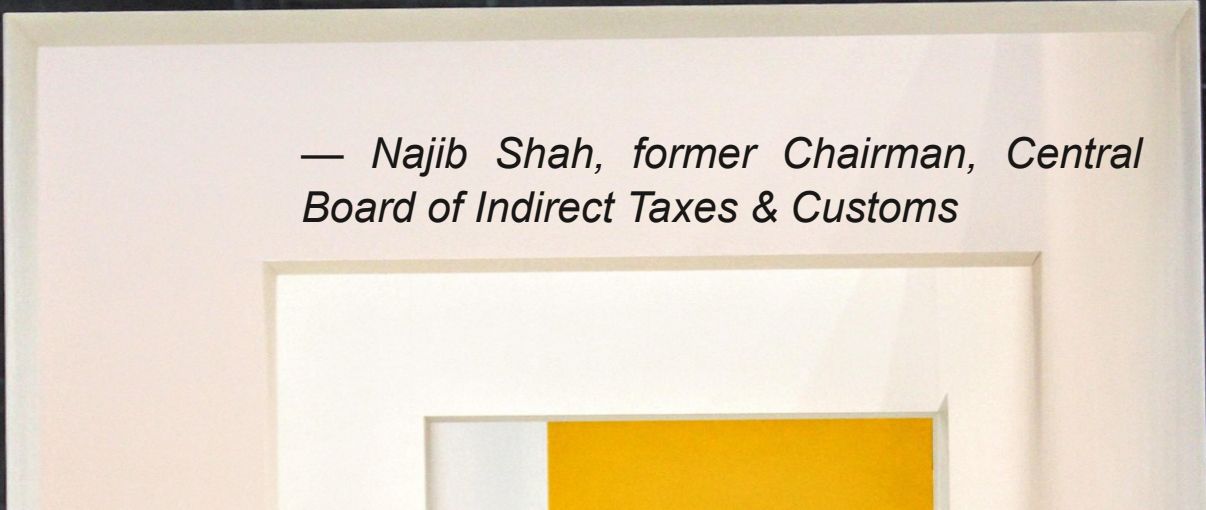
"सतर्कता - हमारी साझा जिम्मेदारी"

सतर्क रहना जीवन की आदत बने,
ईमानदारी हर कदम की इबादत बने।
भ्रष्टाचार से लड़ना हम सबका ध्येय,
न्याय, विकास, पारदर्शिता ही हो संवेग।
हर वर्ष अक्टूबर का अंतिम सप्ताह,
भारत मनाता है जागरूकता की पहचान खास।
सीवीसी का संदेश यही दोहराए,
स्वच्छ और पारदर्शी शासन हम सबको अपनाए।
यह जिम्मेदारी केवल संस्था की नहीं,
हर नागरिक की आहट, हर शपथ यही।
छोटे समझौते जब रुक जाते हैं,
तो बड़े अपराध भी थम जाते हैं।
आओ मिलकर करें यह संकल्प महान,
ईमानदारी से सजाएँ भारत का गगन।
भ्रष्टाचार मिटे, बड़े पारदर्शिता की डगर,
सतर्कता से सजेगा देश का हर सफ़र।

- करिश्मा चौधरी, वरिष्ठ इंजीनियर



Vigilance Awareness Week— Why curbing corruption is critical and must continue beyond a week



— *Najib Shah, former Chairman, Central Board of Indirect Taxes & Customs*

Not a day passes without the press reporting some or another case of malfeasance of public servants; of recoveries of undisclosed assets running to crores in cash, several kilos of gold and multiple properties. Allegations of corruption about many politicians and others in public life have also become common.

Then we have the tragic spectacle of companies manufacturing substandard medicines or worse, of medicines which are fatal, causing death to children; of bridges collapsing, potholes springing up in freshly tarred roads. Incidents of embezzlement, extortion, fraud, money laundering, cronyism. All of which indicates that we do have a serious problem of a lack of integrity, of not doing the right thing; and lack of integrity ultimately is an indication of corruption.

It is in this background that we should view the Vigilance Awareness Week which is being observed this year from October 27 to November 2. A week where both citizens and organisations are expected to take a pledge where we acknowledge that corruption has been one of the major obstacles to economic, political and social progress of our country. We pledge that we will follow probity, rule of law, not give or take bribes, perform all tasks honestly, act in public interest and lead by example exhibiting integrity.

We have been doing so since 2000 when the then Chief Vigilance Commissioner (CVC) first mooted the idea of a vigilance awareness week

through a letter addressed to all establishments and departments. The letter of the CVC mentions the UNDP Report on Human Development 1999 on South Asia. The Report states that if the corruption level in India goes down to that of Scandinavian Countries the GDP will grow by 1.5% and FDI will go up by 12%. The letter also quotes Transparency International which had ranked India 73 out of 99 countries in the Corruption Perceptions Index.

It would appear that very little has changed. The UNDP report on human development 1999 ranked India at 110; as per the Report for 2025 India is ranked at 130. According to the latest Corruption Perceptions Index 2024, India is ranked at 96 out of 180 countries — we have fallen in both indices.

Transparency International defines corruption as the abuse of entrusted power for private gain. Corruption as has been pointed erodes trust, weakens democracy, hampers economic development, exacerbates inequality, poverty, social division. The sheer extent of the illicit financial money generated by various acts of commission and omission including corruption as per estimates would indicate the extensive damage it causes.



As per the United Nations Office on Drug Control (UNODC), corruption, bribery, theft and tax evasion, and other illicit financial flows cost developing countries anything up to 2-5% of the GDP. Prof. Arun Kumar who has written extensively about black money in India has suggested that the extent of black economy in India is estimated to be 62% of the GDP-generating (at 2016-17 prices) about ₹93 lakh crores of revenue. To put matters in perspective this is larger than the income generated by agriculture and industry put together which is about 39% of the GDP. This is money lost for the economic and social development of the country. Corruption thus hurts every aspect of life in a civil society.

The UN Sustainable Development Goals (SDG)16 to which India is a signatory specifically highlights the imperative need to reduce corruption and bribery in all their forms— and since corruption undermines institutions and development, it points out that this is the cornerstone for achieving the SDG's. The UN Convention Against Corruption (UNCAC) to which India is again a signatory highlights the need to fight corruption which it terms as an 'insidious plague'.

How then do we tackle this vexatious problem? On a larger macro level, transparency and democracy are vital antidotes against corruption. The Right to Information Act, (RTI) which completed 20 years recently is a major weapon against corruption. As the preamble to the RTI puts in succinctly, an informed citizenry and transparency of information are vital for the functioning of democracy and to hold governments and their instrumentalities accountable to the governed.

It is imperative that laws are clear and unambiguous. Compliance requirements and procedures should be simplified and need to be regularly reviewed. The tendency of policy makers stipulating conditions which even the law does not envisage has to be curbed. And laws are meaningless unless effectively and uniformly enforced.

Every organisation should regularly assess corruption risks and ensure they are addressed. Risk management with an emphasis on technology which also facilitates citizens to interact with the management is essential. This presupposes that technology is simple, can be accessed by the ordinary citizen and works. An environment where the ordinary citizen has confidence in the organisation to initiate action against offending functionaries without the fear of retribution should be created.

Preventive vigilance whereby checks are carried out regularly to identify lack of integrity in processes or individuals should be the norm. Where action has been initiated against erring official's swift follow-up till its logical end should be taken. Ultimately the credibility of organizations dealing with the citizenry has to be established organisations not only have to be corruption free but also seen to be so.

Given the scale of the problem and the impact it has on all our lives, this year's theme for the Vigilance Awareness Week is indeed appropriate- 'Vigilance-Our shared responsibility'. It is indeed a shared responsibility of all citizens and organisations to address the problem of corruption and effectively curb the menace. We will also have to focus on our education system and teach the young about values, about doing the right thing. It is going to be long haul - but we should not let cynicism take over and tolerate and accept corruption as a way of life; a 'we are like this only' attitude. No, we were not, and we should not let ourselves drift into such a condition of indifference. And if we are to achieve our ambitious goal of Atma Nirbharta curbing corruption is critical.

(As appeared at : <https://www.cnbctv18.com/access/opinion/vigilance-awareness-week-curbing-corruption-public-servants-action-beyond-a-week-19723653.htm>)



Landmark Judgements of Supreme Court and High Courts

The fluid and evolving nature of law and the contextual interpretations and judgments made on the same allows the legal system and judiciary to remain relevant. Further, liberal interpretations have allowed legal loopholes to be plugged to the extent possible. Certain landmark judgments which have shaped vigilance administration are enumerated below:

Vineet Narain vs Union of India, 1993

This case concerns the historic Hawala scandal in India, which uncovered possible bribery payments to several high-ranking Indian politicians and bureaucrats from a funding source linked to suspected terrorists. Following news coverage of the scandal, members of the public were dismayed by the failure of the Central Bureau of Investigation (CBI) to initiate investigations of the officials with the apparent intent to protect certain implicated individuals who were extremely influential in government and politics. This litigation was the result of public interest petitions filed on these matters with the Court pursuant to Article 32 of the Indian Constitution (which empowers the Supreme Court to issue directions for the enforcement of fundamental rights contained in the Constitution).

