

# Corruption in India

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## Introduction

Corruption can be simply defined as abuse of power for one's personal gains. Whatever one does outside the framework of the rules, with an intention to help or deny a person, it can also be termed as corruption.

## Corruption in India

Bribe was once paid for doing wrong things but today, bribe is paid for doing legitimate duties at the right time. Bribe is also paid for not-doing the right things at the right time, as the fall-out of the execution would be uncomfortable to the bribe-giver.

People of India are feeling the heat of corruption in every sphere of their lives – be it for getting a seat in an educational institution or a job in an organization or even for getting a Family Ration Card.

Corruption affects the country's growth, economy and ultimately the livelihood of an ordinary citizen. Rich become richer and poor become poorer. The 'bribe paying capacity' lifts the status of a person.

## Why people indulge in corrupt practices?

Today, the value system has redefined itself, in such a way that, the more money, more power one possesses, his status is determined as 'high'. People forget that "we ourselves are responsible for our own happiness and misery" and indulge in unlawful activities. They little realise that whatever we sow, we have to reap. Dharma, balance etc. have become undesirable words in our life's dictionary.

The size of the population in the country also plays a vital role in the rampant corruption in India. The more number of citizens means, the needs are ever growing; but the resources are becoming scarce. Therefore, the stronger men snatch the poor man's bread.

No Government office works without any laid down procedures, rules and guidelines. But, then, why corruption is more in government organizations? It is because, the rules/ procedures and guidelines are kept as secrets and they are not shown even to the persons working in a different department/ section of the same government organization. Processing of cases with complex rules, paves way for more corruption. Lack of transparency in the processing stages, methods etc. is the reason for the corruption in the government offices.

Our people are having unique quality of forgiving and forgetting the guilt. Further, the legal procedures in trying the cases of corruption complicate the situation. Even though one might have suffered heavily because of corruption, he would not come forward to fight against corruption, simply because, either he is of forgiving nature or fearful of the lengthy and prolonging legal procedures.

## How to fight against corruption?

Corruption is like a cancer and rooting it out completely is an uphill task. But, it can be contained to a minimum; its growth can be checked.

Transparency in the governmental functioning will reduce the corruption to the desired level. Central Vigilance Commission of India has been insisting on complete transparency in every activity that relates to the common man. Armed with Right to Information Act, 2005, the citizens are able to question about the delay in processing their cases. Yet, India is only at the beginning stage. It has to go a long way in complete transparency.

Technology plays a major role in combating corruption. If asked for a detail on a topic, the computer pushes a volley of information within seconds. Therefore, whatever problem one has, once he uses the technology, he gets a variety of solutions. Information Kiosks, touch screens, information through mobile phones etc. are some of the advancements of the technology in aiding the citizens to know the status.

Punishing the corrupt is the final activity, which logically closes the case of corruption. However, the quantum of the punishment varies according to the age, position of the guilty. There should be deterrent punishment for violators whatsoever the position of the individual be. Guilt is guilt and there cannot be any distinction because of the social status of the individuals. Also, publishing the details of the corrupt-act of the guilty along with the punishment would instill a fear in the minds of the corrupt.

New types of punishments can be thought of, like denying the rights to enjoy the various benefits and concessions extended by government which would serve as the strongest punishment than the jail term and fines. Already a debate on this issue has begun and films/articles are appearing in the media.

**Conclusion:**

Corruption is like a monster; it cannot be killed by individuals. It has to be fought with unity with all types of weapons. If corruption level is lessened by a marginal percentage, it would ensure the flow of hundreds of crores of Rupees for the needy.

“Cynics regarded everybody as equally corrupt... Idealists regarded everybody as equally corrupt, except themselves.”

## ===== Mistakes in DAR cases =====

### Basic features of DAR

- It is not a judicial proceeding, but a quasi-judicial.
- The hearing and imposition of penalty in DAR can be done by separate authorities.
- They are subject to administrative guidance by superior authority.
- Proof is on the basis of preponderance of probability of the event taking place. Thus, it is sufficient to prove the fact and the responsibility of the charged official for the event to prove the charge.

