



Phone : 23710519

Fax : (91-11) 23730937, 23730682  
Speed Post

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

Dated: 10th October, 2017

स्पीड पोस्ट / SPEED POST

To

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

**Sub: Nominations for the Vigilance Excellence Award- Reg.**

Sir/Madam,

I am to inform you that Central Vigilance Commission has instituted Awards for performing outstanding vigilance activities in organisation for various vigilance functionaries of the Management to encourage and motivate the Chief Vigilance Officers and organisations involved in various practices of vigilance in order to curb corruption. It is regretted to inform that we could not send nominations for the award of this year in the absence of any recommendation from different Institutes/Labs. for meritorious Vigilance work. Detailed Scheme of Vigilance Award is enclosed herewith.

Therefore, I urge you all to carry out the vigilance activities more effectively and efficiently, particularly in the area of Preventive Vigilance and to support the management in befitting manner to curb the corruption in the organisation. This will not only be a good contribution to the organisation but also make us worthy of awards in next year/future.

Encl. : As Above.

Yours faithfully,

(Major Rana Vikram Singh)  
Chief Vigilance Officer

Copy to:

1. Sr.COA/COA/AO of all the CSIR Labs./Instts.
2. Sr. DS/DS/US of CSIR Hqrs., CSIR Complex, HRDC, URDIP and TKDL
3. P.S. to DG, CSIR
4. P.S. to J.S.(Admn.), CSIR
5. Head IT Division, CSIR Hqrs., for placing it in CSIR website
6. Office Copy



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### COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

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संख्या

No.

15-6(82)/98-ओ एंड एम-II-सतर्कता

दिनांक : 16 अक्टूबर .2017

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

स्पीड पोस्ट / SPEED POST

To राष्ट्रीय प्रयोगशाला/संस्थानों के निदेशक/प्रमुख

**विषय: सतर्कता उत्कृष्टता अवार्ड हेतु नामांकन विषयक**

महोदय/महोदया,

मुझे आपको यह सूचित करना है कि केंद्रीय सतर्कता आयोग ने प्रबंधन के विभिन्न सतर्कता अधिकारियों/कर्मचारियों हेतु संगठन में उत्कृष्ट सतर्कता गतिविधियां करने के लिए अवार्ड शुरू किया है ताकि भ्रष्टाचार रोकने के लिए सतर्कता के विभिन्न कार्यों में कार्यरत मुख्य सतर्कता अधिकारियों तथा संगठनों को प्रोत्साहित एवं प्रेरित किया जा सके। यह सूचित करते हुए खेद है कि विभिन्न प्रयोगशालाओं/संस्थानों से सराहनीय सतर्कता कार्य हेतु कोई सिफारिश न होने के कारण इस वर्ष के अवार्ड हेतु नामांकन नहीं भेजे जा सके। सतर्कता अवार्ड की विस्तृत स्कीम संलग्न है।

अतः आप सभी से मेरा आग्रह है कि विशेष तौर पर निवारक सतर्कता के क्षेत्र में और अधिक प्रभावी तथा दक्षतापूर्ण सतर्कता गतिविधियां करें और संगठन में भ्रष्टाचार रोकने के लिए प्रबंधन की उपयुक्त रूप से सहायता करें। ऐसा करना संगठन के प्रति न केवल महत्वपूर्ण योगदान होगा अपितु हम अगले वर्ष/भविष्य में अवार्ड के योग्य भी होंगे।

भवदीय,

(मेजर राणा विक्रम सिंह)  
मुख्य सतर्कता अधिकारी

संलग्नक: यथोपरि

प्रतिलिपि:

1. सीएसआईआर की सभी प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशा. नियंत्रक/प्रशासन नियंत्रक/प्रशासनिक अधिकारी
2. सीएसआईआर मुख्या., सीएसआईआर कॉम्प्लेक्स, एचआरडीसी, यूआरडीआईपी तथा टीकेडीएल के वरि. उप सचिव/उप सचिव/अवर सचिव
3. महानिदेशक, सीएसआईआर के निजी सचिव
4. संयुक्त सचिव (प्रशा.), सीएसआईआर के निजी सचिव
5. प्रमुख, आईटी डिवीजन, सीएसआईआर मुख्या., सीएसआईआर की वेबसाइट पर अपलोड करने हेतु
6. कार्यालय प्रति



## **VIGILANCE EXCELLENCE AWARD**

### **1. Introduction**

The Central Vigilance Commission as the apex integrity institution in the country has been tasked with exercising superintendence over the vigilance administration and implementing Government policies against corruption. Over the years the Commission has not only acquired a great deal of experience and expertise in overseeing the vigilance administration of various organizations, it has also played a seminal role in combating corruption through its various initiatives. It has endeavoured to ensure transparency, fair play and objectivity in public administration through various measures including punitive, preventive and participative vigilance. Accordingly the Commission has been encouraging organizations to develop a sound punitive and preventive vigilance framework which would enable them to fight corruption by using superior investigative techniques and also assess the risk of corruption, take steps to correct policies, procedures and systems and to strengthen their internal controls to eliminate the scope for corruption. Outreach activities are also being undertaken to create awareness on issues related to ethics and corruption. To give recognition to the reforms and good work done by organization in the field of punitive, preventive and participative vigilance the Vigilance Excellence Awards are instituted from the year 2017 onwards.

