



Container Corporation of India Ltd.

VIGILANCE ADMINISTRATION

By

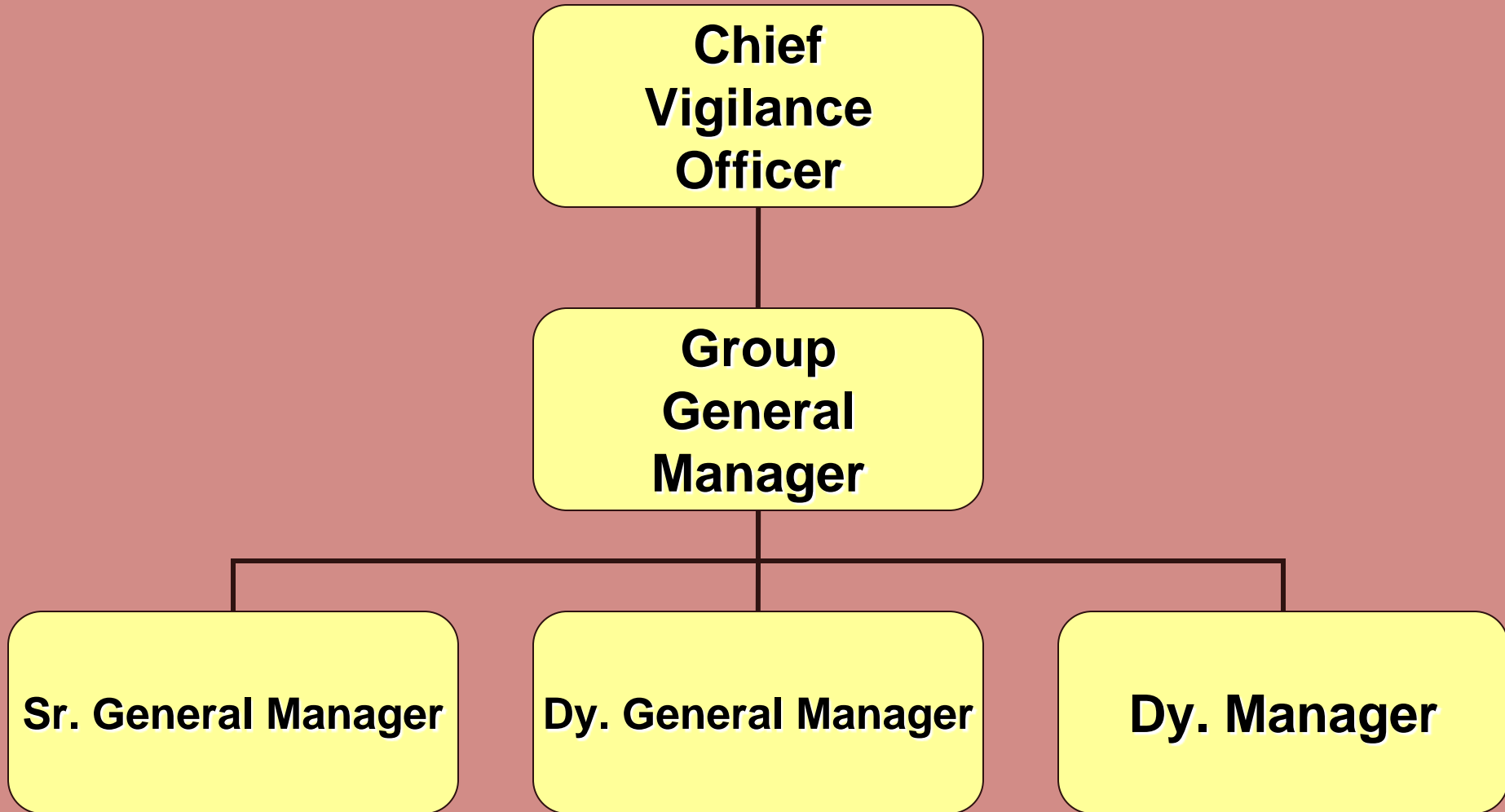
**K. Rajeswara Rao, IAS
Chief Vigilance Officer**



