

INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH

Subject: Furnishing of material for Commissions AR 2023 – reg.

The following Systematic Improvements have been undertaken by the ICSSR:-

S. No.	Systemic Improvements
1.	Systematic improvements related to Annual Property Return (APR) for Vigilance Clearance: DoPT guidelines issued from time to time mentioned that Vigilance Clearance shall be denied to an officer if he/she fails to submit his/her Annual Property Return (APR) of the previous year by 31st January of the following year. The above said guidelines are being followed while issuing Vigilance Clearance.
2.	Systematic improvements related to Scrutiny of Annual Property Return: Yes, Scrutiny of Annual Property Returns of the employees are being done as per the provisions provided in the CCS (Conduct Rules) in this office.
3.	Systematic improvements related to Implementation of e-Office: As per circular dated 16/08/2023, the e-Office system was implemented in this office to ensure swift & timely processing of files.
4.	Systematic improvements in record keeping of official vehicles including hired vehicles: Log-books are being maintained in accordance with the guidelines issued on the subject from time to time & systematic improvements have been noticed.
5.	Systemic improvements in Tender Register entries: All the purchases/tendering are done through GeM Portal & entries are recorded accordingly.
6.	Systematic Improvements related maintenance of physical files and records All the files are being opened & maintained as per the prescribed procedure.
7.	Systemic improvements related receiving the complaints in the Vigilance office. During examination, it was observed that the complaints were being received in physical form in the vigilance office, in order to remove this bottleneck, systemic improvements were suggested. Now employees and other stakeholders are able to send their grievance online.
8.	Systematic Improvements related to updation of Guidelines of Research divisions. As per circular dated 16/08/2023, The guidelines of various Schemes of the Research Divisions are being revised from time to time and also updated on the ICSSR home page.

	<p>The Guidelines, the application forms and various proformas required by the scholars/faculties are also available online through our official website i.e. https://icssr.org.</p>
9.	<p>Systematic Improvements related to updation of Guidelines of NIS & TCB National and International Seminar (NIS), Training and Capacity Building Programme (TCB). As per circular dated 16/08/2023, The Guidelines of various Schemes comes under International Programme i.e. National and International Seminar (NIS), Training and Capacity Building Programme (TCB), Travel Grant and Data Collection Abroad are being revised from time to time and also updated on the ICSSR home page.</p>
10.	<p>Systematic Improvements related to development of online application form As per circular dated 16/08/2023, It was observed, there was bottleneck in the Office website while receiving the proposals forms from the scholars, Vigilance department systemic improvements was suggested to the Computer centre. Now applicants can able to send their proposals online without any grievance.</p>
11.	<p>Systematic Improvements related to the publication of Vigilance Guidelines of the booklet. As per circular dated 16/08/2023, in order to promote CVC guidelines among the stockholders, Vigilance department systemic improvements was suggested to the Research Publication Division (RPS), the guidelines have published in the form of electronic booklet and is available on website.</p>