



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
Krishi Bhavan, Dr. Rajendra Prasad Road, New Delhi – 110 001

F.No.-104-1/2020-Vig.

Dated the 11th of November, 2020

CIRCULAR

The Central Vigilance Commission (CVC) vide its Circular No.020/VGL/036/459673 dated 08.09.2020 has advised that this year Vigilance Awareness Week would be observed by all the organizations, falling within the advisory jurisdiction of the Commission, from 27th October to 2nd November 2020.

Further, CVC has mentioned indicative list of areas/activities which are to be taken up in campaign mode as part of Vigilance Awareness Week-2020 in **Annexure-A** of the circular (Copy enclosed). The Indicative List of Areas/activities mentioned in the circular and action or information to be provided by, has been enclosed.

All the Institutes are requested to provide the relevant information on point no. 2, 3, 4 and 12 (as mentioned in the list provided vide Annexure 'A') to the concerned SMDs, at the earliest.

All the SMDs are requested to take up the matter with their respective Institutes and forward the compiled information to vigilance division, within a period of 10 days.

(P.K. Mishra)

Under Secretary (Vigilance-II)
Room No.-207A, Krishi Bhawan,
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Distribution:

1. Notice Boards at ICAR, Krishi Bhavan, KAB-I & KAB-II.
2. Information System Officer, DKMA, KAB-I for uploading the Circular in ICAR Website
3. Guard file

The Indicative List of Areas/activities mentioned in the circular and action or information to be provided by, is as under-

Sr.No.	Indicative list of areas/activities	Information to be provided by
1	Land management (title of land, property, encroachment issues etc.)	Director (Works)
2	Allotment of houses/quarters and related issues	Under Secretary (E&M)
3	Payments and other benefits to persons working in outsourced services in the organization	All the Institute to concerned SMD Under Secretary (Admn) All the Institute to concerned SMD
4	Management of Assets	Deputy Secretary (GAC) All the Institute to concerned SMD
5	Complaints pending for I& R as on 01.09.2020	Vigilance I & Vigilance II Section
6	Vigilance cases pending for further clarification to the CVC	Vigilance I & Vigilance II Section
7	Major penalty proceedings	Vigilance I & Vigilance II Section
8	Minor Penalty proceedings	Vigilance I & Vigilance II Section
9	CTE inspections	Director(Works)
10	Preventive Vigilance measures undertaken by the CVOs	Vigilance I & Vigilance II Section
11	If the organization runs Schools, Hospitals etc- Whether prescribed policy for management is adhered to.	No
12	Gender Sensitization issues	Deputy Secretary (GAC) All the Institute to concerned SMD
13	Leveraging Technology-IT usage and E-governance	ADG (E-Governance)
14	Scrutiny of Audit Reports	Inspection Unit
15	Updation of Rules, Regulations and guidelines	Under Secretary (Pers)/ Under Secretary (Admn)/ Under Secretary (R&P)/E-IV Section
16	Systems improvements undertaken (brief description within 100 words)	Vigilance I Section

Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020

(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020)

- 1. Land management (title of land, property, encroachment issues etc.)**
 - (a) Does the organization possess revenue documents / records for the land(s) under its control ?
 - (b) How much land is under encroachment and at what locations ?
 - (c) Steps being taken to combat encroachment ?
 - (d) Any other initiative ?

- 2. Allotment of houses / quarters and related issues**
 - (a) Does the organization use IT application for allotment of houses ?
 - (b) Does the organisation possess a house allotment policy ?
 - (c) Is house allotment being done as per prescribed policy ?
 - (d) Is there any illegal occupation of houses, if any and what action is being taken ?
 - (e) Any other issue ?

- 3. Payments and other benefits to persons working in outsourced services in the organisation**
 - (a) Whether the organisation possesses prescribed norms for outsourcing ?
 - (b) If yes, are these norms adhered to ?
 - (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
 - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
 - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
 - (f) Whether the vendors are adhering to norms prescribed by the organization ?
 - (g) Any other special initiative regarding outsourcing ?

- 4. Management of Assets**
 - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) is being done as per extant rules strictly.
 - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) may be given

- 5. Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020
Complaints pending over one year old to be disposed by 31.10.2020

Other items pending with CVOs

- (a) Status of complaints received from other sources
- (b) Status of complaints sent by CVC for NA

6. Vigilance cases pending for further clarification to the CVC

Cases to be disposed by 31.10.2020

7. Major penalty proceedings

Proceedings pending over six months old to be finalized by 31.10.2020

8. Minor Penalty proceedings

Proceedings over six months old to be finalized by 15.10.2020

Proceedings over one year old to be finalized by 31.10.2020

9. CTE inspections

Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020

10. Preventive vigilance measures undertaken by the CVOs

- (a) Inspections
 - (b) Training programmes / workshops including E-training / Online training
 - (c) Whether Annual Property Returns submitted by all officers
 - (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
 - (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
 - (h) Is the organization digitizing / plans to digitize old records
11. If the Organisation runs Schools, Hospitals etc.- Whether prescribed policy for management is adhered to.

12. Gender sensitization issues

- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
- (b) Percentage of representation of women at all levels in the Organization
- (c) Whether awareness regarding gender issues is being created in the Organisation

13. Leveraging Technology — IT usage and E-governance

- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
- (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

14. **Scrutiny of Audit Reports**

15. **Updation of Rules, Regulations and guidelines**

- (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy/ Banning of Business Dealing Policy, etc.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

16. **Systems improvements undertaken (brief description within 100 words)**

Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.
