

SOP for implementation of penalty orders issued by DA/CMD, WCL

Sl No	Particulars	Accountability
1.	On receipt of Memorandum (arising out of Vigilance case) issued by DA/CMD. Updation of Vigilance Status in the Online Vigilance System on the date of issuance of the memorandum with the approval of GM Vigilance.	Dealing Officer Online Vigilance System, Vigilance Department
2.	On a monthly basis, a committee comprised of members from the Vigilance Department and the EE Department's WCL HQ monitors the implementation of all penalties. The said committee is proposed to have members of the finance discipline from the Vigilance Department, and the executive dealing with pay fixation or fitment from the Finance Department or EE Department is proposed to be nominated accordingly for the said purpose.	Committee members
3.	The total number of penalty orders issued by DA/CMD in vigilance cases over a specified time period (monthly) may be tallied.	Committee members
4.	The committee will verify all aspects of the penalty, viz., period, stage, fixation, and deduction, if any. Special consideration may be given to executives who will be or have been superannuated during the course of the inquiry.	Committee members
5.	Implementation of penalty order needs to be checked/verified in ERP through concerned department.	Committee members
6.	The said committee will submit monthly compliance reports by the 15th of every month to GM (Vigilance).	Committee members & GM (EE)
