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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

15-6(82)/98-O&M- III

Date: 26th February, 2024

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all National Labs/Institutes of CSIR

Subject: Rotation of officers working in sensitive posts-reg.

Sir/Madam,

/No.

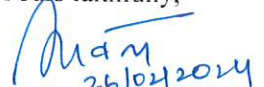
Your kind attention is invited to CSIR Circular letter No. 15-6(82)/98-O&M- III dated 19.09.2018 on the above subject forwarding the guidelines of CVC issued vide CVC O.M/18/Misc/02-392171 dated 23.08.2018 for information and compliance and to forward the compliance report.

Further, attention is also drawn to CSIR Circular letter No. 5-1(623)/2019-PD dated 19.11.2019 regarding rotational transfer of officers involved in the sensitive and corruption prone areas.

In view of the above, it is requested that the compliance/action taken report on the above two circulars may be provided to Vigilance Division, CSIR Hqrs latest by 07.03.2024.

This issues with the approval of CVO, CSIR.

Yours faithfully,


(Bhawna Guglani)

Deputy Secretary (Vigilance)

Encls: As above

Copy to:

1. O/o Director General, CSIR
2. O/o Joint Secretary (Admin.)
3. O/o Financial Advisor
4. O/o Legal Advisor
5. Sr. CoA/CoA/AO/Vigilance officer of all CSIR Labs/Institutes
6. Sr. D.S/D.S/U.S of CSIR Hqrs/CSIR Complex
7. Head(I.T) with the request to upload on CSIR website.
8. Sr. S&P Officer
9. All SOs of Vigilance Division
10. Office copy



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स्पीड पोस्ट

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संख्या

No.

प्रेषक

From

To

15-6(82)/98-O&M-III

दिनांक 5 सितम्बर, 2018

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

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

Subject: Rotation of officers working in sensitive posts-regarding.

महोदया, महोदय/Madam/Sir,

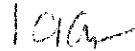
उपरोक्त विषय पर केन्द्रीय सतर्कता आयोग, भारत सरकार द्वारा प्रेषित दिनांक 23.08.2018 के कार्यालय जापन सं. 18/Misc/02-392171 की एक प्रति सूचना, मार्गदर्शन एवम कड़ाई से अनुपालन हेतु अद्योपिष्ट कर रहा हूँ। कृपया सभी संबन्धित अधिकारियों/कर्मचारियों के संज्ञान में लाया जाए।

I am to forward herewith a copy of the OM No. 18/Misc/02-392171 dated 23.08.2018 of the Central Vigilance Commission, Govt. of India, on the subject cited above for information, guidance, necessary action and strict compliance. Please bring it to the notice of all concerned.

आगे, इस सम्बन्ध में सीवीसी द्वारा समय-समय पर जारी दिशा निर्देश सीएसआईआर की प्रयोगशालाओं/संस्थानों को जारी किये जाते हैं। अतः सीएसआईआर की सभी प्रयोगशालाओं/संस्थान सीवीसी के उपरोक्त कार्यालय जापन का संज्ञान लें तथा इस सम्बन्ध में की गई कार्यवाही/अनुपालन रिपोर्ट सीवीसी को अद्योपिष्ट करने हेतु अधोहस्ताक्षरी को तुरंत भेजें।

Further, the guidelines issued by CVC in this regard are issued to all CSIR labs./Instts. from time to time. All CSIR labs./Instts. take cognizance of the above CVC office memorandum for its compliance and forward report to the undersigned immediately for forwarding the compliance report to CVC.

भवदीय/Yours faithfully,


(मेजर राणा विक्रम सिंह)
मुख्य सतर्कता अधिकारी

संलग्न: यथोपरि

प्रतिलिपि :

1. महानिदेशक, सीएसआईआर के निजी सचिव
2. संयुक्तसचिव(प्रशा.), सीएसआईआर के निजी सचिव
3. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के प्रशासन नियन्त्रक/प्रशा. अधिकारी
4. सीएसआईआर मुख्यालय/कॉम्प्लेक्स के उप-सचिव/वरिष्ठ- उप-सचिव/अवर सचिव
5. प्रमुख आईटी विभाग: इस पत्र को सीएसआईआर वेबसाइट पर उपलब्ध करने हेतु।
6. सतर्कता अनुभाग, सीएसआईआर के सभी अनुभाग अधिकारी
7. कार्यालय प्रति

Telegraphic Address :
"SATARKTA: New Delhi

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Website
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EPABX
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फैक्स / Fax : 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. 18/misc/02-392171

दिनांक / Dated. 23-08-2018

OFFICE MEMORANDUM

Sub: Rotation of officers working in sensitive posts - regarding.

