



**Office of JS & CVO
Vigilance Unit, CPWD
Nirman Bhawan, New Delhi-110011**

Dated 19.09.2019

Subject: Systematic Improvement No. 04/2019 for handling/maintaining the records of Junior Engineers/Assistant Engineers for conducting the LDCE for the promotion from Junior Engineer to the post of Assistant Engineer in future.

The following points for systematic improvement to streamline the establishment offices and maintaining proper and permanent records of Junior Engineers/Assistant Engineer for conducting LDCE for the promotion from Junior Engineer to the post of Assistant Engineer were recommended by Vigilance unit on 08.01.2019.

1. The number of vacancies for the purpose of promotion through LDCE should be calculated with due diligence so that there is no alternation during the process. The number of vacancies should be firm and no ambiguous clause regarding discretion of change of vacancy etc. be inserted in the notification.
2. Year wise register for all cadres shall be maintained showing number of promotions, number of superannuation, number of VRS, number of deaths, number of termination/dismissals, number of vacancies generated out of cadre review or any other reason by the competent authority etc. No subsequent alternation in these figures should be made.
3. Incumbency register for all posts should be maintained scrupulously in the Establishment wing, so that at later stage names of officials can be found out clearly on a particular date.
4. All the legal cases decided by the various Courts against the Department should be referred to DoLA for advice/vetting. The advice of DoLA shall be considered with due logic and diligence with recorded reasons.

This issues with the approval of JS & CVO & DG, CPWD.

A handwritten signature in blue ink, appearing to read 'R.C. Sharma'.

**(R.C. Sharma)
Executive Engineer (V)-41**