VIGILANCE SETUP IN CONCOR

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

VIGILANCE SETUP IN CONCOR





Vigilance mechanisms used to enforce the rules and procedures are:

- a) Detective Vigilance**
- b) Punitive Vigilance**
- c) Corrective Vigilance**
- d) Predictive Vigilance**
- e) Preventive Vigilance**
- f) Proactive Vigilance**

DETECTIVE VIGILANCE

It includes:-

- During the year 13 preventive checks and 6 intensive/ CTE type examinations were conducted.**
- 14 complaints received during the year 2010 & 2011 out of which 11 complaints disposed.**

- During the year 32 nos. of officials who were working on sensitive posts were identified and transferred.**
- List of doubtful integrity and agreed list were prepared in consultation with CBI.**
- Review of adhoc contracts was carried out and same were replaced by regular tender.**

- ❑ Based on the various MIS reports, Audit reports and various other inputs, preventive checks were conducted which resulted in recovery of Rs. 2.83 crores.
- ❑ To bring transparency Special Committee was nominated for checking the compliance of contract provisions and follow-up action taken based on the reports.
- ❑ Collections of samples of civil works from Project Sites:-
CC blocks/ concreting work.

PUNITIVE VIGILANCE

It includes:-

- Based on various complaints and preventive check inspections 03 minor penalty charge sheets, 13 omission & commissions have been issued which includes 5 officials of the rank GM and above.**
- M/s. Roadwings International was blacklisted for the period of 1 year from participating in future tenders.**

CORRECTIVE VIGILANCE

It includes:-

- On the basis of preventive checks, Registration Certificates (RC) obtained were sent to RTO Nagaland for verification. Based on the reply of RTO Nagaland as a system improvement the following were implemented:**

- » **Review of deployment of vehicles.**
- » **Verification of RCs registered in State of Nagaland.**
- » **Penalties as per contract for forged documents.**
- » **Action against contractor.**
- » **Physical verification of vehicles.**
- » **Registers to be maintained.**

- Check list was prepared and circulated for conducting audit of security and Handling & Transportation (H&T) contract.**
- Instruction that officials processing the tender procedure should invariably quote the power delegated in Delegation of Power (DOP).**

- Instruction for standardizing the item of cement concrete used in the pavement works.**
- Instruction to incorporate the make of equipments in the tender.**
- Instruction to put Display Boards relating to date of start of engineering work, scope of work, name of contractor, target date of completion etc. at all project sites.**

PREDICTIVE VIGILANCE

It includes:-

- All the RCs registered in the State of Nagaland were collected and sent to RTO/ Nagaland for verification.**
- Committee has been constituted to review the clauses relating to Model Tender Document for possible improvements.**

PREVENTIVE VIGILANCE

It includes:-

- ❑ Sensitisation Seminar was conducted for Terminal Managers about the Management of H&T contract.**
- ❑ Regional level awareness meetings on Contract Management with Commercial & Operation officers, TMs and officers from RO**

- ❑ **VAW was organized and Seminar was conducted at Regional Office/NWR and Corporate Office. Essay & Slogan writing competition was organized.**
- ❑ **Seven training programmes were conducted to educate officials about the various Facets of Vigilance.**
- ❑ **After a gap of five years, Handbook on vigilance has been prepared to educate officials about various shortcomings noticed and circulars.**

Preventive Check conducted from April-2010 to April-2011



S. N.	Month	Unit
1	April'10	ICD/Durgapur
2	May'10	ICD/Kanpur
3	July'10	ICD/Agra
4	August'10	ICD/Jaipur
5	September'10	ICD/Sanatnagar
6	October'10	ICD/TKD (Civil)

Contd...

