

Introduction to Online Vigilance Clearance System

COMPANY BACKGROUND

- ❑ **CONCOR WAS INCORPORATED IN MARCH 1988**

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

- ❑ **CORE BUSINESS**
 - **CARRIER**
 - **HANDLING AND OPERATIONS**
 - **WAREHOUSING**

COMPANY BACKGROUND

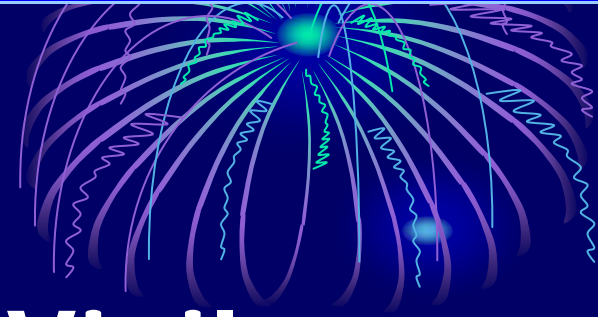
In a span of 23 years, CONCOR has developed:

- ❑ **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)**

INTRODUCTION

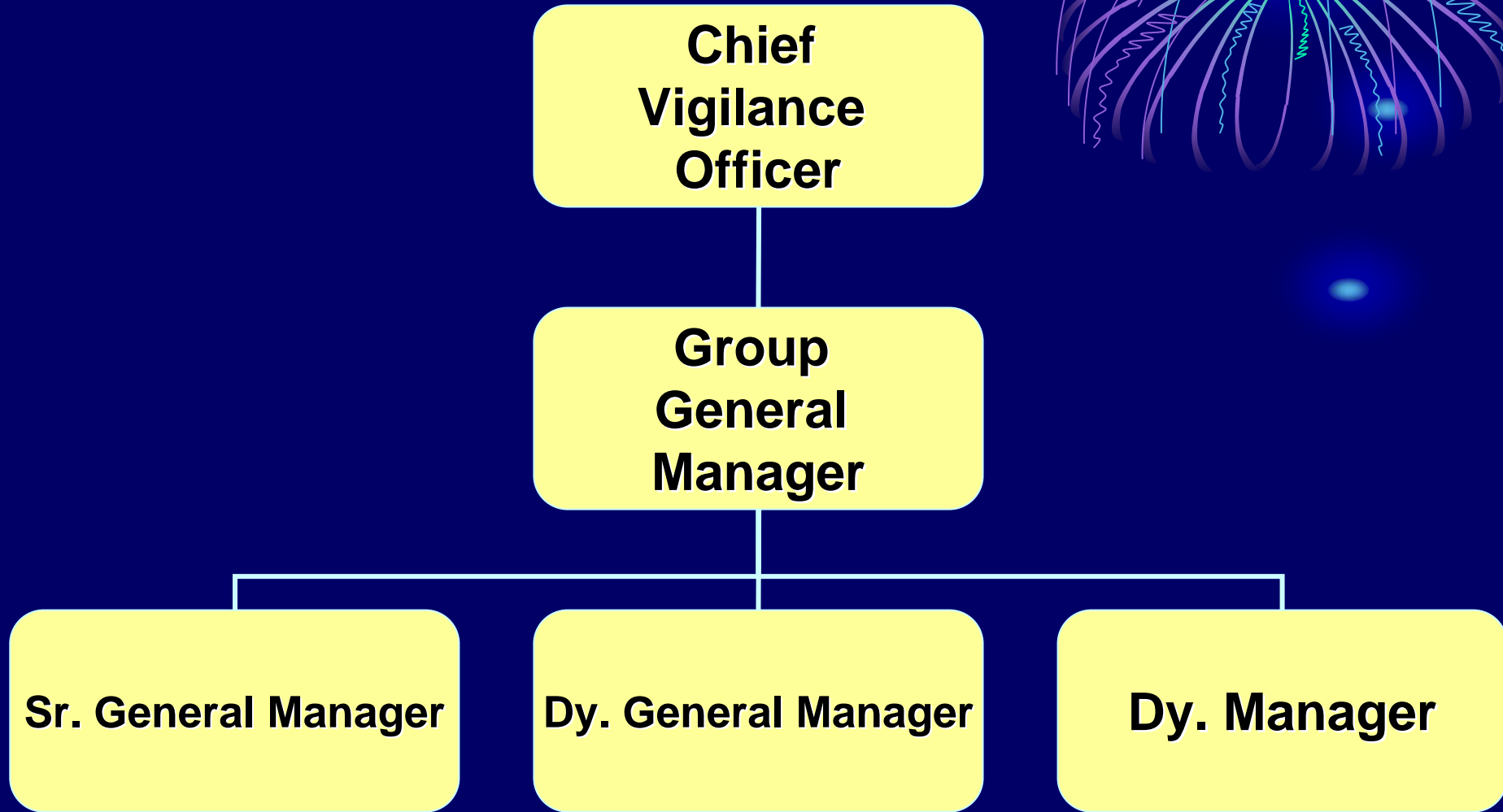
The Online Vigilance Clearance System is a step towards issuing the NOCs for Officers and Staff within two days of the request.

