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संख्या

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प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The CoAs/AOs & Vigilance Officers
of all National Labs./Instts. of CSIR

Sub: Monthly report (revised format) on vigilance activities

Sir/Madam,

It has been observed that while submitting the above cited monthly return, the Vigilance Officers of the Labs./Instts. are not exercising due care. As a result, a number of discrepancies are being noticed during its consolidation. To name a few, data reflected in column 6 and column 3 do not tally with each other. Further, some of the columns are left blank.

2. All the Vigilance Officers are, therefore, advised to exercise due care while compiling the information and completing the returns. If there is no data to be reflected in a particular column, the word 'nil' may be written instead of leaving it blank.

3. The Vigilance Officers are also requested to certify in their forwarding letters that in column 3 (Departmental Inquiries Nos.), only those cases which have a vigilance angle, have been reflected. The details, viz. name and designation of the Officers and dates of issue of charge sheets, etc., in respect of each numerical data may be given on a separate sheet.

The above instructions may be noted for compliance.

Yours faithfully,

(R.S. ANTIL)
Chief Vigilance Officer