

**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?	Yes
(b)	How much land is under encroachment and at what Locations?	1. 32.30 hectare at Manora Peak, Nainital 2. 4.49 hectare at Devasthal, Nainital
(c)	Steps being taken to combat encroachment?	Barbed wire fencing
(d)	Any other initiative?	

**2. Allotment of houses / quarters and related issues**

(a)	Does the organization use IT application for allotment of houses?	No
(b)	Does the organization possess a house allotment policy?	Yes
(c)	Is house allotment being done as per prescribed policy?	Yes
(d)	Is there any illegal occupation of houses, if any and what action is being taken?	No
(e)	Any other issue?	N/A

**3. Payments and other benefits to persons working in outsourced services in the organization**

(a)	Whether the organization possesses prescribed norms for Outsourcing?	Follow the govt. norms
(b)	If yes, are these norms adhered to?	yes
(c)	Whether payment of salaries / wages is paid through bank account by the contractor?	Yes
(d)	Whether other statutory dues (PF, medical benefits etc.) are being given on time?	Yes
(e)	Whether due wages are paid to the outsourced persons as per contract conditions and any test Check being done by the Management?	yes
(f)	Whether the vendors are adhering to norms prescribed by the organization?	Yes
(g)	Any other special initiative regarding outsourcing?	Reviewed after one year

#### 4. Managements of Assets

(a) Whether condemnation of assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) Is being done as per extant rules strictly.	Yes
(b) Date of Last condemnation of assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) may be given.	10.01.2018

#### 5. Complaints pending for I&R as on 1.9.2020

Complaints pending over six months old to be disposed by 15.10.2020	No, however, as per records available with DST, two charge sheets under RC0072013A0006 have been registered against Shri Ram Sagar, former Director, ARIES, Shri Om Prakash, former Engineer ( C ) Civil, ARIES and others by the CBI
Complaints pending over one year old to be disposed by 31.10.2020	-Do-

#### Other items pending with CVOs

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

#### 6. Vigilance cases pending for further clarification to the CVC

Cases to be disposed by 31.10.2020	Nil
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#### 7. Major penalty proceedings

Proceedings pending over six months old to be finalized by 31.10.2020	Nil
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#### 8. Minor Penalty proceedings

Proceedings over six months old to be finalized by 15.10.2020	Nil
Proceedings over one year old to be finalized by 31.10.2020	Nil

#### 9. CTE inspections

Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020	Nil
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#### 10. Preventive vigilance measures undertaken by the CVOs

(a) Inspections	Time to time
(b) Training programmes / workshops including E-training/ online training	Yes, attended in 2018-19 by VO
(c) Whether Annual Property Returns submitted by all officers	Yes
(d) Whether Organisation possesses Record Retention / Preservation Policy? If so, date of Last amendment	Follow the govt. norms
(e) Whether records are being weeded out as per the extant Retention Policy of the Organization	No
(f) Is the organization digitizing / plans to digitize old records	In process



11. If the organization runs Schools, Hospitals etc. - Whether prescribed policy for management is adhered to. No

**12. Gender sensitization issues**

(a) Has the organization constituted prescribed committees for harassment of women at the Workplace? If yes, date of last meeting held	Yes, 02.07.2020
(b) Percentage of representation of women at all levels in the Organisation	5%
(c) Whether awareness regarding gender issues is being created in the Organisation	Yes

**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)	GeM, SBI-Vistaar, e-procurement, IT return
(b) Whether <b>Information System Audit</b> is done regularly for IT based applications running in the Organisation. Date of last information audit may be given	Sept., 2020

**14. Scrutiny of Audit Report**

Yes

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

(a) Whether organization 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.	Yes, follow the Govt. norms formed by Govt. from time to time.
(b) Has the organisation made rules for retired officials? If yes, furnished date	No

**16. Systems improvements under taken (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

We have a vision to have a digital workplace solution comprising of a suite of products that paves the way for an efficient and open government by streamlining workflow for both internal and external and making them paperless. By implementing e-office we shall be able to improve efficiency, consistency and effectiveness of government responses; to reduce turnaround time and to meet the demands of the citizen's charter; to provide for effective resource management to improve the quality of administration; to reduce processing delays; to establish transparency and accountability.