

LIST OF SUBJECTS

1. Vigilance cases against officials of the Department of Commerce and attached/subordinate offices. Vigilance cases against Board level appointees in various Public Sector Undertakings etc.
2. Examination of complaints received from various agencies including CBI/CVC in regard to Board-level officers, ACC appointees and gazetted officers of the Public Sector Undertakings and Autonomous Bodies/Commodity Boards in the Department of Commerce.
3. Issue of general orders and instructions regarding Vigilance cases and coordination of information.
4.
 - i) C.C.S. (CCA) Rules.
 - ii) C.C.S. (Conduct) Rules and All India services (Conduct) Rules.
 - iii) Vigilance Manuals.
5. Property Returns in respect of Gazetted Officers working in this Department. Permission for commercial employment for retired Group 'A' Officers.
6. General orders regarding verification of character and antecedents.
7. General references relating to Cypher Telegrams.
8. Holding and Custody of Top Secret papers.
9. Union War Book and coordination of all matters connected therewith.
10. Confidential Reports of Gazetted and Non-gazetted Officers.
11. Civil Defence.
12. Security in the Department and attached and subordinate offices.
13. Economic offenses involving vigilance angle.
14. Circulation of lists regarding black-listing of forms received from Department of Supply.
15. Courses in Vigilance work and Chief Vigilance Officers courses organised by various agencies i.e. CBI/ISTM etc.
16. Appointment of Chief Vigilance Officers in the Public Sector Undertakings/Autonomous/Subordinate Bodies/Commodity Boards under the administrative control of Ministry of Commerce. (except CVO for the Ministry of Commerce proper which is being handled in E.I Section)
17. Collection/Distribution of Top Secret Seals - Half Yearly Return to the Ministry of Home Affairs.
18. Detaining Officers/War Instructions - Amendment/Addition etc. Half Yearly Return to Naval Headquarters.

19. Action Plan on Anti-Corruption Measures - Compilation of Composite Quarterly Return on various items in the prescribed proforma received from all Attached/Subordinate Offices/Public Sector Undertakings/Commodity Boards/ Autonomous Bodies under the Ministry of Commerce and thereafter being sent to the Department of Personnel and Training.

20. Quarterly Statistical Return about receipt and disposal of complaints involving vigilance angle and handling of vigilance cases in respect of the Ministry of Commerce and its Attached/Subordinate Offices, being sent to the Central Vigilance Commission.

21. Rendering assistance to CBI for PANCH witnesses.

22. Maintenance of list of public servants of gazetted status of doubtful integrity and maintenance of a list of officers of undesirable contact men.