7	October'10	ICD/Dadri (Civil)
8	November'10	ICD/Moradabad
9	December'10	ICD/Nagpur
10	January'11	ICD/Pithampur
11	January'11	ICD/Ratlam
12	February'11	Regional Office, Mumbai
13	March,11	ICD/Whitefield

Contd...

Intensive Examination conducted from April-2010 to April-2011



S. N.	Month	Unit
1	June'10	ICD/Baddi
2	September' 10	ICD/Nagulapally
3	November'10	ICD/TNPM (Civil)
4	November'10	ICD/Balasore (Civil)
5	March'11	ICD/WFD
6	April'11	RCT/Vadodara

Details of Recoveries made from April-2010 to April-2011



S N	Party Name	Amount (Rs)	Unit	Month	Remarks
1	M/s. B. Ghose & Co.	2685000	ICD/ WFD	April'10	Towards over payment of 20' trailers
2	M/s. Subir Engg. Works Pvt Ltd	88000	DCT/ Durga- pur	May'10	Towards various deficiencies in civil work
3	M/s. Gupta Enterprises	4800	ICD/ Dadri	June'10	-do-
4	M/s. Lal Chand Surana	19312	ICD/ Ratlam	June'10	-do-
5	M/s. Om Prakash Kukreja	30247	ICD/ Madho Singh	June'10	-do-

SN	Party Name	Amount (Rs)	Unit	Month	Remarks
6	M/s. Progressive Engg. Co.	21414	ICD/ MB	July'10	-do-
7	M/s. Apco Construction (P) Ltd	200891	ICD/ Sabarmati	Aug'10	-do-
8	M/s. Vikram Integrated Logistics Pvt Ltd	1749655	ICD/ Whitefield	Sept '10	Towards deficiencies in H&T contract
9	M/s. B. Ghose & Co.	5435533	ICD/ Whitefield	Oct'10	-do-
10	M/s. Chakragiri Transport Co.	243000	ICD/ Sanath-nagar	Nov'10	-do-

SN	Party Name	Amt (Rs)	Unit	Month	Remarks
11	M/s. Chakragiri Transport Co.	819000	ICD/ Sanath nagar	Dec'10	-do-
12	M/s. Prem chand & Co.	278196	ICD/ Nagpur	Jan'11	-do-
13	M/s. Vikram Logistics & Maritime Services Pvt Ltd	372000	ICD/ WFD	Feb'11	Deficiencies in H&T contract (transit delays)
14	M/s. Road wings International (P) Ltd.	2180497	ICD/ Jaipur	Mar'11	Deficiencies in H&T contract
15	M/s. Vikram Logistics & Maritime Services Pvt Ltd	90000	ICD/ WFD	Mar'11	Deficiencies in H&T contract (transit delays)

SN	Party Name	Amt(Rs)	Unit	Month	Remarks
16	M/s. Darshan Lifter (P) Ltd	249000	ICD/ MB	Mar'11	Non-deployment of trailers
17	M/s. Lloyd Insulation (India) Ltd.	366063	ICD/ Drona-giri	Apr'11	Deficiencies in electrical works
18	M/s. B. Ghose & Co.	1320000 0	ICD/ TKD	May'1 1	Deficiency in cargo handling contract
19	M/s. Roadwings International	200000	ICD/ Jaipur	May'1 1	Towards submission of forged RCs
20	M/s. Vikram Logistics and Maritime Services Pvt Ltd	90000	ICD/ WFD	May'1 1	Towards transit delays

TOTAL = 2,83,22,608

Details of System Improvements Undertaken from April-2010 to April-2011



- 1. Display Board**
- 2. Rotation of employees working in sensitive posts**
- 3. Acceptance of tenders/Quotations: mention of powers delegated under DOP**
- 4. Date of start of work for engineering works.**
- 5. Management of Handling & Transportation contract.**
- 6. Comprehensive list for site management of records**

Display Boards:

Instructions have been issued vide Engg. Division letter No. CON/EP/Gen/2010 dated 01.11.2010 for putting Display Boards having project information covering; Name of client, Name of work, Scope of Work, Name of the contractor with address, Awarded value of work, Date of start and Target date of completion at all project sites.