Vigilance Setup in CONCOR



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

Vigilance Setup in CONCOR



CVO's Functions

CVO's functions can broadly be divided into Four parts:

- Preventive Vigilance
- Punitive Vigilance
- Predictive Vigilance
- Pro-active Vigilance

IT IN CONCOR

- **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

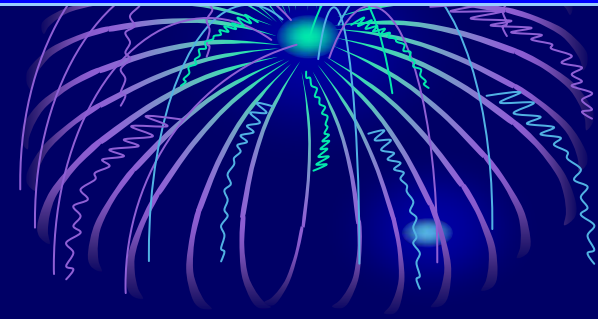
- Export/Import Terminal Management System (ETMS)**
- Domestic Terminal Management System (DTMS)**

Applications (Contd.)

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

AND NOW

- Online Vigilance Clearance System



User Interface

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

भारतीय कंटेनर निगम लिमिटेड Container Corporation of India Ltd. (भारत सरकार का उपक्रम) (A Govt. of India Undertaking)



The Company | Facilities & Services | New Initiatives | Contact Us | Vig. Corner

हिंदी अनु

HOME

You are here : [Home](#) > [Vigilance Corner](#)

vigilance corner

- [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](#)

container
Track & Trace

- » [International](#)
- » [Domestic](#)

Online Vigilance Clearance System

भारतीय कंटेनर निगम लिमिटेड Container Corporation of India Ltd.

(भारत सरकार का उपक्रम)
(A Govt. of India Undertaking)



Online Vigilance Clearance System

User
Name

Password

Login

Clear

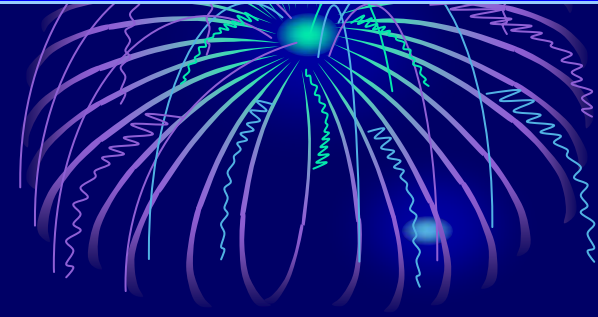
Close

[Forgot Password](#) [Map Certificate](#) [Remap Certificate](#)

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

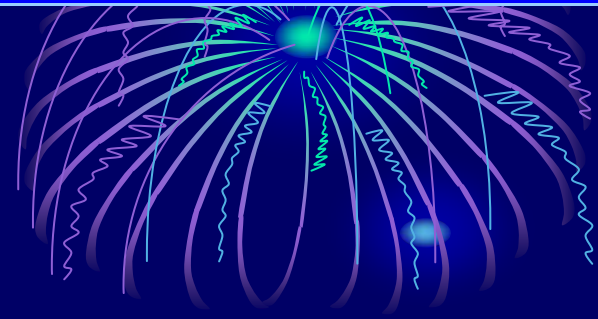
VARIOUS PURPOSES OF NOC



- 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

FUNCTIONALITY

The application has been designed and developed for providing online vigilance clearance to employees for various purposes as revealed above.