Judgement

The Court agreed that the CBI had failed in its responsibility to investigate allegations of public corruption. It laid down guidelines to ensure independence and autonomy of the CBI and ordered that the CBI be placed under the supervision of the Central Vigilance Commission (CVC), an independent governmental agency intended to be free from executive control or interference. This directive removed the CBI from the supervision of the Central Government.

Impact on Vigilance Administration

Led to the Commission being accorded statutory status w.e.f. 25.08.1998 through the Central Vigilance Commission Ordinance, 1998 and finally the CVC Act came into force in 2003. The structural changes brought forth by the judgment sought to shield the CBI Director and allow more autonomy for the post for fair and objective investigations. The CVC was now responsible for ensuring that allegations of corruption against public officials were thoroughly investigated regardless of the identity of the accused and without interference from the Government.

Initiation of disciplinary proceedings against quasi-judicial authorities or their acts committed recklessly with mala-fide intentions – K K Dhawan Vs Union of India (1993)

An Income Tax Officer was charged u/r 14 of CCS (CCA) Rules, 1965 for doing 9 tax assessment in an irregular manner and hastily with a view to confer undue favour to the assessee and thus failed to maintain absolute integrity and devotion to duty. Against this Charge Memo he filed a case in the CAT for stay of disciplinary proceedings which were allowed by the CAT which held that action taken by the officer was quasi-judicial in nature and should not have formed basis of disciplinary action. Against this, Union of India preferred SLP in the Supreme Court.

Judgement

The Apex Court while deciding the appeal held that disciplinary action can be taken where the action of the officer impinges on his integrity / good faith / devotion to duty, if there is prima-facie material to show recklessness and show misconduct while discharge of duty, if he has acted in a manner which is unbecoming of government officer, if he has acted negligently or that he omitted the prescribed conditions for exercise of statutory power, if he has

acted to do unduly favour a part and if his action is actuated by corrupt motive.

Impact on Vigilance Administration

CVO while examining the quasi-judicial action of officers are expected to bear this criterion in mind while examining the various cases. After this judgement, an important criterion has been provided by the Court to take quick decisions in deciding on the need of disciplinary cases against quasi-judicial authorities.

Staying of disciplinary cases pending conclusion of criminal proceedings-State of Rajasthan vs B.K. Meena, 1996

A member of the IAS, working as Additional Collector, DRDA, Jaipur, was transferred from his said post. His successor lodged an FIR alleging misappropriation of public funds of Rs. 1.05 crore by BK Meena. On 31.03.1992, the State of Rajasthan requested the Govt. of India for grant of sanction for prosecution for respondent BK Meena under PCA, 1988. Disciplinary proceedings were also initiated. However, on 04.08.1993, at the instance of the respondent, the Central Administrative Tribunal stayed the disciplinary proceedings. The ground urged by the respondent was that departmental proceedings not be allowed to go on so long as criminal proceedings are pending against him. The matter was brought to Supreme Court by the State of Rajasthan on the judgement of the Tribunal allowing the stay.

Judgement

In law there is no bar to or prohibition against initiating simultaneous criminal proceedings and disciplinary proceedings. The staying of disciplinary proceedings is circumstantial with the only valid ground being that the defense of the employee in the criminal case should not be prejudiced, that too applicable only in cases of grave nature involving questions of law and fact.

In the interests of good administration, proceedings should be concluded expeditiously. Disciplinary proceedings are primarily meant for keeping the administrative machinery clean by purging it of undesirable elements. On the other hand, if a delinquent officer is not guilty of the charges levelled on him/her, then too expeditious conclusion of disciplinary proceedings is critical. Both cases, there is weightage for not staying disciplinary proceedings.

Further, the approach and objective in the criminal proceedings and disciplinary proceedings is distinct, so is the mode and rules of enquiry. In the instant case, the court felt that stay on disciplinary proceedings should be lifted.

Impact on Vigilance Administration

The purpose underlying disciplinary proceedings is distinctly different from the purpose behind prosecution of offenders. Criminal prosecution is for violation of duty that the offender owes to society, disciplinary proceedings are aimed at maintaining discipline and efficiency in service.

Simultaneous proceedings of disciplinary and criminal nature allow the expeditious conclusion of departmental enquiries. There can be no single rule laid down for staying of disciplinary proceedings pending conclusion of criminal cases, and when exercised is only under certain circumstances.

Nagar Nigam, Meerut vs A1 Faheem Meat Export Pvt. Ltd., 2006

Nagar Nigam Meerut had invited applications through advertisement for granting a fresh contract for running a certain slaughter-house as maintenance of slaughter-houses, including auctioning property connected thereto, falls within its jurisdiction. The validity of this advertisement was challenged before Division bench of Allahabad High Court. Nagar Nigam Meerut questioned the legality of judgment passed.

Judgement

The main issue was the jurisdiction of High Court and whether it can challenge the administrative action of the state. However, in the course of its judgment stating that only violation of Article 14 would merit such interference, the Supreme Court also dealt with the issue of public tenders versus private negotiation. The Court referred to an earlier judgment while reiterating that State owned or public owned property is not to be dealt with at the discretion of the Executive. The Contracts by the State and its agencies must be normally granted through public auction/ public tender by inviting tenders from eligible persons and the notifications of the public auction / inviting of tenders should be advertised in well-known dailies having wide circulation with all the relevant details. Any other method, especially award of contract on nomination basis would be a violation of Article 14 of the Constitution, i.e. guaranteeing right to equality. Compulsion should dictate the measures adopted for auctioning property rather than convenience and that too should be exercised only in exceptional cases.

Impact on Vigilance Administration

All official acts are to be actuated by public interest and transparency as well as the appearance of transparency both are essential in the matter of auctions. The need for award of contracts in a transparent and open manner has been emphasized. Except in rare and exceptional circumstances, public tendering is to be done to maximize economy and efficiency in Government procurement, for fair and equitable treatment of all tenderers and to eliminate irregularities, interference and corrupt practices by authorities concerned.

Jankiraman vs Central Vigilance Commission (CVC)

The case dealt with the issue of whether the CVC had the power to give sanction for prosecution against a public servant under the Prevention of Corruption Act, 1988.

Judgement

The Supreme Court held that the CVC did not have the power to give sanction for prosecution against a public servant and the power to do so was exclusively vested with the appropriate authority, which is usually the employer of the public servant. CVC's jurisdiction extended only to conducting an inquiry and making recommendations to the appropriate authority for granting or refusing sanction for prosecution.

Impact on Vigilance Administration

It has ensured that the process of granting sanction for prosecution is fair and transparent and has provided a level of protection to public servants against malicious or frivolous charges. At the same time, the judgment has also emphasized the need for greater accountability and transparency in the functioning of public officials.

Departmental inquiry to be concluded within 6 months against delinquent employee-Prem Nath Bali vs Registrar, High Court of Delhi, Civil Appeal No. 958 of 2010

The appellant, Mr Prem Nath Bali, joined the District & Sessions Court as a lower division clerk in 1965 and was promoted to upper division clerk in 1986.

The incident took place when he was posted at Patiala House Court, New Delhi when he raised a complaint against the window clerk for failing to do her allotted work satisfactorily and requested her transfer on that ground. The clerk, Smt Brij Bala made her statement, on the same day, to her superior officer on her performing all allotted tasks. An altercation between Prem Nath Bali and Brij Bala led to a preliminary enquiry being conducted and then suspension of the appellant.

The disciplinary proceedings commenced in 1990 and continued for over 9 years. Meanwhile, the appellant sought revocation of suspension which was not considered. Two Orders were passed on 27.10.1999 and 28.10.1999 imposing a major penalty of compulsory retirement. The period under suspension was not taken into consideration for calculating pension. The Appellant filed an appeal first before Administrative Judge of HC of Delhi, then filed Writ petition in High Court which was dismissed and finally approached Supreme Court.

Judgement

Main issue was whether the principles of natural justice had been observed in the instant case. The Court found that the inquiry officer fully observed principle of natural justice while conducting the departmental proceedings. However, the court took objection to the unduly long suspension period and to the departmental inquiry as a whole. The court felt that period of suspension should be taken into account for determining the appellant's pension.

The court observed that it is the duty of the employer to ensure that the departmental inquiry initiated against the delinquent employee is concluded within the shortest possible time. In cases of suspension, it becomes even more essential to complete the enquiry quickly. All departmental enquiries should be completed within a reasonable period of within 6 months, except in unavoidable circumstances when it should be completed within a year.

Impact on Vigilance Administration

Timelines were fixed for completion of departmental proceedings and the accountability for ensuring the same is to lie directly with the employer.

Ashok Agarwal vs Central Vigilance Commission (CVC), 2017

The case dealt with the question of the authority of the CVC to inquire into allegations of corruption against senior government officials. Ashok Agarwal, a senior government official, was accused of amassing assets

disproportionate to his known sources of income. The CVC initiated an inquiry into the allegations and ordered the CBI to conduct a preliminary investigation. This was challenged on the grounds that the CVC did not have the authority to order such an inquiry and only a competent authority under the Prevention of Corruption Act had the power to do so.

