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

(Preventive Vigilance measures cum Housekeeping activities: 3 months campaign (16th August, 2022 to 15th 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:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Parameters (Physical &amp; soft copies)</th>
<th>Concerned Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Property Management</td>
<td>General Branch</td>
</tr>
<tr>
<td>(ii)</td>
<td>Management of Assets</td>
<td>General Branch</td>
</tr>
<tr>
<td>(iii)</td>
<td>Record Management</td>
<td>All Branches</td>
</tr>
<tr>
<td>(iv)</td>
<td>Technological Initiatives</td>
<td>CCTNS/DCT</td>
</tr>
<tr>
<td></td>
<td>comprising two parameters</td>
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</tr>
<tr>
<td></td>
<td>➢ Website Maintenance &amp; upation;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➢ Identification of new areas for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform;</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td>Updation of guidelines/Circulars/Manual wherever found necessary</td>
<td>Administration/Establishment</td>
</tr>
<tr>
<td>(vi)</td>
<td>Disposal of complaints outstanding as of 15.05.2022</td>
<td>Administration/Establishment</td>
</tr>
</tbody>
</table>
2. All Branch Heads are requested to furnish inputs on the above respective parameters by 15\textsuperscript{th} October, 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 (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 CVO
TECHNOLOGICAL INITIATIVES

Name of the Organization: National Crime Records Bureau

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 CVO