- **Records related to non-deployment of required vehicles / equipments**
- **Details of shift wise break down of vehicles and equipments**
- **Log book related to repairs of vehicles**
- **Copies of RCs of vehicles/equipments deployed in the terminal**
- **Details of job order issued and its compliance date-wise**
- **Details of equipments and vehicles/trailers for containers**
- **Proforma related to deployment of equipment/vehicles**

As a system improvement measures, instructions have been issued vide various letters:-

- i) Standardizing the item of cement concrete used in pavement works.**
- ii) To improve the system of cable laying.**
- iii) For implementation of measures to prevent fire incidents.**
- iv) Regarding payment of site clearance item.**
- v) For returning un-opened price bid to disqualified tenderers.**
- vi) For use of Ordinary Portland Cement (OP Cement) 43 grade and/or 53 grade in civil contracts to have more clarity in use of cement.**

Instructions have been issued vide Director (P&S) letter No. CON/DPS/ HR/68 dated 12.01.2011 regarding safety custody of official documents and access of visitors to CONCOR office.

Engg. Division vide circular no. CON/EP/ Engg.Circulars/2010-11 dated 31.03.2011 has standardized the testing performas in respect of the test registers to be maintained at Project sites for testing of materials.



Container Corporation of India Ltd.

Introduction to Online Vigilance Clearance System



INTRODUCTION

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



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
- Internet explorer version 8 & 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 through Regional Office/ CO (HR) and finally issuing the NOC from Vigilance Division.
- ❑ However, this time is reduced drastically to two working days.



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

[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.