### **2. Purpose of the awards**

Apart from providing encouragement and motivation of the Chief Vigilance Officers (CVOs) and organizations, the awards will be instituted for the purpose of:

- (a) Bringing out new ideas that are shown to be effective in advancing the cause of vigilance and anti-corruption measures;
- (b) Giving due recognition to individuals and teams for their resourcefulness and perseverance in making a positive contribution to the organizational efficiency & effectiveness turning concepts into reality;

- (c) Documenting the innovation process from inception to achievement of results to facilitate replication;
- (d) Sharing knowledge and experience, so that the same can be propagated in other organizations.

### 3. Nature of Vigilance Excellence Awards

(a) The award will be of three categories:

- (i) Award for the CVOs/Vigilance functionaries of CPSEs, PSBs & PSICs in recognition of exceptional work done in the field of punitive, preventive & participative Vigilance.
- (ii) Award for CVOs/Vigilance functionaries of Ministries/ Departments/Others in recognition of exceptional work done in the field of punitive, preventive & participative Vigilance.
- (iii) Award for management in recognition of exceptional work done for creating overall environment of transparency and integrity.

(b) There will be maximum of 3 awards under each sub-category (mentioned below). The awards would be in the form of a memento and a citation. The names of the winners of the awards would be prominently displayed on the Commission's website. The awards would be distributed during the 'Vigilance Awareness Week' which is observed by the Commission every year. Accordingly, the awards will be given during Vigilance Awareness Week, 2017 when the work of the CVOs/management from 01.01.2016 to 31.12.2016 will be considered and assessed. The award winning CVOs/Vigilance functionaries /CMDs will also make a presentation in the Commission, in the presence of other CVOs/Vigilance functionaries /CMDs.

### 4. Sub-Category of the Awards

(a) The award for the CVOs/Vigilance functionaries for the first two categories mentioned in para 3 above will be in the following sub-categories:

- (i) **Vigilance Innovation Award:** For systemic improvement, preventive vigilance measures, formulating Standard Operating Procedures,



streamlining processes and procedures, automation & leveraging technology etc.

- (ii) **Excellence in Investigation Award:** For excellent investigation reports submitted by CVO including source or information, methodology during investigation including tools or investigation, analysis, timely completion of investigation reports (by Vigilance and by CBI as the case may be) and final outcome of investigation.
  - (iii) **Vigilance Awareness Initiative:** For dissemination of vigilance awareness to the various stakeholders and public and the results achieved thereon would be considered.
  - (iv) **Timely Completion of Disciplinary Proceedings:** For timely completion of disciplinary proceedings as per prescribed timelines/reduction in time taken.
- (b) The award for the Management will be in the following sub-categories:
- (i) **Best Institutional Practice to Fight Corruption:** For organizations which have developed and adopted the processes and value system within their function in a way that the scope for corruption is reduced significantly.
  - (ii) **Vigilance Awareness Initiative:** The activities conducted by the organization for dissemination of vigilance awareness to the various stakeholders and public and the results achieved thereon would be considered.
  - (iii) **IT Initiative for Transparency in the Organization:** Best IT initiative to ensure that discretion and opaqueness in the work processes is minimized across the organization will be recognized

## 5. Selection Process

(a) For CVOs and other vigilance functionaries, the following procedure will be adopted:

- (i) The CVO/Vigilance functionaries will need to send his/her nominations either himself/herself or through his/her CMD/HOD.
- (ii) The nomination should consist of professional details, the category of the award of which the nomination is to be considered and justification for nomination (with in 1000 words) alongwith documents (as annexure) to sustain his/her claim.
- (iii) Branch Officers concerned of any Branch may also nominate a person with the approval of Additional Secretary concerned if he/she has noticed any such work worth of an award.

(b) For the nomination in the management category following procedure will be adopted:

- (i) The entry for nomination must be forwarded through the CMD or the Secretary concerned indicating the detail of the award for which nomination is to be considered.
- (ii) The nomination should consist of a brief case study incorporating the fine points of the initiatives taken by the organization and the tangible results of such initiatives in fighting the corruption (with in 1000 words).

(c) Selection of the awardees will be made as follows:

- (i) Initial scrutiny of the nominations will be done by a Committee headed by the Additional Secretary and 2 directors of the Commission. The Committee will shortlist maximum of 3 nominations under each category.
- (ii) The nominations shortlist in the preliminary round will be asked to make a presentation to a senior Committee headed by Secretary and 2

Additional Secretaries. The senior Committee will make the final selection for the award.

- (iii) Both the Committees will be assisted by Director (Training) who will receive/submit all such nominations to the Committee.

## **6. Evaluation Criteria**

- (a) **Award for CVOs/ Vigilance functionaries:** Scrutiny will be based upon the following criteria:

- (i) For the category 4(a)(i) – (iii)

- Conceptual clarity of the initiative taken by the CVO: Max 20 points
- Process design for implementation of the initiative: Max 20 points
- Impact of Implementation – Max 10 point

- (ii) For the category 4(a)(iv)

- Percentage of cases of disciplinary proceeding which are completed on time from the point of view of prescribed timelines/reduction of time taken

- (b) **Award for Management:** Scrutiny will be based upon the following criteria:

- Conceptual clarity of the initiative taken by the Organization : Max 20 points
- Process design for implementation of the initiative: Max 20 points
- Impact of Implementation: Max 10 point

## **7. Impact of the Award**

The award will have the following impact:

- (i) It will motivate officials engaged in full time vigilance work to promote new ideas and show that innovation can succeed and vigilance work is a necessary management function.

- (ii) Benchmarking the best practices followed in various organizations.
  - (iii) Successful ideas, innovations can be developed as case studies, so as to replicate for a wider usage.
  - (iv) Create greater interaction between vigilance officials and other public servants to make vigilance an acceptable management function.
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