



श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

A Central University established by an Act of Parliament

(Formerly Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, Deemed to be University)

No.F.1(101)/SLBNSU/GAD/2020-21/501

Dated: 21.10.2020

OFFICE ORDER

In pursuance of the instructions issued by the Central Vigilance Commission (CVC) vide Circular No. 09/09/2020 dated 08.09.2020, Vigilance Awareness Week-2020 will be observed in the University during the period 27.10.2020 to 02.11.2020 with the theme 'सतर्क भारत, समृद्ध भारत (Vigilant India, Prosperous India)'. The following activities will be carried out during Vigilance Awareness Week-2020, under the supervision of Chief Vigilance Officer of the University:-

Date/Time	Activity	Venue
27.10.2020 (11:00 A.M.)	Integrity Pledge Ceremony by all the Teaching/ Non-Teaching Staff and Students of the University. (Keeping in view the Covid-19 pandemic situation and to avoid the crowd gathering, all the staff members are advised to take Integrity Pledge in their respective Departments/ Sections)*	In their respective Departments/ Sections.
28.10.2020 (11:00 A.M.)	Debate Competition for the Non-Teaching Staff of the University. Topic: क्या घृष्टाचार पर अंकुश लगाने में शिक्षा प्रणाली अहम् भूमिका निभा रही है?	Vachaspati Sabhagar
02.11.2020 (11:00 A.M.)	Prize Distribution Ceremony	Vachaspati Sabhagar

*All HoDs/ Sectional Heads are requested to forward the photographs of the Integrity Pledge taking programme on whatsapp number (9899141096) of Sh. Manish Lohani, Assistant (General Admin.) for onward submission to the Commission.

In addition to the above mentioned activities, following In-house activities as advised by Vigilance Commission will also be undertaken in a campaign mode during the Vigilance Awareness Week-2020 (27/10/2020 to 02/11/2020) in the University:-

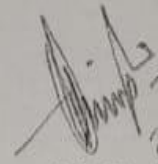
S No.	List of Activities	To be Conducted & Coordinated by
01	Land Management (Title of Land, Property, Encroachment issues etc.) (a) Does the organization possess revenue documents/ records for the lands under its control? (b) How much land is under encroachment and at what locations? (c) Steps being taken to combat encroachment? (d) Any other initiative?	University Works Department

S No.	List of Activities	To be Conducted & Coordinated by
02	Allotment of Houses/ quarters and related issues <ul style="list-style-type: none"> (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? 	General Administration Section
03	Payments and other benefits to persons working in outsourced services in the organization <ul style="list-style-type: none"> (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? 	Administration-II and Accounts Branch
04	Other items pending with CVOs <ul style="list-style-type: none"> (a) Status of complaints received from other sources (b) Status of complaints sent by CVC for NA 	CVO
05	Preventive vigilance measures undertaken by the CVOs <ul style="list-style-type: none"> (a) Inspections (b) Training programmes/ workshops including E-training / Online training (c) Whether Annual Property Returns submitted by all officers 	
06	Leveraging Technology- IT usage and E-governance <ul style="list-style-type: none"> (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) (b) Whether Information System Audit is done regularly for IT based applications running in the organisation, Date of last Information System Audit may be given. 	Computer Centre
07	Updation of Rules, Regulations and guidelines <ul style="list-style-type: none"> (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, Conduct, Discipline and Appeal (CDA) Rules, Transfer/Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy etc. (b) Has the organisation made rules for retired officials? If yes, furnish date. (c) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment (d) Whether records are being weeded out as per the extant Retention Policy of the Organisation. (e) Is the organization digitizing / plans to digitize old records? 	Administration-I and Administration-II Branch

Ali HoDs/ Sectional Heads are requested to undertake the activities mentioned at Sl. No. 01 to 07 above in their respective Departments/ Sections during the observance of Vigilance Awareness Week-2020. A brief report of above activities is to be forwarded to the General Administration Branch by 09/11/2020 for onward submission to the Commission.

All the Teaching /Non-Teaching Staff and Students are requested to participate in above activities as per the above-mentioned schedule date and time. They are also advised to adhere to the Covid-19 guidelines like wearing of Facemask, Physical distancing etc.

This Office Order issues with the approval of the Competent Authority.



21/10/2020

(J. P. Singh)

Assistant Registrar (General Admin.)