Introduction to Online Vigilance Clearance System
CONCOR WAS INCORPORATED IN MARCH 1988

OPERATION BEGAN IN NOVEMBER 1989 - TAKING 7 ICDs FROM INDIAN RAILWAYS.

CORE BUSINESS
- CARRIER
- HANDLING AND OPERATIONS
- WAREHOUSING
In a span of 23 years, CONCOR has developed:

- 61 Total Container Terminal
  - 18 Pure EXIM Terminals
  - 12 Pure Domestic Terminals
  - 31 Combined Terminals
- 8 Regional Offices
- 1147 total employees (232 Officers, 163 Supervisors)
The Online Vigilance Clearance System is a step towards issuing the NOCs for Officers and Staff within two days of the request.
Vigilance Setup in CONCOR

The Nucleus set up of Vigilance in CONCOR controls its activities from Corporate Office, New Delhi.
Vigilance Setup in CONCOR

- Chief Vigilance Officer
- Group General Manager
  - Sr. General Manager
  - Dy. General Manager
  - Dy. Manager
CVO’s functions can broadly be divided into Four parts:

- Preventive Vigilance
- Punitive Vigilance
- Predictive Vigilance
- Pro-active Vigilance
CONCOR has developed IT based Systems for all its Business Processes.

All applications implemented at CONCOR are on centralized architecture and deployed through Citrix over VSAT based network.
Applications

CONCOR is using various online applications like

- Export/Import Terminal Management System (ETMS)
- Domestic Terminal Management System (DTMS)
Applications (Contd.)

- Operations System
- Oracle Financials-ERP
- HR-Payroll system
- Container Repair System
- Data Warehousing

AND NOW

- Online Vigilance Clearance System
For customers, various facilities available on CONCOR’s Website i.e. ‘www.concorindia.com’ are:

- Vigilance corner
- Container Track and Trace
- Freight Rates
- Feedback System ‘Customer Feedback Facility’
- Details of payments
CVO’s Profile

Vigilance Handbook on Case Studies

“Online Vigilance Clearance System”

- Brochure
- Introduction to Online Vigilance Clearance System

Vigilance Awareness Week

Vigilance Hand Book

Vigilance Circulars

Observance of vigilance awareness week

- MD/CONCOR Administering the pledge at CO on 25.10.2010
- Vigilance Seminar at CO
- Releasing the Vigilance Hand Book
- Interactive session on “vigilance Awareness against Corruption” at NWR on 27.10.2010
OBJECTIVE

- To provide Online NOC from Vigilance department for various purposes
- To Reduce time of the whole process
- To increase transparency
- To move towards paper less transaction
VARIOUS PURPOSES OF NOC

- Confirmation
- Promotion
- Removal
- Dismissal
- Retirement
- Acceptance of Resignation
VARIOUS PURPOSES OF NOC (Contd.)

- Voluntary retirement
- Outside employment
- Foreign Visit
- Deputation
- Sanction of Award
- Permanent Absorption
- NOC for passport
- Others
TECHNOLOGY

- Developed in the latest internet based Technologies (ASP.net and SQL 2008) and secured by Digital 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
The application has been designed and developed for providing online vigilance clearance to employees for various purposes as revealed above.
The Vigilance request stages are:

- Employee request to TM
- TM forwards to RO
- Regional HR /ED/CGM or HR(CO) forwards to Vigilance
The main stages are:

- Vigilance Clearance Request
- Vigilance Clearance

Recommendation:
- Vigilance Officers
- GGM / SGM Vigilance

- Vigilance clearance approval by Chief Vigilance Officer
FEATURES

- Available on Intranet
- Secured by Digital tokens, certificates and password
- Auto mail intimation at each level
- 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 and status etc.
- Reports at all levels
Earlier in manual system, approx. 20 working days were required to issue the NOC from the date of forwarding of request by Regional Office/ CO (HR) and finally issuing the NOC from Vigilance Division.

However, this time is reduced drastically to two working days.
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 prompt change the password
Auto Email Facility

At each level auto mail is sent to inform next level with ‘Status of Request’.

Sample of Email

Request Number REQ/1/2011 - To be approved by VGO

Brief information about the Request Number are given below:

Request Number : REQ/1/2011
Purpose : For outside employment
Employee No : 0000
Employee Name : Mr. -------
Location : Tughlakabad
Region : Northern Region
Designation : -------

You are requested to access CONCOR Online Vigilance Application and proceed further.