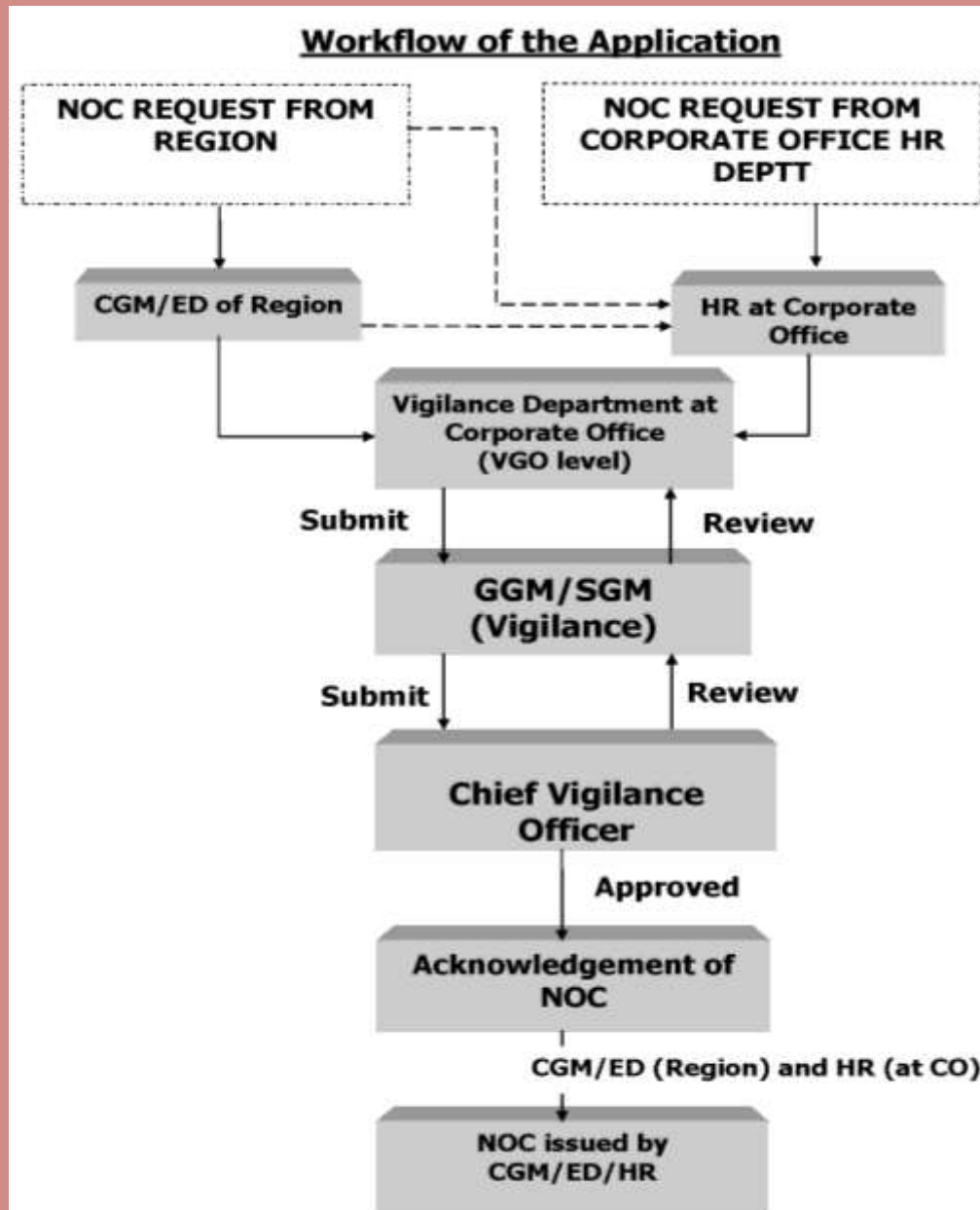
Regards,

Name of Initiator : -----

Designation : -----

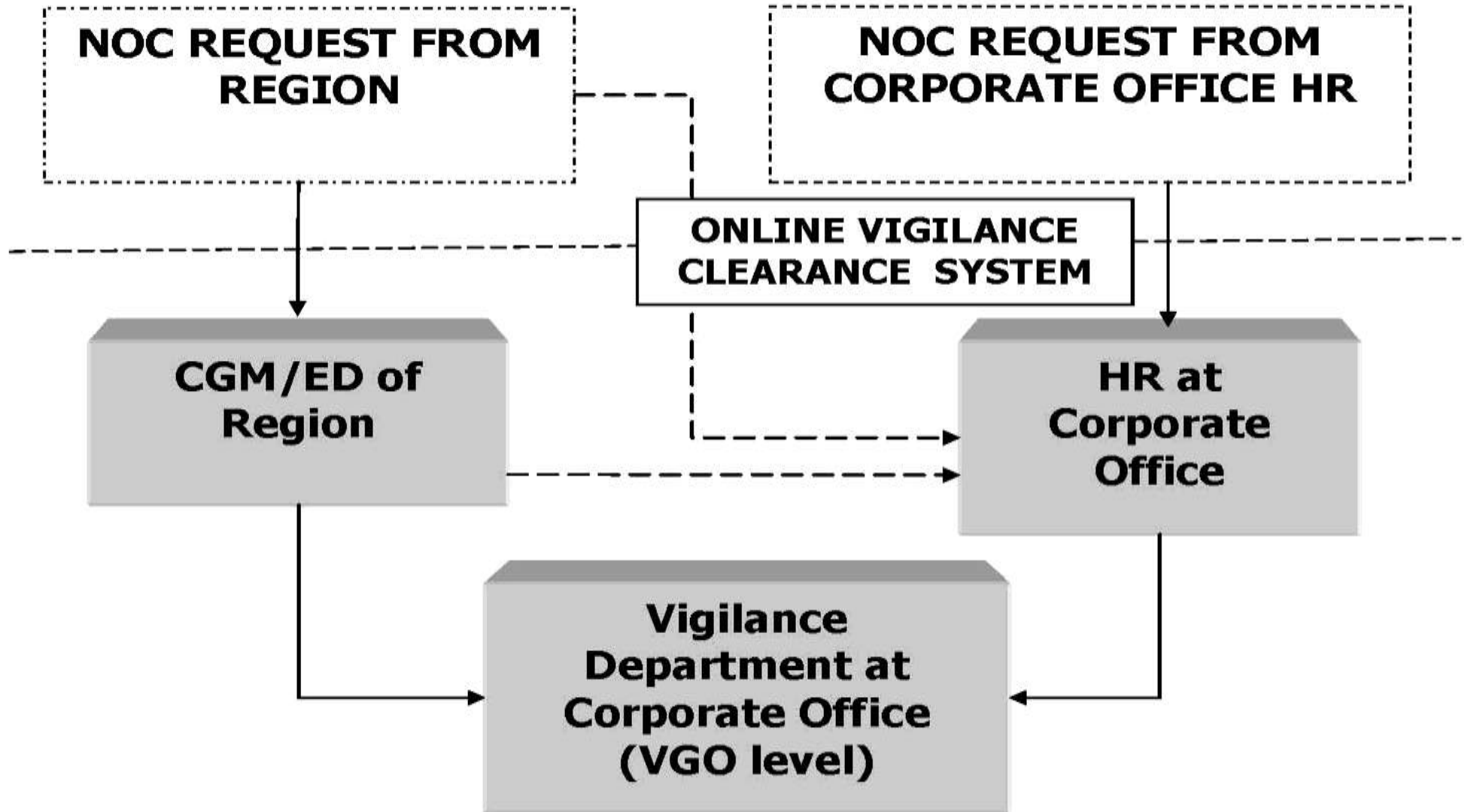
Region : -----

Complete Work Flow of Application



STEP - 1

Vigilance Clearance Request





Digitally Signed Request



भारतीय कंटेनर निगम लिमिटेड
(भारत सरकार का उपक्रम)
Container Corporation of India Ltd.
सी-3 मथुरा रोड, अपोलो हॉस्पिटल के सामने, नई दिल्ली-76

Request Number	:	REQ/299/2011
Request Date	:	15/05/2011
Reference Number	:	CON/SR/P&A/123
Employee Number	:	-----
Name Of Employee	:	-----
Region/C.O	:	Southern Region
Name of the Office/Unit	:	Southern RO
Department	:	Commercial & Operations
Designation	:	Asstt. Executive
Date Of Appointment	:	01/06/1990
Duration of stay in Office/Unit (days)	:	7566
Purpose of Vigilance Clearance	:	Foreign Visit
D&AR Action Contemplated/Pending	:	NO
APR For the current year submitted	:	NO

Initiated by:

