

No.(035)40/03/2020-Ad.II/NCRB  
 Government of India  
 Ministry of Home Affairs  
 National Crime Records Bureau

NH-8, Mahipalpur  
 New Delhi-110037.  
 Dated: 08.2022

**CIRCULAR**

Subject: Observance of Vigilance Awareness Week, 2022 –reg.

**(Preventive Vigilance measures cum Housekeeping activities: 3 months campaign (16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022) as a precursor to Vigilance Awareness Week 2022)**

In pursuance of CVC's Circular No.022/VGL/029/ dated 25.07.2022, the details of 3 months' campaign on Preventive Vigilance cum Housekeeping activities under different heads are mentioned at Col.(2). The corresponding Branches mentioned in Col.(3) are directed to implement the respective parameters effectively as prescribed in Annexures:

| S.No  | Parameters (Physical & soft copies)   | Concerned Branch             |
|-------|---|------------------------------|
| (1)   | (2)   | (3)                          |
| (i)   | Property Management   | General Branch               |
| (ii)  | Management of Assets  | General Branch               |
| (iii) | Record Management   | All Branches                 |
| (iv)  | Technological Initiatives comprising two parameters<br>➤ Website Maintenance & updation;<br>➤ Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform; | CCTNS/DCT                    |
| (v)   | Updation of guidelines/Circulars /Manual wherever found necessary   | Administration/Establishment |
| (vi)  | Disposal of complaints outstanding as of 15.05.2022   | Administration/Establishment |

For m/a hds.

STO/DCT

12/10/22  
 ARB  
 21.11

Sh. Sandeep

2. All Branch Heads are requested to furnish inputs on the above respective parameters by 15<sup>th</sup> October,2022.

*Rajeshwar Lal*  
10/8/2022

(Rajeshwar Lal)  
Assistant Director(Admn)

To  
All Branch Heads

- Copy to:
- (i) Sr. PPS to Director, NCRB
  - (ii) PS to JD/C & JD/A
  - (iii) Notice Board

**RECORD MANAGEMENT**

**Name of the Organization: National Crime Records Bureau**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15<sup>th</sup> 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 15<sup>th</sup> 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 CVO

**TECHNOLOGICAL INITIATIVES**

**Name of the Organization: National Crime Records Bureau**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15<sup>th</sup> 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 CVO