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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 15-6(88)/2018-O&M/Vig.

Date:- 08.12.2020

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

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

Sub:- Action Taken Report on the activities undertaken during the observance of Vigilance Awareness Week, 2020-prescribed format of reporting.

Dear Madam/Sir,

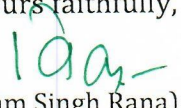
I am to forward herewith a copy of Central Vigilance Commission's circular No.020/VGL/036/468121 dated 07.12.2020 regarding the above mentioned subject. The Commission has reviewed the procedure of reporting on the activities undertaken during the Vigilance Awareness Week 2020 and has prescribed a FORMAT which is appended.

You are, therefore, requested to resubmit the action taken report in the prescribed format in Excel file, "repeat" in Excel file through online mode.

Further, it is emphasized that the detailed **Format to be studied thoroughly**, "repeat" to be studied thoroughly and the reply furnished **should be specific and clear** to the points as asked by the Commission. Also, where ever, the reply in figures, dates, percentage is asked the same should be provided accordingly. For e.g. in point 4(b), Date of last condemnation of Assets, in point 12(b), the figure of percentage of women in the organization and in point 13(b), the date of last information system Audit to be specifically furnished.

It is further requested that the above report (as per the enclosed Format) may be sent to this office by 9th, December 2020 positively as the report is required to be sent by 12th December, 2020 to CVC.

Yours faithfully,


(Lt. Col. Vikram Singh Rana)
Chief Vigilance Officer

Enclosure: As above



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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.....020/X.C.L.036/468/21

दिनांक / Dated.....07.12.2020..

To

The Chief Vigilance Officers,
All Ministries / Departments/ CPSEs/ Public Sector Banks/
Public Sector Insurance Companies/ Financial Institutions,
Autonomous Organisations/ Societies

**Subject: Action Taken Report on the activities undertaken during the observance of
Vigilance Awareness Week, 2020 – prescribed format of reporting**

Kindly refer to the Circular of even No. dated 01.12.2020 on the above subject. The Commission has reviewed the procedure of reporting on the activities undertaken during the Vigilance Awareness Week 2020 and has prescribed a FORMAT which is appended. All the CVOs are therefore requested to re-submit their Action Taken Report in the prescribed format, preferably in Excel file through online mode.

(M. A. Khan)

Officer on Special Duty

Encl: as above

Activity Report on Vigilance Awareness Week-2020**(REPORTING FORMAT)**

[Only statistical /quantified information or Yes/No, etc. to be filled up under head 'Info' and detailed statements to be annexed]

Name of Ministry/Department/Organisation:

1. Land Management

SL. No.	Particulars	Info	Remarks
1.	Does the organization possess revenue documents / records for the land(s) under the control?	Yes/No	
2.	How much land is under encroachment and at what locations?	Annex detail
3.	Steps being taken to combat encroachment?	Yes/No	Annex detail
4.	Any other initiatives?		Annex detail

2. Allotment of houses / quarters and related issues

SL. No.	Particulars	Info	Remarks
1.	Does the organization use IT application for allotment of houses?	Yes/No	
2.	Does the organization possess a house allotment policy	Yes/No	
3.	Is House allotment being done as per prescribed policy?	Yes/No	
4.	Is there any illegal occupation of houses, if any and what action has been taken?	Yes/No	Annex detail
5.	Any other issue?		Annex detail

3. Payments and other benefits to persons working in outsourcing services in the organisations.

SL. No.	Particulars	Info	Remarks
1.	Whether the organization possesses prescribed norms for outsourcing?	Yes/No	
2.	If yes, are these norms adhered to?	Yes/No	
3.	Whether payment of salaries/wages is paid through bank account by the contractor	Yes/No	
4.	Whether other statutory dues (PF, Medical benefits etc.) are being given on time?	Yes/No	
5.	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management	Yes/No	
6.	Whether the vendors are adhering to the norms prescribed by the organization?	Yes/No	
7.	Any other special initiative regarding outsourcing?		Annex detail