Judgement

The Supreme Court observed that the CVC was a statutory body empowered to exercise vigilance oversight over government officials and that its powers were not limited to cases where corruption had been established under the Prevention of Corruption Act. Hence, CVC had the power to inquire into allegations of corruption against senior government officials (including those relating to disproportionate assets). However, CVC could not, by itself, initiate a criminal investigation into corruption allegations. Such an investigation could only be conducted by the CBI or other competent authorities under the Prevention of Corruption Act.

Impact on Vigilance Administration

The court clarified the powers and limitations of the CVC in relation to the investigation of corruption allegations against senior government officials and further, also laid down guidelines for the conduct of CVC inquiries, including the requirement of a prima facie case, the right to cross-examination, and the need for the inquiry to be completed within a reasonable time frame.

(From Training Modules at www.cvc.gov.in)



Case Studies

The following is a collection of vigilance cases from various organizations being produced here for general awareness.



Case No.1:

Irregularities in the tendering process for a turnkey contract

An Institute bagged a prestigious project from one of the PSUs for setting up of a Chilly Plant at a certain place. After bagging the project, the institute constituted a Project Management Committee (PMC) comprising, amongst others, the SPO, the FAO and the COA. The PMC decided to go in for an Open Tender. The indenter also supplied names of three probable firms. NIT was published in The Hindu, The Times of India and the Indian Trade Journal on 24.12.2005 with deadline for submission of bids as 16.01.06.

No tender was, however, received by the deadline. On 18.01.06 a request

was received from one of the firms named by the IO requesting for extension of the last date for submission of tender as the time given was insufficient. The IO accordingly moved a proposal for extension of time. With the approval of PMC the necessary corrigendum was issued to the same newspapers/journals. The Regional Manager of Times of India got the corrigendum published in The Economic Times by mistake which went unnoticed by the Purchase Department. Even the bill was passed by Finance without noticing this mistake.

By the extended date only one firm viz. M/S Japro, the same firm which had requested for extension, had submitted the bid. The PMC found the technical bid of the said firm deficient in many respects and hence decided to go in for fresh Limited Tender. The PMC further authorized the SPO to send enquiries to as many parties as possible and obtain quotations by 28.02.06. Accordingly, the SPO and his Assistant floated an LTE amongst 15 firms including the only respondent to the Open Tender but excluded the two firms initially named by the IO. There was one M/S Rinac which had evinced some interest and had made some technical queries in response to the earlier Open Tender. This firm was also not included in the LTE. Incidentally only one firm viz. M/s Japro who had quoted earlier also quoted this time in response to LTE. Another firm M/s Chempro had simply expressed its inability to undertake such turnkey project. On technical scrutiny the IO found the bid of M/s Japro meeting all the technical requirements.

In view of the above the IO suggested that the single bid of M/s Japro could be accepted under Cls 18.4.0 of the PP2002 which provided that even a single responsive bid could be accepted by recording cogent and detailed reasons for accepting the same. The recommendation of the IO was accepted by the PMC on 03.03.06 and the commercial bid was opened. After rounds of negotiation the order was placed on M/s Japro at Rs 2.43 Cr. The turnkey project was completed successfully to the satisfaction of the sponsors.

Meanwhile the matter came under the investigation of the CBI as well as

vigilance. The investigation revealed the following irregularities and responsibility was fixed on the erring officials accordingly:

- a. Exclusion of names of some potential firms from the LTE. Two out of the three firms initially recommended by the IO were missing from the LTE. Besides the name of M/s Renac, who had at one point made some technical queries, was also not included in the LTE.
- b. Omission of few pages of technical specification from the Bid documents supplied to the firms.
- c. Erroneous Estimated Cost. Although the Institute had projected Rs.280 Lakhs to the sponsors, the IO had mentioned Rs.150 lakhs as the estimated cost in the Indent.
- d. Mobilization Advance: The institute had given the advance payment (Mobilization Advance) without stipulating any interest on the same as per CVC guideline dated 10.04.2007.
- e. Absence of LD Clause: There was no LD clause in the contract with the suppliers. The institute adduced the argument that since the sponsors had not put any LD Clause on them, they in turn did not put any such condition with the suppliers. This was not acceptable.
- f. Release of advance without Bank Guarantee in Advance: Since the vendor had exhausted its BG limit with its Bank, as a special case, the PMC had allowed advance payment without getting the BG in advance. The supplier, however, arranged the BG within a day of receipt of the Advance. This had been done purportedly to help the supplier get over the problem BG limit.
- g. Personal delivery of DD for advance payment and collection of the BG: Investigation revealed that the IO carried the DD for delivery to the firm while going on LTC to Mumbai. Incidentally the firm was situated in Mumbai. It was the decision of the PMC that the IO would carry the DD and collect the BG although the IO was on LTC.

The above matter was taken up for investigation by the CBI. CBI viewed the transaction as a criminal conspiracy amongst the IO, SPO, Purchase Assistant and the vendor. Accordingly, CBI recommended RDA for Major Penalty. However, after clarification by the Institute, CVC found fault only with the SPO and the Purchase Assistant. Since the SPO had already retired by then, only the Purchase Assistant was advised cautioning.



Case No.2:

Non-transparency in the evaluation methodology for the shortlisting of vendors

One national Laboratory needed to buy laboratory steel furniture of high standards and contemporary design matching with the best in India and abroad. The specifications were drawn keeping in mind aesthetics, durability and functionality. The fume hoods were required to be compliant with international standards such as ASHRAE/EN/SEFA. The tender document was quite elaborate and detailed. It laid out the criteria for evaluation in terms of Quality, Manufacturing facility, qualified manpower, Performance, timely completion, customer satisfaction, financial standing, organizational information and warranty as per details below:

Table 1: Criteria for evaluation of suppliers for furniture/fume hoods to N

No	Criteria	Methods for Determination/ Measurement
1	Quality	a) Testing Facilities and measurement expertise for carrying out tests; b) Certifications of raw materials- Specify TISCO/SAIL c) Quality Management Systems (ISO 9001:2000) d) Finished product inspection e) Comply with International Standards such as ASHRAE/EN/SEFA
2	Manufacturing facilities	a) CNC cutting and punching machines b) Edge binding machine c) Pre-coating process d) Powder coating method
3	Qualified manpower	a) No. of Graduate Engineers b) No. of Diploma Engineers c) No. of ITI passed workers
4	Performance (80% value 1 Supply and 60% value 2 suppliers)	Proof of satisfactorily executed/completed orders of similar items of prescribed value for the last 2 years
5	Timely Completion	Time allocated as per the works order and Actual time taken for completion.
6	Customer satisfaction	List of clients where vendor work has been executed and their completion certificate.
7	Financial standing	a) No loss in 3 years during the previous 5 years etc. P&L Account/Balance sheet certified by CA b) Please specify your annual Turnover for the last 3 years
8	Organizational Information	a) Legal Status – Registration Certificate b) IT – PAN of the firm c) Sales Tax Registration Certificate d) Central Excise Certificate e) Litigation if any
9	Warranty	2 Years

The national Laboratory also held a pre-bid. Conference on 26th February in which seven firms had participated except one firm M/s X. In the pre-bid conference various queries of the bidders were addressed. Certain commercial aspects such as payment terms, BG etc. were also modified.

Some of the participants/representatives raised queries regarding evaluation of technical bids. The Committee explained that “a technical Committee duly constituted by the Director will evaluate the technical bids in the first instance with reference to specifications & standards mentioned in the tender. The Technical Committee may formulate its evaluation criteria and also seek additional information from bidders if required”.

The Committee appointed by the Director met subsequently on 25th March and decided the following major criteria for evaluation of technical bids.

1. Professional experience in manufacturing high quality laboratory furniture and fume hood.
2. Absence of legal cases/poor appreciation by clients.
3. Quality of furniture/hoods as experienced by NCL scientists and during inspection by our team – Grades A/B/C (A= High, B= Medium and C= Average quality) be given to each of the bidders and only those securing Grade A be considered for next stage.
4. Financial strength of the firm (a minimum turn-over of Rs.20 crore per annum during the last 3 years).

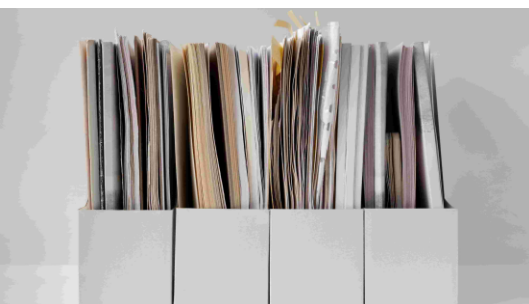
By applying the above evaluation criteria the Technical Committee rated the bid of M/s X as Grade-B i.e. Medium and disqualified as the minimum bench mark fixed was A Grade.

M/s X made a complaint to CVC alleging manipulation and fraud in selection of vendors. The firm alleged, inter-alia, that the criteria adopted for rejection of their bid by NCL was not mentioned in the NIT. Hence, it contended that the entire process of evaluation was illegal and malafide.

The facts and circumstances of the case were reported to CVC. After careful consideration CVC made the following observation:

“The Commission has examined the case. From the documents furnished,

it observes that the grounds on which the vendor, M/s X has been rejected, do not find mention in the tender document. Neither have the pre-bid conference minutes been conveyed to the vendor. As such, the complainant is justified in feeling aggrieved. Though the organization does not appear to have acted with malafide intention, it is still necessary that the evaluation methodology is clearly spelt out in NIT itself ensuring transparency. And that in case such post-facto modifications are felt unavoidable, all vendors must be kept informed and equal opportunity provided to them”.



