

**ANNUAL REPORT OF VIGILANCE WORK FOR THE YEAR\_\_\_\_\_**

ORGANISATION:

NAME OF THE CVO

E-mail ID:

**PART-I****ORGANISATIONAL PROFILE**

1. No. of employees

- a) Group A or equivalent and above  
b) Others

1. Nature of important activities carried out

2. Nature of Public Dealing Extensive/Moderate/Low/Indirect

3. Vigilance set up

- a) Whether the CVO is full time or Part time  
b) No. of Gazetted/ executive level in the vigilance wing  
c) No. of other officials in the Vigilance wing

**PART II****ANNUAL PERFORMANCE FOR THE PERIOD TO BE GENERATED FROM THE DCM&MIS**

4. COMPLAINTS(Nos)

Source	Opening Balance	Received during the year	Total	Disposed	Balance	Age wise Pendency (Months)			
						< 1	1-3	3-6	>6
CVC									
OTHERS									

5. ACTION ON THE CVC ADVICE (Nos)

Stage of Advice	Type of Proceedings	Opening Balance	Received during the year	Total	Disposed *	Balance	Age wise pendency (Months)			
							<1	1-3	3-6	>6
I	Major									
	Minor									
II	Major									

7. DEPARTMENTAL INQUIRIES (Nos)

a. UNDER THE CVC JURISDICTION

Opening Balance	Received during the month	Total	Disposed	Balance	Age wise Pendency(Months)			
					< 6	6-12	12-18	>18

b. OTHERS (Nos)

Opening Balance	Received during the month	Total	Disposed	Balance	Age wise Pendency (Months)			
					< 6	6-12	12-18	>18

8. PROSECUTION SANCTIONS

Opening Balance	Received during the month	Total	Disposed		Balance	Age wise Pendency(Months)			
			Sanctioned	Refused		<3	3-4	4-6	>6

9. AGEWISE DATA OF DISPOSED DEPARTMENTAL PROCEEDINGS (time taken to conclude the proceedings from the stage of registration of complaint till final disposal) (Nos)

Nature of Proceedings	< 3 Months	3-6 Months	6 Months-1year	1-2 year	>2years
Major					
Minor					

10. QUALITATIVE PARAMETERS OF VIGILANCE ADMINISTRATION

a. MAJOR PENALTY PROCEEDINGS (Grouping penalty wise)

No. of Cases	No. of officials against whom proceedings finalized	Cut in pension	Dismissal/ Removal/ Compulsory Retirement	Reduction to Lower time Scale/ Rank	Other Major penalties	Minor Penalties other than Censure/ Warning	Censure/ Warning	No action

b. MINOR PENALTY PROCEEDINGS (Grouping penalty wise)

No. of Cases	No. of officials against whom proceedings finalized	Reduction to lower stage	Postponement /Withholding of Increment	Recovery from pay	With holding of promotion	Censure/Warning	No action

c. RANK WISE BREAK UP OF PUNISHMENT AWARDED

Group	No. of Cases	No. of officials against whom proceedings finalized	Cut in pension	Dismissal/ Removal/ Compulsory Retirement	Reduction to lower time scale / in Rank	Other Major penalties	Minor Penalties other than Censure/ Warning	Censure/ Warning	No action
(1) Group C									
(2) Group B									
(3) Group A up to DS/Dir level									
(4) JS and above									

Note : For Banks and PSUs corresponding row entries in (1), (2), (3) and (4) are explained in the end.

11. LIST OF CASES WHERE MAJOR PENALTY WAS IMPOSED

Jurisdiction	Sl.No.	Case No.	Name(s) of Charged Officer(s)	Date of issue of Charge sheet	Date of final order	Punishment	Remarks
CVC							
Others							

**PART III (TO BE PREPARED BY THE CVO)****12. INVESTIGATION REPORTS SUBMITTED BY THE CVO (Nos)**

Upto the end of previous month	During the Month	Action Recommended on the cases of the Month			
		Major	Minor	Others	Closure
Total					
(1) Group C					
(2) Group B					
(3) Group A up to DS/Dir level					
(4) JS and above					

Note : For Banks and PSUs corresponding row entries in (1), (2), (3) and (4) are explained in the end.

