



Phone : 23710519

Fax : (91-11) 23730937, 23730682

E-mail : cvo@csir.res.in

## वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली - 110001

## COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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

संख्या

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

सीएसआईआर के सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक  
The Directors/Heads of all National Labs./Instts. of CSIR

दिनांक : 2 अक्टूबर, 2021

**विषय :** Recognising the work of officials/ personnel of Ministries/Departments/PSUs/PSEs who have been vigilance/alert in their assigned tasks leading to prevention of misappropriation of funds/frauds/unwarranted incidents etc. for saving the organization from financial/reputational risk.-reg.

महोदया/, महोदय,

उपरोक्त विषय पर केन्द्रीय सतर्कता आयोग द्वारा प्रेषित कार्यालय ज्ञापन सं. 021/MSC/024/493468 दिनांक 05.10.2021 की एक प्रति सूचना एवं आवश्यक कार्यवाही हेतु अग्रेषित कर रहा हूँ।

I am to forward herewith a copy of Office Memorandum No. 021/MSC/024/493468 dated 05.10.2021 of the Central Vigilance Commission, on the subject cited above for information and necessary action.

भवदीय,

(ले. कर्नल विक्रम सिंह राणा)  
मुख्य सतर्कता अधिकारी

संलग्न : यथोपरि

प्रतिलिपि :

1. महानिदेशक, सीएसआईआर का कार्यालय
2. संयुक्तसचिव(प्रशा.), सीएसआईआर का कार्यालय
3. वित्तीय सलाहकार, सीएसआईआर का कार्यालय
4. विधि सलाहकार, सीएसआईआर का कार्यालय
5. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरि. प्रशा. नियन्त्रक/ प्रशा. नियन्त्रक/प्रशा. अधिकारी
6. सीएसआईआर मुख्यालय/कॉम्प्लेक्स के /वरिष्ठ-उप-सचिव/ उप-सचिव/अवर सचिव
7. प्रमुख आईटी विभाग इस पत्र को सीएसआईआर वेबसाइट पर उपलब्ध करने हेतु।
8. वरिष्ठ भंडार एवम क्रय अधिकारी
9. सतर्कता अनुभाग में कार्यरत सभी अनुभाग अधिकारी
10. कार्यालय प्रति

Telegraphic Address :  
SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
011-24600200

फैक्स / Fax :  
011-24651186



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No.....No. 021/MSD/024/493468

05.10.2021

दिनांक / Dated.....

OFFICE MEMORANDUM

**Subject: Recognising the work of officials / personnel of Ministries/Departments/PSUs/PSEBs who have been vigilant/alert in their assigned tasks leading to prevention of misappropriation of funds / frauds / unwarranted incidents etc. for saving the organization from financial / reputational risk.**

The Commission always gives highest importance to ensure integrity in public governance through the tool of Preventive Vigilance. In every organisation there may be cases where prompt and preventive action has been taken by the officials/staff members which have helped the organisation in avoiding misappropriation of funds etc.

2. The Commission has felt that such vigilant/alert action of the officials need to be recognized who have played very important role at a given point of time by exercising deep sense of involvement and taking appropriate timely action leading to prevention of misappropriation of funds / frauds / unwarranted incidents etc. for saving the organisation from financial / reputational risk. In order to motivate officials in the organization, it is the need of the hour to gather such information and select the befitting ones where the efforts of such employees can be duly recognised which would definitely motivate other officials to be vigilant/alert in their work.

3. In this connection, all CVOs including part-time CVOs are advised to kindly identify such preventive actions which have been taken in the last one year in your organisation. In such identified preventive actions taken by officials/staff, in the befitting case, the name of the concerned officials/staff who have played pivotal role in preventive actions may be sent to us with the approval of the Chief Executive Officer of the organisation.

4. The desired information may kindly be furnished to the Commission in the format attached herewith by 21<sup>st</sup> October 2021 at email [kumar.arvind72@nic.in](mailto:kumar.arvind72@nic.in)

5. This issues with the approval of the Commission.

(Ajay Kanoujia)  
Additional Secretary

All CVOs of the Organisation/Ministries/Departments

**Format for furnishing details of the official/staff nominated for recognising his/her work by the Central Vigilance Commission**

S. No.	Description	Details to be furnished by the CVO
1.	Name of the Organisation	
2.	Name of the nominated official and designation  Name of the Organisation.  Number of year(s) served in the organisation/Ministry/Department	
3.	Specific details of any one of the following preventive measures taken by an official/employee and outcome thereof;  (i) Prompt action by the official that has helped the organisation in avoiding misappropriation of funds/ frauds /financial losses to the organisation and also corrective course of action on the irregularities which was likely to take place in the organisation, if any.  (ii) Official who has identified loopholes in the system/norms and organization has carried out systemic improvement for avoiding lapses/financial losses in future.  (iii) Any other important initiative taken by official on preventive vigilance	
4.	Justification/write-up by the CVO (within 200 words)	

**Certificate**

2. The above information has been checked and the name of the officials/staff for recognition has been duly approved by the Chief Executive Officer of the organisation.

Signature of the CVO

Name/Organisation/Contact Number/Email address