### Basic Principle

- It follows the principles of natural justice. This is ensured if prescribed rules are followed.
- It only means reasonable opportunities and not unlimited or endless opportunities.
- The basic premise is based on master/ servant relationship and hence normal approach applicable to such a relationship is to be followed.

### Mistakes in DAR proceedings and their consequences:

Mistakes in DAR proceedings have serious consequences but, mistakes are avoidable.

Some of the consequences are:

- Embarrassment to the administration before the court.
- Embarrassment before the Central Vigilance Commission and the case gets included in the report of the Commission to the Parliament.
- An otherwise good case may be lost due to a mistake.

A mistake may also cause hardship to the charged official

- as he loses his promotion or gets delayed;
- as he suffers monetary losses;
- as he suffers mental agony.

Stages where mistakes happen:

- Framing the charge sheet
- During conduct of departmental inquiry
- During decision making on the Inquiry report, Charged official's defence.
- While imposing the penalty
- While considering Appeal and Revision petitions.

*The list of items is only illustrative*

### Stage-I

#### Framing the charge sheet:

- Vague, unclear and factually incorrect charges;
- Too many articles
- Omitting major articles of charges.
- Usage of non-standard terms in the charge sheet.
- Inclusion of irrelevant witnesses or omitting the important witnesses.
- Inclusion of unwanted documents or omitting the documents, which formed basis for issuing the charge sheet.

### Stage-II

#### During conduct of departmental inquiry.

- Not following the principles of natural justice.

- Delay in conducting the inquiry.
- Procedural mistakes during the inquiry.

### Stage-III

#### During decision making

- Undue consideration of the Charged official's defence, based on misplaced sympathy.
- Blindly rejecting the defence of the charged official and not accepting the truth brought out by the Inquiry Officer.
- Comparing the earlier decided cases for similar or near-similar cases.

### Stage-IV

#### While imposing the penalty

- Imposing a penalty disproportionate to the offence committed;
- Issuing a penalty advice with a penalty, which can not be implemented, like, withholding of promotion, where there is no scope for further promotion etc.
- Issuing penalty advice without consulting Vigilance, in a Vigilance-related DAR case.
- Not passing speaking orders.

### Stage-V

#### While considering Appeal/ Revision petitions

- Enhancing the penalty without issuing any show cause notice.
- Modifying the penalty, without referring to Vigilance in a Vigilance-related DAR case.



## PENALTIES

Penalties are two kinds –

Major and Minor penalties

**Major penalty** can be classified into two:

- Major penalty and Stiff/severe Major penalty.
- **Stiff/ severe Major penalty** refers to “Removal/ Dismissal/ Compulsory Retirement”

**Minor penalty** can be classified into two:

- **Suitable minor penalty** would include “censure” or “withholding of privilege passes / PTOs or both”.
- **Stiff/ Severe minor penalty**, would include other than “Censure” or “withholding of privilege passes/ PTOs or both”.



“ I cannot speak anything but the truth.  
I cannot turn back on my duty, just to  
please some one.”

— Sardar Vallabhai Patel

## ACCOUNTABILITY FOR DELAY IN DECISION-MAKING

Copy of OM No. 11013/2/2004-Estt. (A) issued by Ministry of Personnel, P.G. and Pensions (DOPT) dated 16.02.2004.

No.11013/2/2004-Estt.(A)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
(Department of Personnel & Training)

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New Delhi,  
dated the 16th February, 2004

### **OFFICE MEMORANDUM**

**Sub:- Accountability for delay in decision making.**

A Core Group on Administrative Reforms (CGAR) has been constituted under the chairmanship of Cabinet Secretary in February, 2003 to formulate specific changes in the systems and procedures in consultation with the ministries/ departments concerned and to advise strategies for changing attitudes. The Core Group has decided that the existing provisions about **accountability** mechanism should be reiterated with a view to bring to everyone's notice that these provisions are adequate for initiating disciplinary proceedings when an officer adopts a dilatory attitude leading to **delay in decision-making** and/or harassment of the public.

2. In view of the above, the following provisions of CCS (Conduct) Rules, 1964 are brought to the notice of all Ministries/Departments for information and necessary action:-

### **Rule 3. General**

- (1) Every Government servant shall at all times:-
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a Government servant.
- (2) (i) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;
- (ii) No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;

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**Explanation 1:-** A Government servant who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub-rule (1).

