

# AGENDA

## 1. Investigation:

(a) Timely completion of investigation (Turn Around Time): **(CVC references only)**

Complaints referred by CVC for Investigation & Report	Sent to CVO by CVC (Date)	Report rendered by CVO to CVC (Date)/ Pendency to be shown as under investigation with date.	Time Taken for investigation
General Complaints			
PIDPI Complaints			
CTE References			

(b) Age-wise analysis:

	Total Numbers	In Percentage
No. of Investigation completed in time		
Investigation delayed for 3-6 months		
Investigation delayed for more than 6 months		
Investigation delayed for more than one year		

(c) DETAILS OF CASES PENDING WITH CVOs FOR IMPLEMENTATION OF COMMISSION'S 1<sup>ST</sup> /2<sup>ND</sup> STAGE ADVICE AND FOR FURTHER CLARIFICATION/INFORMATION:

No. of cases pending for implementation of Commission's advice								No. of further information (FI) cases pending more than 3 months
1 <sup>st</sup> Stage (MA+MI+PR)				2 <sup>nd</sup> Stage (MA+MI)				
1-3 m	3-6m	>6 m	Total	1-3 m	3-6m	>6 m	Total	

(Pendency list enclosed)

## 2. Complaint handling:

Whether the organization has a system wherein all complaints are referred to the CVO.

Whether database of vigilance complaints is maintained: **(To be explained by CVO)**

a) Status of Complaints received and handled by the CVO **(Non-CVC references):**

Source	Total number of complaints received during the period	Total number of Complaints taken up for investigation
Complaints sent by CVC for Necessary Action.		
Complaints directly received in the Organization		
Other sources		

(b) Details/Status of Vigilance Cases dealt at the CVO level: **(Non- CVC references)**

Total number of Vigilance cases registered	No. of cases in which investigation completed	Average Time Taken	Action Taken with status				Pending Cases
			Major Penalty	Minor Penalty	Warning/ Administrative Action	Exoneration /Closure	

**3. Sanction for Prosecution:** CBI cases pending sanction for prosecution for more than 3 months, with reasons for delay. Pending reference received from CBI for concurrence of the department/ government u/s 6(A) of DSPE Act, for registration of RC/PE, alongwith reasons for pendency:

S.No	RC. Number	Case against	Date of Registration	Present Status
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**4. Preventive Vigilance:**

**(a) Leverage of Technology:** Status of progress of the organization with reference to the CVC's program of Leveraging of Technology for anti-corruption. Activities which need to be covered under the program are to be identified by the CVO and the status of its computerization/automation to be furnished:

Activities Identified for Leverage of Technology	Status of Implementation
<ul style="list-style-type: none"> <li>i) Information relating to Rules/Procedures governing the issue of license, permissions, clearances etc., on website</li> <li>ii) Application forms on website in downloadable format</li> <li>iii) Facility to apply online for services through website</li> <li>iv) Status of scrutiny of application on web-site</li> <li>v) Deficiencies found in forms scrutinized posted on web-site</li> <li>vi) NITs &amp; Tenders on web-site in downloadable format</li> <li>vii) Summary of awarded/finalized tenders on website</li> <li>viii) Details of registered vendors/contractors</li> <li>ix) Status of E-payment</li> <li>x) Registration of vendors/contractors through website</li> <li>xi) Status of individual applications of customers/citizens</li> <li>xii) Online receipt of applications</li> <li>xiii) Online registration of complaints and auto acknowledgement</li> <li>xiv) Details of sanction of funds to NGOs</li> <li>xv) Status of bill payments on website</li> <li>xvi) E-procurement</li> <li>xvii) Updation of information of web-site on regular intervals</li> </ul>	

(b) System and procedures reviewed for assessing the risk of corruption and corrective measures advised by the CVO:

(c) Number of vigilance clearance given/withheld by the CVO with details and reasoning in case of withholding of clearance.

Year	No. of Vigilance clearances granted	No. of Vigilance Clearances withheld	Reasons for withholding clearances

(d) Preventive vigilance inspections including (CTE type inspection) undertaken and the result thereof:

	No. of Inspections conducted during the period	Results of Inspections	Action Taken
CTE Type Inspections			
Vigilance Inspections			
Surprise Visits			

(e) Other preventive work undertaken by CVO:

	Status of Action Taken
Agreed List	
Updation of ODI	
Rotation of officers in sensitive posts	
Assessment of Property Returns	
Any other preventive work undertaken	

5. Capacity Building of Vigilance Staff: Imparting of specialized training to vigilance staff.

Whether staff have been adequately trained in investigation and preventive vigilance work:  
Percentage of staff trained:

Number of Workshop/Training Programmes conducted during the period	Name & Details of Workshops	No. of officers/ staff trained	Broad subject covered	Remarks

6. Manpower Management:-

(a) Man in position v/s Sanctioned strength:

(b) Total Manpower utilization:

Mandays Available	
Mandays utilized for Investigation and Report	
Mandays utilized for dealing with cases referred for necessary action	
Mandays utilized for dealing with cases at the level of CVO	
Mandays utilized for preventive work	

**Calculation of Mandays:**

Total Number of days available per person annually = 237 ( if 5 day week is followed)

= 277 (if 6 day week is followed)

Out of this 10% is to be deducted on account of training and leave i.e. 5% training reserve and 5% leave reserve.

Number of mandays utilized for a task would be number of mandays X number of persons deployed on the job.

- **For each aforementioned item take 12 months data into consideration including brought forward.**