FUNCTIONALITY

The Vigilance request stages are:

- ❑ Employee request to TM
- ❑ TM forwards to RO
- ❑ Regional HR /ED/CGM or HR(CO) forwards to Vigilance

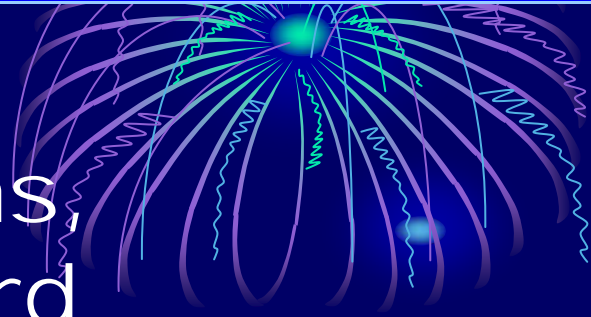
FUNCTIONALITY

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



Online & Manual Time Comparison

- ❑ 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.

APPLICATION NAVIGATION

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

Application Login Screen

भारतीय कंटेनर निगम लिमिटेड Container Corporation of India Ltd.

(भारत सरकार का उपक्रम)
(A Govt. of India Undertaking)



Online Vigilance Clearance System

User
Name

Password

Login

Clear

Close

[Forgot Password](#) [Map Certificate](#) [Remap Certificate](#)

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:

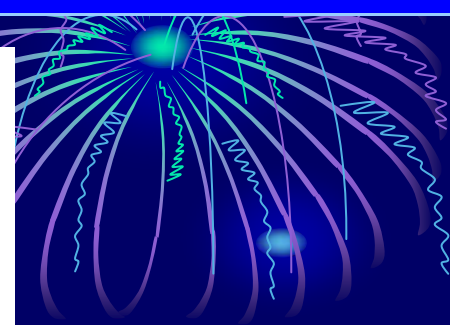
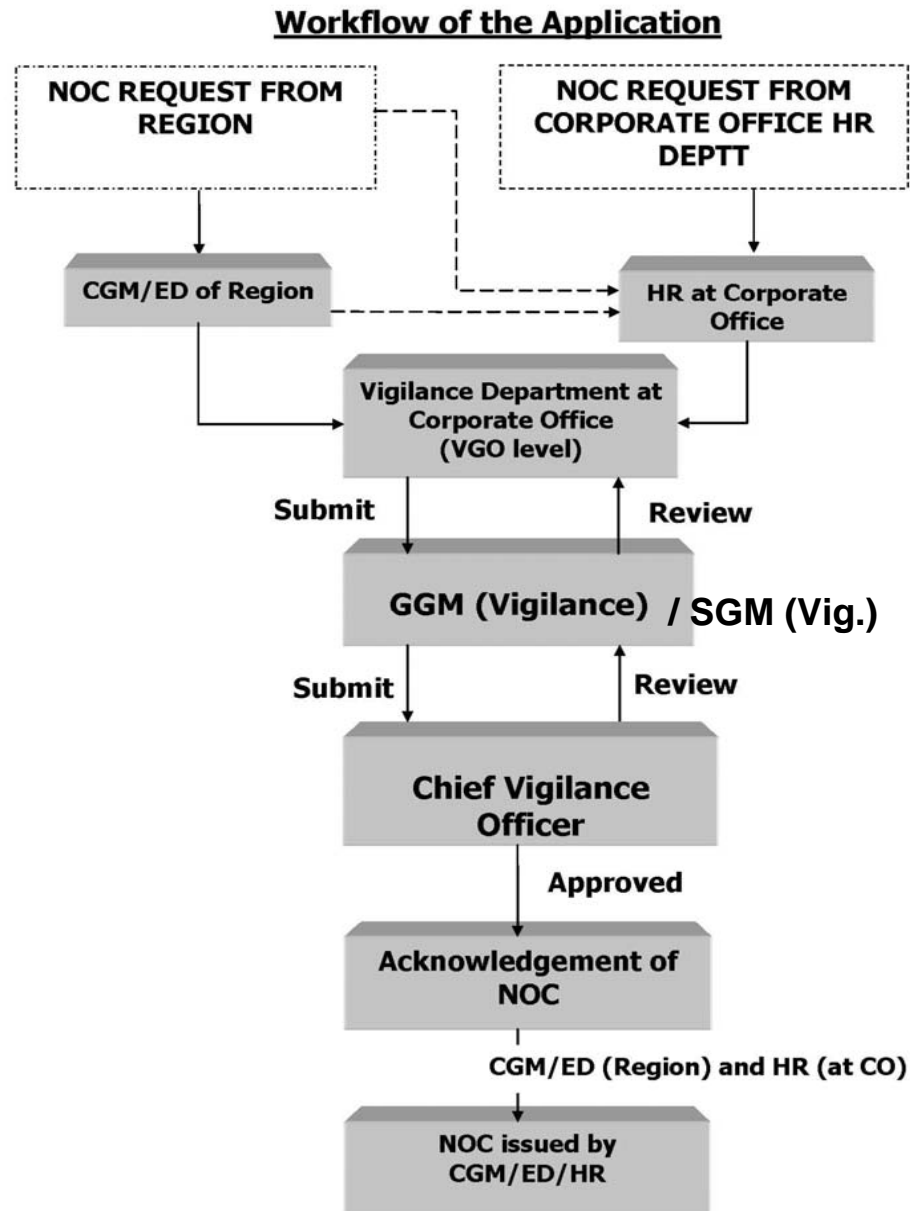
Request Number	:	REQ/1/2011
Purpose	:	For outside employment
Employee No	:	0000
Employee Name	:	Mr. -----
Location	:	Tughlakabad
Region	:	Northern Region
Designation	:	-----