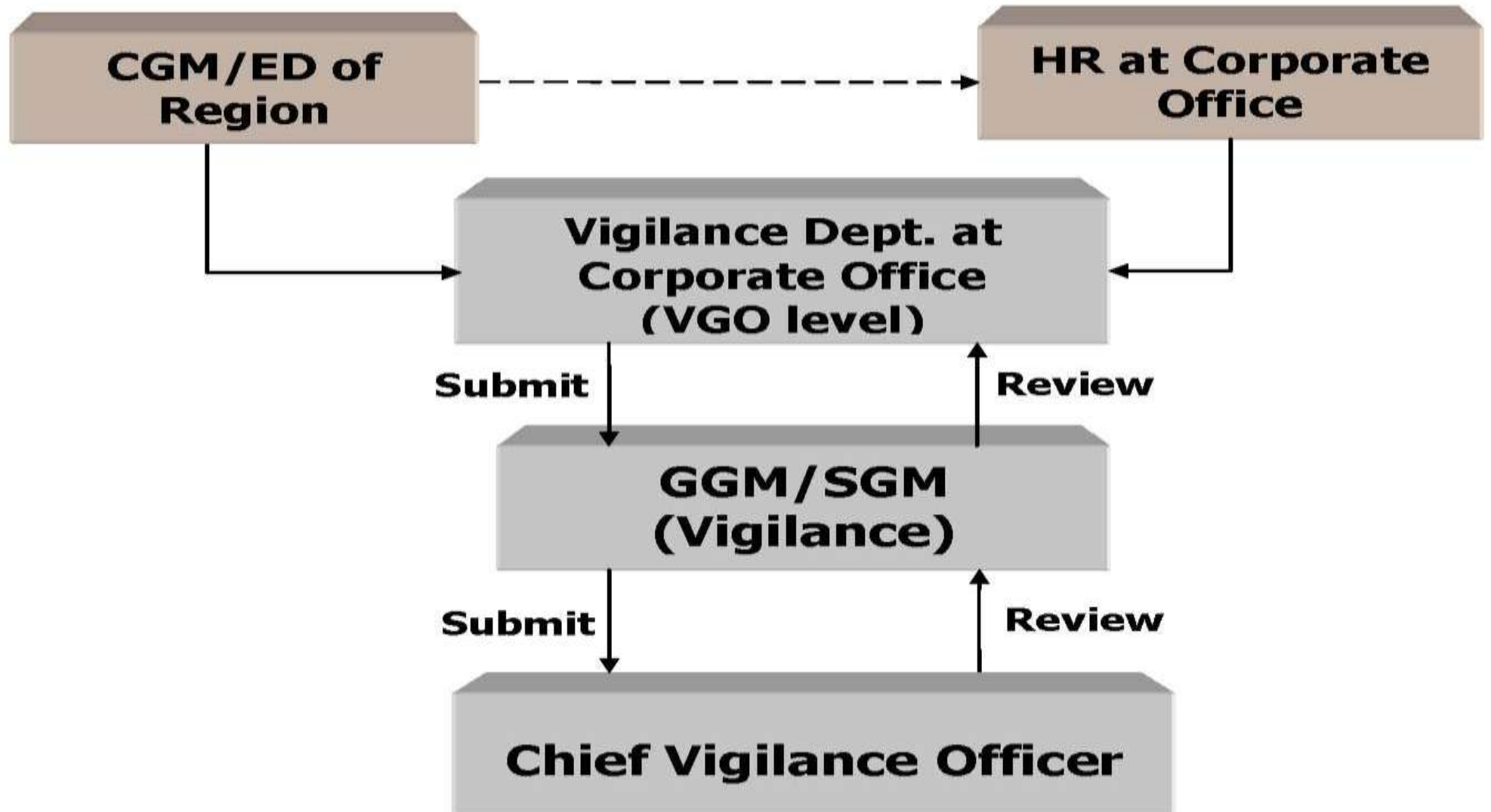
Name : Amit Madan
Designation Deputy Manager
Region SR

Amit Madan

Digitally signed by
Amit Madan
Date: 2011.05.15 20:05:55
+05:30
Reason: Initiator
Location : CONCOR

STEP - 2

Vigilance Clearance Approval





VARIOUS SEARCH OPTIONS

Help for Request Number

Login : DARASH SARAN KAPOOR

Role : GGM

Location : CO

Search Criteria

Request Number From:

Request Date From:



Employee Number:

Region/C.O.:

Department:

Status:

Select...

Request Number To:

Request Date To:

Name Of Employee:

Name of the Office/Unit:

Designation:

Select...