Case No. 3:

Irregularity in Execution of Electrical Works Contract (Deviations in Third Party Inspection)

An Electrical Contract Work for "augmentation of existing Sub Station Capacity including extension of power supply to the yard" valuing Rs.32,17,943 (32.17 Lakhs) was awarded to an agency for execution.

Requirement as per Contract Agreement: Design, fabrication, supply, erection, testing and commissioning of Air Circuit breaker panel for normal supply in the substation with two numbers of 400A, Four pole, 50 kA breaking capacity, manual draw out type ACBs. 5 numbers of 250A, 5 numbers of 125A, 6 Numbers of 63 A, TPN switches with HRC fuse links suitable for operation on AC three phase, 50 Hz, 415 V supply, microprocessor based with suitable common bus bar arrangement with electrical copper bus bars.

The cost of each panel (complete panel with ACBs and protection system) as per the Contract agreement was Rs.5,43,000/- and hence required Third Party Inspection.

Anomalies Noticed:

- The site checks by Vigilance confirmed that the protection system and relays in the Panel are of thermal based and not micro processor based as per the contract requirement.
- During the Inspection of Panels housing the Relays at factory premises, Third Party Inspecting Agency has failed to ensure that the protection relay system is micro-processor based type.

Vigilance Investigations and Documents Collected

Tripartite Inspection was convened that was attended by (1) Consignee who received and certified the material (2) Third Party Inspecting Agency represented by DGM-South Zone, (3) Firm which executed the Work in the presence of Vigilance.

Following Documents were collected:

- Third Party Inspection Certificate
- GAD approved by Railways,
- Measurement Book
- Clarification from Engineer executed the Work
- Tripartite Inspection Report

Conclusion/ Action taken:

- The SSE who executed the work was taken up under Minor penalty DAR and a penalty of 2 years increment cut was imposed.
- The tripartite inspection was forwarded to the Third Party Inspecting Agency with an advise to take up the Engineer who inspected and passed the material. The CVO had issued a recorded warning to the Engineer under advise to this Office.
- The difference in amount between the two types of Circuit Breakers was recovered from the agency executed the work under advise Vigilance.



Case No. 4:

Irregularities in procurement of Spares of Electric Motors

This is a case of irregularities observed in procurement of spares of a particular make of motors, wherein the spares required for assembling a Motor were procured at a much higher cost than the price of a new Motor.

Nature of Work: Motors are extensively used as a driving force for operation of various machineries used in Underground as well as open cast mines viz Pumps, Conveyor Belt, Haulage, Ventilation fan, HEMM etc.

Irregularities: During inspection, it was found that 16 indents for procurement of spares of "X" make Motors were raised on piece meal basis by one Area of the Company within a short span by splitting the indents to restrict the value of all indents within the delegation of power(DOP) of the mine.

S. No	Indent No.	Date	Items	Motor Specification	Indent Value (₹)
1	47	30.12.13	a) Stator Assly-03	FLP 37 KW	867000.00
2	48	30.12.12	a) Rotor Assly-03 b) Cooling Fan-03 c) Fan Cover-03 d) Terminal Box-03		769470.00
3	63	31.01.13	a) Rotor Assly-01 b) Cooling Fan-01 c) Terminal Box-01	NFLP 135KW	785305.00
4	64	31.01.13	a) Stator Assly-01 b) Fan Cover-01		948740.00
5	65	31.01.13	a) Rotor Assly-03 b) Fan Cover -03 c) FLP terminal Box-03	FLP 37 KW	1297962.00
			a) Stator Assly-03 b) Cooling Fan-03 c) FLP Terminal Assly-03	FLP 22KW	
6	66	31.1.13	a) Stator Assly-03 b) Cooling Fan-03	FLP 37 KW	1352340.00
			a) Rotor Assly-03 b) Fan Cover-03	FLP22KW	

S. No	Indent No.	Date	Items	Motor Specification	Indent Value ()
7	69	31.01.13	a) Stator Assly-01 b) Fan Cover-01	NFLP 135KW	948560.00
8	70	31.01.13	a) Rotor Assly- 02 b) Fan Cover- 02 c) Terminal Box -02	FLP 37KW	995680.00
			a) Stator Assly-02 b) Cooling Fan-02	FLP 55KW	
9	71	31.01.13	c) Stator Assly-02 d) Cooling Fan-02	FLP 37KW	848960.00
			a) Rotor Assly-02 b) Fan Cover-02 c) FLP terminal Box-02	FLP 55KW	
10	72	31.01.13	a) Rotor Assly-04 b) Fan Cover-04 c) FLP Terminal Box-04	FLP 11KW	774750.00
			a) Stator Assly-04 b) Cooling Fan-04	FLP 15 KW	
11	74	31.01.13	a) Stator Assly-04 b) Cooling Assly-04	FLP 11KW	730760.00
			a) Rotor Assly-04 b) Fan Cover-04 c) FLP Terminal Box-04	FLP 15 KW	
12	74-A	31.01.13	a) Rotor Assly-01 b) Cooling Fan-01 c) Terminal Box-1	NFLP 135KW	785305.00
13	80	08.02.13	a) Stator Assy-01 b) Terminal Box-01	NFLP 125 KW	1001290.00
14	81	09.02.13	a) Fan Cover-01 b) Cooling fan Assly-01 c) Rotor Assy-01		862210.00
15	108	22.3.13	a) Fan Cover-01 b) Cooling fan Assly-01 c) Rotor Assy-01 d) Terminal Box-01		907710.00
16	109	22.3.13	a) Stator Assy-01		955790.00

All these 16 indents were meant for spares of 8 ratings of Motors and contained same five spares such as (a) Stator Assy, (b) Rotor Assy, (c) Fan Cover, (d) Cooling fan Assy, (e) Terminal Box for each rating of Motors. These indents were split in such a manner that 2 indents covers five components of each rating of Motors. The indented 5 spares are the major components of a motor and when assembled a complete motor can be made. By way of above 16 indents, the mines assembled 25 Complete Motors of indented 08 ratings. The mines are not permitted to procure new Motor as the same is of capital in nature and being procured by Company HQ.

Although the mines did not have the population of indented rating of "X" make Motors, but the requirement of spares of such Motors were raised and procured on proprietary basis to extend undue favour of Approx. Rs.1.8 crore to the dealer of motor manufacturer.

Evidence gathered: The population of all make of Motors available in the mine was collected. On analysis, it was observed that the mines did not have the population of "X" make Motors for the indented rating of spares of Motors. The available population of "X" make Motors shown by the mine was of current Year, for which no demands could be raised as the same are covered under warranty. Further, recent Supply Order for "X" make Motor was collected from HQ. On analysis of price of the new Motor with the price of spares procured by the mines for assembling the same rating of Motor, it was revealed that the price of a single spares component is higher than the price of a new Motor. Thus the price of a Motor made by assembling the spares is around three times higher than the price of a new motor.

In view of the abnormal difference in price of spares vis a vis new Motor, the matter was taken up with the registered office of motor manufacturer to ascertain the correctness of the price of spares. In response to which, Executive Director informed that the price lists issued by their Branch office is incorrect and on the higher side. They furnished the correct and valid price list effective from 01.4.2011 for spares of different ratings of Motors.

Based on the valid and authentic price list furnished by the registered office, the excess price secured by the authorized dealer of manufacturer in connivance with the branch officer has been worked out to Rs.93,32,954.34.

Corrective Action: The management has been suggested to explore the possibility of repairing of Rotor and Stator Assly, the major components of Motor, which costs approx. 90% of the price of Motor. It has further been suggested that if these two components are beyond economic repair, a view may be taken to go for procurement of a new motor. It has also been suggested that after detailed study by a committee of technical experts, a view may be taken to review the life of the motors, so that such motors could be surveyed off and new motors can be procured to avoid assembling of Motors through purchase of spares at a price much higher than the price of the Motor.

Conclusion: In view of the irregularities observed during investigation following actions have been initiated:

- Regular Departmental Action (RDA) against 5 officials.
- Legal notice for recovery of excess amount of Rs.93, 32,954.34 from the dealer.
- Banning of business dealing with the dealer.

---XXX---

INVESTIGATION & REPORT



Capacity building, being one of the focus area of the Vigilance Awareness Campaign 2025, training of master trainers as well as other employees were undertaken. The following article is a write-up on the subject matter of "Investigation & Report", one of the topics prescribed for training by CVC.

Preliminary enquiry / investigation (also known as vigilance investigation), is the process of checking the veracity of a complaint or allegations through verifiable evidence in support of the allegations.

Source of Investigation

- * Complaints or source information received from various sources (public complaints, audits, whistle-blower disclosures under resolutions like PIDPI, audit reports, deputations by CVC, etc.).
- * When the CVC (or Vigilance wing) determines after initial scrutiny or verification that the matter merits a detailed examination, it refers the case for "Investigation and Report".
- * Such cases may involve allegations of corruption, misuse of authority, serious misconduct, conflict of interest, irregularities in procedures especially where the "vigilance angle" is involved.

