

IMPORTANT CIRCULAR
Office of the Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt.-110010

No. AN/XIII/13006/AR_CVO/Vol-II/2012

Dated: 17.12.2012

To,

All Pr.CsDA/CsDA
PCA (Fys)/CF&A (Fys)

Subject: Submission of Annual Report by Vigilance Officer: Year 2012

Reference: This office Confidential Circular No. AN/XIII/13006/2/Vol. XVIII dated 11.08.2004.

Annual Report on the above subject for the year 2012 is required to reach the HQrs by 7th January 2013 in the prescribed proforma.

2. It is, therefore, requested that subject report in the proforma, duly completed in all respects, supported with related annexures containing details of information (data) provided in the proforma, may please be furnished through mail server on the mail address hqadmin13@cgdamail.org so as to reach this HQrs. Office by **07.01.2013** positively. The proforma in this regard may please be downloaded from CGDA's web site.

3. Kind attention is drawn to Part III of the subject report which is required to be prepared by the Vigilance Officer. On perusal of reports of previous year, received from various Pr. Controllers /Controllers, it has been observed that the columns of Part III of the subject report were reported blank or with NIL remarks. As the subject report is considered for inclusion in the Commission's Annual Report it is enjoined upon all Vigilance Officers to ensure that all the columns of the report are duly filled in.

4. Please acknowledge the receipt.


(Richa Misra)
Sr. Dy. CGDA(AN)


7/12

8. PROSECUTION SANCTIONS

Opening Balance	Received during the year	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-1 year	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.a) INVESTIGATION REPORTS SUBMITTED BY THE CVO W.R.T. ALL COMPLAINTS/AUDIT REPORTS INVESTIGATIONS OF WORKS ETC. (Nos)

Up to the end of previous year	During the Year	Action Recommended on the cases of the Year*			
		Major	Minor	Others	Closure

* This should include information provided on complaints in Col. 5.

b) RANK WISE DETAILS ON ACTION RECOMMEND ABOVE

Rank	Action recommended (No. of officers)				
(1) Group C					
(2) Group B					
(3) Group A up to DS/Dir level					
(4) JS and above					
Total					

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) [CITE LIKE INSPECTIONS]

a) CONTRACTS AND MAJOR PURCHASES

Type	Up to the end of the previous year	During this year	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 year	During this year	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 nd Stage advice	Final Decision

15. ACTION TAKEN ON CTE's 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 effected 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 issued	Closing balance		
			<6 months	6m-1yr	>1year

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 st stage advice of CVC	Findings of IO	2 nd 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 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) Whether QPR has been furnished by CVO [Yes/No]
 f) Whether CTE type inspections conducted by CVO [Yes/No]
 g) Amount of expenditure in gifts to public/Govt. servants in terms of CVC office order No. 60/9/04 dated 22.9.2004.

22. a) Whether tender put up on web-site [Yes/No]
 b) Whether details of tender about threshold value are put on web-site subsequent to finalisation of tenders. [Yes/No]

23. Has computerised file tracking system been introduced.

24. No. of cases in which deptl. Action initiated/punishment awarded for causing delays.