Approved by CVO

Acknowledged by CGM

Request Created and forwarded to VGO

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

Search

Cancel



VARIOUS SEARCH OPTIONS

Help for Request Number

Login : DARASH SARAN KAPOOR

Role : GGM

Location : CO

Search Criteria

Status:

Select... ▼

Request Number From:

Request Number To:

Request Date From:

Request Date To:

Employee Number:

Name Of Employee:

Region/C.O:

Name of the Office/Unit:

Department:

Designation:

Search

Cancel



VARIOUS SEARCH OPTIONS

Help for Request Number

Login : DARASH SARAN KAPOOR
Role : GGM
Location : CO

Search Criteria

Status:

Select... ▼

Request Number From:

Request Number To:

Request Date From:

01/05/2011 

Request Date To:

11/05/2011 

Employee Number:

Name Of Employee:

Region/C.O.:

NR

Name of the Office/Unit:

Department:

Designation:

Search

Cancel



VARIOUS SEARCH OPTIONS

Help for Request Number

Login : DARASH SARAN KAPOOR
Role : GGM
Location : CO

Search Criteria

Status:

Select... ▼

Request Number From:

Request Number To:

Request Date From:

Request Date To:

Employee Number:

Name Of Employee:

Region/C.O:

Name of the Office/Unit:

Department:

Designation:

Search

Cancel

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



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:

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

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.	Yes	Yes	
2	Vigilance clearance accorded subject to the following.	Yes	NA	
3	Vigilance clearance could not be granted for the following reasons.(However, sealed cover procedure will be followed whenever applicable)	Yes	NA	

CVO Notes:

Sample of NOC Format



मास्तीय कंटेनर निगम लिमिटेड
(भारत सरकार का उपक्रम)
Container Corporation of India Ltd.
सी-3 मथुरा रोड, अपोलो हॉस्पिटल के सामने, नई दिल्ली-78

No. REQ/299/2011 Date: 16.05.2011

1. (क) क्षेत्रिय/नि का संदर्भ संख्या:
(a) Regional/CO Ref. No. : CON/SR/P&A/123

क्रमांक S.No.	कर्मचारी का नाम Name of the Employee	पदनाम Designation	कर्मचारी संख्या Emp. No.	उद्देश्य/कार्य Purpose
1.	-----	Asstt. Executive	-----	Foreign Visit

1. (क) कार्यालय/ईकाई
(a) Office/Unit : Southern Region

2. (क) सतर्कता अनुमति दी जाती है केवल कॉनकोर
सेवा अवधि के लिए
(a) Vigilance clearance accorded only for the
period of his/her service in CONCOR : Yes

(ख) निम्नलिखित के अध्याधीन सतर्कता अनुमति दी
जाती है : N.A.
(b) Vigilance clearance accorded subject to the following

(ग) निम्नलिखित कारणों से सतर्कता अनुमति नहीं दी
जा सकती
(यद्यपि जहाँ लागू हो मुहरबंद प्रक्रिया अपनाई जाएगी)

(c) Vigilance clearance could not be granted for
the following reasons : N.A.
(However, Sealed cover procedure will be
followed whenever applicable)

Kolanupaka Rajeswara Rao	Digitally signed by Kolanupaka Rajeswara Rao Date: 2011.05.16 16:25:20 +05:30 Reason: Approval Location : CONCOR	Darash Saran Kapoor	Digitally signed by Darash Saran Kapoor Date: 2011.05.16 14:25:20 +05:30 Reason: Approval Location : CONCOR
मुख्य सतर्कता अधिकारी CVO	समूह महाप्रबंधक (सतर्कता) GGM (Vig.)		

Sample of NOC Format (Contd.)

टिप्पणीः 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 अग्रेषित 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 पेरेंट ओर्गनाइज़ेशन 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.

Amit Madan

Digitally signed by
Amit Madan
Date: 2011.05.16 19:16:13
+05:30
Reason: Acknowledgement
Location : CONCOR

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**

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](#)
 - [List of Registers](#)

container 

Track & Trace

▶ [International](#)

▶ [Domestic](#)





THANK YOU

