



MONAD UNIVERSITY

Established by UP State Govt. Act No. 23 of 2010 & U/S 2(f) of U.G.C. Act. 1956.
NH-24, Delhi Hapur Road, P.O. Pilkhuwa, Distt. Hapur - 245304 (U.P.)

Ref. No.: MU/VC/Cir./2025/006

Dated: 29.07.2025

OFFICE ORDER

This is to notify that **Prof. Yogesh Pal Singh**, in addition to his existing responsibilities, has been appointed as the “**Chief Vigilance Officer**” (CVO) of the University with effect from 29 Jul, 2025. The responsibilities of CVO are as under:-

- Act as the **nodal officer** for vigilance matters.
- Implement **Central Vigilance Commission (CVC) guidelines**.
- Conduct **preventive vigilance activities** (training, risk analysis, system improvements).
- Handle **complaints and allegations of corruption or malpractice**.
- Submit **periodic vigilance reports** to the Vice-Chancellor and relevant authorities.

Encls.:- Guidelines and SOP.

Copy to:

1. Pro-Chancellor for his kind information.
2. Registrar for his kind Information.
3. Prof. Yogesh Pal Singh for his kind information.
4. All other concerned officials departments & cells.
5. IT department for uploading on “University Website”.
6. Office Copy.
7. Notice Boards (Block A, B & C).

29/07/25
Prof. (Dr.) M. Jayed
Vice-Chancellor

Prof. (Dr.) M. Jayed
Vice-Chancellor

GUIDELINES FOR CHIEF VIGILANCE OFFICER (CVO)

1. INTRODUCTION

1.1 Purpose

The Vigilance Manual provides a structured framework for promoting integrity, transparency, and accountability within the university. It outlines roles, responsibilities, procedures, and best practices for vigilance activities.

1.2 Objectives

- Prevent corruption, fraud, and unethical practices.
- Ensure adherence to CVC guidelines and university statutes.
- Foster an environment of transparency and integrity.
- Provide mechanisms for reporting, investigation, and corrective action.

2. SCOPE

This manual applies to:

- All teaching and non-teaching staff of the university.
- Students and contractual employees where relevant.
- University departments, affiliated colleges, and centers.

3. DEFINITIONS

- **CVO:** Chief Vigilance Officer, the nodal officer for vigilance activities.
- **Vigilance Activities:** Measures to prevent and detect corruption, fraud, or misconduct.
- **Complaint:** Any written or electronic communication alleging corruption, malpractice, or irregularity.

4. ROLE AND RESPONSIBILITIES OF CVO

- Act as the **primary officer** for vigilance-related activities in the university.
- Ensure compliance with CVC directives and internal vigilance protocols.
- Conduct **preventive, detective, and corrective vigilance measures**.
- Liaise with external vigilance agencies (CVC, CBI, state vigilance) as needed.
- Submit periodic reports to the Vice-Chancellor and statutory bodies.

5. TYPES OF VIGILANCE

5.1 Preventive Vigilance

- Identification of corruption-prone areas (procurement, recruitment, admissions).
- Review of rules, regulations, and procedures to plug loopholes.

- Regular **audits and system checks**.
- Awareness programs on ethics and anti-corruption measures.

5.2 Punitive Vigilance

- Investigation of complaints or allegations of misconduct.
- Departmental inquiries and disciplinary actions.
- Coordination with law enforcement agencies for legal action.

5.3 Surveillance and Detection

- Surprise inspections in sensitive areas (finance, stores, exams).
- Monitoring of **high-risk transactions and tenders**.

6. COMPLAINT HANDLING PROCEDURE

6.1 Receipt of Complaints

- Complaints can be received through:
 - Email (dedicated vigilance email ID).
 - Written applications addressed to the CVO.
 - CVC complaint portal.

6.2 Registration

- Assign a **unique complaint number** for tracking.
- Maintain a **Confidential Complaint Register**.

6.3 Preliminary Inquiry

- Verify facts and authenticity.
- If prima facie evidence exists, initiate a formal investigation.
- If frivolous, record and close with reasons.

6.4 Investigation

- Conduct discreet inquiries.
- Collect documents, statements, and relevant evidence.
- Prepare an **Investigation Report** with findings and recommendations.

6.5 Action

- Recommend **disciplinary proceedings** as per university statutes.
- Refer serious cases to external agencies (CVC, CBI, Police).

7. PROPERTY RETURN & DISCLOSURE

- Annual submission of **immovable property returns** by designated staff.
- Scrutiny by CVO for irregularities.

8. VIGILANCE CHECKS & INSPECTIONS

- Surprise checks in **exam sections, procurement, accounts.**
- Verification of tendering processes for transparency.
- Random review of **admission and recruitment records.**

9. REPORTING SYSTEM

- **Quarterly and Annual Vigilance Reports** to the Vice-Chancellor.
- **Monthly Progress Reports (MPR)** for cases under inquiry.

10. BEST PRACTICES

- Implement **e-governance** in admissions, exams, finance to reduce human intervention.
- Use **e-tendering and online procurement systems.**
- Maintain a **Whistleblower Policy** with confidentiality assurance.
- Conduct **integrity training programs** regularly.
- Establish an **online vigilance portal** for complaint tracking and status updates.

11. CONFIDENTIALITY & PROTECTION

- Identity of complainants must be **kept confidential.**
- Protection against victimization for whistleblowers.

12. REVIEW AND AUDIT

- Annual review of the Vigilance Manual by the CVO and Governance Committee.
- Update as per **CVC and UGC guidelines.**

STANDARD OPERATING PROCEDURE (SOP) FOR CHIEF VIGILANCE OFFICER

1. Purpose

To define the roles, responsibilities, and processes to be followed by the **Chief Vigilance Officer (CVO)** to ensure transparency, integrity, and compliance with anti-corruption measures within the university.

2. Scope

Applies to all vigilance-related activities across the university, including academic, administrative, financial, and procurement functions.

3. Responsibilities of CVO

- Act as the **nodal officer** for vigilance matters.
- Implement **Central Vigilance Commission (CVC) guidelines**.
- Conduct **preventive vigilance activities** (training, risk analysis, system improvements).
- Handle **complaints and allegations of corruption or malpractice**.
- Submit **periodic vigilance reports** to the Vice-Chancellor and relevant authorities.

4. Procedure

4.1 Complaint Handling

1. Receipt of Complaint

- Accept complaints via email, written form, or vigilance portal.
- Maintain **confidentiality** of complainant.

2. Registration

- Record complaint in the **Vigilance Register** with unique ID.

3. Preliminary Scrutiny

- Verify facts within **7 working days**.
- If genuine, proceed to investigation; else, close with proper justification.

4. Investigation

- Collect evidence and statements.
- Complete investigation within **30 days** where possible.

5. Action Taken

- Submit findings to the **Vice-Chancellor** for disciplinary action.
- Refer serious cases to external agencies (CVC, CBI, Police).

4.2 Preventive Vigilance

- Conduct **quarterly risk assessment** in sensitive areas (procurement, recruitment, admissions).
- Organize **awareness and training sessions** for staff and students.

- Recommend **system improvements** to reduce scope for corruption.

4.3 Reporting

- Prepare **Quarterly Progress Reports (QPR)** and **Annual Vigilance Report (AVR)**.
- Share reports with **Vice-Chancellor** and **statutory bodies**.

5. Confidentiality

- Ensure strict confidentiality of complaints, investigations, and whistleblowers.
- Provide **protection from victimization** for genuine complainants.

6. Review

- Review SOP annually and update as per **CVC / UGC guidelines**.