**Explanation 2 :-** Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

### Rule 3A. Promptness and Courtesy

No Government servant shall

(a) in the performance of his official duties, act in a discourteous manner;

(b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

3. Rule 11 of the CCS (CCA) Rules, 1965 provides that the penalties (ranging from 'censure' to 'dismissal') mentioned therein may be imposed on a Government servant 'for good and sufficient reasons'. Thus any Government servants violating the provisions of Conduct Rules can be proceeded against as it will form 'good and sufficient reasons' for imposing the penalties prescribed in Rule 11. In other words, disciplinary proceedings could be initiated if an officer adopts a dilatory attitude, leading to **delay** in decisions making and/or harassment of the public.

4. Ministries/Departments are also requested to bring the above cited provisions of the Conduct Rules and CCA Rules to the notice of all the officers and officials in the Ministries/Departments (proper) and in the organizations/ offices under their administrative control to clarify that if they are found responsible for willful **delay** in disposal of the various types of cases dealt with them, finally leading to **delay** in decisions making, they shall be liable for disciplinary action in terms of the relevant provisions referred to in para 2 and 3 of this OM.

Sd-  
(Mrs. Pratibha Mohan)  
Director

## Do's and Don'ts

(Illustrative and not exhaustive)

### Receipt, Accountal and Distribution of Medicines

#### DO's

1. Check-up periodically the medical stores personally. Take timely action in respect of expiry date medicines.
2. Ensure sample test for drugs to guard against procurement of sub-standard / spurious drugs.
3. Keep proper accountal of all medicines irrespective of the cost involved.
4. Check periodically that all the equipments / instruments are in proper working condition in the various units of the Hospital.
5. Confirm relationship as per rules before treatment of Railway employees' relatives.
6. List out the names of the employees who are registered for medical treatment in the Hospital in a detailed manner in alphabetical order or department-wise as per Index Card / Medical card issued by the administration.
7. Insist on photo identity medical card of the employees.
8. Conduct surprise check on the working of Night Duty staff.
9. Check the Imprest Register for prompt and correct postings and make it available for inspection at any time.

10. Ensure proper upkeep of the vehicle / ambulance and keep accounts of petrol / oil and maintain a log book.
11. Ensure the display on notice board in a conspicuous place in the Hospital regarding the list of staff on duty, duty hours, complaint book etc.
12. Take steps to dispose off the complaints, if any, quickly on the spot by the Medical Officers in charge of the Health Unit / Hospital.
13. Strictly follow the 'Indian Railway Pharmacopoeia' in all aspects especially while dealing with Medical Stores / equipments.
14. Properly maintain the stock register as detailed in para 407(7) of Medical Manual.
15. Strictly adhere to the code of Medical ethics. As per Medical Manual all officers and staff should carry out any duties assigned to them by their superiors in office even though such duties do not find a place in the Medical Manual.
16. All Railway doctors should leave adequate and correct instructions with Hospital staff or at their residence as the case may be regarding their whereabouts, when they go out so that they can be contacted in emergencies.
17. Exercise extra care and ensure compliance of extant instructions before declaring any employee medically de-categorised.
18. Follow rigidly the procedure regarding issue of sick and fit certificates and in case of a departure, give specific reasons. Ensure the sick listed employee should not leave headquarters without proper permission.

#### **DON'Ts**

1. Do not indulge in private practice. This applies to full time contract medical officers also.
2. Avoid a casual approach towards the cases where certificates have to be issued.
3. Avoid issuing backdated certificates without specifically recording reasons.
4. Avoid delays in sending the certificates pertaining to Railway employees to the department concerned.
5. Avoid prescribing medicines for unusually long period and without giving specific reasons, if felt necessary.
6. Do not exceed your power in any matter. Where approval of higher authorities are required or finance concurrence is required, ensure that such approvals or concurrence are taken in advance before taking any action.
7. Avoid as far as possible post-facto regularization.
8. Do not use Govt. Vehicle / Ambulance for journey from residence to office if you are availing transportation allowance as per rules.
9. Avoid use of Ambulance for other than medical service.



