



Preventive Vigilance

A key to Good Governance



Vigilance Cell,
All India Council for Technical Education
New Delhi 110070

Preventive Vigilance- key to good governance

Corruption is a malice, which is eating into very ethos of our society and taking heavy toll on our economy. People lose trust and belief in the administration due to Corruption.

Corruption in daily life is linked to human greediness, an overdrive to achieve and outdo one another going beyond his means. Mahatma Gandhiji often said “**There is enough for everyone’s needs but not for greed of even single individual!**”

This is human psychology which is so ingrained in human mind and complete eradication is a difficult job. There is no ready-made answer for it nor are there any out of the box solutions. Still we cannot sit back and let corruption take centre stage in our life both public and private and allow it to engulf and ultimately corrode our very basic ethos of Human existence.

No campaign to fight and eradicate corruption can be achieved without community participation. It is therefore necessary to motivate the citizens, as stakeholders in nation building, to collectively combat corruption at all levels. It is an effort to raise public awareness against the threat posed by corruption and to make citizens conscious of their right to live in a corruption free society.

Despite many steps by the government, corruption persists and thrives in India. Embezzlement of public funds, fraudulent public procurement, corruption in enforcement and regulatory institutions, all plague our public life. Several studies have shown that corruption not only stifles growth, but also perpetuates inequality, deepens poverty, causes human suffering, dilutes fights against terrorism and organised crime, and tarnishes image of the country.

For integrity to become embedded in public life, it is important that we should shift from a punitive approach to a more holistic preventive and participatory approach. Fight against corruption is seen as the job of a few anti-corruption agencies, whereas in reality, it is the responsibility of every citizen and every employee of an organisation.

Preventive Vigilance is adoption of a package of measures to improve systems and procedures to eliminate/reduce corruption, promote transparency and ease of doing business. It aimed at identifying tackling/addressing the root cause of corruption within the organisation. The common causes of corruption, inter alia, could be:

- a)** Excessive regulations & licensing.
- b)** Complicated rules and regulations.
- c)** Monopoly over delivery of goods/services.
- d)** Lack of transparency.
- e)** Lack of accountability.
- f)** Too much discretionary power.
- g)** Poor regulatory framework.

- h)** Poor grievance redressal mechanism.
- i)** Very low rate of detection of corruption.
- j)** Lack of condemnation of corrupt practices by the public.
- k)** Absence of a formal system of inculcating values, ethics & integrity.
- l)** Inadequacy of regular/periodic/surprise checks.
- m)** Rigid bureaucratic framework/processes.
- n)** Lack of awareness about rights, duties, rules, laws etc.

POTENTIAL AREAS OF CORRUPTION

Preventive vigilance is aimed at tackling the areas vulnerable to corruption within the organisation which need special attention. These relate to inspection of Colleges, approvals to colleges. Procurement, sale of goods and services, the process relating to recruitment, promotion, transfer and posting etc.

PREVENTIVE VIGILANCE MEASURES

Preventive vigilance measures can broadly be categorized as: -

- (a) *Simplification and standardisation of rules:*** Simplification and standardisation of rules and procedures, and forms/applications results in elimination of discretion and arbitrariness, which in turn reduces corruption.
- (b) *Leveraging technology:*** Technology as an enabler for fighting corruption has been effectively demonstrated. E-procurements, E-payments, use of websites for dissemination of information and creating awareness, use of CCTV in places of public dealing, receiving applications online, disbursement of Scholarships online through PFMS/DBT, use of appropriate analytical tools are examples of how technology strengthens the system of preventive vigilance.
- (c) *Transparency and Accountability:*** Transparency removes the information gap between the public and public officials which in turn reduces corruption. A system with clear accountability and assigned responsibility at each level is necessary not only for smooth functioning but increased transparency, efficiency and for ensuring effective punitive action in case of misconduct.
- (d) *Control & Supervision:*** Regular and routine inspections, surprise inspections, audit and reviews keep a check on corrupt practices.
- (e) *Early detection of misconducts:*** Early detection of misconduct will enable recouping the loss wherever possible and facilitate control of further damage.
- (f) *Time-bound and effective punitive action:*** Punitive action within short period of occurrence of misconduct and award of exemplary and adequate punishment deters others from committing such misconduct.
- (g) *Training & Awareness:*** Public officials should be made aware of their duties and responsibilities, code of conduct, rules and regulations through regular

training and awareness programmes. A list of Dos & Don'ts for employees/officials is a simple yet effective tool.

(h) Awareness among public: If public is made aware of their rights, and also of the rules and regulations, then they are able to resist unfair treatment and arbitrary behaviour by public officials.