Regards,
Name of Initiator : -------
Designation : -------
Region : -------
Complete Work Flow of Application

Workflow of the Application

- NOC REQUEST FROM REGION
  - CGM/ED of Region
  - Vigilance Department at Corporate Office (VGO level)
    - Submit
    - Review
    - GGM (Vigilance) / SGM (Vig.)
      - Submit
      - Review
      - Chief Vigilance Officer
        - Approved
        - Acknowledgement of NOC
          - CGM/ED (Region) and HR (at CO)
          - NOC issued by CGM/ED/HR
STEP - 1

Vigilance Clearance Request

NOC REQUEST FROM REGION

NOC REQUEST FROM CORPORATE OFFICE HR

ONLINE VIGILANCE CLEARANCE SYSTEM

CGM/ED of Region

HR at Corporate Office

Vigilance Department at Corporate Office (VGO level)
<table>
<thead>
<tr>
<th>Request Number :</th>
<th>REQ/103/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date :</td>
<td>12/04/2011</td>
</tr>
<tr>
<td>Reference Number :</td>
<td>AWARD/1454</td>
</tr>
<tr>
<td>Employee Number :</td>
<td>0000</td>
</tr>
<tr>
<td>Name Of Employee :</td>
<td>ABC XYZ</td>
</tr>
<tr>
<td>Region/C.O :</td>
<td>SR.</td>
</tr>
<tr>
<td>Name of the Office/Unit :</td>
<td>Southern Region</td>
</tr>
<tr>
<td>Department :</td>
<td>Management Info System</td>
</tr>
<tr>
<td>Designation :</td>
<td>Executive</td>
</tr>
<tr>
<td>Date Of Appointment :</td>
<td>24/06/2006</td>
</tr>
<tr>
<td>Duration of stay in Office/Unit (days) :</td>
<td>1699</td>
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<tr>
<td>Purpose of Vigilance Clearance :</td>
<td>Sanction of Award</td>
</tr>
<tr>
<td>D&amp;AR Action Contemplated / Pending :</td>
<td>No</td>
</tr>
<tr>
<td>APR for the current year Submitted:</td>
<td>No</td>
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Initiated by

<table>
<thead>
<tr>
<th>Name :</th>
<th>AMIT MADAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation :</td>
<td>Deputy Manager</td>
</tr>
<tr>
<td>Region :</td>
<td>SR</td>
</tr>
</tbody>
</table>

Amit Madan

Digitally signed by Amit Madan
Date: 2011.04.12 21:29:02
+05:30
Reason: Initiator
Location: CONCOR
STEP - 2

Vigilance Clearance Approval

CGM/ED of Region → HR at Corporate Office

Vigilance Dept. at Corporate Office (VGO level)

Submit → GGM (Vigilance) / SGM (Vig.)

Review

Submit

Chief Vigilance Officer
### Step 2 - Vigilance Officer’s Comments

#### Vigilance Clearance Request Approval

<table>
<thead>
<tr>
<th>SNo</th>
<th>Particulars</th>
<th>Applicable</th>
<th>Vigilance Level One Notes</th>
<th>Vigilance Level Two Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vigilance clearance accorded only for the period of his/her service in CONCOR.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Vigilance clearance accorded subject to the following.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vigilance clearance could not be granted for the following reasons. (However, sealed cover procedure will be followed whenever applicable)</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CVC Notes:**

- [Modify] [Submit] [Approve] [Review] [View Initiator PDF] [View VGO Report] [Vigilance Clearance Certificate]
STEP - 3

Vigilance Clearance

Chief Vigilance Officer

Approved

Acknowledgement of NOC

CGM/ED (Region) and HR (at CO)

NOC issued by CGM/ED (Region) and HR department after keeping hard copy in file for record
### Vigilance Clearance Request Report

<table>
<thead>
<tr>
<th>Request Number:</th>
<th>RE2/10305011</th>
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<tbody>
<tr>
<td>Employee Number:</td>
<td>GOL598</td>
</tr>
<tr>
<td>Region/C.O:</td>
<td>WR</td>
</tr>
<tr>
<td>Department:</td>
<td>Commercial &amp; Operations</td>
</tr>
<tr>
<td>Date Of Appointment:</td>
<td>11/01/2008</td>
</tr>
<tr>
<td>Purpose of Vigilance Clearance:</td>
<td>Confirmation</td>
</tr>
<tr>
<td>VGO Name:</td>
<td>ASHISH BHARGAV</td>
</tr>
<tr>
<td>Request Date:</td>
<td>10/04/2011</td>
</tr>
<tr>
<td>Name Of Employee:</td>
<td>DILESHWAR SHALIKRAN GONNADE</td>
</tr>
<tr>
<td>Name of the Office/Unit:</td>
<td>Western Region</td>
</tr>
<tr>
<td>Designation:</td>
<td>Deputy Manager</td>
</tr>
<tr>
<td>Duration of stay in Office/Unit (Days):</td>
<td>1195</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>CGM/HR/204/1998</td>
</tr>
<tr>
<td>GGM Name:</td>
<td></td>
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<table>
<thead>
<tr>
<th>S.no</th>
<th>Particulars</th>
<th>Applicable</th>
<th>Vigilance Level One Notes</th>
<th>Vigilance Level Two Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vigilance clearance accorded only for the period of tenure service in CONCOR.</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Vigilance clearance accorded subject to the following</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Vigilance clearance could not be granted for the following reasons. (However, ceased cover procedure will be followed whenever applicable)</td>
<td>Yes</td>
<td>NA</td>
<td></td>
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CVC Notes: [Blank]