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

Regards,

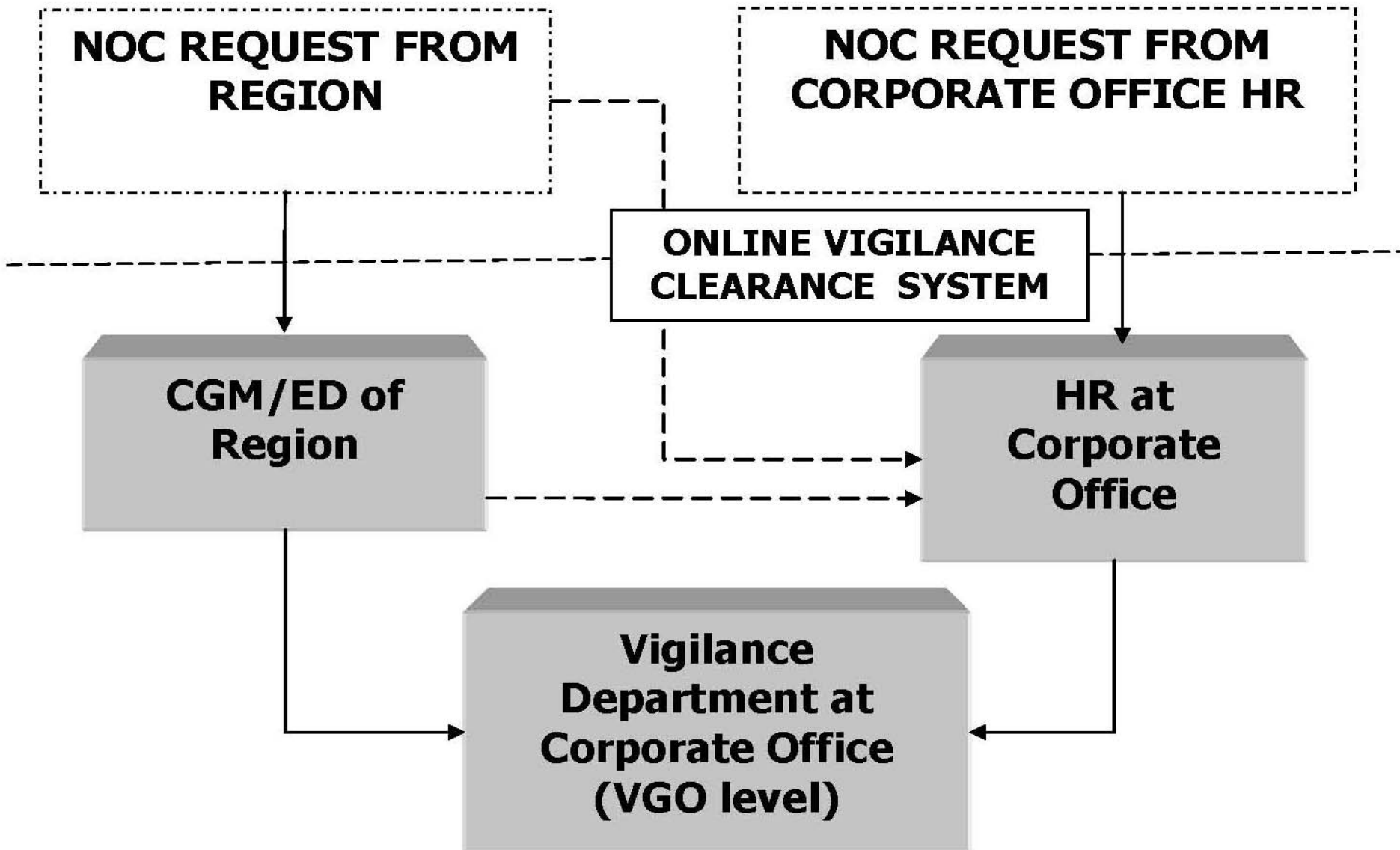
Name of Initiator	:	-----
Designation	:	-----
Region	:	-----