Verification and Scrutiny of Complaint

- * Before a complaint is taken up for investigation, a confirmation would be

sought from the complainant for owning or disowning the complaint, as the case may be, together with copy of his identity proof. No action is to be taken on anonymous / pseudonymous complaints.

- * As soon as a decision has been taken by the competent authority to investigate the allegations contained in a complaint, it will be necessary to decide whether the allegations should be enquired into departmentally or whether an investigation by a law enforcement agency (CBI / ACB of UTs/ Local Police) is necessary.

Agency responsible to conduct Investigation & report submission

- * The internal Vigilance officer of the concerned organisation; typically, the Chief Vigilance Officer (CVO) is usually responsible for conducting or causing the investigation.
- * If required (for complexity or criminal dimension), the investigation may be entrusted to specialised agencies such as Central Bureau of Investigation (CBI), subject to statutory/administrative approval.
- * The CVO acts as a link between the organisation, CVC, and – if involved – the external investigating agency.

Investigation

The investigation should be proceeded with a view to determine whether there is, prima facie, some substance in the allegations. Following are guidelines to be followed in the investigation process:

- * Any document or file or any other departmental records should be secured for detailed scrutiny and examination. Records / documents containing evidence supporting the allegations should be retained by the Vigilance Department to prevent tampering. If the original records are required for official work, the Vigilance Department should retain authenticated copies for investigation while the officer requiring the original documents should be made responsible for their safe custody.
- * If facts are likely to be known to any employee, the investigating officer may ask for written version or clarifications. Any important facts disclosed during oral interrogation or in written statements should be verified by documentary or collateral evidence.
- * In case, it is found necessary to make enquiries from the employees of any other Government Department or office, the investigating officer may seek the assistance of the Department concerned, through its CVO.
- * In certain types of complaints, a site inspection or a surprise check may be required to verify the facts on the spot and to ensure that the evidence

available on site is not tampered with.

- * During the course of investigation, the Suspected Public Servant (SPS) may be given an opportunity to obtain his version of facts and to find out if he is in a position to give any satisfactory information or explanation.
- * After collecting all documentary and oral evidence, the investigating officer should analyze and draw up conclusions including counter to the version of suspected public servant based on sound logic. Depending on the analysis, the responsibility of officials and lacunae in the system may be pointed out.
- * On completion of the investigation process, the officer conducting the enquiry would prepare a self-contained report including the material available and explanation of the suspect officer. The fact that an opportunity was given to the officer concerned should be mentioned in the investigation report even if the officer did not avail of it.

Structure & Content of Investigation Report

The investigation report details the findings on the allegations of offences or misconduct. The report is to contain facts gathered during the process of investigation and an analysis of the same along with the conclusion as to whether the allegations stands substantiated or not. As per guidelines under “Investigation and Report”, the report should be **exhaustive, relevant and structured**, covering the following elements.

- * **Source & nature of complaint / allegation** — origin of complaint, who lodged it, date, how received (audit, whistle-blower, public complaint, etc.).
- * **Gist of allegations** — a clear statement of accusations or irregularities alleged (e.g. non-compliance, misuse of public funds, corruption, procedural lapse, etc.).
- * **Facts & evidence collected** — documents, witness statements, material evidence, audit records, corroborative data, etc.
- * **Response of the accused / concerned public servant** — the version / explanation given by the person(s) against whom the allegation is made.
- * **Counter-response / evaluation** — evaluation of the explanation, any contradictions, assessment of evidence, whether the defence holds water, etc.
- * **Conclusion / findings** — a clear conclusion on each allegation: whether it stands proven, partly proven, or not proven. Identification of responsible persons or departments.
- * **Recommendations** — recommended course of action: disciplinary

action, administrative action (warning/ memo), closure (if no misconduct found), or systemic improvements/ procedural reforms to avoid repetition.

- * **For official record / decision-making** — Where necessary: draft charge-sheet, list of documents, witness list, and biographical details of the official(s) involved.
- * Thus, the report should not be a mere summary — it must present facts, evidence, narrative, analysis, and actionable conclusions.

Timeframe / Timelines

- * Investigation under I & R should be completed **expeditiously**. Delays are discouraged, especially if the accused is under suspension or nearing retirement so that proceedings are completed before retirement and period of suspension is minimized.
- * As per recent guidelines; once the CVC refers a complaint for I & R to the concerned CVO, the investigation report should normally be submitted within 3 months from the date of receipt of reference.
- * In practice, upon receipt of CVC's reference, CVO must process the investigation with priority and monitor progress carefully.

Action / Advice on investigation report

Once the investigation report is submitted, the following steps are possible depending on outcome: If allegations not established → case may be closed, no further action.

- * If allegations established → action may include:
 - » Disciplinary proceedings (minor or major penalties) under relevant service rules.
 - » Administrative action: warnings, advisories, administrative reforms, or systemic corrective measures.
 - » Other remedial or preventive action: e.g. tightening procedures, improving compliance, improving checks and controls to prevent recurrence.
- * The concerned disciplinary authority may take final decision; if the case concerns officials under CVC's jurisdiction (senior officers, etc.), the CVC's advice (first stage, sometimes second stage) must be obtained before final action.

Special Consideration: Whistle-blower / PIDPI Complaints

- Complaints under the public interest disclosure / whistle-blower protection frameworks (for example under a resolution like PIDPI) are treated with priority, and do not necessarily require separate verification of genuineness before investigation.
- Once CVC refers it to an organisation for I & R, it is considered a “registered/signed complaint” for purpose of investigation and report.
- After investigation, if the persons involved do not fall under the CVC’s jurisdiction (e.g. junior staff), then the organisation may dispose of the case internally — but the CVO should still notify CVC for monitoring.

Role of I & R in Vigilance Administration

- * I & R is a **key mechanism** by which complaints and allegations are converted into concrete action: collecting evidence, establishing facts, and recommending corrective measures. It ensures that allegations are not dismissed superficially, but subjected to rigorous, structured investigation under due process.
- * It acts as a **deterrent** — knowing that complaints may lead to formal investigation discourages misconduct or corruption. Vigilance becomes not just preventive but also investigative and punitive if needed.
- * It helps uphold **accountability and transparency** in public institutions by documenting allegations, evidence, responses, findings, and actions — with a clear trail for disciplinary or corrective action.
- * It also helps in **systemic improvements** — not only dealing with individual misconduct but identifying procedural loopholes, weaknesses in systems or controls, and recommending reforms to prevent recurrence.

---XXX---

FRAMING OF CHARGE SHEET

Capacity building, being one of the focus area of the Vigilance Awareness Campaign 2025, training of master trainers as well as other employees were undertaken. The following article is a write-up on the subject matter of **"Framing of Charge Sheet"**, one of the topics prescribed for training by CVC.

After the completion of a preliminary investigation, the Disciplinary Authority (DA) may come to the conclusion, based on the findings in the investigation report, that certain rules have been violated and that a formal disciplinary proceedings needs to be initiated against the delinquent public servant. Considering the gravity of the allegations, the DA will decide whether the disciplinary proceedings will be initiated for imposition of a minor penalty or a major penalty. A formal communication outlining the charges of misconduct against the public servant is drawn up and delivered to the public servant (charged officer) commonly known as the charge sheet.

Bridging the Gap: Investigation & Chargesheet

The investigation report acts as the base document for preparing the charge sheet. It provides the factual background and material evidence and helps identify relevant documents and witnesses. However, the investigation report itself should not be annexed or directly referred to in the charge sheet. The charge sheet must be removed of opinions, conjectures, or irrelevant details.

Forms of charge sheets

(i) Minor Penalty Proceedings

In case of initiation of a minor penalty proceedings, DA will inform the public servant in writing of the proposal to take action against him by a memorandum accompanied by a statement of imputations of misconduct or misbehaviour for which action is proposed to be taken, giving him such time as may be considered reasonable for making his representation against the proposal. In this memorandum, no mention should be made of the nature of the penalty which may be imposed. The memorandum and the statement of imputations of misconduct or misbehaviour should be drafted by the CVO / Vigilance Officer. The memorandum should be signed by the DA and not by any one else on its behalf.

Minor Penalty Proceedings

- Forwarding Memo
- Statement of Imputation of misconduct/misbehavior

(ii) Major Penalty Proceedings

Major Penalty Proceedings

- Covering Memo
- Annex-I: Article(s) of Charge
- Annex-II: Statement of Imputation
- Annex-III: List of Documents
- Annex-IV: List of Witnesses

In the case of initiation of a major penalty proceedings, the memorandum stating the intention to hold an inquiry against the public servant is accompanied by article(s) of charge, statement of imputations of misconduct or misbehaviour in support of each article of charge, a list of documents by which and a list of witnesses by whom, the articles of charge are proposed to be sustained.

Key components of a charge sheet (Major)

(i) Covering Memorandum

The covering memorandum informs the public servant about the initiation of a major penalty proceedings against him. The covering memorandum should be signed by the Disciplinary Authority.

(ii) Article(s) of Charge

A charge should briefly, clearly and precisely identify the misconduct / misbehaviour. It should indicate time, place, persons involved in the alleged misconduct and the rule / order violated so that the public servant concerned has clear notice of his involvement.

What is a charge?