## LEAVE ACCOUNT

### DOs

1. Leave account should be maintained properly in the prescribed format. All the columns viz., name, designation, date of appointment, date of birth and date of retirement etc., are to be filled correctly.
2. Leave account of each and every employee in the muster roll are to be maintained in prescribed manner.
3. Leave should be debited only if there is a proper leave application duly sanctioned by the competent authority.
4. Leave application should be in the prescribed form indicating nature of leave and sanctioned by the competent authority.
5. Leave application is to be preserved properly & tallied with the entries in Leave account.
6. Leave account must be updated regularly by crediting/ debiting the leave.
7. In case of LWP/EOL, the salary as well as leave due are to be proportionately deducted.
8. Sanction of commuted leave should be supported by Sick / Fit certificate issued by the authorized doctor.
9. Sanction of Special Casual Leave should be supported by proper Order / Memorandum.
10. Certain specific leave viz., Maternity / Paternity, Study leave, special disability leave etc., are sanctioned by the competent authority and the conditions/ eligibility for grant of such leave are to be fulfilled.
11. The EOL/LND should be sanctioned by the competent authority.
12. The Leave Not Due should be adjusted subsequently from the leave earned.
13. 1/10 of credit of LAP and 1/18 of LHAP earned is deducted for availing LWP/EOL in the past.
14. Proper accountal of LWP/EOL should be done in leave account so that increment may be deferred and appropriate recovery from PLB may be made accordingly.
15. Leave account of transferred staff should be immediately sent duly updated to their new place of posing.
16. In case of missing of leave account, it should be immediately brought to the notice of the higher authority and the account should be reconstructed from the reliable records available. Responsibility should also be fixed up.
17. Transport Allowance should be deducted proportionately as per leave availed, wherever applicable.
18. Every entry in the Leave account should be initialled by the competent authority / Gazetted officer.
19. While sanctioning the leave, it should be confirmed that there is adequate leave at credit of the employee for the purpose.

20. Leave account may be reviewed by the concerned supervisor / officer periodically.
21. While preparing the leave encashment bill, it should be ensured that all the availed leave has been correctly debited.
22. Prior to retirement of the employees, it should be ensured that all the availed leave are correctly debited.
23. Leave account should be checked to ensure that the suspension period, if any, has been regularized as LAP with proper sanction of the competent authority.
24. In case of employee is on recorded leave on the date of his increment, the actual benefit of annual increment will only be allowed from the date he resumes duty.

#### **DON'Ts**

1. Leave account should not be maintained in manuscripts forms.
2. Leave should not be debited unless proper sanctioned leave applications are available.
3. Do not afford credit of LAP without verifying previous LWP.
4. Leave as 'commuted' should not be debited unless sick / fit certificate from authorized doctor is available.
5. Full credit of LAP may not be given if employee is on LWP in past.
6. No entry in leave account should be made without signature of supervisor / gazetted officer.

7. Special casual leave should not be granted unless proper order / memorandum is available.
8. Specific leave i.e., maternity / paternity, special disability leave, study leave shall not be not granted unless the employee fulfils the prescribed eligibility conditions.
9. In the leave account, there should not be any unattested cutting / correction and overwriting.
10. Leave encashment bill should not be prepared unless it is ensured that all the previous periods of absence have been regularized with sanction of the competent authority.
11. Period of suspension should not be debited as leave unless there is proper sanction of the competent authority.
12. There should not be any leave application lying with the dealing clerk un-debited.
13. The period of absence in the muster sheet should not be left blank. It must be either prescribed leave or LWP.
14. There must not be any minus – credit in the leave account.



