

No.003/MMT/02
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 7th January 2003

To
All Chief Executive Officers

Sub: Submission of monthly report by CVOs
Ref.: Commission's last letter No.00Q-RTN-3 dated 17.2.2000

Sir,

The Commission has recently decided that the CVOs shall submit the monthly report on vigilance activities in addition to the usual quarterly statistical returns submitted by them. A copy of the format of the monthly report is enclosed for your kind perusal. In this context the commission would like to invite the attention of the Chief Executives to a large number of advices from it at both first and second stage pending for action for long periods. While a reasonable time limit for concluding and finalizing vigilance cases is already built in the procedure for disciplinary proceedings, the management must appreciate that subsequent to the first and second stage advice of the Commission the responsibility for early finalisation and awarding of punishment passes on from vigilance to the personnel department. Chief Executives kindly impress upon all concerned and especially personnel department that unusual delay over and above the prescribed time limit for finalisation of disciplinary cases will itself construe misconduct and may be viewed from a vigilance angle by the Commission with its attendant ramifications.

2. The Commission fully recognizes that vigilance essentially is a management control function and will be only as successful as the Chief Executive desires it to be. It is in this context that the Commission solicits the cooperation of the Chief Executives in ensuring that the CVOs are able to function and complete the monthly and quarterly reports with a view to ensuring the performance of the organization in totality.

3. Please acknowledge receipt and confirm having taken effective steps for compliance of the above instructions. A copy of this is also being endorsed to the CVO in your organisation for necessary follow-up action.

Yours faithfully,

(Mange Lal)
Deputy Secretary

MONTHLY REPORT OF CVO

ORGANISATION

MONTH

1. COMPLAINTS

CVO CODE

	Opening Balance	Received during the month	Disposal	Closing Balance (pending for)			
				1 mt	1-3mt	3-6 mt	over 6mt
Received from CVC							
others							

2. ACTION ON CVC ADVICE

Stage	Type	Opening Balance	Received during the month	Disposal	Closing Balance (pending for)			
					1 mt	1-3mt	3-6 mt	over 6mt
I	Major Minor							
II	Major Minor							

3. DEPARTMENTAL INQUIRIES

	Opening Balance	Received during the month	Disposal	Closing Balance (pending for)		
				Upto 6mt.	6 mt.-1 yr.	Over 1 yr.
By CDI						
By own IO						

4. INVESTIGATIONS

	Upto month	last	This month	Action recommended			
				Major	Minor	Others	Closure
Investigation reports by CVO							

5. INSPECTIONS

	Upto last month	This month	No resulting in Vig. cases	Recovery effected (in Rs.)
Periodic				
Surprise				
Major Works				

6. SCRUTINY OF APR

Total No. of APR	No. scrutinized this month	Balance	Comments

7. PROSECUTION SANCTIONS

Total pending	Sanction accorded/denied this month	Pendency

8. WHETHER FOLLOWING LISTS PREPARED

- Agreed List
- Officers of doubtful integrity

9. OTHER ACTIVITIES

- Training courses conducted
- System improvement
- Job rotation

(please comment or indicate 'NIL')

10. REMARK/COMMENTS on vigilance matters of your organisation.

Instructions for filling up the monthly report

It is proposed to make available the monthly report on electronic format and the CVOs should send the completed monthly report before the 7th of the succeeding month electronically to the CVC address vigilance@hub.nic.in as an attachment.

Following points may be kept in view while filling individual items in the report.

1. Complaints

The complaints which were forwarded by the Commission should be indicated against the row "Received from CVC." All other complaints be it from public, CBI or others to the CVO should be included in the row "Others".

'Disposal' will mean the number of complaints which have been either closed by the CVO, sent to the competent authority or the Commission with recommendation for further advice/action.

2. Action on CVC advice

Under first stage advice of major penalty only those cases should be included under 'Disposal' column wherein the IO/CDI and PO have been appointed after issue of charge sheet. Under minor penalty first stage only those cases where the punishment has actually been awarded should be indicated under 'Disposal' column. In case of second stage advice for major penalty and minor penalty, 'Disposal' column should indicate only those cases where the punishment has actually been awarded. More than normal delays in framing of charges, appointment of IOs and firming up of views on Inquiry Reports etc. should be specifically mentioned.

3. Departmental inquiries

Under CDI indicate the cases which are being inquired into by the CDI and 'Disposal' will mean the cases in which the CDI has submitted the inquiry report to the competent authority. In case of 'own IO' also the procedure will be same.

4. Investigations

Indicate the vigilance investigation reports prepared by the CVO alongwith the action recommended as indicated in the format.

5. Inspections

The inspections are of three types. Those which are periodically carried out by the vigilance as per a scheduled programme should be indicated against the column "Periodic". Surprise inspections should be indicated in the column "Surprise". Inspections of major works conducted by the CVO on the pattern of CTE or otherwise should be indicated against the column "Major works". In all these types of inspections if the vigilance has been able to enforce recoveries, the amount should be indicated against the column "Recovery effected".

6. Scrutiny of APR

After obtaining property returns of all the concerned officials it is expected that the vigilance department carries out scrutiny of a percentage of the total forms so collected. Against the "Comments" column CVO should indicate the cases in which unusual/abnormal features were noticed. For this purpose a separate page can also be used and communicated.

7. Prosecution sanctions

Fill up the number of prosecution sanctions requested and the cases in which sanctions were either accorded or denied by the competent authority. The balance will be shown under the column "Pendency".

8. Whether following lists prepared

Indicate whether these lists have already been prepared or the dates by which they are likely to be completed.

9. Other activities

Indicate brief details of various activities carried out or 'Nil' is otherwise.

10. Remarks/Comments

Any other important matter which the CVO wants to bring to the notice of the Commission may be indicated.

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Ref.: Commission's last letter No.00Q-RTN-3 dated 17.2.2000

Sir,

The Commission has decided that the CVOs shall henceforth, starting from January, 2003, submit monthly reports in the prescribed format (enclosed) by electronic form to cvc.nic.in to reach it by the first week of the succeeding month. The instructions for filling the format along with the copy of the format are enclosed.

2. It may please be noted that this format is to be submitted every month. It can be on line wherever e-mail facility is available.

Yours faithfully,

(Mange Lal)
Deputy Secretary