

PROPERTY MANAGEMENT

Name of the Organization: NATIONAL CENTRE FOR COASTAL RESEARCH (NCCR)

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

Action 4 taken Report to be submitted on the following:

1. Details of land/properties for which requisite ownership document/lease agreement are not available and steps taken/proposed to rectify the situation.

Sl.No.	Details of Land/Properties	Address
1	Survey No.827 (4.69.5 Hectares) Survey No.829/2 (5.12.0 Hectares)	Pamban Village, Rameswaram Taluk, Ramanathapuram District, Tamil Nadu.
2	Survey No.6/4 (Area Ac No.554-83 Cts.)	INS, Dolphin Nose, Visakhapatnam

2. Details of land/properties which are not in use and action plan thereof.

Nil

3. Details of land/properties which have been encroached upon and action plan thereof

Nil



NAME OF THE CVO
SIGNATURE & SEAL OF CVO

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Pallikaranai, Chennai - 600 100.

MANAGEMENT OF ASSETS

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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.

Administrative approval has been obtained from MoES(HQ) for disposing off the obsolete items. A total of 46 obsolete items are being disposed off at a total cost of Rs.67000/-



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RECORD MANAGEMENT

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Action Taken Report to be submitted on the following:

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

Yes.

- a) Property Management;
- b) Management of Assets
- c) Record Management;
- d) Technological Initiatives comprising two parameters:- Website Maintenance & updation;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding

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

NA

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

Nil



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TECHNOLOGICAL INITIATIVES

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Action Taken Report to be submitted on the following:

1. WEBSITE UPDATION:

- a. Regular Maintenance and updation of website : Yes
b. System introduced for updation and review of website : Yes

2. ONLINE SERVICES:

Initiatives on creation of user-friendly online platforms

1. Screen reader access
2. Search in site/global
3. Feedback
4. Enquiry
5. General User friendly forms.

3. SECURITY OF E-PLATFORMS:

1. Firewall protection
2. Antivirus protection
3. Security audited checking
4. Adapting guidelines of M/oE&IT for security purpose.



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FORMAT IF

DISPOSAL OF COMPLAINTS

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Action Taken Report to be submitted on the following:

A. Complaints received from CVC office by CVO/organization for necessary action

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

NIL

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

NIL

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

NA

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

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

NIL

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

NIL



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UPDATION OF GUIDELINES/CIRCULARS

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Action Taken Report to be submitted on the following:

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

The current circular ^{manual} has been circulated to all.



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Activity Report format on Vigilance Awareness Week-2022**Name of the Organisation:** NATIONAL CENTRE FOR COASTAL RESEARCH**A. INTEGRITY PLEDGE**

Table-1: Integrity Pledge

Total no. of employees who have undertaken e-pledge	Total no. of customers who have undertaken e-pledge	Total no. of citizen who have undertaken e-pledge
92	-	92

B. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION

Table-2: Conduct of competitions

Name of State	City / Place	Specify program (Debate/Elocution/ Panel discussion etc.)	Name of first two winners	No. of participants	Whether (copy of award winning activities attached
NA					

Table-3: Other Activities

SL No.	Activities	Details
1.	Distribute Pamphlets/Banners	Banners (enclosure 1)
2.	Conduct of Workshop/Sensitization programmes	NA
3.	Issue of Journal/Newsletter	NA
4.	Any other activities	NA

C. ACTIVITIES OUTSIDE THE ORGANISATION

Table-4: Involving students in Schools

Name of State	Name of "city /town / village	Name of School	Details of activities conducted (date of activities may mentioned)	No. of students involved	Whether copy of award winning activities attached
NA					
Total					

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Table-5: Involving students in Colleges.

Name of State	Name of city / town / village	Name of School	Details of activities conducted (date of activities may also be mentioned)	No. of students involved	Whether copy of award winning activities attached
NA					
Total					

Table-6: "Awareness Gram Sabhas"

Name of State	Name of city / town / village	Name of Gram Panchayat where "Awareness Gram Sabha: is held	Details of activities conducted (date of activities way also be mentioned)	No. of public / citizens participated
NA				
Total				

Table-7: Seminars/Workshops

Name of State	Name of city / town / village	No. of seminars / workshops organised	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated
NA				

Table-8: Other activities

S1. No	Activities	Details
1.	Display of Banners/Posters etc	Banner (Enclosure 1)
2.	No. of grievance redressal camps held	NA
3.	Use of Social Media	Twitter

D. DETAILS OF PHOTOS ENCLOSED

(Photos may kindly be sent alongwith Captions and also place & date of event)

Name of the activities held	No. of Photos	Whether photos are in soft copy or hard copy	If in soft copy, number of CDs attached
1	2	डॉ. टीयून उषा Dr. TUNE USHA	

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E. ANY OTHER RELEVANT INFORMATION, IF ANY:

(Brief write up on the activities conducted during Vigilance Awareness Week, not more than 1000 words, may be attached in a separate Sheet)

NIL

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VIGILANCE AWARENESS WEEK-2022

सतर्कता जागरूकता सप्ताह-2022

31st October to 6th November, 2022

“Corruption free India for a developed Nation”

“भ्रष्टाचार मुक्त भारत - विकसित भारत”

“வளர்ந்த இந்தியா - ஊழலற்ற இந்தியா”



Ministry of Earth Sciences
National Centre For Coastal Research



NCCR

राष्ट्रीय तटीय अनुसंधान केन्द्र

पृथ्वी विज्ञान मंत्रालय, भारत सरकार

NATIONAL CENTRE FOR COASTAL RESEARCH

MINISTRY OF EARTH SCIENCES, GOVERNMENT OF INDIA

Observance of Vigilance Awareness Week, 2022