Complete Work Flow of Application



STEP - 1

Vigilance Clearance Request



Digitally Signed Request



भारतीय कंटेनर निगम लिमिटेड
CONTAINER CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)

सी-3, मथुरा रोड, अपोलो हॉस्पिटल के सामने, नई दिल्ली-76

Request Number :	REQ/103/2011
Request Date :	12/04/2011
Reference Number :	AWARD/1454
Employee Number :	0000
Name Of Employee :	ABC XYZ
Region/C.O :	SR
Name of the Office/Unit :	Southern Region
Department :	Management Info System
Designation :	Executive
Date Of Appointment :	24/06/2006
Duration of stay in Office/Unit (days) :	1699
Purpose of Vigilance Clearance :	Sanction of Award
D&AR Action Contemplated / Pending :	No
APR for the current year Submitted:	No

Initiated by

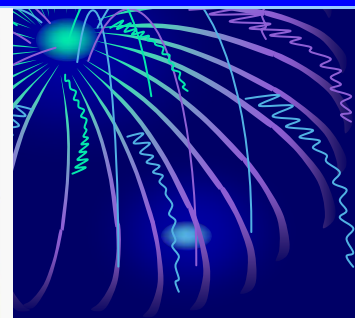
Name : AMIT MADAN

Designation : Deputy Manager

Region : SR

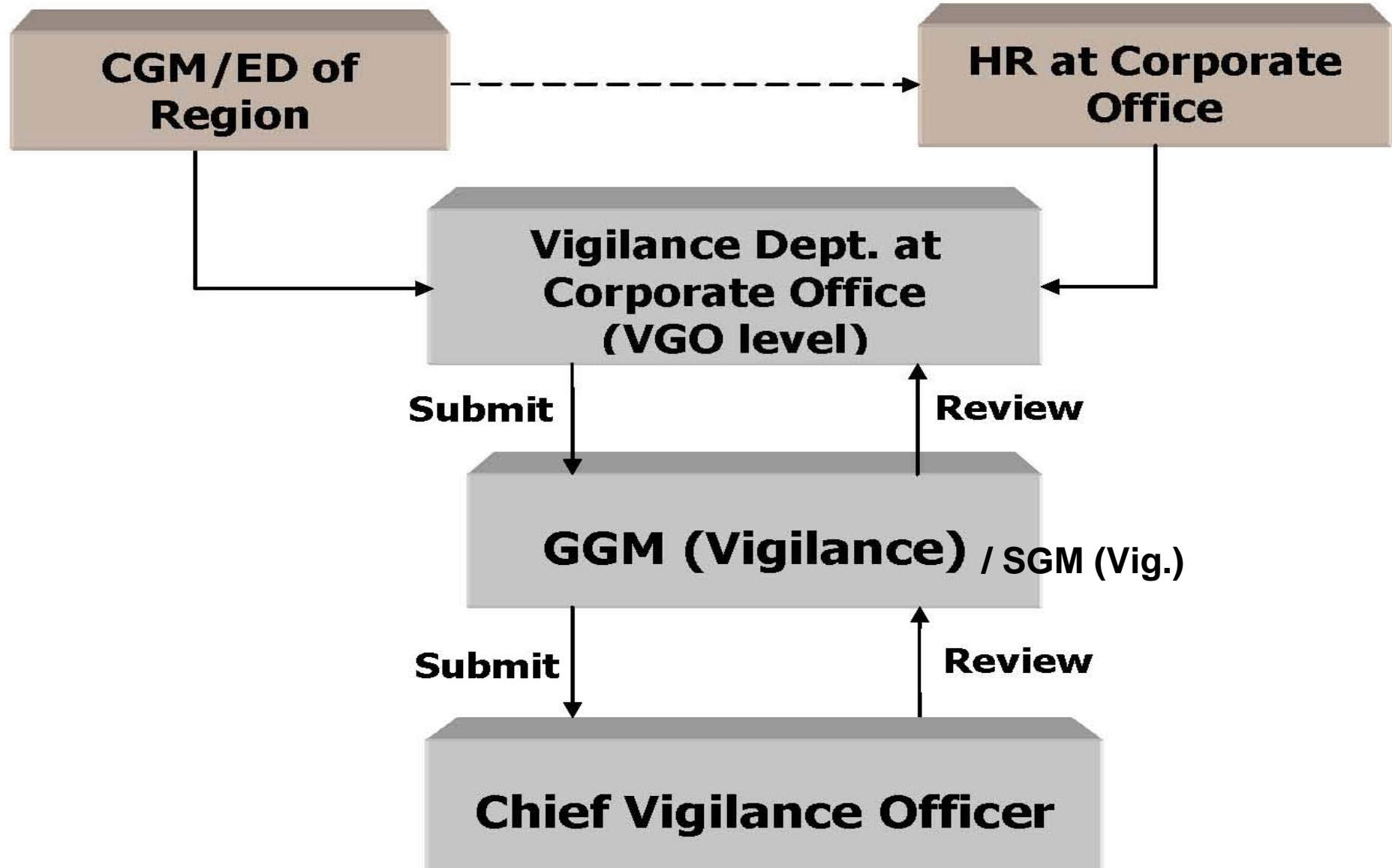
Amit Madan

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



STEP - 2

Vigilance Clearance Approval



Step -2 – Vigilance Officer's Comments

Container Corporation of India Ltd.

Login : DARASH SARAN KAPOOR
Role : GGM
Location : CO

Container Corporation of India Ltd.

Concor Processes ▶

Vigilance Clearance Request Approval

Request Number :



Request Date :

Employee Number :

Name Of Employee :

Region/C.O :

Name of the Office/Unit :

Department :

Designation :

Date Of Appointment :

