

MANAGEMENT OF ASSETS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. Confirmation by CVO that instructions for disposal of unused assets to various units / offices within the organization has been issued.

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO



ANNEXURE B (3)

RECORD MANAGEMENT

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. Whether organizations have record retention/ preservation policy, including for e-records, as on 15th August 2022.

2. If no, then date on which record retention/ preservation policy, including for e-records, has been framed and issued.

3. Brief report on action taken during the campaign period for weeding out of old records.

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO



TECHNOLOGICAL INITIATIVES

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. WEBSITE UPDATION:

- (a). Regular Maintenance and updation of website.
- (b). System introduced for updation and review of website.

2. ONLINE SERVICES:

Initiatives on creation of user friendly online platforms.

3. SECURITY OF E-PLATFORMS

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO



ANNEXURE B (5)

UPDATION OF GUIDELINES / CIRCULARS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

Details of Updation of guidelines / circulars / manuals carried out during the campaign period.

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO



ANNEXURE B (6)

DISPOSAL OF COMPLAINTS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on following:

A. Complaints received from CVC office by CVO / organization for Necessary Action.

1. Number of complaints received by Chief Vigilance Officers/ concerned organizations from Central Vigilance Commission for necessary action, pending as on 15th August 2022.

2. Out of the above, the number of complaints pending for disposal as on 15th November.

3. Of the complaints pending as on 15th August, 2022, in respect of complaints disposed of by 15th November, 2022, the number of complaints for which status has been updated in CVC's portal.

B. Complaints received directly by the CVO / Organization from sources other than CVC.

1. Number of complaints received by Chief Vigilance Officers/ concerned organizations from various sources other than CVC pending as on 15th August 2022.

2. Out of the above, the number of complaints pending for disposal as on 15th November 2022.

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO