

डॉ. एस. के. सरकार

Dr. S.K. Sarkar

अपर सचिव

Additional Secretary

Tel. No. : 23094010

Fax No. : 23092580

E-mail : sarkardk@nic.in



सत्यमेव जयते

भारत सरकार

कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL

PUBLIC GRIEVANCES AND PENSIONS

NORTH BLOCK, NEW DELHI-110001

<http://www.persmin.nic.in>

D.O. No. 425/01/2012-AVD-IV

Dear Secretary,

Date 17<sup>th</sup> July, 2012

Kindly refer to this Department's Office Memorandum No. 372/19/2011-AVD-III(Pt.I) dated 26<sup>th</sup> September, 2011 (copy enclosed) regarding strengthening of vigilance set-up in Ministries/Departments, wherein, on the basis of a recommendation made by the Group of Ministers to tackle Corruption, which was accepted by the Government, all the Ministries/Departments were advised to strengthen their vigilance administration with requisite manpower with a view to ensuring expeditious disposal of disciplinary cases. It was also advised therein to consider, where appropriate, setting up of a monitoring cell in each Ministry/Department to review and monitor the progress of all pending disciplinary Inquiries on a day-to-day basis, with a view to ensuring their timely conclusion. I hope that your Ministry/Department has initiated action for implementing the said recommendation of the Group of Ministers as accepted by the Government.

2. In continuation of the aforesaid process of strengthening the vigilance administration of Ministries/Departments and in order to assess the work load relating to vigilance administration in various Ministries/Departments and the adequacy of present vigilance administration to handle the such volume of work and to lay down general guidelines for review of the existing vigilance setups in Ministries/Departments with a view to strengthening them adequately to meet the challenges posed by the ever increasing volume of vigilance related work, it has been decided to collect information relating to the strength of the present vigilance setup and volume of vigilance related work in various Ministries/Departments along with details of recent increase in staff strength for handling vigilance work from each Ministry/Department.

3. I shall be grateful if you send the information in the enclosed proforma in respect of your Ministry/Department to this Department latest by 31<sup>st</sup> July, 2012.

With regards,

Yours sincerely,

Encl: As above

(S.K.Sarkar)

Secretary, All Ministries/Departments as per standard list.

Copy to

1. Prime Minister's Office, South Block, New Delhi.
2. Central Vigilance Commission, Satarkata Bhawan, New Delhi.
- ✓ 3. NIC, DoPT for uploading on the website of the Department.

(V.M. Rathnam)

Deputy Secretary (V-IV)

No.372/19/2011-AVD-III(Pt.I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training


New Delhi the 26<sup>th</sup> September, 2011.

**OFFICE MEMORANDUM**

**Subject: Strengthening of Vigilance set-up in Ministries/Departments.**

The Government had constituted a Group of Ministers (GoM), on 6<sup>th</sup> January, 2011 with the approval of the Prime Minister to consider measures that can be taken by the Government to tackle corruption. One of the terms of reference (ToR) of the GoM was to consider and advise on "Fast tracking of all cases of public servants accused of corruption". The GoM, while considering this (ToR) also considered certain important recommendations of the Hota Committee (*Committee of Experts to review the procedure of Disciplinary/Vigilance Inquiries and recommended measures for their expeditious disposal*) has made a recommendation that vigilance administration of the Central Ministries/Departments may be strengthened.

This recommendation of the GoM has been accepted by the Government. Accordingly, all Ministries/Departments are advised to strengthen their vigilance administration with requisite manpower with a view to ensuring expeditious disposal of disciplinary cases. The Ministries/Departments may, where appropriate, consider setting up of a monitoring cell to review and monitor the progress of all pending Disciplinary Inquiries on a day-to-day basis, with a view to ensuring their timely conclusion.



(V.M. Rathnam)

Deputy Secretary to the Government of India  
Tel. No. 011-23094637

To

1. All Ministries/Departments as per standard list.
2. Central Bureau of Investigation, CGO Complex, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4.  NIC, DoP&T for uploading on the website of the Department.

Copy to:-

1. Central Vigilance Commission, Satarkata Bhawan, New Delhi.

A. **Name of Ministry/Department** :  
**Address** :

I. **Strength** :  
 No. of Group "A" Officers :  
 No. of Group "B" Officers :  
 No. of Group "C" Officers :  
 No. of Group "D" Officers :  
 Total :

II. **Vigilance Set-up** :  
**CVO (Joint Secretary/Director)** : Yes/No  
 (Please indicate whether full-time/part-time\*)

No. of Officers/Staff in the Vigilance-Set up (Please indicate whether on full-time/part-time basis*) (Eg. Director, Deputy Secretary, Under Secretary, Desk Officers/ Section Officers, Assistants etc.)	Name of Post (1)	Percentage of time spent on Vigilance Work (2)
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B. **QUANTUM OF WORK LOAD :**

I. **COMPLAINTS:**  
 No. of complaints received during 2011 and upto 30.06.2012):  
 No. of cases disposed :  
 No. of cases pending :  
 Average time taken for disposal of a complaint :

II. <b>DISCIPLINARY PROCEEDINGS :</b>	Major Penalty (1)	Minor Penalty (2)
No. of cases of disciplinary proceedings pending as on 01.01.2011 :	---	---
No. of cases added during the period from 01.01.2011 to 30.06.2012 (1 ½ years)	---	---
No. of cases disposed during the period from 01.01.2011 to 30.06.2012	---	---
No. of cases pending as on 30.06.2012 (Break-up of above pending cases)	---	---
Cases pending decision over 6 months after CVC's 1 <sup>st</sup> stage advice :	---	---
Cases pending decision over 6 months after CVC's 2 <sup>nd</sup> stage advice:	---	---
No. of Major penalty proceedings pending for more than one year :	---	---
No. of Cases pending with I.O. for more than 6 months	---	---

III. **PROSECUTION SANCTION:**  
 No. of cases pending sanction for prosecution :  
 No. of cases finalised in consultation with CVC during the period  
 from 01.01.2011 to 30.06.2012 :  
 Average time taken for final disposal of each case :

\* In case of part time vigilance work, indicate the appropriate part or percentage of the officer's time spent on vigilance work (eg. 10% or 15% of the total time or indicate 1/2 or 1/6 etc of the total time of the officer).

**C. PUBLIC SECTOR UNDERTAKINGS**

No. o PSUs under the administrative control of the Ministry/Department :

Does all the PSUs have a separate Vigilance set-up including a full time CVO:

Details of the Vigilance set-up in each PSU :

No. of complaints pending in each PSU :

No. of disciplinary cases pending in each PSU :

No. of disciplinary cases pertaining to PSUs handled by the

Ministry/Department during the period 01.01. 2011 to 30.06.2012 :

No. of cases for Sanction for Prosecution in respect of each PSU handled  
in the Ministry/Department during the period 01.01.2011 to 30.06.2012. :

D. Whether the present vigilance set-up in the Ministry/Department  
is adequate to handle the present volume of work. :

E. Has there been any significant increase in the volume of vigilance  
related work in the Ministry/ Department in the last five years.  
If so, what is the percentage of increase. :

F. What is the percentage of increase in the staff strength of the  
vigilance unit in the Ministry/Department during this period. :

G. Do you consider it necessary to increase present staff strength.  
If so, details of the proposed increase.

H. Is there a Monitoring Cell in the Ministry/Department to review and  
monitor progress of all pending disciplinary cases on a day-to-day basis? :  
If so, what is the present structure of the monitoring cell?