A charge may be described as the prima-facie proven essence of an allegation setting out the nature of the accusation in general terms, such as, negligence in the performance of official duties, inefficiency, acceptance of sub-standard work, false measurement of work executed, execution of work below specification, breach of a conduct rule, etc.

Guidelines to be kept in mind while drafting articles of charge:

- a) Each charge should be clear and precise and should not be vague.
- b) If an event / action amount to more than one type of misconduct, then all the misconducts should be mentioned.
- c) A separate charge should be framed in respect of each separate allegation.
- d) Multiple charges on the basis of the same allegation should be avoided.
- e) The articles of charge should first give the plain facts leading to the charge and then only at the end of it mention the nature of misconduct / misbehaviour.
- f) A charge should not refer to the report on preliminary investigation or the opinion of the CVC.

(iii) Statement of Imputation(s)

The statement of imputation should give a full and precise recitation of the specific and relevant acts of commission or omission on the part of the Government servant in support of each article of charge. The statement of imputations should record the chronology of events and should be precise and factual, mention the conduct / behaviour expected or the rules violated.

(iv) List of Documents

The documents containing evidence in support of the allegations which are

proposed to be listed for production during the inquiry should be carefully scrutinised. All material particulars given in the allegations, such as dates, names, makes, figures, totals of amount, etc., should be carefully checked with reference to the original documents and records.

(v) List of Witnesses

The list of such witnesses that are examined during the course of the preliminary investigation and who will be able to give positive evidence to substantiate the allegations should be included in the statement for production during the oral inquiry.

Importance of a well drafted charge sheet

A well-drafted charge sheet rests on a logical flow connecting the charge, the facts, and the supporting evidence. Every charge should be capable of standing on its own so that even if one charge fails, others should survive and prevent the entire proceedings from collapsing. Inadequately drafted charge sheet may lead the charged officials to get away with lapses/ misconduct committed by them.

Serving the chargesheet

The Disciplinary Authority will deliver or cause to be delivered a copy of the charge sheet to the public servant in person if he is on duty and his acknowledgement taken or by registered post, acknowledgement due. The acknowledgement of the public servant should be added to the case. If the public servant evades acceptance of the articles of charge and / or refuses to accept the registered cover containing the articles of charge, the articles of charge will be deemed to have been duly delivered to him as refusal of a registered letter normally tantamount to proper service of its contents.

---XXX---

Conducting CTE Type Intensive Examination

Capacity building, being one of the focus area of the Vigilance Awareness Campaign 2025, training of master trainers as well as other employees were undertaken. The following article is a write-up on the subject matter of **"Conducting CTE Type Intensive Examination"**, one of the topics prescribed for training by CVC.

In order to bring about qualitative and in-depth improvement in vigilance administration, especially with reference to procurement, Chief Vigilance Officers of the respective organisations have been mandated by the Commission to carry out CTE Type Intensive Examinations. It is mandated to carry out not less than 6 procurement cases of different nature in a year.

During a CTE type intensive examination, the aim is to examine the procurement process from its conception to completion and to identify issues reflecting negligence, non-compliances, procedural irregularities, financial imprudence resulting in loss to the organisation, malafides if any, etc.

The CTE type intensive examination involves the following:

- i) Seeking documents and its preliminary scrutiny
- ii) Site / Field Inspection
- iii) Collating observations and report preparation
- iv) Action on Intensive Examination Report

Documents / Records for Examination

Following is a list of documents which would normally be requisitioned for taking up an Intensive Examination:

- 1.Details / records indicating publication of Notice Inviting Tender (NIT) / Expression of Interest (EOI) and subsequent corrigendum(s), if any.
- 2.Report of Administrative Approval and Expenditure Sanction.
- 3.Copy of Detailed Project Report (DPR) / Detailed Estimate (DE) and its Technical Sanction by the Competent Technical Authority.
- 4.Approval of NIT in original & Draft Tender Document.
- 5.Pre-tender Documents.
- 6.Record of proceedings of Tender Evaluation Committee (TEC)
- 7.Record of current assessment of the cost to assess the reasonableness of the L1 / H1 offer.
- 8.Record of acceptance of tender by the Competent Authority.
- 9.Original contract with consultant / contractor.
- 10.Guarantee bonds towards Performance Guarantee, Security Deposit, Specialized items, Machinery / Mobilization / Material Advances, etc., including extension of their validity, if any.
- 11.(a) Insurance Policies for work, materials, equipment, Men, etc., including extension of validity; (b) letter of credit in original.
- 12.Guarantee for water tightness / proofing, termite proofing, etc.
- 13.Standard specifications, inspection documents.
- 14.Standard Schedule of Rates.
- 15.Drawing – Architectural and Structural.
16. All connected measurement books, level books, field books and lead charts.
- 17.All bills paid in original / running account bills with all connected enclosures / statements / vouchers.
- 18.Statements showing details of check of measurements by superior officers, copies of order laying down such requirements.
- 19.(a) Materials at site accounts of cement, steel, bitumen, paints, waterproofing compound, pig head, anti-termite chemical, etc.; (b) Stock / issue register of stores.
- 20.Site order book / test records / log books.
- 21.Details of extra / substituted items and of deviated quantities being executed considered for execution in the work along with analysis of rates.
- 22.Hindrance Register.
- 23.Office correspondence files and inspection notes issued by inspecting officer and their file.
- 24.Complaint records, if any.
- 25.Any other documents relevant to the procurement process.

Check Points for Intensive Examination

A broad list of the points to guide Intensive Examination is as follows: -

- (i) Objective to be fulfilled by way of undertaking the procurement process under examination;
- (ii) Feasibility study, if any, before formulating the project;
- (iii) Assessment of the requirement / quantity; any past trend, forecast, etc.;
- (iv) Preparation of a realistic cost estimate; administrative and technical approvals of the proposal by the competent authorities; sanction of the expenditure by a competent authority; budgetary provisions, etc.;
- (v) Various aspects related to tendering stage of the procurement process including the nomination basis award;
- (vi) Various aspects related with post tendering and execution stage of the procurement process;
- (vii) Availability and compliance of the extant policies / instructions / guidelines on the subject matters of procurement of the GoI or CVC; availability, compliance and regular updation of Departmental Codes / Manuals / Instructions on the subject matters of procurement;
- (viii) Leveraging technology—status of implementation of Procurement, e-Auction, e-Reverse Auction, etc.;
- (ix) Training of the officials, dealing with the procurement process, in different aspects of procurement;
- (x) Timely fulfilment of the objective, to be met by way of the procurement process under examination.

Intensive Examination Report

Based upon scrutiny of documents and field inspections carried out, the findings shall be summarized in the form of a Preliminary Report. Wherever required references shall be made to the concerned Unit Heads, seeking clarification and / or advising immediate interim actions, if any. After due consideration of the reply / clarification received from the concerned Unit Heads, Intensive Examination Report shall be prepared. The Report shall be prepared in line with format of Intensive Examination Report of CTEO recording observations and bringing out any instances of lapses / irregularities.

Follow up on the CTE type Intensive Examination Report

Observations made in CTE Type IE shall be sent to the Management for taking necessary action. In case of serious irregularities, prima facie, attracting vigilance angle, investigation shall be initiated.

---XXX---

Am I True to Myself?

I have to live with myself and so
I want to be fit for myself to know.

I want to be able as days go by,
always to look myself straight in the eye;
I don't want to stand with the setting sun
and hate myself for the things I have done.

I don't want to keep on a closet shelf
a lot of secrets about myself
and fool myself as I come and go
into thinking no one else will ever know
the kind of person I really am,
I don't want to dress up myself in sham.

