D.O. No. 2006/V-1/CVC/1/11

Dated: 19.03.2007

My dear

Sub: Improving vigilance administration by leveraging technology: Increasing transparency through effective use of website in discharge of regulatory, enforcement and other functions of Govt. organizations

Ref: Cabinet Secretary, Govt. of India D.O. letter No. 501/10/2/2005-CA.V dt. 22.2.07

Cabinet Secretary vide his D.O. letter referred above has directed implementation of CVC instructions contained in their circular No. 006/VGL/117 dated 22.11.06 regarding systemic improvements to be effected in vigilance administration by leveraging technology. These instructions of the CVC have already been circulated to you vide Railway Board Vigilance Circular No. 25/2006 and reiterated vide AM(Vig.) D.O. letter of even number dated 15.2.07. A copy of the Railway Board Vigilance Circular No. 25/2006 is again being enclosed for your ready reference.

In the first stage, appropriate measures were required to be taken to ensure that complete information is provided on the website regarding the laws, rules and procedures in respect of items contained in Annexure 'B' of this circular. All application forms/proforma etc. relating to these items were also to be made available on the websites in downloadable form along with details of documents to be enclosed for information to be provided by the applicant. The target date fixed by the CVC for implementation of these instructions was 1st January, 2007.

In the second stage, the status of the individual applications/matter is required to be made available on the website duly updated periodically. In addition, on line receipt of applications, wherever feasible, is also required to be introduced. The target date fixed by the CVC for implementation of second stage of the instructions is 1st April, 2007.

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Feedback on the action taken and present status with regard to implementation of these instructions as contained in the first and second stages was called for by AM(Vigilance) from your Vigilance Organization. The information furnished by the Vigilance department on your Railway/Unit shows that although some headway has been made in the implementation of first stage especially in the Stores Department, there is hardly any action initiated by the other departments for compliance of CVC’s instructions. It is also noted that second phase implementation has not even started in majority of the Railways/Units.

As already conveyed vide AM(Vig.)’s D.O. dated 15.02.07 mentioned above, in the review meeting held with CVOs of North zone on 14.02.07, Central Vigilance Commissioner had observed that deadline for implementation of second phase will not be extended beyond 1st April, 2007 and Departmental Heads of the Organizations, which have not implemented these instructions by the target date, shall be held accountable in this regard.

I would, therefore, advise you to personally intervene and look into the matter and take all appropriate steps/measures required for implementation of both the stages by the target date of 1st April, 2007. I may also be apprised of the steps taken by you and progress made in this regard latest by 23rd March, 2007.

With best wishes,

Yours sincerely,

(J.P. Batra)

DA : As above

All Indian Railways
General Managers/MD
Railways/Pus/PSUs
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.2006/V-1/CVC/1/11

New Delhi, dated, December 13, 2006

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Sub:- Improving vigilance administration by leveraging technology: Increasing transparency through effective use of websites in discharge of regulatory, enforcement and other functions of Govt. Organizations.

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A copy of Central Vigilance Commission’s Circular No.40/11/06 circulated vide their No.006/VGL/117 dated 22-11-2006 on the subject mentioned above is enclosed as Annexure ‘A’ for information and necessary action.

2.0. CVC has emphasized that they continue to receive a large number of complaints about inordinate delays and arbitrariness in processing applications on various matters. The majority of these complaints pertain to delays and non-adherence to the ‘first-come first-served’ principle. Thus to ensure transparency and curb malpractices, CVC has directed that the following may be implemented in the first stage as per time frame given in para 5.0 below:
2.1 Appropriate measures should be taken to ensure that complete information is provided on the website regarding the laws, rules and procedures in respect of items contained in list enclosed as Annexure 'B'. All application forms/proformas relating to these items should be available on organisation's website in downloadable form. If there is some charge for the application form downloaded from the computer, then the concerned party may be asked to pay for the amount through Bank draft/Railway money receipt etc. at the time of submission of application form. All documents to be enclosed or information to be provided by the applicant should be clearly explained on the website and should also form part of the application form.

2.2 As far as possible, the arrangement should be put in place so that application form, immediately after the receipt, is scrutinized and the applicant is informed about the deficiencies, if any, in the documents/information furnished. Repeated queries in a piece-meal manner should be avoided as the same shall be viewed as a misconduct having vigilance angle.

3.0 In the second stage, the status of the individual application/matter should be made available on the Organisation's website and should be updated on weekly basis or more frequently as feasible so that the applicants remain duly informed about the status of their application.

4.0 In addition to manual receipt of application, feasibility of on line receipt of applications should also be examined and wherever feasible, a time frame for introducing the facility should be worked out.

5.0 Instructions contained in Para 2.0 above relating to first stage shall take effect from 1st January, 2007 and instructions relating to second stage contained in Para 3.0 above shall become effective from 1st April, 2007.

6.0 The General Managers/ MDs /Heads of Zonal Railways/ PUs/ PSUs/ other Units are advised to ensure that effective mechanism should be put in place for proper implementation of above mentioned preventive vigilance measures and the required information is placed on website in a user friendly manner before expiry of above mentioned deadlines. Further, regular updation of information should also be ensured. Proper log and records of updation carried out should be preserved for a minimum period of one year for scrutiny, if required.

7.0 Adequate publicity for these facilities in newspapers giving website addresses may also be given.
8.0 Copy of these instructions is also available at www.indianrailways.gov.in/vigilance/Home.htm

Encl: As above.

(Sanjay Goel)
Director Vigilance (M)
Railway Board

Copy to:-

1. PPS/CRB and all Board Members.
2. DG/RHS, DG/RPF.
3. All AMs/Advisors, ADG/RPF, Executive Directors & IG/RPSF in Railway Board for information and appropriate action in respect of items dealt by Directorates under their charge.
4. All Officers and Branches of Vigilance Directorate in Railway Board.

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