

Preventive Vigilance Portal Overview

The **Preventive Vigilance Portal** is an integrated platform developed to facilitate transparent and efficient management of complaints and vigilance-related issues at NIOT. The portal enables employees to register complaints, track their status, and engage with the Chief Vigilance Officer (CVO) for resolution. The system is designed to ensure that complaints are handled promptly and with the utmost confidentiality, promoting a culture of integrity and accountability.

Key Features:

1. **Employee Registration & Login:**
 - Employees must first register on the portal using their email ID. Once registration is complete, employees can log in using their credentials (email and password).
 2. **Complaints Submission:**
 - After logging in, employees can submit complaints against individuals, groups, or sections. They can provide relevant details and upload supporting documents or files.
 - Upon submission, an automatic email notification is triggered to the **Chief Vigilance Officer (CVO)**, alerting them to the new complaint.
 3. **Chief Vigilance Officer (CVO) Login:**
 - The CVO receives the complaint details through email and logs into the portal for review. The CVO can acknowledge the complaint and provide remarks on the issue.
 - Once the CVO submits him/her remarks, an automatic email is sent to the employee who raised the complaint, informing him/her of the CVO's comments.
 4. **Know Your Status:**
 - Employees can check the status of their complaint at any time by logging in with their registered email ID. This provides real-time updates on the progress and resolution of the complaint.
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How the Portal Works:

1. **Registration Process:**
 - Employees sign up by providing their email ID. After a successful registration, they can log in to access the portal's features.
2. **Complaint Submission:**
 - Employees submit complaints through an easy-to-use form, providing details about the incident or issue, and uploading any relevant documents.
 - Once submitted, the complaint is sent directly to the CVO, and an acknowledgment email is triggered to the employee.

3. **CVO's Review:**

- The CVO logs into the portal to review the complaint. They can acknowledge the complaint and leave remarks for the employee.
- After reviewing, the CVO's comments are automatically sent to the employee, keeping them informed of the next steps or resolution.

4. **Track Complaint Status:**

- Employees can check the current status of their complaint at any time using the "Know Your Status" feature, ensuring transparency throughout the process.

The **Preventive Vigilance Portal** aims to strengthen vigilance procedures, promote ethical practices, and provide a streamlined approach for employees to voice concerns. By utilizing this portal, NIOT ensures that complaints are handled professionally, and feedback is communicated effectively to all complainants.