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SPEED POST / स्पीड पोस्ट

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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प्रेषक
From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all National Labs/Instts.

Sub: Vigilance Administration - Role of Vigilance Officers - regarding.

Sir,

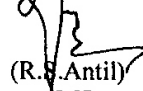
Central Vigilance Commission (CVC) has been emphasizing from time to time the need to make the vigilance mechanism effective and responsive. As a step in this direction, DG, CSIR has been pleased to approve of the following:

1. Whenever a complaint is sent to the Lab./Instt for investigation, prompt and meaningful investigation is to be initiated in the matter. Inordinate delay in investigation of the complaints reflects poorly on the performance of the Vigilance Officers.
2. If any serious irregularity is noticed by the Vigilance Officer of the Lab. that should be reported forthwith to the Chief Vigilance Officer.
3. Vigilance Officer of the Lab./Instt. shall ensure that Chief Vigilance Officer is consulted before a decision is taken in a case by the Disciplinary or Appellate Authority, irrespective of the level of officers involved.
4. Vigilance Officer of the Lab/Instt shall ensure that the charge-sheets are carefully drafted covering all lapses;
5. The Vigilance Officer shall take utmost care in sending the monthly/quarterly/annual reports of vigilance/disciplinary cases. They can attach additional sheets if they want to bring any special vigilance related issue to the notice of CVO.
6. The Quarterly Progress Reports (QPRs) should contain details of all projects and progress relating thereto and the Vigilance Officer of the Lab./Instt. shall be responsible for its accuracy.
7. Vigilance Officer of the lab/Instt. shall ensure that whenever a case is being referred to Central Vigilance Commission for its advice, all the documents related with the case along with bio-data of the concerned official(s) and views of the disciplinary authority are sent to the Chief Vigilance Officer;

Contd...2/-

8. The Vigilance Officer should monitor the recruitment process in the Lab./Instt. If any case of recruitment in violation of laid down rules and procedures is noticed, it should be reported to the Chief Vigilance Officer.

Yours faithfully,



Chief Vigilance Officer

Copy to:

1. Sr. COAs/COAs/AOs of all the Labs/Instts.
2. SO to DG, CSIR
3. PPS to JS (Admin)
4. DS (CO), CSIR H'qrs.
5. Sh. A. Wahid, Scientist, ITD, CSIR H'qrs for putting the circular on CSIR web-site.
6. Office Copy.