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Anusandhan Bhawan, 2, Rafi Marg, New Delhi - 110001

संख्या

Speed Post

No. 15-6(82)/98-O&M-III-Vig. Dated: 07.06.2018
From मुख्य सतर्कता अधिकारी
Chief Vigilance Officer
To

The Directors/Head of the National Labs./Instts.

Sub: Review of Mechanism to ensure Probity among Government servants- reg.

Sir/Madam,

This is to inform you that DoPT vide Office Memorandum No. F.No. 29062/06/2015-AIS-I-Part(3) dated 16.04.2018 (Copy Enclosed) has directed to furnish particulars/data as per the enclosed format positively by 15th June, 2018.


You are therefore, requested to kindly furnish the said information by e-mail or fax in the prescribed format i.e. Annexure-1 to this office **on or before 11.06.2018** so that a consolidated report can be sent to DoPT within the scheduled date.

This may be treated as **Most Urgent**.

Hindi version will follow.

Encl. : As Above.

Yours faithfully,


(Kumud Singh)
Under Secretary (Vig.)

Copy to:

1. Sr.COAs/COAs/AOs of all the CSIR Labs./Instts.
2. Sr. DS CSIR Complex, New Delhi.
3. Sr. DS (HR) & Sr. DS (CO), CSIR Hq.
4. Head IT Division, CSIR Hqrs. : With a request to post the circular on CSIR website.
5. SO. (Vig.) Unit-I, Unit-II and Unit-III.
6. Office Copy

F. No. 29062/06/2015-AIS-I-Part(3)
GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(AVD-II Division)

North Block, New Delhi
Dated the 13th April, 2018
16

OFFICE MEMORANDUM

Subject: Review of Mechanisms to ensure Probity among Government servants.


The undersigned is directed to refer to this Department's OMs no. 29062/6/2015-AIS-I-Pt.(1) dated 30.09.2015, 01.11.2016 and subsequent communications on the subject above, and to state that it has been decided that Autonomous Organisations and Public Sector Banks may now be enabled to directly enter data in the Probity portal, for which the concerned administrative Ministries/ Departments are to be responsible for authenticity of data entered.

2. The data in respect of Subordinate and Attached offices of the Ministries/ Departments shall continue to be entered in the Probity portal by the respective Ministries/ Departments themselves together with the data of the Ministries/ Departments as being done presently. In order to avoid duplication of data, wherever Cadre Controlling Authorities/ Ministries/ Departments had included data pertaining to its Autonomous Organisations/ CPSEs/ PSBs in their own data in the Probity portal, the concerned Ministry/ Department shall segregate and update data in the Probity portal wherever necessary.

3. It has also been decided to incorporate an additional report format in the Probity portal titled "Brief Regarding Vigilance", the format for which is enclosed at **Annexure-1**. Necessary modifications have been carried out in the portal. The objective is to capture in cumulative way the total number of Disciplinary Proceedings finalised, Prosecution sanction granted and Penalties imposed so that the outcome of this exercise is also available. Ministries/ Departments are requested to provide updated information for the period 01.07.2014 to 31.03. 2018 before 30th April, 2018 and thereafter update the same on monthly basis.

4. It is, therefore, requested that all Cadre Controlling Authorities/ Ministries/ Departments and Autonomous Organisations/ Public Sector Banks under their administrative purview may kindly take necessary action according to directions and detailed explanation provided in **Annexures – 2 and 3**.

Enclosed: **Annexures – 1, 2 and 3**.


(Khushboo Goel Chowdhary)
Deputy Secretary to the Govt. of India
Tel: 23094319

To,

Secretaries to the Government of India
(All Cadre Controlling Authorities/ Ministries/ Departments as per list)

Copy for information to:

1. Tech. Director (Shri Y.V. Ramana), NIC-DoPT.
2. PS to JS (S&V).

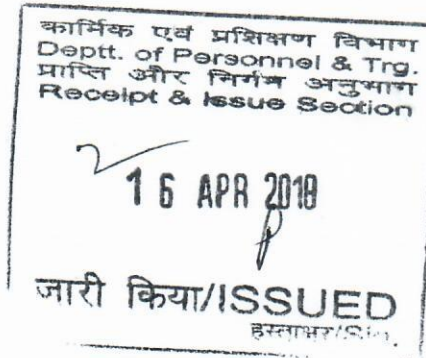
Copy for necessary action to:

1. Director (CS-I).
2. Director (E-II).
3. Deputy Secretary (Services).
4. Deputy Secretary (Estt.).
5. Deputy Secretary (CS-II).

(Khushboo Goel Chowdhary)
Deputy Secretary (V-II)

13.04.2018

16.