All India Council for Technical Education (AICTE) has been in existence since November 1945 as an advisory body and in 1987 it was given statutory status. AICTE is responsible for proper planning and co-ordinated development of the technical education and management education system in India.

Having a larger public interface, vigilance has become an essential part of the management practices in AICTE. AICTE has introduced e-governance system for ensuring greater transparency and accountability in its working and to enable faster processing of applications for grant of approval for establishment of new technical institutions and expansion of existing institutions and also for other purposes such as providing grants for research and development projects in technical institutions. One of the important actions has been uploading as much information as possible transparently on the website as a result of which number of RTI applications have come down drastically.

AICTE conducts Surprise inspections in case of complaints from stakeholders, CBI, CVC etc., and the experts are selected through random selection from a different Region through AICTE web portal and Reports are generated online and are made available to the applicants. AICTE also introduced tendering process through e-tendering and GEM portal for procuring various goods and services. AICTE also laid down well defined parameters and norms and procedures as part of its efforts to improve quality of technical education system in the Country. Public Grievance Redressal system is put in place and the grievances of technical institutions and the students are redressed effectively.

Through the above measures, All India Council for Technical Education is committed to fight against corruption and enhance transparency and accountability in its functioning at all levels.

In order remind ourselves about the dangers of corruption and its ill effects on our society, Vigilance Awareness week is observed every year to encourage stakeholders to collectively participate in the prevention of and fight against Corruption. The Vigilance Awareness Week-2019 will be observed this year from 28th October' 2019 to 2nd November'2019 on the theme "***Integrity-A way of life***"

On the occasion of observance of Vigilance Awareness Week, 2019, following list of Do's and Don'ts will go a long way in eliminating incidents of corrupt practices in the AICTE;

DO'S

1. Maintain absolute integrity and devotion to duty at all times.
2. Those having responsible posts should maintain independence and impartiality in the discharge of their duties.

3. Maintain a responsible and decent standard of conduct in your private life and not bring discredit to your service by your misdemeanours.
4. The office timings should be followed and proper decorum should be observed during lunch break.
5. Act in accordance with Government policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage.
6. Observe the Government's policies regarding prevention of crime against women.
7. Tender prompt and courteous service to the public.
8. Report to the superiors the fact of your arrest or conviction in a criminal court and the circumstances connected therewith, as soon as it is possible to do so.
9. Keep away from demonstrations organised by political parties in the vicinity/neighbourhood of government offices.
10. Maintain political neutrality.
11. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
12. If any legal proceedings are instituted against you for the recovery of any debt or for declaring you as insolvent, report the full facts of such proceedings to the Competent Authority.
13. Act in accordance with the government policies.
14. Observe courtesy and consideration to Members of Parliament and Legislatures.
15. In performance of duties in good faith, communicate information to a person in accordance with the 'Right to Information Act, 2005' and the rules made thereunder.

DONT'S

1. Do not indulge in acts unbecoming of a Government servant.
2. Do not be discourteous, dishonest and partial.
3. Do not adopt dilatory tactics in your dealings with the public.
4. Do not convey oral instructions to subordinates. If any oral instruction is issued due to urgency, confirm it in writing as soon as possible.
5. Do not practice untouchability.
6. Do not associate yourself with any banned organizations.
7. Do not make joint representations in matters of common interest.
8. Do not indulge in any act of sexual harassment of any women at her work place.
9. Do not appear in public place in a state of intoxication.
10. Do not consume any intoxicating drinks or drugs while on duty.
11. Do not bring any political influence in matters pertaining to your service.
12. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order and morality.
13. Do not enter into any private correspondence with Foreign Embassies of Missions/High Commission.
14. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations etc., having official dealings with you.

15. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
16. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airlines.
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
21. Do not undertake private consultancy work.
22. Do not speculate in any stock, share or other investment.
23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.
25. Do not stay as guest with foreign diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission / Government or Organization.
28. Do not accept award of monetary benefits instituted by Private Trusts/ Foundation etc.
29. Do not give expressions to views on Indian or foreign affairs, while visiting foreign countries.
30. Do not get involved in unauthorized communication of any official document or any part of thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
31. Do not join or support any illegal strike.
32. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride and bridegroom.
33. Do not address the higher authority prematurely on the same issue unless it is established that all the points or submission made earlier have not been fully considered by the immediate superior head of office or any other authority at the lowest level competent to deal with matter.
34. Do not use your official position or influence directly or indirectly to secure employment for any number of your family in any company or firm.