**AVOIDING DELAYS IN PAYMENT OF  
SETTLEMENT DUES**

1. All the entries in the Service Record must be authenticated by the gazetted officer concerned under clear signature and seal.
2. The appointment order must be available in Personal File and entered in Service Record.
3. The date of birth certificate must be available in the Personal File and entered in the Service Record.
4. In case of SC/ST employees, valid and verified copy of Caste Certificate must be available in the Personal file and recorded in the Service Record also.
5. Authenticated certificate of educational qualification must be available in Personal File and recorded in Service Record.
6. The caste certificate (in case of SC/ST), educational certificate and date of birth certificate should be verified from the issuing officer concerned.
7. Medical fitness certificate must be available in Personal file and recorded in Service Record.
8. The methodology of appointment must be recorded in Service Record.
9. All the office orders relating to Promotion / Demotion must be available in Personal file and recorded in Service Record.
10. The period of non-qualifying service must specifically be mentioned in Service Record and relevant orders available in the Personal file.
11. All the NIPs and rewards must be entered in the Service Record.
12. Nomination form on the format prescribed must be available in Personal file duly accepted and signed by the competent authority.
13. In case of Group 'D' employees, the office order of their appointment and their regularization in the recruitment grade must be available in Service Record.
14. Leave account must be kept up to date to ensure that all the leave availed by the employee has been debited and related leave applications are available in Personal File.
15. Before due date of retirement, the leave account may be reviewed with the muster sheets to ensure that all the periods of absence have been regularized.
16. In case of commuted leave, sick/fit certificate issued by authorized doctor must be available in Personal file.
17. All the transfer orders related to employee must be available in the Personal File.
18. In case of deputation, it may be ensured that the necessary dues on account of Foreign Service Contribution and Leave Salary as due, have been realized from the employer.
19. In case previous nomination is revised, the reference of the previous one must be recorded on the revised nomination form.

20. In case of re-marriage, proper documentary proof must be available in Personal file.
21. A copy of the latest yearly declaration form submitted for issue of Pass/PTO should be available in the Personal File.
22. A copy of LPC wherever due must be available in Personal File.
23. In case previous services rendered in other than the Railway organization are being counted for pensionary benefits, proper sanction of the competent authority and relevant documents should be available in the Personal file.
24. The Personal file must be shown to the concerned Railway employees and their signatures in token of having inspected them must be obtained thereon.
25. Keeping in view the frequent complaints being received about impersonated widows and children getting the family pension, it is in the interest of the employees that the photographs of all the family members along with clear signature duly authenticated by the concerned controlling officer may be pasted on the nomination form to avoid any controversy regarding real widow and children after death of the Railway employees.
26. The Group 'D' staff may be educated and persuaded to fill the nomination form invariably to avoid complications after their retirement / death.



## INQUIRY OFFICERS

### DO's.

1. Check up your order of appointment as Inquiry Officer.
2. Get acquainted with the allegations and the procedure to hold inquiry.
3. Plan the holding of preliminary Hearing.
4. Open Daily Order Sheet.
5. Find out if the charged employee wishes to admit any of the charges in the Preliminary Hearing.
6. Sort out the disputed issues, the number of documents and witnesses etc., to be examined.
7. Find out documents requiring proof.
8. Ask the accused employee to inspect listed documents.
9. Decide relevance of additional documents quickly.
10. Record reasons for disallowing the documents.
11. Send requisition for the additional documents to the authority to whom the documents belong.
12. Decide relevance of defence witnesses expeditiously.
13. Hold regular hearings without avoidable loss of time.
14. Take all steps to secure attendance of witnesses.

15. Obtain certificate from the defence assistant that he is not having more than two cases on hand in which he is rendering defence assistance.
16. Before regular hearings commence, obtain certificate of inspection of documents from the charged employee.
17. Conduct the hearings fairly and firmly.
18. Record the questions disallowed by you during the cross-examination.
19. Protect the witnesses from undue harassment.
20. Depositions of the witnesses should be recorded and their signatures obtained thereon.
21. Keep record of your observations regarding demeanour of the witnesses as they depose before you.
22. Remember, the criteria to allow 'New evidence' is 'inherent lacuna' and not merely relevance.
23. In ex-parte proceedings, allow the charged employee to participate at any stage, he / she desires.
24. In common proceedings, continue even if any co-accused retires from service.
25. In partly-heard inquiries, better take up threads where they were left by your predecessor.
26. In case of 'Court Witness', allow cross-examination by both the parties.

27. Do ask mandatory questions at the close of inquiry.
28. Allow copy of the written brief of the Presenting Officer to the charged employee.
29. Evaluate the each piece of evidence recorded during inquiry properly.
30. Submit an exhaustive report of inquiry without any avoidable delay.
31. Submit your report of inquiry to the disciplinary authority along with all original records.