From 01-07-2014 to 31-03-2018

ANNEXURE-1

TITLE : BRIEF REGARDING VIGILANCE

[illegible]

**Entry of information by Autonomous Organisations and
Public Sector Banks in Probity portal**

1. All Autonomous Organisations and Public Sector Banks (PSBs) are now to be enabled to directly enter Probity related information in the Probity portal. Until now, the administrative Ministries/ Departments have been entering the data of Autonomous Organisations/ PSBs. Accordingly, user ID for each of the Autonomous Organisations/ PSBs is to be created by the administrative Ministry/ Department concerned through the link "Add Autonomous Organisation" in the Probity portal. The default password is **Dopt2010%** which can be changed later by the Organisation/ Bank. The email ID of the administrative head of the Organisation/ Bank also needs to be entered.
2. Each administrative Ministry/ Department is to ensure that data in respect of Autonomous Organisations/ PSBs gets entered in the Probity portal. The administrative Ministry/ Department will be able to view the data entered by the Autonomous Organisations/ PSBs and will be responsible for its authenticity. For this, a pop-up window has been incorporated that will ask Ministries/Departments to declare that they have noted the status of data entered by its Autonomous Organisations/ PSBs.
3. The data in respect of Subordinate and Attached offices of the Ministries/ Departments shall continue to be entered in the Probity portal by the respective Ministries/ Departments themselves as being done presently. Therefore, the consolidated data of the Ministries/ Departments will include the data of the Ministries/ Departments as well as its Subordinate and Attached offices.
4. The data in respect of Central Board of Direct Taxes (CBDT), Central Board of Excise and Customs (CBEC), Central Bureau of Investigation (CBI), Comptroller and Auditor General (CAG), Controller General of Defence Accounts (CGDA), Staff Selection Commission (SSC), and Union Public Service Commission (UPSC) shall continue to be entered in the Probity portal by themselves as being done presently.
5. The data in respect of Central Public Sector Enterprises (CPSEs) shall continue to be entered in the Probity portal by Department of Public Enterprises as being done presently.
6. In order to avoid duplication of data, any discrepancy arising out of the reason that Cadre Controlling Authorities/ Ministries/ Departments had included data pertaining to its Autonomous Organisations/ CPSEs/ PSBs in their own data already entered in the Probity portal shall be intimated to this Department. Thereafter, the data already entered in the portal shall be unlocked and the concerned Ministry/

Department shall segregate and update data in the Probity portal wherever necessary as under:

- (i) Data pertaining to Cadre Controlling Authority/ Ministry/ Department/ Subordinate office/ Attached office (to be entered by the respective CCA/ Ministry/ Department);
- (ii) Data pertaining to Autonomous Organisations (to be entered by the respective Autonomous Organisations);
- (iii) Data pertaining to Central Public Sector Enterprises (to be entered by Department of Public Enterprises); and,
- (iv) Data pertaining to Public Sector Banks (to be entered by the respective Public Sector Banks).

7. The online Probity portal (link: <http://10.21.8.4/probitynew>) is presently hosted in a closed domain, and therefore can be accessed either through a computer connected to NIC network or through other arrangement involving VPN.

8. In case of query, this Department may be contacted at Tel. No. 23094319 (Deputy Secretary, AVD-II) or 23040376 (Under Secretary, AVD-II B) or 23040281 (Technical Director, NIC-DoPT).

Entry of information related to Brief regarding Vigilance

1. The new entry format is titled "Brief regarding Vigilance" and is incorporated in addition to the existing two entry formats viz. Brief information and Major Penalty Proceedings. This new format can be found under the heading link "Major / Minor Details" and is as per **Annexure-1** consisting of the following sixteen parameters, out of which two are existing parameters, viz.:

- (i) **Prosecution Sanction** (in No.):
 - a. Opening Balance for the period.
 - b. New cases received during the period.
 - c. Cases decided during the period.
 - d. Out of the cases decided, number in which prosecution sanction granted.
 - e. Pending at the end of the period. (*existing parameter*)
- (ii) **In respect of Group A** (in No.):
 - a. Major Penalty proceedings opening balance for the period.
 - b. Major Penalty proceedings new cases added during the period.
 - c. Cases decided during the period.
 - d. Out of the cases decided, number in which Removal / Dismissal / Cut in pension imposed.
 - e. Out of the cases decided, number in which Other Major Penalty imposed.
 - f. Pending at the end of the period. (*existing parameter*).
 - g. Out of the cases decided, number in which Minor Penalty imposed.
- (iii) **In respect of Other than Group A** (in No.):
 - a. No. of Removal / Dismissal / Cut in pension imposed.
 - b. No. of Other Major Penalty imposed.
 - c. No. of Minor penalty imposed.

2. Clarification regarding Group A and Other than Group A:

- (i) In respect of Ministries/ Department/ Autonomous Organisations, the words "Group A" means "AIS officers and all other Group A Central Service officers" and "Other than Group A" means "Group B, C and D officials";
- (ii) In respect of CPSEs, "Group A" means "Executives" and "Other than Group A" means "Non-Executives"; and
- (iii) In respect of PSBs, "Group A" means "Officers" and "Other than Group A" means "Clerical staff".

3. All Cadre Controlling Authorities/ Ministries/ Departments, Autonomous Organisations, Public Sector Banks, and Central Public Sector Enterprises (by Department of Public Enterprises) are to update details in the Probity portal in the new format at **Annexure-1**, in addition to the existing formats.
4. For the new format, data is to be entered from the month of March 2018. The two existing parameters "No. of Prosecution Sanction pending at the end of the period" and "No. of Major Penalty proceedings pending at the end of the period" are to be entered as being done presently, i.e. pending as on 31st March, 2018. In respect of all other parameters, one-time cumulative information for the period between 1st July 2014 and 31st March, 2018 is to be entered by 30.04.2018, and thereafter, only new data/case is to be entered monthly in the subsequent months from April 2018 onwards.
5. In case of query, this Department may be contacted at Tel. No. 23094319 (Deputy Secretary, AVD-II) or 23040376 (Under Secretary, AVD-II B) or 23040281 (Technical Director, NIC-DoPT).