Ref: CVC's circular No. 03/09/13 dated 11-9-2013 (copy enclosed).

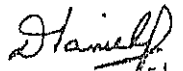
In reiteration of the instructions issued vide circular referred above and other related circulars issued, the Commission vide letter No. 18/Misc/02/378043 dated 1-5-2018 had issued an OM advising all Public Sector Banks, and vide letter No. 18/Misc/02/378044 dated 1-5-2018 advising all Public Sector Insurance Companies to effect rotational transfers in respect of those officers in sensitive posts who are continuing beyond 3 years and also to report compliance within 3 months.

2. Analysis of frauds that have taken place in Public Sector Banks as well as other organizations show that one of the reasons for such frauds was non-implementation of the rotational policy.

3. It is once again reiterated that rotational transfers of officers continuing beyond 3 years may be strictly carried out from the sensitive seats/posts. It is clarified that the Commission's advice is for change from the sensitive seat/post, and not necessarily from the station, which is to be governed by the policy of the respective organizations.

4. Heads/CVOs of all departments/organizations are requested to strictly ensure that the rotational policy is implemented in their respective organizations. CVOs may report on the compliance in this regard in their quarterly reports.

5. This issues with the approval of the Commission.


(P. Daniel)
Addl. Secretary

To,

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/PSBs/Organizations.
3. All CVOs of Ministries/Departments/CPSUs/PSBs/Organizations.

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www.cvc.nic.in

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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

स./No. 004/VGL/90

दिनांक / Dated. 11.9.2013

Circular No. 03/09/13

Subject:- Rotation of officials working in sensitive posts--regarding.

Central Vigilance Commission and the Department of Personnel and Training have issued instructions for effecting rotational transfers of officials posted on sensitive posts. As per Commission's instructions issued vide letter Nos. 98/VGL/60 dated 15.4.1999, 02.11.2001 and 004/VGL/90 dated 01.5.2008 and 04.01.2012 (for public sector banks) on this issue, it was prescribed that Ministries/Departments/Organisations and CVOs are to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years to avoid developing vested interests.

2. The Commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organisations due to which officials continue to remain in the same posts for long periods. Such overstay and continuance of postings afford scope for indulging in corrupt activities, developing vested interests etc which may not be in the interest of the organisation. The Commission would, therefore, emphasise that periodical rotation of officials holding sensitive posts/jobs needs to be ensured. As such, officials should not be retained in the same place/position for long by the Ministries/Departments/PSUs/Banks/Organisations etc.

3. Heads/CVOs of all Departments/Organisations are advised to ensure strict compliance in the Commission's guidelines and implement the same in letter and spirit. Further, the CVOs should specifically report the action taken indicating the number of officials rotated/transferred in the respective organisations in the Monthly Report of CVOs submitted to the Commission.

(K D Tripathi)
Secretary

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations
3. All CVOs of Ministries/Departments/ CPSUs/Public Sector Banks/Organisations



सा०/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,

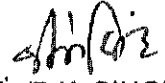
Kind attention is invited to CSIR circular No. 1(55)/85-O&M dated 01.05.2000 (copy enclosed) wherein the following sensitive and corruption prone areas were declared:

- 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.

Contd....next page

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.



CONFIDENTIAL SPEED POST

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Gram CONSEARCH, New Delhi
Telex 31-65202 CSIR IN
Fax (91-11) 3710311, 3710612

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अनुसंधान भवन, रफी मार्ग, नई दिल्ली - ११० ००१

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhavan, Rafi Marg, New Delhi - 110 001

क्रमांक
40

1(55)85-O&M

1st May, 2000

प्रेषक
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 30/03/86 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. CVC/Rev-97 dt. 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,

(K.R. Sarmar)
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. Duty 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