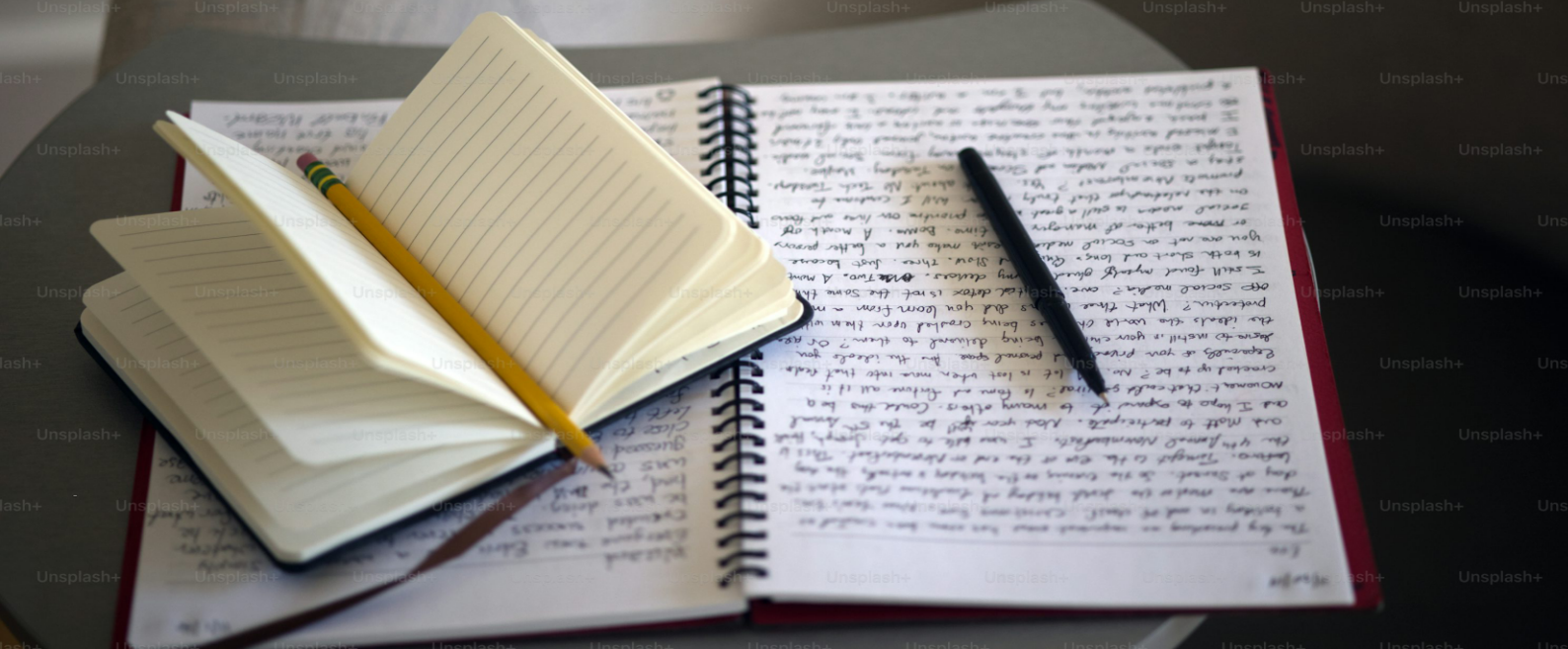
I want to go out with my head erect
I want to deserve all men's respect;
but here in the struggle for fame and wealth
I want to be able to like myself.

I don't want to look at myself and know that
I am bluster and bluff and empty show.

I never can hide myself from me;
I see what others may never see;
I know what others may never know,
I never can fool myself and so,
whatever happens I want to be
self respecting and conscience free.

- Edgar A. Guest

The Monologue of the Mind



There I sit at my familiar chair, the one I've sat upon for decades now. Every morning till the azure of the sky molts into the blackness of the dusty, starless night. I sit looking outside the window in the office. Out there lies the hustle of the city. Hundreds of cars, thousands of people, moving behind one another, mindlessly it seems. From here it appears they're all moving at snail's pace an irony for this fast paced life. The onerous noise of shuffling cars, blaring sirens and incessant drone of everything happening all at once in the background. It makes me ponder, ponder on the life I've lived, a life I could have lived, the life that is still there to live. I wonder how different it could have turned out had I chosen a different field, a different expertise.

"What do I do?" I hear you thinking. I am a CEO of a huge corporation, that is why can write this huge monologue while everyone else is hard at work I can afford to write a monologue, deliver a self-reflection without losing time and money. I was not always a CEO (if you can believe that). I was once an engineering graduate, a chemical engineer in particular, had a huge interest in the workings of different materials, from salt to saltpetre. I was fascinated by the machinations of this world and that is why I joined this corporation, this huge company which manufactures explosives. Afterall, what is more enthralling than to see a huge burst of energy coming apart from a seemingly innocuous looking powder. Over the years, we've sold thousands if not millions of tonnes of explosives. We are the hotshots in this industry. Where everyone is busy building their lives brick by brick over the years, we strive to

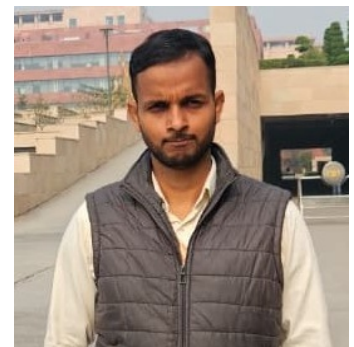
manufacture goods which will bring it all apart in the blink of an eye. That is our expertise. I faintly even remember, the sales deals I've closed over the years, some for wars, some for mines, some because we had targets to meet. Today, is one of those days where another sales deal is to go through, another consignment to scar the surface of this Earth, another consignment to may be stuff the lives out of some poor soul trying to outrun



the destruction, outrun his fate. There in front of me sits the sales executive, crying triumphantly, "Sir, we've closed the deal!" The gleam in his eyes which would make me proud, now seems nauseating, cruel even. But such is the fate I suppose, once even I used to be that starry eyed executive, jubilant for the sale I'd made.

Out by the door is our finance executive, seemingly bewildered at the profits we're going to rake in this year. I envy him sometimes, how the world is simply a series of profits and losses for him, a balance sheet I presume. His bewilderment makes me want to throw up but I can hardly blame him. A few years ago, I would be equally as perplexed, equally as bewildered.

But today, it seems cruel, inhuman even to celebrate as such. Today it seems wrong. I don't know what caused this change of conscience. Today it appears that the only person to laugh at this deal would be the death. It must be thinking, "We've closed a hug deal".



(Shri Mrinal Kumar Ravi, Sr. Engineer)



Vigilance - Our Shared Responsibility



On one fine day Suresh (Sales Guy) reached office in melancholic mood. Upon asking by his colleagues he replied, "Ramesh Sir (CEO) asked me to bring sales order of minimum Rs.5 Cr by the end of this month and I am puzzled where

to start. I know our company manufactures the best electronics products but best things come with high price, how do I justify this to customer? I really don't know how should we proceed". Upon hearing his grief one of his colleague came to him and said "Don't worry, my brother-in-law works in Delhi Metro, I think he can help us. Metro is constructing various new stations by the end of this year, thus they will be requiring various electronic products. We can approach him for help". As soon as Suresh heard this, he started jumping with joy and they immediately went to him. Thereby having series of talks with Metro Engineering over the period of two weeks Suresh reached to a final conclusion and he was ready to report to Ramesh.

Next day Suresh went to meet Ramesh in his cabin with a box of sweet. Ramesh in serious tone asked Suresh, "What about the target?" Suresh replied very optimistically, "Sir, consider it to be done". Ramesh with surprise, "What! How did you do it?" Suresh, "Sir, it was a very tedious process but I

went through it. But before that I want to tell you that to complete this order we need to make some sacrifice.” Ramesh asked with nervous tone, “What sacrifice?” Suresh replied, “The deal is closed with Metro Engineering for all necessary electronic items for upcoming metro station and this total goods will give a boost of Rs.10 Cr to our revenue, but there’s a sacrifice. We need to give small gift of Rs.50 lakhs to metro Engg to make this possible, this is just an investment which will give us tremendous profit”. Upon hearing this Ramesh was confused and was not able to decide what to do. He called the newly recruited finance guy named Duggu for his opinion. After hearing all the background Duggu asked Ramesh, “Sir, what do you think of this deal?” Ramesh replied, “I am kind of convinced that we can proceed with this deal.” Duggu thought for a while and asked Ramesh some questions.

Duggu, “Sir, what is more important to you, money or morals?” Ramesh replied, “Money is needed to run the company. How will I give salary to my employees? So, for me money is important”.

Duggu, hearing this replied, “Sir, you are absolutely true. Money is important but is it more important than your values, morals, ethics? Being a finance guy I have checked our company’s profit and there are 60% repeated costumers who choose us over any cheap products, and it is enough to create a positive image of our company in the market. This was about finance part but when it comes to ethics it is nowhere justified that we should go by this means, our law prohibits us to go with such means, but more importantly our values makes us halt too. Money is the tool not the goal. Thus, we should not think of such means for such pity profit which will not give us peaceful sleep. It is written in Bhagvat Geeta “सर्वस्यचाहं हृदिसन्निविष्टो” which means “I, the almighty resides in everyone’s heart. Then when he is with us, when he is watching over us 24x7, how can we fall for such means.

Ramesh after hearing this replied, “I understood your point. We should not go by such means, we should adhere by all lawful means to get this order”. Duggu brought paradigm shift in Ramesh and Suresh’s thinking. This same thoughts should be assimilated by all of us because, “Vigilance is our shared responsibility and moral responsibility”.



(Shri Ram Vasant Hage, Sr.Engineer)

सतर्कता : हमारी साझा जिम्मेदारी



सतर्कता क्या है?

सतर्कता का अर्थ सजग तथा जागरूक रहना होता है ! हम यह सोचते हैं कि सतर्कता केवल किसी एक व्यक्ति या संस्था का कार्य होता है ! परन्तु ऐसा नहीं है क्यों की हम सबकी सुरक्षा केवल कोई एक व्यक्ति नहीं कर सकता। भारत एक बहुत बड़ा देश है, यहाँ किसी एक व्यक्ति को जागरूक होने या सजग रहने से इस पर कोई असर नहीं होगा। अगर हमें भारत को अपराधो से मुक्त और मूल्यों से परिपूर्ण बनाना है, तो प्रत्येक व्यक्ति को अपने आस पास होने वाली घटनाओं से सतर्क रहना होगा !

सतर्कता की भूमिका?

