

Vig. 12-328/2020
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(VIGILANCE CELL)

Ansari Nagar, New Delhi-29,
Dated:-

MEMORANDUM


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

This refer to Vigilance Cell's OM of even number dated 19.10.2020 and its subsequent reminder dated 08.01.2021 on the above subject. No action taken report has been received so far.

The matter referred above may kindly be looked into expeditiously and provide the action taken report in the prescribed format Annexure-A(copy enclosed) within 3 days from the date of issue of this OM so that the same could be forwarded to CVC delay.

This may kindly be treated as MOST URGENT.




(Raj Kumar)
Sr. Admn. Officer(Vig.)

Encl: As state above

Distributions:

- ✓ 1. The Professor Incharge(CF) -For point no. 4(partly)
2. The Professor Incharge(CMET) -For point no. 4(partly)
3. The Superintending Engineer, AIIMS, New Delhi.- For point no. 1, 11
4. The Financial Advisor, AIIMS, New Delhi - For point no. 3,4,14,15
5. Sr. Admn. Officer, Recruitment Cell, AIIMS, New Delhi - For point no. 15(partly)
6. Sr.Admn. Officer(Vig.) -For point no. 5, 6-10,16
7. Sr. Stores Officer(DO)- For point no. 4
8. The Admn. Officer(Rectt.)- For point no. 15
9. The Admn. Officer,(DO)- For point no.- 12,15(partly)
10. The Admn. Officer, Estate Section- For point no.-1 (partly), 2,11

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



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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.
