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NATIONAL TEXTILE CORPORATION LIMITED

Scope Complex, Core-IV, 7, Lodhi Road NEW DELHI-110 003

No. 4(1)/2010-Vig.(61)

Dated : 4th November, 2010

OFFICE ORDER

The guidelines of the Department of Public Enterprises(DPE) in respect of Model Vigilance Structure of Public Sector Undertakings(PSUs) were forwarded by the Ministry of Textiles vide Office Memorandum No.M-2(2)/2010-Vig. dated 16.8.2010. These guidelines emphasized the need for model vigilance set-up in each PSU to have the desired man-power requirement, and recommended the following broad guidelines regarding the model of vigilance set-up in the PSUs:-

(1) Corporate Office

- CVO;
- Dy. CVO (Schedule 'A' and 'B' PSUs);
- Vigilance Wings (to deal with investigation work, anti-corruption work, disciplinary proceedings and preventive vigilance)

(2) Regional/Project/Plant Offices

(applicable to Schedule 'A' and 'B' PSUs only)

- Sr. Vigilance Officer
- Investigator
- Steno

2. Keeping in view the above guidelines of the DPE, the vigilance set up in the Corporate, Regional and Sub-Offices of NTC has been re-organised/re-structured and revamped with the approval of the Competent Authority vide Order No.NTC/Pers.2(1)/10 dated 22.10.2010, as under :-

1) Corporate Office

- CVO;
- Dy.CVO; (Sr. Manager-Vig. has been redesignated as Dy. CVO)
- Vigilance Wings (to deal with Investigation, Anti-corruption, Disciplinary Proceedings and Preventive Vigilance).

2) **Regional/Sub Offices**

- a) For Regional Offices i.e. SRO, Coimbatore and WRO, Mumbai, the vigilance set-up is to be headed by an officer of the level of General Manager, who has been designated as 'Addl. CVO'.
- b) The heads of the vigilance set-up of SRO and WRO, namely the Addl. CVOs shall be assisted by an officer of the level of Assistant Manager or above; the officers of the level of Sr. Manager/Manager in the Regional Offices have been designated as 'Sr. Vigilance Officer', whereas officers below the Manager level have been designated as 'Vigilance Officer'.
- c) The Sub-Offices shall be headed by an officer of the level of atleast Assistant Manager; the officers of the level of Sr. Manager/Manager in the Sub-Offices have been designated as 'Sr. Vigilance Officer', whereas officers below the Manager level have been designated as 'Vigilance Officer'.

3. Accordingly, the orders of the Competent Authority dated 22.10.10 in regard to the restructuring of the vigilance set up in the Head Office, Regional and Sub Offices have been issued by the HR Division of the Corporation. These orders have come into force with immediate effect in supersession of all earlier orders.

4. As laid down in the said orders, the respective Officers-Incharge (OICs) of the Regional/Sub Offices are once again directed to ensure that requisite secretarial assistance is provided to the Addl. CVOs/Sr. Vigilance Officers/Vigilance Officers for effective performance of their vigilance functions.

5. In continuation of the above orders of the Competent Authority, it is emphasized that the various vigilance functionaries of the Regional/Sub Offices must use their new designations, namely, Addl. CVO/Sr. Vigilance Officer/Vigilance Officer in the performance of their vigilance functions and any correspondence relating thereto.

6. The Addl. CVOs, Sr. Vigilance Officers and the Vigilance Officers of Regional/Sub Offices shall, in matters relating to vigilance functions, directly report to the Vigilance Division, NTC Ltd., Head Office, New Delhi. All the periodical/investigation reports relating to Vigilance matters shall be directly sent to the Vigilance Division, NTC Ltd., Head Office, New Delhi. Vigilance case files are not expected to be put up to any other officer who is not part of the Vigilance Set up as per the Office Order No.NTC/PERS.2(1)/2010 dated 22.10.2010. All the reports shall be directly sent to the Vigilance Division, NTC Ltd., Head Office, New Delhi. If a case so requires, the extracts of the complaint/case may be sent to the Officer-Incharge or any other officer concerned for comments/clarification etc.

7. The above instructions shall be strictly complied with.

(B.D. Gupta)
Chief Vigilance Officer

To:-

All Addl.CVOs/Sr. Vigilance Officers/Vigilance Officers of NTC Regional/Sub Offices.

Copy for information to :

1. Officers Incharge/CGM(Tech), NTC Regional /Sub Offices.
2. PS to CMD/JM to D(T)/SAs to D(F)/CVO, NTC Ltd., New Delhi.
3. All HODs, NTC Ltd., New Delhi.