



Introduction to Online Vigilance Clearance System



Online Vigilance Clearance System

User
Name

Password

Login

Clear

Close

Introduction

Container Corporation of India Ltd. (CONCOR), was incorporated in March 1988 under the Companies Act, and commenced operation from November 1989 taking over the existing network of 7 ICDs from the Indian Railways. From its humble beginning, it is now an undisputed market leader having the largest network of 61 ICDs/CFSS in India. In addition to providing inland transport by rail for containers, it has also expanded to cover management of Ports, air cargo complexes and establishing cold-chain. The company developed multimodal logistics support for India's International and Domestic containerization and trade. The present initiative of introduction of "Online Vigilance Clearance System" is a step towards instantly issuing the NOC for Officers and Staff of CONCOR all over the country.

Objective :

- Computerization of Vigilance process of awarding NOC for reduction of time of the whole process
- To provide online NOC form Vigilance department for various purposes like
 - Confirmation
 - Promotion
 - Removal
 - Dismissal
 - Retirement
 - Acceptance of Resignation
 - Voluntary retirement
 - Outside employment
 - Foreign Visit
 - Deputation
 - Sanction of award
 - Permanent Absorption
 - Passport
 - Others
- To increase transparency
- To move towards paper less office
- Simplify the process

Technology :

- Developed in the latest internet based Technologies and secured by Digitally signature at all levels
- All vigilance clearance digitally signed by competent authorities
- Deployed in CONCOR's INTRANET

Security :

- Digital tokens are required to login and sign with PKI validation at all levels
- Employees are mapped with digital tokens
- Data encryption
- Employee data is populated from Ramco HR and Payroll system
- Password can be changed by users

Functionality :

- The application has been designed and developed on the intranet architecture for providing online vigilance clearance to employees for various purposes.

The main Stages are :

- **Vigilance Clearance Request**
- **Vigilance Clearance Approval**

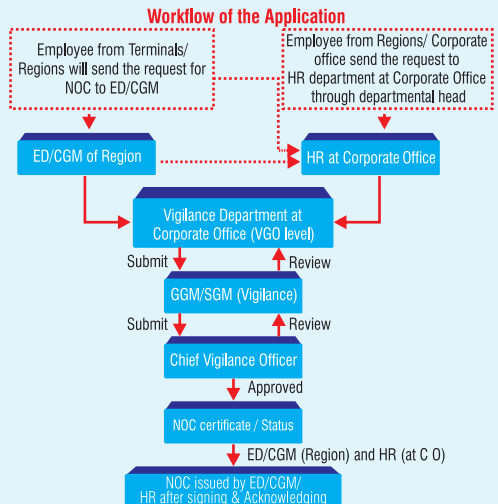
Three levels :

- Vigilance Officers
- GGM/SGM Vigilance
- Chief Vigilance Officer

➤ Vigilance Clearance (NOC)

➤ Features :

- Available on CONCOR's Intranet
- Secured by Digital tokens and certificates
- Auto mail intimation at each level.
- NOC's stored in database
- Interface with Ramco HR System
- Unique system generated number for each request
- Various Search options i.e. on date , for a period, employee no., name, request id etc.
- Reports at all levels



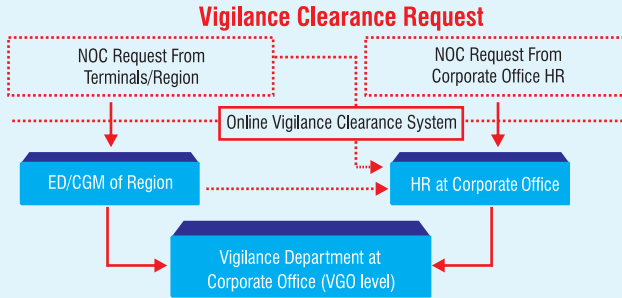
Step-1

Vigilance Clearance Request

To be generated by the region (ED/CGM) and HR Department at Corporate Office. **Before initiating vigilance clearance proper scrutiny need to be done regarding D & AR actions.**

This activity allows you to create the vigilance clearance request and can be initiated by the

authorized person nominated for the same. The system generates a unique request number for the vigilance clearance request. When the vigilance clearance request is initiated, then the request must be approved and digitally signed by ED/CGM (Region) and HR department at Corporate Office before forwarding to Vigilance Officer (VGO). An automatic email notification will be send to vigilance officers for approval.



