What is Vigilance?

• Keeping a careful watch to avoid possible danger or difficulties
• In the context of an organisation vigilance is keeping a watchful eye on activities of personnel &
• Taking prompt action to promote fair practices, ensure integrity/honesty in official transactions/behaviour

What is Preventive Vigilance?

• Adoption of a package of measures to improve systems/procedures to reduce/eliminate corruption/discretion
• The vigilance manual states that the role of the Vigilance Officer is predominantly preventive
• Preventive vigilance is the duty of the management as a whole, not only of the CVO
• It is a tool of management
• It is not a standalone activity but part of the overall strategy of the organisation
• It is the duty of every employee

Purpose of Preventive Vigilance

• Prevention better than cure.
• To bring about a higher order of morality/rationality in public service
• Watchfulness
• To reduce corruption
Preventive Vigilance Measures

• Create awareness among all stakeholders
• Identify bottlenecks
• Identify areas involving discretion, the exercise of which is not governed by guidelines
• Taking steps to prevent commission of improper practices/misconduct
• Identify areas where public comes into contact with the dept.
• Regular and routine, inspections, surprise inspections, reviews, audits

• Disclosure of interest in any client

• List of points and areas of corruption for the purpose of organising checks, streamlining procedures.

• List of sensitive posts: ensure job rotation policy and its effective implementation

• List of officers of doubtful integrity: ensure that such officers are not posted in sensitive positions

• Ensure oral instructions are confirmed in writing

• Publish/circulate areas where fraud/misconduct has been detected: knowledge sharing

• Regular follow up and pursuing of cases lodged with the police/CBI

• Deterrent measures: minimising delays, stiff penalties (delays encourage unethical behaviour & corrupt practices)

• Recovery of loss

• Prosecution for criminal misconduct

• Send a message that deviant behaviour does not pay

• Assess organization’s vulnerability/risk to corruption/fraud.

• Evaluate the scale of fraud.
• Assign responsibility—levels of employees.
• Develop response mechanism.
• Periodically review the effectiveness

Create an environment that promotes ethical behaviour

• Capacity building & sensitisation at all levels & across all functional areas
• A list of Dos & Don’ts; SOPs
• A checklist for high risk areas
• Manuals relating to purchases/contracts/works/personnel
• Structured interaction between vigilance & internal audit
  Using IT as an enabler for reducing corruption has been effectively demonstrated
• Initiatives that have reduced scope for human interface have reduced scope for corruption
• e-procurements, e-payments, e-tenders
• Websites used for disseminating information/creating awareness
• Encourage reporting/deterring

• Use of log analysis tools, computer assisted audit techniques help in detection of fraud
• Online grievance redressal systems
• Online complaints
• Automatic refund of EMDs
• Use of social media platforms for receiving complaints

Technology is only as good as the use we put it to

• It is open to misuse so we need to be alert to possibilities
• Periodic reviews, security certifications, system audits, ensure only authorised persons have access, modifications are duly authorised, tested, implemented & documented
• Not sharing passwords
• Feedback from stakeholders is important

**Sources of Preventive Vigilance**

• Complaints
• Preventive checks, CTE type inspections
• Audit reports, C&AG reports, technical reports, adjudication orders, etc.
• Media
• Intelligence
• Study of systems/procedures
• Reports of Parliamentary Committees
• Study of disciplinary cases