

No.011/VGL/012  
Central Vigilance Commission  
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Satarkta Bhawan, Block 'A'  
GPO Complex, INA,  
New Delhi - 110023  
Dated: 05.04.2011

**Circular No. 07/03/11**

**Subject:- Format for review of vigilance work/ matters by Chief Executives/ Head of Departments with CVOs of Organisations/ Departments .**

Para 2.16.2 of Chapter II of the Vigilance Manual Vol. 1 (Sixth Edition) provides for review of vigilance work of the Organisations/ Departments by the Chief Executive/ Head of Department at regular intervals with the CVOs. It has been observed that, at present there is no standardised format/ template for such reviews and organisations are conducting review of vigilance work in an unstructured manner. Some organisations are not recording minutes of such review meetings held for follow up action which ultimately defeats the purpose of such reviews.

2. The Commission has therefore devised a standard format/ template for conducting review of vigilance work of the Organisations/ Departments by the Chief Executive/ Head of the Department at regular intervals with the CVO so as to ensure that the reviews are held in a structured and meaningful manner. The standard format is available on the Commission's web-site, however, a copy is also enclosed for ready reference.

3. All Chief Vigilance Officers should adopt the prescribed format/ template for undertaking reviews at regular intervals, preferably on quarterly basis with the Chief Executive/ Head of the Organisation/ Department. Further, the requisite details of reviews conducted and action taken/ status in the respective Organisation/ Department need to be furnished by the CVO alongwith the regular monthly reports of CVOs being submitted to the Commission.



**(J. Vinod Kumar)**  
Officer on Special Duty

**Encl: As above**

All Chief Vigilance Officers of Ministries/Departments/PSUs/Banks/Autonomous Organisations etc.

**Format for review of vigilance work/matters by Chief Executives/Head of Departments with CVO's of Organisations/Departments**

**1. COMPLAINTS AND INVESTIGATION REPORTS:**

A.

Complaints pending investigations with CVO over the time limits prescribed (including PIDPI complaints)	Reasons for pendency & action proposed
Category -A- CVC references	
Category - B- Non CVC references	
Complaints referred to CBI for investigation	

B.

Cases pending action on investigation reports/CVC 1st stage advice	Reasons for pendency & action proposed
Category-A-CVC 1st stage advice cases	
Category-B- CVO references	

**2. DEPARTMENTAL PROCEEDINGS:**

A.

Details of cases of delay in appointment of IO/PO	Reasons for delay & action proposed
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B.

Cases pending Inquiry with IOs over six months	Reasons for delay & action proposed
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C.

Cases pending issue of Final Orders. Category –A- CVC 2 <sup>nd</sup> stage advices Category-B- Other Cases.	Reasons for delay & action proposed
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**3. PROSECUTION SANCTIONS:**

Details of cases pending sanction for prosecution	Name and Designation of Competent Authority	Reasons and status of processing sanctions
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**4. PREVENTIVE VIGILANCE:**

A. Agreed List/ODI:

	Action taken by CVO/Management	Actions pending with CVO/Management since when & why
Agreed List		
ODI List		

B. Sensitive Post/Rotational Transfers:

Category/Levels	Number of officers/officials due for rotation	Number of officers/officials transferred by the Management	Number of officers/officials not transferred.	Reasons and action proposed.
1 Group -C*				
2 Group-B*				
3 Group-A up to DS/Director level*				
4 Jt. Secretary and above*				

\*Categories/Levels for Banks and PSUs:

Category	Banks	PSUs
1.	Below Scale-III	Below E-4
2.	Scale-III & IV	E-5 & E-6
3.	Scale-V and above	E-7 to E-9
4.	Board level appointees	Board level appointees

C. Training Courses conducted by CVO:-

5. SYSTEMS IMPROVEMENT:

A.

Systems improvements suggested by CVO	Action taken status
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B.

New Initiatives proposed for proactive vigilance	Action taken status
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C.

Leveraging Technology Initiatives	Present compliance status	Action/Issues pending
a. Publishing Tenders/Contracts on the Organisations/Departments website.		
b. Details of tender/contracts awarded with status of implementation on website.		
c. E-payments/Bill watch		
d. E-procurement etc.		
e. Professing Project Management		
f. Any other specific initiatives		

D.

Inspections/Preventive Checks of areas/work	Results thereof	Action recommended
CTE Type Inspections		
Surprise/Preventive Checks		
Joint inspections with CBI		

E.

Frauds, if any noticed/detected*	Action taken status
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**6. MAN POWER IN VIGILANCE :**

Sanctioned Strength	In Position	Action for filling up vacancies/augmentation
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**7. MEASUREMENT OF PERFORMANCE METRICS:**

Metrics/Parameters	Action thereon /Status
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**8. ANY OTHER SPECIFIC ISSUE OF CONCERN.**