Vigilance Clearance Approval

This activity allows VO to process the vigilance clearance request number submitted by the ED/CGM (Region) and HR at Corporate Office. The vigilance officer of vigilance department recommends the request at level one approval stage. The GGM/SGM (Vig.) further recommends the request at level two approval stage or send back the request to vigilance officer for the review.

GGM/SGM (Vig.), digitally signs and forward to Chief Vigilance Officer (CVO) for approval. The CVO approves the request at final approval stage or send back the request for review. An email notification is send to the concerned persons if the CVO approves the request. The ED/CGM (Region) and HR Department at Corporate Office can take the printout of the final vigilance clearance certificate with digital signature of the requisite

(ED/CGM (Region) or HR Department at Corporate Office), GGM (Vigilance) and CVO (Vigilance).

Level-1 (Officers in Vigilance Department –VO)

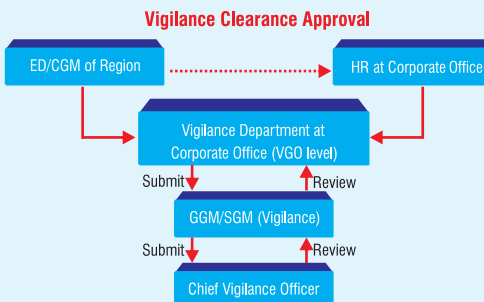
Officers will write their internal noting /comments in the application and forward it to GGM (Vig.) after submission the amendment in the notes is not permitted unless GGM (Vig.) asked for review in the application.

Level-2 (GGM/SGM (Vig.))

GGM/SGM (Vig.) can either submit the request for approval of CVO or send back for review after adding the comments. The request is forwarded to CVO with digital signature.

Level-3 (Chief Vigilance Officer)

CVO can either approve the request or send back for review to GGM /SGM(Vig.) after adding the comments. After approval the NOC will be digitally signed by CVO and auto mail will be sent to requisite with copy to GGM/SGM (Vig.)

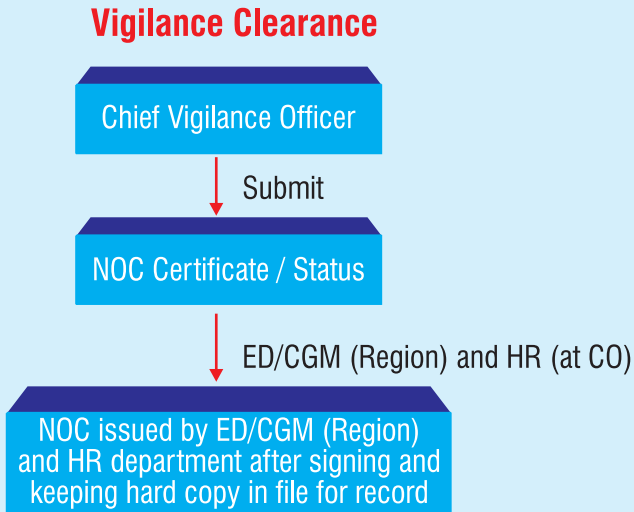


Step-3

Vigilance Clearance (NOC)

This page allows you to digitally sign the vigilance clearance request submitted by the CGM, GGM/ED/HR and CVO. This page also helps you to view the signed PDF and also you can view the vigilance clearance request report.

After Receiving the formal approval from CVO, the initiator ED/CGM (Region) and HR at Corporate Office should keep a hard copy of NOC in file for record and issue the same after signing it. These officers need to frequently check the mails, at least two or three times in a day.



Application Navigation

1) Login Screen

Prerequisite :

Internet Explorer version 8 and above

User id (Employee no. mapped with Digital certificate)

Digital tokens is required for login

After login for first time system prompt for change the password.

URL : <http://ovcs.concorindia.com/concor> (**CONCOR'S INTRANET**)

CONCOR's mission is to provide efficient and reliable multi-modal logistics support for the country's exim and domestic trade and commerce. To ensure enhanced customer satisfaction, growing shareholder value, high growth and consolidation of status as market leader. Several measures have been initiated, including this initiative.