Duration of stay in Office/Unit (days) :

Purpose of Vigilance Clearance :

Reference Number :

VGO Name:

GGM Name:

CVO Name:

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

CVO 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**

STEP - 3



Container Corporation of India Ltd.

Login : DARASH SARAN KAPOOR
Role : GGM
Location : CO

Container Corporation of India Ltd.

Concor Processes

Vigilance Clearance Request Report

Pending Submission by GGM (Vig.)/SGM(Vig.)

Request Number : REQ/130/2011

Request Date : 20/04/2011

Employee Number : 001598

Name Of Employee : DILESHWAR SHALIKRAM GONNADE

Region/C.O : WR

Name of the Office/Unit : Western Region

Department : Commercial & Operations

Designation : Deputy Manager

Date Of Appointment : 11/01/2008

Duration of stay in Office/Unit (days) : 1195

Purpose of Vigilance Clearance : Confirmation

Reference Number : CON/HR/201/1598

VGO Name: ASHISH BHARGAV

GGM Name:

CVO Name:

Sino	Particulars	Applicable	Vigilance Level One Notes	Vigilance Level Two Notes
1	Vigilance clearance accorded only for the period of his/her service in CONCOR.	<input type="text" value="Yes"/>	Yes	
2	Vigilance clearance accorded subject to the following.	<input type="text" value="Yes"/>	NA	
3	Vigilance clearance could not be granted for the following reasons.(However, sealed cover procedure will be followed whenever applicable)	<input type="text" value="Yes"/>	NA	