भ्रष्टाचार का दूर होना - अवसर हम अपने आस-पास के लोगो में या अखबारों में यह सुनते हैं कि किसी कार्यालय में कर्मचारी रिश्तत लेता पकड़ाया गया। सतर्कता ही इसका कारण होता है। तर्कता अगर प्रत्येक व्यक्ति के अंदर आये तो भ्रष्टाचार कम किया जा सकता है।

भ्रष्टाचार एक ऐसी बीमारी है जो सीधा हमारे देश की अर्थव्यवस्था पर असर डालती है। सतर्कता रखने से इस पर पूरी तरह से रोक भी लगाई जा सकती है।

अपराधो का कम होना - हमारे देश में कई प्रकार के ऊपर घटित होते हैं जैसे चोरी, नशे के पदार्थों को गलत तरीके से बेचना, घरेलु मार-पीट, या किसी प्रकार की सड़क दुर्घटना हमारे रोजमर्रा की ज़िन्दगी में हम ऐसे कई प्रकारों के अपराधों को घटित होता देखते हैं! यदि हम इसके प्रति सतर्क रहकर पुलिस कर्मचारियों को इसकी

सुचना दे, तो यह अपराध काफी कम होंगे तथा अपराधियों को सजा जरूर मिलेगी।

अन्याय की जगह न्याय होना - यदि हम सतर्क और सजग रहकर अपने आस-पास होने वाले अन्याय के खिलाफ आवाज उठाये तो हमारे साथ हमारी आने वाली पीढ़ी को भी उस अन्याय से दूर रखा जा सकता है।

आज भी भारत में कई ऐसी जगह हैं जहां जाति, धर्म, लिंग, रंग-रूप आदि के आधार पर भेदभाव होता है यदि हम सतर्क होकर इन अन्याय के खिलाफ आवाज उठाये यह सब हमारी अगली पीढ़ियों के साथ नहीं होगा।

सतर्कता में हमारा योगदान

हम अपने घरों में रहकर भी अगर अपने वातावरण से परिचित रहे तो इसे भी सतर्कता का रूप माना जायेगा। अगर हम अपने आस-पास कुछ गलत होता देखकर उसके खिलाफ आवाज उठाये तो यही हमारी सतर्कता होगी।

विद्यालयों में बुर्लींग न करना और न होता देखना भी हमारी सतर्कता कहलायेगी व हमें परीक्षा में नकल भी नहीं करनी चाहिए।

कार्यस्थलों पर यदि कोई कर्मचारी भ्रष्टाचार में योगदान दे तो तुरंत उसकी खबर पुलिस कर्मचारियों या "एंटी करप्शन" डिपार्टमेंट को देनी चाहिये।

सरकार के द्वारा उठाये कदम

सतर्कता जागरूकता सप्ताह: प्रति वर्ष सतर्कता जागरूकता सप्ताह सी.वी.सी द्वारा आयोजित किया जाता है जिसमें लोगों को सतर्कता के प्रति जागरूक किया जाता है।

विशेष थीम को फैलाना: प्रति वर्ष एक विषय लागू किया जाता है जिससे सतर्कता को बढ़ावा दिया जाता है जिसे हम थीम कहते हैं जैसे "सतर्क भारत समृद्ध भारत" गतिविधियों द्वारा: विद्यालयों में भाषण, प्रतियोगिताएँ नाटक, आदि द्वारा छात्रों को जागरूक किया जाता है।

निष्कर्ष: सतर्कता एक साझा या सामूहिक जिम्मेदारी है। यह केवल भ्रष्टाचार को दूर करने को नहीं बल्कि देश में नैतिक मूल्यों और पारदर्शिता लाने का प्रयास भी है,

**भ्रष्टाचार दूर कर ईमानदारी लाये,
भारत को नित आगे बढ़ाये।**

श्वेता झा, कक्षा - 10

ईशानी सर्वोदय कन्या विद्यालय, साकेत

GLIMPSES

Vigilance Awareness Campaign
(18 Aug - 17 Nov 2025)

&

Vigilance Awareness Week
(27 Oct - 02 Nov 2025)



Inauguration of Vigilance Awareness Week 2025 at SECI, Corporate Office



Session on Framing of Chargesheet



Session on Ethics



Session on Investigation and Report



Session on Procurement in SECI



Session on CTE type intensive examination



Session on Preventive Vigilance & Procurement



Observance of VAW at Project Site - Ramagiri, Andhra Pradesh



Observance of VAW at Project Site - Rajnandgaon, Chhattisgarh



Essay writing competition at Ishani Sarvodaya Kanya Vidyalaya, Block G, Saket



Speech Competition



Story writing competition



Quiz competition



Case Study Competition



Closing of VAW 2025

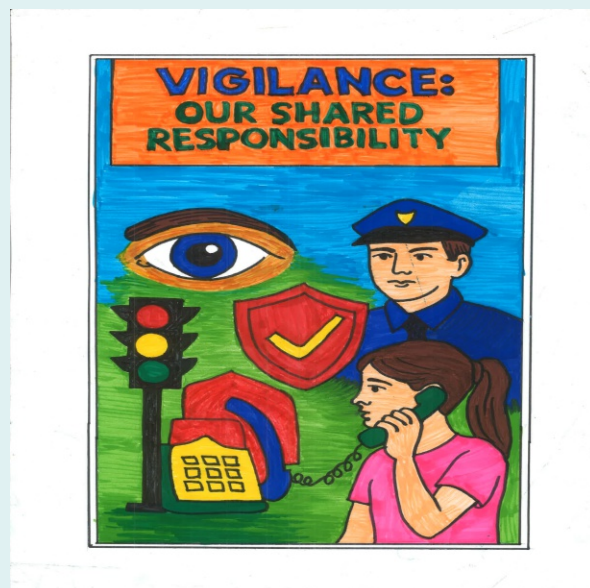


Prize distribution





Posters by children of SECI's employees



Winners list of VAW 2025

Event	Position	Name of Winners
Speech Competition	1 st	Shri Vishwajeet Anand
	2 nd	Ms. Karishma Chaudhary
	3 rd	Ms. Vaibhavi Mane
	Consolation	Shri Ankit Bhatt Smt. Anita Mohan Goel
Story Writing Competition	1 st	Shri Mrinal Kumar Ravi
	2 nd	Shri Ram Vasant Hage
	3 rd	Shri Kumar Suryamauli Shah Smt. Nidhi Jain
	Consolation	Smt. Aditee Nitnavare Sh. Vishwajeet Anand Smt. Anindita Nandy
Crossword Competition	1 st	Smt. Nidhi Jain
	2 nd	Shri Swapnil Gandhi
	3 rd	Shri Kumar Suryamauli Shah
	Consolation	Shri Mudit Jain Shri Vishwajeet Anand Ms. Jyoti Martoliya
Vigilance Case Study Competition (team event)	1 st	Smt. Anuja Shri Mohit Singhal Shri Doddi Jagadeesh
	2 nd	Shri Mudit Jain Shri Rajat Kumar Shit Shri Vishwajeet Anand
	3 rd	Shri Pratik Prasun Shri Mohit Goel Shri Piyush Raote
	Consolation	Smt. Jasmine Nath Shri Umesh Patidar Smt. Ambica
	Consolation	Shri Jayansh Gaur Shri Ravindra Parihar Shri Kumar Suryamauli Shah
	Consolation	Smt. Anita Mohan Goel Shri Ram Vasant Hage Shri Anurag Sharma

Winners list of VAW 2025

Event	Position	Name of Winners
Quiz Competition (team event)	1 st	Sh. Umesh Patidar Sh. Piyush Raote Ms. Karishma Chaudhary Ms. Garima Vaish
	2 nd	Sh. Pratik Prasun Smt. Rajni Goswami Sh. Arun Kumar Kushwaha Sh. Anurag Sharma
	3 rd	Smt. Anita Mohan Goel Sh. Mohit Goel Sh. Vishwajeet Anand Ms. Mrunal Suresh Berad
	Consolation	Sh. Abhishek Kr. Ambasta Sh. Swapnil Gandhi Ms. Jyoti Martoliya Sh. Akhilesh Kumar Gupta
	Consolation	Smt. Megha Ghai Sh. Jayansh Gaur Sh. Ankit Bhatt Sh. Snehal Buchunde
	Consolation	Sh. Sandeep Kumar Smt. Jasmine Nath Sh. Aalok Singh Sh. Arihant Surendra Jammar
	Consolation	Sh. Mohit Singhal Sh. Kumar Suryamauli Shah Ms. Arya Sharma
Essay Writing Competition (Ishani Government Sarvodaya Kanya Vidyalaya, Saket)	1 st	Ms. Jigyasha Sinha, Class 12-A
	2 nd	Ms. Sweta Jha, Class 10-E Ms. Janvi Kashyap, Class 11-C
	3 rd	Ms. Amrita Kumari, Class 12-C Ms. Zareen, Class 11-D
	Consolation	Ms. Garima, Class 11-D Ms. Ishika, Class 11-C Ms. Kavita, Class 9-E Ms. Simmi, Class 10-E

Solar Energy Corporation of India Limited
Regd. Office: 6th Floor, Plate-B,
NBCC Office Block Tower-2, East Kidwai Nagar,
New Delhi-110023

Phone: 011-24666-200
E-mail: corporate@seci.co.in
Website: www.seci.co.in



Solar Energy Corporation of India Ltd



@SECI_Ltd



Solar Energy Corporation fo India
Limited