



सां/No. 5-1(623)/2019-PD

दिनांक/Dated: 19.11.2019

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/Sub : Rotation of officials working in sensitive posts- reg.

महोदय/Sir / महोदया/Madam,

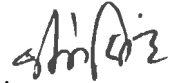
Kind attention is invited to CSIR circular No. 1(55)/85-O&M dated 01.05.2000 (copy enclosed) wherein the following sensitive and corruption prone areas were declared:

- a) Civil, Electrical, Horticulture & Security related works
 - b) Purchase / Procurement of material related work
 - c) Stores Division.
 - d) Workshop Stores, House keeping, General maintenance & Security.
 - e) Vigilance Section.
 - f) Recruitment & Assessment
 - g) Transport.
 - h) Cash & Cash Book.
 - i) Work related to personal claims & advances.
 - j) Accounts Section.
2. Accordingly, with the approval of DG, CSIR and in consultation with CVO, CSIR, it has been decided that the officials holding posts at the level of Section Officers and above involved with the aforesaid work / area, and incumbents holding the functional charge of DDO are liable for rotational transfer as per following notified transfer posting guideline of CSIR:
- a) Rotational transfer of Group A & B Common Cadre Officers (CCOs) shall be regulated as per CSIR circular letter No.3/4/2019-E.I dated 01.01.2019.
 - b) Transfer and Posting of Group-III Engineers / Technical Officers [from Gr.III(1) to Gr.III(7)] handling Civil / Electrical / Mechanical / Air-Conditioning works and involved in construction, renovation and maintenance works in all CSIR National Labs/Instts, CSIR Hqrs., and other CSIR Establishments across India shall be governed by CSIR OM No.11-17(1)/Transfer Policy/2017-Egg. dated 09.05.2018.

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3. In order to build an efficient & effective human resource with expertise in multifarious work areas in CSIR, the tenure of an official borne on local cadres (Admin/Technical/Support) in a particular seat/work should normally not exceed three years.
4. The Intra-lab transfer based on sensitive nature of work will however be subject to feasibility.

भवदीय/ Yours faithfully,



(बी.के.सिंह/B.K. SINGH)

उप सचिव/DS (Policy Division)

प्रतिलिपि/Copy to:

- 1) निजी सचिव, महानिदेशक, सी.एस.आई.आर./ PS to DG, CSIR
- 2) निजी सचिव, संयुक्त सचिव (प्रशा.)/ PS to JS (Admin.)
- 3) निजी सचिव, वित्त सलाहकार, सी.एस.आई.आर./ PS to FA, CSIR
- 4) निजी सहायक, मुख्य सतर्कता अधिकारी, सी.एस.आई.आर./ PA to CVO, CSIR
- 5) निजी सचिव, विधि सलाहकार, सी.एस.आई.आर./ PS to Legal Advisor, CSIR
- 6) मुख्य अभियन्ता, ई.एस.डी, सी.एस.आई.आर./ CE, ESD, CSIR
- 7) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/ Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 8) कार्यालय प्रति/ Office copy.



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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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प्रमाण
No

1(55)85-O&M

1st May, 2000

प्रत्येक
FRCM

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all National Labs./Instts.

Sub: Inspection of Sensitive and corruption prone areas and submission of report thereof

Sir,

I am to invite a reference to this office circular of even number dated 20/03/86 wherein the Laboratories had been requested to provide inspection reports on the subject cited above in the month following the quarter to enable this office to furnish a consolidated quarterly return to the Central Vigilance Commission

It came to the notice of this office that large number of Laboratories/Institutes while responding to this office letter No. CVO/Rev/97 dated 21/07/99 expressed difficulty in identifying Sensitive and Corruption Prone Areas. Therefore in order to facilitate the Vigilance Officers of respective Labs./Instts. in conducting regular surprise inspections of sensitive and corruption prone areas, a 'Check List' of the same has been prepared by this office, which is enclosed herewith for further necessary action at your end

The inspection report for the quarter ending 31/03/2000 may kindly be forwarded to the Under Secretary (Vig.) so as to reach positively by 19th May, 2000.

All future inspection report for each quarter may be sent to this office by 9th of the month of following quarter.

The above cited schedule of submission of quarterly returns of inspections may kindly be followed scrupulously

Yours faithfully

(KR Sarma)

Sr. Deputy Secretary (O&M)

Encl. Check List

Copy to:

COA/AO of all National Labs/Instts. for information and necessary action.
DS(CO) CSIR H'qrs.