[Buttons: Sign Digitally, View Report, View Signed PDF, View Initiator PDF]
Sample of NOC Format

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Employee</th>
<th>Designation</th>
<th>Emp.No.</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>XYZ</td>
<td></td>
<td>000000</td>
<td></td>
</tr>
</tbody>
</table>

2. (a) Office/Unit : Western Region

3. (a) Vigilance clearance accorded only for the period of higher service in CONCOR.
   (b) Vigilance clearance accorded subject to the following:
   (c) Vigilance clearance could not be granted: N.A.

Kolanupaka Rajeswara Rao

Digitally signed by Kolanupaka Rajeswara Rao
Date: 2011-04-08 16:53:43
Location: CONCOR

Vijay Kumar

Digitally signed by Vijay Kumar
Date: 2011-04-08 16:46:19
Location: CONCOR

Chief Vigilance Officer

GGM (Vig.)
Note:- The Vigilance Clearance issued for the above purpose, except release for outside employment would normally be valid for a period of 3 months from the date of issue unless advised otherwise by vigilance cell. Vigilance clearance should be taken at the time of release for outside employment. However, in case of forwarding of application for employment separate vigilance clearance may be obtained on each occasion. Vigilance clearance in case of official on deputation on CONCOR for the period before joining CONCOR needs to be separately obtained by HRD from their parent organization.

Anju Thakur
Digitally signed by Anju Thakur
Date: 2011.04.19 17:22:23 +05:30
Reason: Acknowledgement
Location: CONCOR
Help for Request Number

Search Criteria

- Request Number From:
- Request Date From:
- Employee Number:
- Region/C.O.:
- Department:

Status:

- Select...
  - Approved by CVO
  - Acknowledged by CGM
  - Request Created and forwarded to VGO
  - Awaiting approval by CVO
  - Pending Submission by Region/C.O(HR)
  - Pending for Request signature by Region/C.O(HR)
  - Pending Acknowledgment by CGM
  - Pending Submission by VGO
  - Returned to VGO by GM(Vig)/SSGM(Vig)
  - Pending Submission by GM(Vig)/SSGM(Vig)
  - Pending Digital Signature by GM(Vig)/SSGM(Vig)
  - Returned to GM(Vig)/SSGM(Vig) by CVO

- Request Number To:
- Request Date To:
- Name Of Employee:
- Name of the Office/Unit:
- Designation:

Search  Cancel
Help for Request Number

Login: DARASH SARAN KAPOOR
Role: GM
Location: CO

Search Criteria

Request Number From: 
Request Date From: 
Employee Number: 
Region/C.O.: NR
Department: 

Status: Select...
Request Number To: 
Request Date To: 
Name Of Employee: 
Name of the Office/Unit: 
Designation: 

Search  Cancel
### Help for Request Number

**Login**: DARSH SABAI KAPOOR  
**Role**: GGM  
**Location**: CO

#### Search Criteria

<table>
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<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Request Number From</td>
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<tr>
<td>Request Date From</td>
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</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Region/C.O.</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>MANAGEMENT</td>
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</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Request Number To</td>
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<tr>
<td>Request Date To</td>
<td></td>
</tr>
<tr>
<td>Name Of Employee</td>
<td></td>
</tr>
<tr>
<td>Name of the Office/Unit</td>
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</tr>
<tr>
<td>Designation</td>
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<th>#</th>
<th>Request Number</th>
<th>Request Date</th>
<th>Employee Number</th>
<th>Name Of Employee</th>
<th>Region/C.O.</th>
<th>Name Of The Office/Unit</th>
<th>Department</th>
<th>Designation</th>
<th>Status</th>
</tr>
</thead>
</table>

**Status**: Select...
THANK YOU