

MANUAL (iii)

The procedure followed in the decision making process, including channels of supervision and accountability;

This branch is mainly concerned with non-technical aspect of the works. However, whenever any information from the technical point of view is required or any inspection is required to be carried out for finalization of the report related to the activities undertaken by the Branch, technical assistance is being obtained either from the Engineering Department or from Chief Engineer (Vigilance).

All the inspection programmes are chalked out by A.O. (Vig.I, II & III) whereas A.O. (FSV) chalked out the programme of various municipal Deptts / Stores / Godowns / Hospitals / Schools etc. under the guidance and instructions from T.A. & V.O.

The draft, investigation reports and notes of Vigilance Inspectors are being scrutinised by the respective A.O. (Vig.I, II & III) who adds his own remarks or suggestions whenever necessary and submit to T.A. & V.O. During the stock verification, if any irregularities found, the same are brought to the notice of A.O. (FSV) and necessary audit notes issued to the concerned deptt. under the signature of A.O. (FSV) with suggestion / remarks whenever necessary.

A.O. (Vig.I, II, III & FSV) directly disposes off the cases other than the reports to be submitted to Hon.Jt. Municipal Commissioner (Improvement) / Hon.Addl. Municipal Commissioner / Hon. Municipal Commissioner

However, cases involving irregularities which results into loss of Municipal property or revenue and those involving policy or procedure matter, advice / instructions / orders are being obtained from T.A. & V.O. / Hon.Jt. M.C.(I) / Hon.A.M.C / Hon. Municipal Commissioner and the

papers are timely disposed off under the signature of T.A. & V.O. with a view to maintain the uniformity. All the references received from councilors, Govt. departments, public bodies etc are required to be replied immediately as far as possible. However, in some cases where investigation are to be carried out or information to be collected from the various departments of the Corporation, a suitable interim reply is sent to the parties when delay is anticipated for sending the final reply. Complaints received through Dy.Municipal Commissioner / Hon.Jt. M.C.(I) / Hon.A.M.C / Hon. Municipal Commissioner Councilors are however investigated on priority basis and reports submitted to the higher authorities within stipulated period.

In case of serious irregularities noticed while carrying out usual inspection in the departments, the inspection report in detailed alongwith the documentary evidences, if any are being submitted to Hon. Jt. M.C.(I) / Hon.A.M.C. / Hon.M.C. with a request to handover the case to Ch.O.(E) for conducting enquiry against the staff responsible.

Hard and fast procedure of Test Audit & Vigilance work cannot be framed. However, the Test Audit and Vigilance staff should acquire sufficient knowledge of all the relevant rules and procedure laid down by the Administration while carrying out the sample checking or investigation into the particular Revenue / Expenditure matter. It should bear in mind that sample checking is not a matter of routine but it is intended to unearth the deceptive methods adopted by the fraudulent minded staff of the department in violation of the rules and procedure causing pilferage of our legitimate revenue or under extra expenditure.