

**NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI- 600100**

No. NIWE/Admn./27-6B/2024-25

Date : 24.03.2025

OFFICE ORDER

Director General, NIWE, in exercise of the powers vested in him under Rule 51 and 52 of the Rules and Regulations of the National Institute of Wind Energy, and after due consultations with the Chief Vigilance Officer has been pleased to assign the role of Vigilance Officer, NIWE to **Shri A. Senthil Kumar, Scientist 'E' / Director** with immediate effect.

The Vigilance Officer shall report to the **Director General** and be responsible for the following duties: -

Key Responsibilities of the Vigilance Officer:

- Review of Existing Complaints:
- Collect all relevant information, files, and reports related to pending vigilance cases from the former Vigilance Officer.
- Maintain a comprehensive record of past and ongoing complaints.

Discussion with Director General:

- Present a summary of all pending complaints and vigilance matters to the Director General.
- Seek guidance on the closure of long-pending or resolved cases.

Complaint Handling & Investigation:

- Act as the nodal officer for receiving, documenting, and investigating complaints related to misconduct, fraud, or irregularities.
- Conduct preliminary investigations, wherever necessary and approved, and submit findings for further action.

Coordination with Authorities:

- Liaise with regulatory bodies and law enforcement agencies for vigilance related matters.
- Ensure timely submission of reports to the concerned authorities.

Preventive Vigilance Measures:

- Identify areas prone to corruption and suggest systemic improvements.
- Recommend procedural changes to enhance accountability and prevent misconduct.

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Awareness & Training:

- Conduct periodic training sessions and awareness programs on vigilance policies and ethical conduct.
- Circulate relevant guidelines and ensure that all employees are aware of vigilance protocols.

General Guidelines for Working:

- Maintain strict confidentiality in handling sensitive information.
- Ensure all complaints and inquiries are handled impartially in a time-bound manner.
- Prepare periodic reports on vigilance activities including QPR and submit them to MNRE with the approval of Director General.
- Promote a culture of integrity and ethical conduct within the organization.

This is issued with the approval of Competent Authority.


24/3/2025
(R. Girirajan)

Addl. Director & Division Head (F&A)

Copy for information and necessary action to: -

- (i) Shri A. Senthil Kumar, Director and Vigilance Officer, NIWE
- (ii) Dr. K. Boopathi, Director, NIWE and former Vigilance Officer with the instruction to catalogue full vigilance records in his custody and hand them over to Shri A. Senthil Kumar, Director and Vigilance Officer, NIWE not later than 28.03.2025 under acknowledgement.
- (iii) All the staff of NIWE
- (iv) Notice Board(s)
- (v) Division Head, C&IT Division for notifying the Office Order prominently on the NIWE website for information of the general public.

