



CVO's Message

Welcome to VPA's Vigilance Department Webpage. Vigilance Department works with VPA management to achieve its vision as a team of inspired performers in the field of Port, Maritime Logistics and Terminal Management, serving Indian and Global trade while ensuring integrity, transparency and fairness for fuelling Indian Nation's economic growth.

As Thomas Jefferson said, 'let the eye of Vigilance be never closed'. In line with this we are consistently working to ensure Integrity in the governance processes.

We invite your specific comments/complaints, if any and concrete suggestions on the functioning of departments and personnel of VPA, which will help us in fighting corruption and ensuring integrity in VPA.

P.S.L. Swami, IOFS
Chief Vigilance Officer

[Integrity Pledge](#)

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About Vigilance

Vigilance Department is headed by the Chief Vigilance Officer (CVO). He is assisted by Dy. CVO and Investigating Officers experienced in various departments of the VPA. The Vigilance Department arranges periodical meetings with stake holders i.e., vendors, contractors and unions and also have meetings with HoDs. The Department organise training programmes for the benefit of employees working in all Departments of the VPA.

The CVO, on the basis of the investigations carried out, provides advice to the concerned Disciplinary Authorities to bring about qualitative improvement in the functioning of the organisation. The CVO acts as an advisor to the Chief Executive in all matters pertaining to vigilance. The CVO is also a link between the VPA and the agencies like MoPS&W, CBI, CVC, etc. on vigilance matters. The CVO advises Systemic Improvements as a result of inspections, surprise inspections, night inspections and Investigations to ensure Preventive Vigilance and monitor their implementation.

The major work profile of the Department comprises: investigation of complaints received from CVC, MoPS&W, PMO, VPA Management, individuals and other sources; preventive vigilance like surprise inspections, regular surveillance/scrutiny of procurement and contract files and CTE's intensive examination reports; scrutiny of annual property returns of employees, scrutiny of audit reports and coordination with the Central Vigilance Commission (CVC) and Chief Technical Examiner's Organisation (CTEO).

Objectives

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- Minimize corruption and malpractice.
- Institutionalise preventive vigilance.
- Suggestions/recommendations to the management to strengthen systems and procedures.
- Help employees to take clean and effective decisions.
- Bring about change in work culture and work ethics.
- Create vigilance awareness amongst the employees.
- Help to enhance transparency and minimize excess discretionary powers.



- Propagating the culture of lodging of complaints under the Public Interest Disclosure and Protection of Informers' Resolution, 2004 (PIDPR-popularly known as Whistle Blowers' Resolution), whereby the identity of the complainant would be kept secret and he/she would be protected from victimization.

Functions

Can broadly be divided into three parts:

- Preventive vigilance
- Punitive vigilance
- Participative Vigilance
- Surveillance and detection

While 'punitive action' for commission of misconduct and other malpractices is certainly important, surveillance and preventive measures to be taken by the CVO are equally more important, as these are likely to reduce the occurrence of vigilance cases considerably. Thus the role of Vigilance Department should be predominantly preventive.

Preventive Vigilance functions

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1. Undertake study of existing procedures and practices to identify the scope for corruption and require modification.
2. Identify the causes of delay and devise suitable steps to minimise delays.
3. Devise methods to ensure that discretionary powers are not exercised arbitrarily.
4. Educate the citizens about the procedures of dealing with various matters and also to simplify these as per as possible.
5. Identify sensitive posts and ensure periodical rotations of staff and in particular officers.
6. Identify the areas prone to corruption and ensure that officers of proven integrity are posted in those areas.
7. Ensure that the organisation has prepared manuals and important subjects.
8. Develop and implement effective Whistle Blower Mechanism.
9. Leverage technology for effective preventive Vigilance.
10. Ensure observance of Conduct rules relating to integrity, covering
 - a) Statement of assets, b) Scrutiny of immovable property returns
 - c) Keep an eye on benami transactions.
11. Observance of Vigilance Awareness Week as per the directions of the Commission.



12. Scrutinise: a) Internal Auditor's report, b) Statutory Auditor's Report, c) CAG Auditor's report.
13. Preparation of list of Officers of Doubtful Integrity and Agreed list.
14. Conduct CTE type inspections.

Punitive Vigilance

It is expected to take the following action on punitive vigilance aspects:

To receive complaints from all sources and scrutinize them with a view to finding out, if the allegations involve a vigilance angle. When in doubt, the CVO may refer the matter to his administrative head.

To investigate or cause an investigation to be made into such specific and verifiable allegations as involved a vigilance angle; To investigate or cause an investigation to be made into the allegations forwarded to him by the Commission, by the CBI or Chairman, VPA.