4. Management of Assets

SL. No.	Particulars	Info	Remarks
1.	Whether condemnation of assets (Plant and Machinery etc.) is being done as per extant rules strictly	Yes/No	
2.	Date of last condemnation of assets may be given	Date	Annex detail

5. Complaints pending for investigation & Report (I&R) as on 01.09.2020

SL. No.	Particulars	Info	Remarks
1.	Complaints pending over six months old; whether disposed by 15.10.2020	Yes/No	If No, Annex detail

2.	Complaints pending over one year old; whether disposed by 31.10.2020	Yes/No	If No, Annex detail
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Other Items Pending with CVOs

SL. No.	Particulars	Info	Remarks
1.	Status of Complaints received from other sources (Received/Disposed during VAW 2020)	.../...	
2.	Status of complaints sent by CVC for NA (Received/Disposed during VAW 2020)	../..	

6. Vigilance cases pending for further clarification (FI) to the CVC

SL. No.	Particulars	Info	Remarks
a.	Cases to be disposed by 31.10.2020 (Disposed/Pending)	../..	

7. Major Penalty Proceedings

SL. No.	Particulars	Info	Remarks
a.	Proceedings pending over six months old; whether finalized by 31.10.2020 (Finalised/Pending)	../..	

8. Minor Penalty Proceedings

SL. No.	Particulars	Info	Remarks
a.	Proceedings pending over six months old; whether finalized by 15.10.2020 (Finalised/Pending)	../..	
b.	Proceedings pending over one year old; whether finalized by 31.10.2020 (Finalised/Pending)	../..	

9. CTE Inspections

SL. No.	Particulars	Info	Remarks
a.	Reply to all pending CTE Inspection report paras to be sent by 15.10.2020	Yes/No	If No, Annex detail

10. Preventive Vigilance measures undertaken by the CVOs

SL. No.	Particulars	Info	Remarks
a.	No. of Inspections	..	
b.	No. of Training Programmes / workshops including E-training/ online training	...	Annex detail
c.	Whether annual property returns submitted by all officers	Yes/No	
d.	Whether organization possesses record retention / preservation policy? If so date of last amendment.	Yes/No	Date
e.	Whether records are being weeded out as per the extant retention policy of the organization.	Yes/No	
f.	It the organization digitizing / plans to digitize old records	Yes/No	If Yes, Annex detail

11. If the organization runs schools, Hospitals etc. – Whether prescribed policy for management is adhered to. – Yes/No

12. Gender sensitization issues

SL. No.	Particulars	Info	Remarks
a.	Has the organization constituted prescribed committees for harassment of women at the work place? If yes date of last meeting held.	Yes/No	Date
b.	Percentage of representation of women at all levels in the organization%	
c.	Whether awareness regarding gender issues is being created in the organization	Yes/No	

13. Leveraging Technology- IT usage and E-governance

SL. No.	Particulars	Info	Remarks
a.	New initiatives taken in the last one year for using IT as a preventive vigilance tool (each initiatives may be described in about 50 words).	Yes/No	Annex detail
b.	Whether information system audit is done regularly for IT based applications running in the organization. Date of last information system Audit may be given?	Yes/No	Date

14. Scrutiny of Audit reports: Yes/No (If Yes, give no. of scrutiny)

15. Updation of Rules, Regulations and guidelines

SL. No.	Particulars	Info	Remarks
a.	Whether organization regularly revises its instructions, rules and regulations. If yes date of last revision of procurement rules, CDA rules, Transfer/Posting policy, HRA Policy, Promotion policy, Fraud Prevention Policy / Banning of Business Dealing policy etc.	Yes/No	Dates
b.	Has the organization made rules for retired officials? If yes Furnish Date	Yes/No	Date

16. System improvements undertaken (brief description within 100 words)

SL. No.	Particulars	Info	
a.	Description of System Improvement works/initiatives done may be given in 50 words for each work/initiatives and not more than 100 words in total for all works		Annex detail

(Signature of CVO/Authorised representative)