CVO Notes:

Sign Digitally

View Report

View Signed PDF

View Initiator PDF

Sample of NOC Format



कॉन्कर कंटीनर लिमिटेड
CONTAINER CORPORATION OF INDIA LTD.
(एनएसई एक्सएनएस एफ लिस्टिंग)

फॉर्म-3, मासुका सेवा, जलसेवा सुविधाएक के सहायता, नई दिल्ली-76

No. कॉन्कर/नॉकन/ वि.सी.- REQ/39/2011

Date: 08/04/2011

1. (क) क्षेत्रिय / वि. का संदर्भ संख्या :
(a) Regional/C.O Ref. No. : CON/HR/201/1475

क्रमांक / S.No.	कर्मचारी का नाम / Name of the Employee	पदनाम / Designation	कर्मचारी का / Emp.No	उद्देश्य / कार्य Purpose
1.	XYZ		000000	

2. (क) कार्यालय- / इकाई

(a) Office/Unit : Western Region

3. (क) सनर्कना अनुमति दी जाती है कबल कॉन्कर

आम आवधि के लिए : Yes
(a) Vigilance clearance accorded only for the
period of his/her service in CONCOR

(a) निम्नलिखित के अतिरिक्त सनर्कना अनुमति

दी जाती है
(b) Vigilance clearance accorded subject to the
following :

(a) निम्नलिखित कारणों से सनर्कना अनुमति नहीं

दी जा सकती
(बदामि, जहाँ मासु. से, सुदूर दूरी के लिए अनुरोध
जमा है)

(c) Vigilance clearance could not be granted : N.A.

Kolanupaka
Rajeswara
Rao

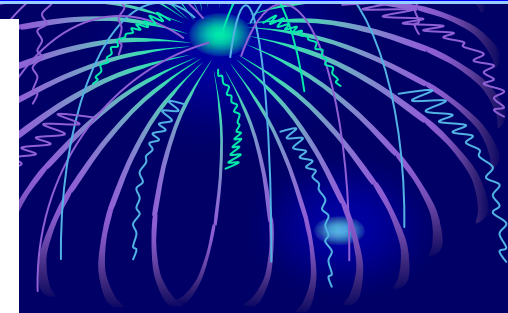
Digitally signed by
Kolanupaka Rajeswara Rao
Date: 2011.04.08 16:55:43
+05:30
Reason: Approval
Location: CONCOR

Vijay
Kumar

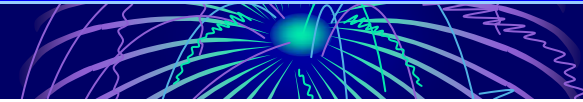
Digitally signed by Vijay
Kumar
Date: 2011.04.08 16:40:19
+05:30
Reason: Approval
Location: CONCOR

मुख्य जलसेवा अधिकारी
Chief Vigilance Officer

मुख्य निगरानी अधिकारी (जलसेवा)
GGM (Vig.)



Sample of NOC Format (Contd.)



टिप्पणी: बाह्य नियोजन हेतु छोड़ने के अतिरिक्त उपरोक्त उद्देश्य हेतु सतर्कता अनुमति दी गई है जोकि इसके जारी करने की तिथि से अन्यथा सतर्कता विभाग द्वारा बताई गई तिथि से तीन माह तक के लिए वैध है | बाह्य नियोजन हेतु छोड़ने के समय सतर्कता अनुभाग से अनुमति लेनी चाहिए | तथापि नियोजन हेतु प्रार्थना पत्र अयोचित करने के मामले में प्रत्येक अवसर पर अलग से सतर्कता अनुभाग से अनुमति ली जा सकती है | कॉन्कॉर में प्रतिनियुक्ति पर कार्यरत अधिकारियों की सतर्कता अनुमति कॉन्कॉर में आने से पहले की अवधि के लिए, मा.सं.वि. विभाग उनके पैरेंट ऑर्गनाइजेशन से प्राप्त करे |

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

Request Search :: - Windows Internet Explorer
http://10.1.1.109/concor/RequestSearch.aspx