To process the investigation reports expeditiously for obtaining orders of the competent authorities about further course of action to be taken and also obtaining Commission's advice on the investigation reports where necessary; To ensure that the charge sheets to the concerned employees are drafted properly and issued expeditiously;

To ensure that there is no delay in appointing the inquiring authorities where necessary;

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To examine the inquiry officer's report, keeping in view the evidence adduced by the prosecution and the defense during the course of inquiry, and obtaining orders of the competent authority about further course of action to be taken and also obtaining the Commission's second stage advice and UPSC's advice, where necessary;

To ensure that the disciplinary authority concerned, issues a speaking order while imposing a punishment on the delinquent employee. The order to be issued by the disciplinary authority should show that the disciplinary authority had applied its mind and exercised its independent judgment;

To ensure that rules with regard to disciplinary proceedings are scrupulously followed at all stages by all concerned as any violation of rules would render the entire proceedings void;

To ensure that the time limits prescribed for processing the vigilance cases at various stages are strictly adhered to.



Surveillance

Review all pending matters, such as investigation reports, disciplinary cases and other vigilance complaints in the first week of every month.

Review of Vigilance work done to be taken in the meetings by Secretary of Ministry/Dept.

Periodical meetings with the officers of CBI to discuss matters of mutual interests.

Ensure that monthly reports of the work done to be furnished to the commission by fifth day of following month.

Annual reports of the previous year on the work done on vigilance matters to be furnished to the commission by 30th January of succeeding month.

Ensure that QPR (Quarterly Progress Reports) on procurement are furnished to CTEs by 15th day of the month following the quarter ending.

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Participative Vigilance

Ensure employees to take part in Vigilance Awareness Week observed as per the directions of the Commission conduct.

Ensure stake holders, students and public to take part in Vigilance Awareness Week observed as per the directions of the Commission conduct to imbibe ethical values in the minds of citizens.

PIDPI

Public Interest Disclosure & Protection of Informers (PIDPI) Resolution:

Government of India vide office order No.04/02/12 dated 13.02.2012 has authorized the Central Vigilance Commission as the 'Designated Agency' to receive written complaints for disclosure on any allegation of corruption of misuse of office and recommend appropriate action under the Public Interest Disclosure & Protection of Informers (PIDPI) Resolution 2004. Accordingly, Commission had also vide circular No. 33/5/2004 dated 17/05/2004 issued guidelines and public notice on the



procedure to be followed for filing whistle blower complaint under PIDPI Resolution for protecting identity of complainants/informers.

GOI PIDPI Resolution dated 21.04.2004 & corrigendum dated 29.04.2004 and amendments dated 14.08.2013.

Integrity Pact

Integrity Pact & Independent External Monitor(s) (IEM)

The Integrity Pact envisages an agreement between the prospective vendor/bidder and the buyer committing the persons/officials of both the parties not to exercise any corrupt influence on any aspect of the contract. Only those vendors/bidders who have entered into such an Integrity Pact with the buyer (VPA) would be competent to participate in bidding with VPA wherever the value of each contract exceeds Rs 5 Crores.

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This Pact is a preliminary qualification for entering into any contract with VPA. The Pact will be effective from the stage of Invitation of Bids till the complete execution of the Contract.

The Central Vigilance Commission (CVC) has appointed Shri Devendra Kumar Pathak IPS(Retd.) and Shri Vice Admiral Ashok V Subhedar (Retd) as Independent External Monitors (IEMs) to oversee the implementation of the Integrity Pact. Address of IEMs is as follows :

1. Shri Devendra Kumar Pathak IPS(Retd.)

E-mail id- pathak56515@gmail.com

2. Shri Vice Admiral Ashok V Subhedar (Retd)

E-mail id- subhedarashok@gmail.com



CONTACTS

Name and Designation	Telephone	Fax	Address
Dr. M. Angamuthu, IAS. Chairperson	0891 2873102	0891-2565023	The Chairperson Visakhapatnam Port Authority, Visakhapatnam-530 035.
Shri P.S. Lingeswara Swami, I.O.F.S. Chief Vigilance Officer	0891 2873041	0891-2564487	The Chief Vigilance Officer, Visakhapatnam Port Authority, Visakhapatnam-530 035.

Independent External Monitors (IEMs) in Visakhapatnam Port Authority

Name	Mobile No	e-Mail ID	Address
Shri. Devendra Kumar Pathak,	9650806205	pathak56515@gmail.com	L/G4, Amrapali Sspshire, Sector-45, Noida, U.P. - 201 303.
Vice Admiral Ashok Subhedar	8800399081	subhedarashok@gmail.com	K-604, Roystonea, Magarpatta City, Pune- 411 028, Maharashtra

VIGILANCE MANUALS

**Vigilance
Manual 2021**

**Manual for
Procurement of
Works_0**

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Procurement of
Goods_1**

**Manual for
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