

- (xviii) Arrange regular and surprise inspections at sensitive work units, which are susceptible to corruption.
- (xix) Monitor adherence to aspects of Conduct Rules relating to integrity.
- (xx) Disseminate awareness about Vigilance, through Vigilance bulletins, seminars, workshops, lectures, etc.
- (xxi) Undertake regular inspection of the Vigilance branch.

105 DUTIES OF THE CVOs ON THE RAILWAYS

- (i) The duties and functions mentioned in para 104 for the CVO of the Ministry of Railways would also ipso facto be applicable to the CVOs of Zonal Railways to the extent they are concerned with these functions.
- (ii) In addition to the functions stated in (i) above, the CVOs will scrutinize all the complaints and source information received in zonal vigilance. They will further ensure that a time schedule is drawn up by the concerned Dy. CVOs/VOs with their VIs, for all the investigations to be conducted by Railway Vigilance and that all such investigations are finalized promptly and the investigation reports submitted to Railway Board in the cases involving gazetted officers within a period not exceeding three weeks in case of PIDPI complaints and two months in case of other CVC referred complaints.
- (iii) The CVOs will also carry out a periodical review of all the DAR cases with the CPO/ Dy.CPO(G), etc.
- (iv) He must also ensure that preventive checks are carried out and the minimum number prescribed in this regard viz. 40 preventive checks per year per Vigilance Inspector is strictly observed. Some

of the preventive checks should also be carried out by the Dy.CVOs/VOs/AVOs personally.

- (v) The CVO must also carry out inspection of his Vigilance Branch at least once a year.
- (vi) They must also ensure that enquiries by the EO/EIs (Vig.) and other Enquiry Officers are conducted expeditiously and that EO (Vig.)/EI (Vig.) submits four enquiry reports per month.
- (vii) Periodical meetings should also be held with the Dy.CVOs/VOs with a view to discussing pendency and expediting disposals.
- (viii) Periodical meetings should be held with SPs/ SPE/ CBI concerned.
- (ix) To frame, review and furnish periodically the agreed list, the secret list, and the list of undesirable contact persons to Railway Board.
- (x) To appoint Dy.CVOs/VOs/AVOs and EOs after obtaining the approval of the CVO of the Ministry of Railways.
- (xi) To ensure that the tenure of VOs/VIs is not normally exceeded and no extensions are granted without prior specific approval of the Authority.
- (xii) To ensure that the Dy.CVOs/VOs etc, including the CVO himself do not sit on any Tender Committee or Selection Committees as per rules in force.
- (xiii) Periodical Lectures and talks with officers DRMs/HODs, and Staff in Zonal Training School to spread Vigilance education.

106 ROLE OF SUPERVISORY OFFICERS

- (i) It is the duty of every officer holding a Supervisory post in any organisation to take all possible steps to ensure the integrity and