

Duties And Responsibilities of Employees in Vigilance Department

Sl No	Name and Designation	Powers and Duties	Reporting Officer
1.	Smt . Usha Raveendran B. No. 2352 Sr. Manager (Vigilance)	<ul style="list-style-type: none"> a) Overall responsibility in all matters pertaining to Vigilance. b) Responsible for through detailed investigation and careful reporting of facts and circumstances in respect of various complaints made by the public, trade unions and the aggrieved parties of major contracts and supplies received through channels like Ministry, CVC,CBI,CVO/CMD HPC and MD, HNL c) Liaison with CBI, CVC and Vigilance wing of DHI. d) Ensure timely submission of all the statutory returns to Ministry and quarterly statistical return to Central Vigilance Commission. e) Carrying out preventive measures in eradicating corruption which includes strict watch over the activities of officials appearing in the agreed lists and officials working in sensitive areas, scrutiny of contract/purchase files and effecting surprise checks. f) Implementation of Guidelines issued by CVC as well as the Vigilance dept. of Ministry of Industry (Dept. of Heavy Industries.) g) Scrutiny of Movable and Immovable property returns of Officers. h) Conduct study and system Improvement in the required areas. Functionally reporting to the Chief Vigilance Officer of the Holding Company HPC, Kolkata and administratively to Managing Director, HNL 	Functionally reporting to the Chief Vigilance Officer of the Holding Company HPC, at Kolkata and administratively to Managing Director, HNL