File Edit View Favorites Tools Help

Google Search My Web Search Sign In

Request Search ::

Help for Request Number

Login	: DARASH SARAN KAPOOR
Role	: GGM
Location	: CO

Search Criteria

Request Number From:	<input type="text"/>	Status:	Select...
Request Date From:	<input type="text"/>	Request Number To:	Select...
Employee Number:	<input type="text"/>	Request Date To:	Approved by CVO
Region/C.O:	<input type="text"/>	Name Of Employee:	Acknowledged by CGM
Department:	<input type="text"/>	Name of the Office/Unit:	Request Created and forwarded to VGO
		Designation:	Awaiting approval by CVO
			Pending Submission by Region/ CO(HR)
			Pending for Request signature by Region/ CO(HR)
			Pending Acknowledgment by CGM
			Pending Submission by VGO
			Returned to VGO by GGM (Vig.)/SGM(Vig.)
			Pending Submission by GGM (Vig.)/SGM(Vig.)
			Pending Digital Signature by GGM (Vig.)/SGM(Vig.)
			Returned to GGM (Vig.)/SGM(Vig.) by CVO

Done Internet | Protected Mode: Off 100%

Microsoft PowerPoi... Document1 - Micro... Request Search :: -...

EN 1:58 PM

Request Search :: - Windows Internet Explorer

http://10.1.1.109/concor/RequestSearch.aspx

File Edit View Favorites Tools Help

Google Search More >> Sign In

Request Search ::

Help for Request Number

Login	: DARASH SARAN KAPOOR
Role	: GGM
Location	: CO

Search Criteria

Status:	Select...		
Request Number From:	<input type="text"/>	Request Number To:	<input type="text"/>
Request Date From:	<input type="text"/>	Request Date To:	<input type="text"/>
Employee Number:	<input type="text"/>	Name Of Employee:	<input type="text"/>
Region/C.O:	NR	Name of the Office/Unit:	<input type="text"/>
Department:	<input type="text"/>	Designation:	<input type="text"/>

Done, but with errors on page.

Internet | Protected Mode: Off 100%

Microsoft PowerPoi... Document1 - Micro... Request Search :: - ...

EN 1:59 PM

Help for Request Number

Login : DARASH SARANI KAPOOR
Role : GGM
Location : CO

Search Criteria

Status:	Select...		
Request Number From:	<input type="text"/>	Request Number To:	<input type="text"/>
Request Date From:	01/05/2011	Request Date To:	11/05/2011
Employee Number:	<input type="text"/>	Name Of Employee:	<input type="text"/>
Region/C.O:	NR	Name of the Office/Unit:	<input type="text"/>
Department:	<input type="text"/>	Designation:	<input type="text"/>

Help for Request Number

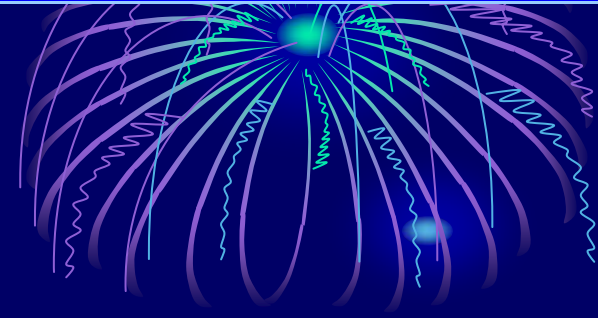
Login : DARASH SARAN KAPOOR
Role : GGM
Location : CO

Search Criteria

Request Number From:	<input type="text"/>	Status:	Select...
Request Number To:	<input type="text"/>	Request Number To:	<input type="text"/>
Request Date From:	<input type="text"/>	Request Date To:	<input type="text"/>
Employee Number:	<input type="text"/>	Name Of Employee:	<input type="text"/>
Region/C.O:	<input type="text"/>	Name of the Office/Unit:	<input type="text"/>
Department:	MANAGEMENT	Designation:	<input type="text"/>

Search Cancel

#	Request Number	Request Date	Employee Number	Name Of Employee	Region/C.O	Name Of the Office/Unit	Department	Designation	Status
---	----------------	--------------	-----------------	------------------	------------	-------------------------	------------	-------------	--------



THANK YOU