

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स / Fax : 24651186



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No..... 018/VGL/019

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**Circular No. 01/01/2019**

**Subject: Submission of Online Quarterly/Annual Reports by CVOs – transition from offline to online mode: Instructions regarding**

**Ref: Commission's Circular No. 003/MMT/02 dated 07.01.2003  
Commission's Circular No. 004/RTN/3 dated 09.08.2004  
Commission's Office Order No. 47/7/05 dated 28.07.2005**

In order to exercise general supervision over vigilance and anti-corruption work of the Ministries/Departments/Organisations, as mandated u/s 18 of CVC Act, 2003, the Commission vide its Circulars/Office Order referred above has prescribed the monthly and annual report formats which all the CVOs are required to fill up with details of their vigilance activities and submit to the Commission in offline mode. Besides, the CVOs are also required to submit the Quarterly Progress Report (QPR) separately to the CTEO.

2. In partial modification of the above guidelines, the Commission has now decided to dispense with the offline mode of submission of the monthly/annual reports by the CVOs and introduce the online mode of submission of **Quarterly/Annual Report** instead. The periodicity of reports has been changed from 'monthly/annual' to '**quarterly/annual**'. The QPR being submitted to the CTEO will, however, continue to be submitted as before.

3. Some quantitative and qualitative parameters of earlier 'monthly/annual' formats have been partially modified in the revised **Quarterly/Annual Report** format to sync it with the monitoring priorities of the Commission *inter alia* includes **Preventive Vigilance, Audit Reports** and **PIDPI**

**complaints**, etc. The entries in the format has been re-organised in a logical sequence of activities. The aggregates of statistical data in tabular forms have been introduced for classifying them into significant categories for management, control and monitoring. The tables in the online format also contain auto-calculation feature which would enhance productivity.

4. The online module of the **Quarterly/Annual Report** is based on the entries of vigilance data in digital form which cannot be edited after it has been submitted.

5. The online module of the **Quarterly/Annual Report** is available on Commission's website [www.cvc.nic.in](http://www.cvc.nic.in) under CVO's corner and may be accessed by the CVOs using their Usernames/Passwords being used by them in the CMS portal.

6. **The Quarterly/Annual Reports are required to be submitted online by the CVOs from the 1<sup>st</sup> quarter of 2019.**

7. **For seamless transition to the online mode, all the CVOs are required to fill up the data in the new format for quarter ending December, 2018 by January 31<sup>st</sup> to enable hands on experience to the online mode. All the CVOs are directed to parallely submit the monthly reports for the month of January to March, 2019 also in the old format in physical form. They are also required to mandatorily submit the Quarterly Report for the quarter ending March, 2019 using the new online format. Subsequently, the Quarterly Reports for the quarter ending June, 2019 onwards shall be submitted only in online format by all the Ministries/Departments/Organisations and no report in the old format will be accepted.**

8. The Quarterly Reports are required to be submitted online by the 10<sup>th</sup> day of the succeeding Month after close of each quarter i.e. for quarters ending March, June, September and December by 10<sup>th</sup> April, 10<sup>th</sup> July, 10<sup>th</sup> October and 10<sup>th</sup> January respectively.

9. All the CVOs will submit the online **Annual Report** by 15<sup>th</sup> of January every year. It may be noted that most of the entries in the online **Annual Report** format would be auto populated from the Quarter data. However, some of the entries which are descriptive in nature such as in **Part 2, 5, 6, 8 and Sections 9** are required to be filled up by the CVOs before finally submitting it.

10. **It may, however, be noted that all the CVOs are required to submit their Annual Report for the year 2018 as per the old format in view of the preparation of the Commission's Annual Report 2018.**

11. The online **Quarterly/Annual Report** module contains the inbuilt help menu/hints for filling up the entries. However, a summary of user guide is being issued separately.

12. All CVOs are advised to log into the online **Quarterly/Annual Report** module using their existing CMS login ID and Password and complete the data entry for the quarter ending December 2018 (October to December 2018). In case of any difficulty, the CVOs may contact Shri Ajay Singh, Technical Director, NIC at Telephone No. 011-24651015, Mobile No. 9811895091 or at email [singh.ajay@nic.in](mailto:singh.ajay@nic.in).



(Archana Varma)  
Additional Secretary

To

All Chief Vigilance Officers of Ministries/Departments/CPSEs/Banks/Insurance Companies/Autonomous Organisations, etc.