#### **DON'Ts**

1. Do not delegate function of holding of inquiry to anyone else.
2. Do not hold inquiry according to your own methods. There is a prescribed procedure to follow.
3. Do not continue with the proceedings, if a representation of the charged employee alleging bias against the inquiry officer is pending consideration.
4. Do not postpone preliminary hearing simply because the charged employee could not arrange for defence assistance.
5. Do not call for the documents or examine a witness to decide the question of their relevance.
6. Do not requisition additional documents from the Disciplinary Authority. Do not ask the Presenting Officer to collect them. You

have to write direct to the authority in whose custody or possession these document lie.

7. Do not throw responsibility of calling defence witnesses on the charged employee.
8. Do not question the decision of a Head of Department to withhold documents on grounds of public interest.
9. Do not enter into argument with a controlling authority if he / she is unable to relieve a particular employee, in the interest of public service, to render defence assistance in the case pending before you.
10. Do not insist that witnesses may be produced in any particular sequence before you. The order in which the witnesses maybe examined should be left to the respective parties.
11. Do not administer oath to the witnesses.
12. Do not question the witness extensively right at the outset. The witnesses should be examined in accordance with the prescribed procedure.
13. Do not interfere frequently when a witness is being examined, cross-examined or re-examined. The general principle in this regard is patience and graceful hearing. You may clear your doubts and get clarifications from the witness at the end.
14. Do not allow leading questions, except in cross-examination. Do not put leading questions to the witnesses.
15. Do not allow 'New evidence' to fill up gaps. It should be allowed only if there is an inherent lacuna in the evidence already recorded.
16. Do not allow adjournments on flimsy grounds.
17. Do not proceed ex-parte, if the charge sheet has not been delivered to the charged employee.
18. Do not allow defence assistance when the charged employee is appearing as his own witness or when he is answering the mandatory questions, towards the close of inquiry.
19. Unless he opts to examine himself, do not examine a co-accused in a common proceeding as witness against the other co-accused.
20. In a joint trial do not allow cross-examination of a defence witness by the other charged employees. Only presenting officer can cross-examine a defence witness.
21. Do not go for local inspection of the site of the incident except when accompanied by the charged employee and the presenting officer. Better, make local inspection after the prosecution evidence has been recorded. Do not collect information there from persons who have not been cited as witnesses.
22. Do not supply copy of the written brief of the charged employee to the presenting officer.
23. Do not take into consideration the written brief of the Presenting Officer if filed after the expiry of the due date and receipt of the brief of the charged employee. If you do not wish to exclude it

from consideration, you have to send a copy thereof to the charged employee with an opportunity to file a rejoinder.

24. Do not take into consideration any matter or evidence which was not adduced during the course of inquiry. No importance should be given to surmises, conjunctures, whims or your personal knowledge of the matter not on record.
25. Do not delay submission of your report of inquiry.



## INTERESTING CASES DEALT BY ICF VIGILANCE

1. ***During a preventive check on subletting of quarters, it came to light that an employee, who was allotted quarters based on his request for change of quarters, did not surrender his earlier quarters, but was found to be subletting both the quarters.***

Penal recovery of rent, cancellation of quarters and initiation of major penalty disciplinary proceedings were recommended by Vigilance.

2. ***During a preventive check, eight cases of employees who were in possession of two quarters over the prescribed duration were detected.***

Recovery of damage rate of rent and corrective action against the erring staff have been recommended.

System improvement was suggested for monitoring dual occupation and strengthening the database on occupation and vacation of quarters.

3. ***During a preventive check, discrepancy in the maintenance of leave account in Civil Engineering department was noticed.***

Recasting the leave account, transferring the concerned employee out of Civil Engineering department and initiation of disciplinary proceeding for falsification of records were recommended.

4. ***In a preventive check, it was noticed that "Leave Due" was not booked for 110 days in 98 cases, where employees were on sanctioned leave/ absence/ sick, prefixing and suffixing Sundays/ Holidays and the monetary value was assessed at Rs.44,000/-.***

Booking of 'Leave Due', recasting the leave account, corrective action against the dealing staff and strengthening the leave booking software were recommended by Vigilance.

