

No.004/RTN/3
Government of India
Central Vigilance Commission

Satarkta Bhavan, Block A
GPO Complex, INA
New Delhi 110023
Dated, the July 2004

09 AUG 2004

To All Chief Vigilance Officers

Sub: Submission of Monthly Report and Annual Report by CVOs

Ref: Commission's letter No. 003/MMT/02 dated the 7th January 2003

Sir,
The Commission, in an effort to ensure optimal use of the software package 'Disciplinary Cases Monitoring and Management Information System (DCM&MIS)', has decided that Chief Vigilance Officers shall submit an Annual Report on vigilance activities carried out in addition to the monthly reports. Submission of quarterly statistical returns is dispensed with.

2. The CVOs should generate to the extent possible and submit their monthly and annual report from DCM&MIS. To achieve this objective, the Monthly and Annual Report formats have been revised and rearranged. All CVOs should ensure complete entry of data in DCM&MIS in respect of all live cases as on January 1, 2004 and further.
3. Revised proforma for submission of monthly reports and new proforma for annual report are enclosed. Copies can also be downloaded from the Commission's website.
4. The following guidelines may be observed in filling up the proformae:
 - a) Monthly Report:- Data pertaining to items 1-6 in Part A can be generated from DCM&MIS. Data pertaining to items 7-12 in Part B, being qualitative in nature, would need to be filled in manually by CVOs. The entire consolidated Monthly reports will continue to be sent manually, apart from email to the respective Branch Officer.
 - b) Annual Report:- Data pertaining to organization profile in Part I (Items 1-4) and on qualitative and preventive aspects in Part III (Items 12-28) would need to be filled in manually by CVOs. Data pertaining to Part II (Items 5-11) can be generated from DCM&MIS.
 - c) Maintenance of additional data base:- It may be necessary to maintain additional data, particularly with reference to qualitative and preventive aspects, on a continuing basis for incorporation in the Annual Report. CVOs may, at their discretion, consider maintaining manual records to supplement information recorded electronically, until the system is stabilized.
5. The Annual Report for the year 2003 may be prepared in the enclosed proforma expeditiously and submitted to reach the Commission latest by 30th August 2004. (This report may be generated manually)
6. CVOs may further ensure that the following deadlines are met on a consistent basis:-
 - a) Annual reports for the year 2004 onwards may be submitted by 30th January of the succeeding year; and
 - b) Monthly reports may be submitted by 5th of each month.

Yours faithfully,


(Anjana Dube)
Deputy Secretary

Encl.: As above.