

MONTHLY REPORT OF THE CVO

ORGANISATION:

MONTH:

CVO Email ID:

PART A (TO BE GENERATED FROM DCM & MIS)

1. COMPLAINTS (Nos)

Source	Opening Balance	Received during the month	Total	Disposed	Balance	Age wise Pendency(Months)			
						< 1	1-3	3-6	>6
CVC									
OTHERS									

2. ACTION ON THE CVC ADVICE (Nos)

Stage of Advice	Type of Proceedings	Opening Balance	Received during the month	Total	Disposed *	Balance	Age wise pendency(Months)			
							<1	1-3	3-6	>6
I	Major									
	Minor									
II	Major									

3. DEPARTMENTAL INQUIRIES (Nos)

a) UNDER THE CVC JURISDICTION **

Opening Balance	Received during the month	Total	Disposed	Balance	Age wise Pendency(Months)			
					< 6	6-12	12-18	>18

b) OTHERS (Nos) ***

Opening Balance	Received during the month	Total	Disposed	Balance	Age wise Pendency(Months)			
					< 6	6-12	12-18	>18

4. PROSECUTION SANCTIONS

Opening Balance	Received during the month	Total	Disposed		Balance	Age wise Pendency(Months)			
			Sanctioned	Refused		<3	3-4	4-6	>6

5. 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-1year	1-2 year	>2years
Major					
Minor					

6. QUALITATIVE PARAMETERS OF VIGILANCE ADMINISTRATION

a) MAJOR PENALTY PROCEEDINGS

No. of Cases	No. of officials against whom proceedings finalized (out of column 1)	Cut in pension (out of column 2)	Dismissal/ Removal/ Compulsory Retirement	Reduction in Lower time Scale/Rank	Other Major penalties	Minor Penalties other than Censure/ Warning	Censure/ Warning	No action

b) MINOR PENALTY PROCEEDINGS

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.

7. List of cases where major penalty 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 B

(TO BE PREPARED BY THE CVO)

8.a) INVESTIGATION REPORTS SUBMITTED BY THE CVO W.R.T. ALL COMPLAINTS/AUDIT REPORTS INVESTIGATIONS OF WORKS ETC. (Nos)

Upto the end of previous month (from Jan.)	During the Month	Action Recommended on the cases of the Month*			
		Major	Minor	Others	Closure

*This should include information provided on complaints in Col. 1.

b) RANK WISE DETAILS ON ACTION RECOMMEND ABOVE

Rank	Action recommended (No. of officers)				
	Major	Minor	Others	Closure	Total
(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.

PREVENTIVE VIGILANCE

9. INSPECTIONS CONDUCTED BY THE CVO (Nos) [CTE LIKE INSPECTIONS & OTHERS]

Type	Upto the end of the previous month	During this month	No. resulting in Vig. Cases	Recovery effected (in Rs.)
Periodic				
Surprise				
Major Works				

10. SCRUTINY OF ANNUAL PROPERTY RETURNS

Total No. of APRs	No. scrutinised up to the end of the previous month	No. scrutinized during the month	Balance	Comments

11. WHETHER FOLLOWING LIST PREPARED

- a) Agreed List
- b) List of Officers of Doubtful Integrity

12. 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 forwarded by CVO [Yes/No]
- f) Whether CTE type inspections conducted by CVO [Yes/No]

13. a) Whether tenders put up on web-site [Yes/No]
- b) Whether details of tenders above threshold value are put on web-site subsequent to finalisation of tenders. (Attach details) [Yes/No]

14. REMARKS/COMMENTS ON VIGILANCE MATTERS OF THE ORGANISATION

PLACE:
DATE

SIGNATURE OF THE CVO
NAME OF THE CVO

Criteria of disposal-

- 1) Complaints- Either issue of charge sheet or final decision for closing or dropping the complaint.
- 2) *Action taken in table 2:
 - a) Minor Penalty
 - i) I Stage - Issuing Final Orders
 - b) Major Penalty

- i) I Stage – Appointment of IO/case dropped by DA
- ii) II Stage-Issue of Final Orders.

**Departmental inquiries under the CVC jurisdiction would include cases of Group 'A' Officers (Government organized services), Board Level Appointees and two levels below Board Level (PSUs) Scale V and above (PSBs and others) and composite cases where one of the Charged Officers is one of the above categories.

***Departmental inquiries - others would include the cases of Group 'B' and 'C' categories not required to be referred to CVC.

With respect to column 6(c) and 8, the categories (1), (2), (3) and (4) are as follows for Banks & PSUs:-

Category	Banks	PSUs
(1)	Below Scale-III	May give the break-up as per their prevalent scale*
(2)	Scale-III & IV	
(3)	Scale-V and above	Two level below board level
(4)	Board level appointees	Board level appointees

- * (1) relates to Junior Management
- (2) relates to Middle Management
- (3) relates to Senior Management