5. ***Erroneous payment of HRA to a compassionate ground appointee (a widow) and non-recovery of rent in respect of the quarters allotted to her husband was detected during a preventive check.***

Stoppage of HRA, recovery of over-payment, initiation of corrective action against the staff involved and review of all such cases for the three year period were recommended by Vigilance.

6. ***During delivery of condemned Fork Lift Trucks, it was noticed that no chassis number was indicated.***

Delivery of the FLT's was stopped.

The following system improvement was suggested:

- i) The officer-in-charge was advised that Transport Vehicles like FLT's, Cars, Jeeps etc. should be handed over Scrap Ward with S-1539 voucher, clearly mentioning the chassis number.
- ii) The Depot Officer was advised to dispose off the FLT's through a fresh auction / tender and not to accept any condemned transport vehicles without chassis number. The officer has also been advised to give wide publicity to curb cartel formation.

7. ***Erroneous payment of HRA and non-recovery of rent to an employee who was allotted quarters, was detected.***

Disallowing HRA, recovery of overpayment of HRA, recovery of rent, electricity and water charges were recommended by Vigilance.

8. ***On scrutiny of tender files relating to supply of Partition Frames, certain discrepancies were noticed.***

Apart from bringing out the discrepancies to the notice of the department-concerned, the following system improvement was suggested:

- i) Non-Stock (NS) Indents should not be received without finance concurrence, wherever applicable.
- ii) Vetted Cost estimates for both out-sourcing and in-house manufacture should be called for the tendered item before floating the Tender.
- iii) Enclosures / list of items, if any, attached with the indent, should be authenticated by the indenting officer and also by the controlling officer.
- iv) The list submitted by the indenter should be incorporated as an enclosure to the Tender enquiry, duly carrying out the authorized alteration/ modifications done by the indenter, thereby leaving no room for any ambiguity at a later date.

9. ***During a preventive check on the disposal of zero-value scrap, it was noticed that the scrap was being disposed off on volume basis, as per the contract.***

It was felt by Vigilance that volume based disposal would pave way for corruption and the concerned department was suggested to adopt 'weightment' basis to dispose off the zero-based waste. However, considering the practical difficulties expressed by the departmental officials, it was agreed to continue the practice of volume based disposal, subject to manual compacting the load and on the assurance of frequent supervision by higher officials

10. ***Scrutiny of Imprest bills submitted by Medical department revealed that there were corrections/ overwritings.***

Rectification of the errors and resubmission to Accounts were recommended by Vigilance, as no malafide / forgery was noticed.

11. ***A case of forgery to the tune of Rs.2,056/- out of Rs.4,630/- in 7 out of 13 bills submitted by Civil Engineering department has come to notice.***
12. ***A check on quarters earmarked for demolition, a case of missing of fans and tube light fittings has come to notice.***
13. ***Discrepancy in certifying the quantum of debris removed was noticed. The supervisor was found missing from the workspot at the time loading the debris. Apart from the above, the supervisor had kept the duly signed Non-Returnable Gate Pass book in an unattended room.***
14. ***Overpayment while paying the 2nd installment of VI CPC arrears was noticed in the cases of employees who opted to come to the VI CPC from a date subsequent to 1.1.2006.***
15. ***Based on a complaint received from an employee, alleging that though he had not received the Flood Advance, recovery was being made.***

Investigation is in progress and in the meantime, Vigilance has suggested for making all payments through Banks.

16. ***A case of submission of forged "No Due Certificate" from a Bank for changing the salary account from one bank to the other was brought to the notice of Vigilance.***

Investigation is in progress and in the meantime, in order to prevent such instances, receipt of "No Due Certificates"

directly from the Bank and not through the employee, has been suggested.

17. ***Based on source information that a hut had been put up in the Railway land, Vigilance team visited the spot and noticed that encroachment into the Railway land had been made by putting a hut, to appear as a temple.***

Based on the recommendations of Vigilance, the hut has since been removed and the land is now free of encroachment.



## SEVEN SINS



Wealth without work  
Pleasure without conscience  
Knowledge without character  
Commerce without morality  
Science without humility  
Worship without sacrifice  
Politics without principle

— *Mahatma Gandhi*