**13. INSPECTIONS CONDUCTED BY THE CVO (Nos)****a) CONTRACTS AND MAJOR PURCHASES**

Type	Up to the end of the previous month	During this month	No. resulting in Vig. Cases	Recovery effected (in Rs.)
Periodic				
Surprise				
Major Works				

**b) OTHER THAN CONTRACTS AND MAJOR PURCHASES**

Type	Up to the end of the previous month	During this month	No. resulting in Vig. Cases	Recovery effected (in Rs.)
Periodic				
Surprise				
Major Works				

**14. CASES IN WHICH COMMISSION ADVICE HAS NOT BEEN COMPLIED WITH**

Names of officers	IO's findings	CVC 2 <sup>nd</sup> Stage advice	Final Decision

**15. ACTION TAKEN ON CTEs REPORT(IF ANY)**

Names of works with date of inspection	No. of paras referred to CVO for action	No of paras in which action taken by CVOs	Paras settled by CTE	No. of paras referred for vigilance investigation with date	Paras pending for disposal	Recovery proposed by CTE	Recovery affected by dept

**16. NATURE OF VIGILANCE ACTIVITY**

Total No of Departmental Inquiries		No. of inquiries pertaining to core activities of the organization out of col 1		No. of inquiries pertaining to personnel matters out of col 1	
Major	Minor	Major	Minor	Major	Minor

**17. ACTION ON APPOINTMENT OF CDIs AS IOs**

Opening balance of pending appointment	Nominations received during the year	No. of appointment orders issuedf	Closing balance		
			<6 months	6m-1yr	>1year

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18. DETAILS OF MISCONDUCTS WHERE MAJOR PENALTY WAS IMPOSED

- a) In respect of officers coming within the jurisdiction of CVC
- b) Others

Nature of misconduct	1 <sup>st</sup> stage advice of CVC	Findings of IO	2 <sup>nd</sup> stage advice of CVC	Nature of penalty imposed by disciplinary authority

This information is meant to see the consistency in nature of misconduct vis-à-vis penalty imposed by the DA.

**PREVENTIVE VIGILANCE**

19. SCRUTINY OF ANNUAL PROPERTY RETURNS

Total No. of APRS	No. scrutinised upto the end of the previous month	No. scrutinized during the month	Balance	Comments

20. WHETHER OF FOLLOWING LIST PREPARED

- a. Agreed List
- b. List of Officers of Doubtful Integrity

21. OTHER ACTIVITIES

- a. Training Courses conducted in vigilance awareness
- b. Systems Improvement undertaken
- c. Extent of IT usage and the e-governance
- d. Job Rotation
- e. Others

22. Has computerised file tracking system been introduced.

23. No. Of cases in which depl. Action initiated/punishment awarded for causing delays.

24. Any systems designed to ensure that principle of first come first serve in dealings with public/ others stake holders is followed.

25. No. Of cases in which depl. Action initiated/ punishment awarded for violating sequential approach.

26. Any steps taken to increase transparency in dealing with public /other stake holders.

27. Systems improvement recommended to reduce opportunities for corruption.

28. Remarks/comments on vigilance matters of the organization.

Place  
Date

SIGNATURE OF THE CVO  
(NAME OF THE CVO)

Criteria of disposal-

- 1) Complaints- Either issue of charge sheet or final decision for closing or dropping the complaint.
- 2) Major CVC 1<sup>st</sup> Stage- Decided not to go for Inquiry and drop further action or appointment of IO.
- 3) Major CVC 2<sup>nd</sup> Stage-Final disposal.
- 4) Minor CVC advice- Final disposal

With respect to column 10(c) and 12, the categories (1), (2), (3) and (4) are as follows for Banks & PSUs:-

Category	Banks	PSUs
(1)	Below Scale-III	May give the break-up as per their prevalent scale*
(2)	Scale-III & IV	
(3)	Scale-V and above	Two level below board level
(4)	Board level appointees	Board level appointees

\* (1) relates to Junior Management

(2) relates to Middle Management

(3) relates to Senior Management