Check List for Inspection of Sensitive and Corruption Prone Areas.

I TENDERS AND CONTRACTS RELATING TO CIVIL, ELECTRICAL, HORTICULTURE WORKS, AND SECURITY

- a. Whether estimates have been prepared properly alongwith full justification and obtaining technical sanction and administrative approval before inviting tenders
- b. Whether the contractor has executed the work strictly as per contract terms and has met his all contractual obligations before release of payments. In case of any escalation in time and cost, the reasons and circumstances concerning it may be looked into.
- c. Proper processing of works bills and timely processing of payments to the contractors.
- d. Recommendations, and Award of contracts. (to check any favouritism being shown to any particular contractor).

II PROCUREMENT OF EQUIPMENT/MATERIALS

- a. Whether Quotations/Tenders (Wherever necessary) are invited in accordance with the rules.
- b. Recommendations and supply orders placed (to check any favouritism being shown to any particular suppliers);
- c. Duly getting stock entries/inspection after formalities completed.
- d. Annual Maintenance Contract in r/o office equipment; plant & machinery; R&D equipments; Computer App. & Equipments
- e. Mode of payment to Suppliers.

III STORES DIVISION

- a. Whether material received in accordance with the supply order in terms of quality and quantity.
- b. Records of In-coming materials/Out-going material
- c. Tickets/passes issued by Store.

IV WORKSHOP STORES

- a. Accounting of Job Cards
- b. Stock taken of Fabricated stores

V LTC CLAIMS

- a. Proper processing of LTC advance and Adjustment claims and timely payments.

VI MEDICAL REIMBURSEMENT CLAIMS.

- a. Frequency of the claims.
- b. Nature of illness. (in case the same illness is repetitive).
- c. Bills for medicines purchased.

- d. Names of medical shops from where purchases are made frequently.
- e. Speed in processing of doubtful claims.

VII CONVEYANCE ADVANCE :

- a. Whether applications for conveyance advance are processed as per extant rules.
- b. Whether temporary loan had been raised by the applicant before sanction for conveyance advance and if so was it done as per rules.
- c. Whether vehicle bought with conveyance advance, has been mortgaged to CSIR or not.

VIII ALLOTMENT OF STAFF QUARTERS :

- a. Whether allotment has been made as per extant rules.
- b. Out of turn allotment if any, the reasons thereof.

IX RECRUITMENT AND ASSESSMENT :

Whether instructions of CVC in terms of CSIR circular No. 6(83)/98-O&M dated 02/02/99 in respect of recruitment/assessment are being followed or not.

X. CASH AND CASH BOOKS :

- a. Whether cash book is written the same day.
- b. Whether all the entries are made in the Cash Book.
- c. Physical verification of cash.

XI TRANSPORT :

- a. Requisitions for Transport.
- b. Fuel Requisition/issue slips
- c. Drawal of Fuel.
- d. Repairs (whether frequent etc.)
- e. Purchase of spares (whether frequent etc.)

XII PROPERTY STATEMENTS :

- a. Whether all transactions in both movable and immovable property have been done so with the knowledge/sanction of the prescribed authority as the case may be.
- b. Screening of property statements.
- c. Whether the statement shows property beyond known means.
- d. Frequent purchase/sale of immovable property.

XIII INVESTMENTS MADE BY THE LABS./INSTTS./CSIR H'QRS.

- a. Whether various investments made by the Labs/CSIR H'qrs. are as per established rules or not.

- b. Any commissions/incentives received on these investments have been credited to CSIR or not.

XIV HOUSE KEEPING, GEN. MAINTENANCE, & SECURITY

- a. System of issue of gate passes by different Divisions other than Stores.
b. Accounting of General maintenance items stocked & issued by Maintenance Section & Civil, Electrical & H/W+ Security.

XV VIGILANCE SECTION OF THE LABS /INSTTS

- a. Complaints, if any received looking into their genuineness.
b. Discreet inquiry into the allegations.
c. Whether instruction of the CVC communicated by CVO, CSIR are being adhered to in letter and spirit.
d. Whether communication of APAR gradings and adverse remarks in ACRs are done on time.
e. Further action if any.

XVI Any other area identified by Vigilance Officer of the Lab./Instt