

## **Functions of Vigilance Department, SECL**

- Handling of Complaints - Verification of complaints  
Investigation  
Forwarding the complaint of administrative nature to concerned departments
- Conducting test check/surprise checks.
- Collection of intelligence/source information.
- Reporting daily important development to the Head of organization.
- Intensive examination of Contracts/works on CTE Pattern.
- According Vigilance clearance to SECL officials in respect of promotion, probation, resignation, superannuation, foreign visit etc.
- Scrutiny of Annual Property Returns of Executives.
- Furnishing of different type of returns to CVC, CBI, MOC, CVO (CIL) etc.
- Liasoning with CBI and other agencies
- Preparation of Agreed List and ensuring their postings in non-sensitive posts.
- Monitoring posting of employees to sensitive/non-sensitive posts as per CVC's guidelines.
- Monitoring vigilance initiated departmental proceedings to take them to their logical conclusion.
- Periodical vigilance awareness workshops for Preventive Vigilance activities.
- Observance of Vigilance Awareness Week.