

# VIGILANCE AWARENESS – GENERAL CONDUCT

## DO'S & DON'TS

- Pay prompt attention to the complaints or grievances and redress the grievance, wherever and as quickly as possible. This not only builds up the confidence of people in the organization but also avoids unnecessary vigilance cases.
- Infringement or violation of any law for the time being in force could result in departmental action apart from the proceedings under the law violated, e.g., laws relating to prohibition; intoxication of drugs; bigamous marriages; giving or taking of bribes; etc.
- The return for immovable property as on 31st December of the year should be submitted by 31st January of the following year without fail, notwithstanding that the Return is 'Nil'; or there is no acquisition in the year-under report, or the acquisitions of immoveable property during the year have been reported to the competent authority.
- Do create a vigilance friendly environment in the organization, through your own positive, transparent, fair & timely actions. By doing so you can make vigilance redundant.
- Do intensive monitoring of delays and disposal of files of your department, it helps curbing corruption.
- Do job rotation in respect of sensitive positions at least once in 3 years positively. This will definitely reduce creation of vested interest, indulging in corrupt practices and curb vigilance cases.
- Publish and circulate the Rules and Procedures as widely as possible, in simple words and make them less cumbersome; it dispenses with the necessity for 'speed money'.
- Follow scrupulously all laid down procedures, system and practices. It will go a long way in eliminating malpractices.
- Do avoid sanctioning a privilege to yourself even if it is within your own competence. Let such sanction be accorded by your superior.
- Don't delay the decisions and/or movement of files. Delay creates doubt and tends to breed corruption. Even innocent delays create suspicion in the minds of the people.
- Don't sign the minutes or any other documents back-dated. This may or may not achieve the desired objective, but can certainly put you in difficulties in the event of a vigilance case later.
- Don't take any obligation in any form, from anyone; it may boomerang.
- Don't make any unauthorized communication directly or indirectly or

part with any information to any other employee or person to whom you are not authorized to communicate or to part with such information, or which may be detrimental to the interests of the organization.