

REMINDER-1
TIME BOUND
CONFIDENTIAL

No.F.Vig/2-328/2021
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(VIGILANCE CELL)

Ansari Nagar, New Delhi-110 029
Dated the: 8th January, 2021

MEMORANDUM

Sub.:- Observance of Vigilance Awareness Week - 2020 from 27th October to 2nd November, 2020 - Action Taken thereof.

This refer to Vigilance Cell's OM of even number dated 19.10.2020 on the above subject and to inform that the asked information/action taken report in the prescribed Annexure-'A' has not been received so far.

It is therefore, again requested to kindly look into the matter and provide the action taken report in the prescribed Annexure-'A' to the Vigilance Cell, within 7 days from the date of issue of this OM, for onward transmission to CVC.



This issues with the approval of CVO, AIIMS, New Delhi.




(Raj Kumar),
Sr. Administrative Officer(Vig)

Distribution:

1. All Chiefs of Centres
2. Medical Superintendent
3. Financial Advisor
4. Superintending Engineer
5. Heads of the Deptt./Section/Unit

Copy to: Professor-Incharge, CF-with the request to kindly upload the same on the website of the Institute.

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11/1



11/01/2021

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 organization 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 organization**
 - (a) Whether the organization 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
 - (d) Whether Organization possesses Record Retention/Preservation Policy? If so, date of last amendment
 - (e) Whether records are being weeded out as per the extant Retention Policy of the Organization
 - (f) Is the organization digitizing/plans to digitize old records
- 11. If the Organization runs Schools, Hospitals etc. – Whether prescribed policy for management is adhered to**
- 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
 - (b) Percentage of representation of women at all levels in the Organization
 - (c) Whether awareness regarding gender issues is being created in the Organization
- 13. Leveraging Technology-If usage and E-governance**
 - (a) New initiatives taken in the last one year for using 11 as 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 Organization. Date of last Information System Audit may be given.
- 14. Scrutiny of Audit Reports**

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.
- (b) Has the organization 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.

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