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No.

From

Chief Vigilance Officer

To

All Heads of Labs./Instts.

Sub: Filing of Returns in respect of Vigilance/Disciplinary Cases

Sir,

While going through the monthly, fortnightly, quarterly and annual returns submitted by the Labs./Instts., it has been observed that the information on the subject given in various returns varies, creating doubts over its authenticity.

The following may be kept in view while compiling information for the returns:

1. Use the prescribed proforma only rather than devising a new one or abridging the available one.
2. Data provided should be accurate.
3. The closing balance in Monthly Reports of last month should tally with the opening balance of the current month.
4. The column 'Total number of pending cases' is meant for total number of cases which are pending on the last day of a given month. Any case which has been disposed off during a given month should not be reflected under this column. The details of such disposed off cases should be provided under remarks column/foot note.
5. The number shown in column 7 "Number of cases pending for more than one year" of Proforma 1: "Monthly report on the status of disciplinary cases for the month of ....", is required to be explained in Proforma 2: "Monthly report on the status of disciplinary cases pending for more than one year for the month of .....".
6. Serial no. 1. "Complaints" under Part A of "Monthly Report of the CVO" is a separate category and action taken on such complaints should be reflected only under column 8 (a) "Investigation Reports ..... etc." and (b) "Rank-wise details ..... above" appropriately. Quite often, this information is being given under S.No. 3 (a) "Under the CVC Jurisdiction" or (b) "Others", which is not correct.
7. It has also been noticed that some Labs./Instts. are sending returns/reports quite late. This delays submission of returns to CVC/DOPT/PMO. It is, therefore, necessary that all the returns/reports are sent well in time by the Vigilance Officers.

In view of the above, vigilance Officers of the Labs./Instts. are urged upon to ensure personally, that returns/reports are factually correct and the same are sent to CSIR HQs. well in time.

Yours faithfully,

[R.S. Antil]  
Chief Vigilance Officer