

# **DREDGING CORPORATION OF INDIA LIMITED**

## **VISAKHAPATNAM**

### **VIGILANCE DEPARTMENT**

#### **DOs & DON'Ts IN PREVENTIVE VIGILANCE**

##### **DOs**

- Treat official matters as your own and handle the same with prudence and care you apply in your personal matters.
- Where you do not know about some thing, you take the help of a knowledgeable person. What we will do in our personal matters, be it so with official matters. Where technical expertise is required, you must take the same before you arrive at judgment on any issue.
- Be honest, upright, fair, but firm.
- Show unflinching courtesy to people in all matters. Keep your personal views to your self and discharge your duties as expected of the office held by you.
- Promptness is the very heart of vigilance. Delays cost are much more than what we assume. Such losses are not only financial but human, technology and opportunity losses.
- Every one is a vigilance officer. Every H.O.D / Manager is responsible for the probity of his officers and cleanliness of transactions handled by them. We should measure the integrity quotient of a person with the same enthusiasm as we measure one's intellectual quotient.
- Respect the law, Protect the law, Defend the law. It protects and defends you in need.
- "Ignorance of Law is no excuse" is a popular saying in legal studies. The same is true in vigilance too. Strengthen your knowledge on vigilance related rules and regulations. You would then be safe.
- Constant integrated awareness is required for an Executive. Develop this attitude. You will then be sound in your approach to all issues and matters concerning your official work.
- Documentary support is vital for vigilance decision.
- Leverage Information Technology in discharge of your vigilance functions.
- Sky is the limit to creativity and innovation. Suggest new ideas and win laurels.
- Vigilance earns respect for the Company from public, customers, media and Government.

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**DON'Ts**

- Don't be biased or prejudiced in decision making. Objectivity is the key for effective vigilance.
- Do not have unwarranted or undesirable relation with the outsiders with whom you have to be in official terms.
- Never use your official position for personal gain directly or indirectly. Don't mix them up.
- Never be negligent in completion of basic details in official transactions.
- While spending official money, never be extravagant.
- Treat one rupee of public money as equivalent to a hundred rupees of your own.
- Never do any thing that is morally indefensible and contrary to law.
- Vigilance is not merely mechanical compliance with documentation. Put your heart, soul and mind into it.
- Never justify wrong means for attaining what is considered a right end. Means must justify ends. This is the "eternal Law of vigilance".
- Never fail to see the big picture. Never neglect the interconnectedness of your actions and its impact on the organisation.
- Never adopt back door method for getting anything done. It will not last. It may put you in trouble too.
- Never violate the principle of consistency in word, thought and deed in all official matters. This should also be in harmony with what is correct and proper.

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