



योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

School of Planning and Architecture, Bhopal

(An Institution of National Importance, Ministry of Education, Govt. of INDIA)

क्रमांक : SPAB/Admin./2026/233

दिनांक: 01 October, 2026

कार्यालय आदेश / OFFICE ORDER

विषय : Constitution of Committee for establishing a centralized digital repository for record retention of recruitment and administrative processes of the Institute.

संदर्भ : Circular no. C-1303/19/2025-Vig. dated 29.06.2026 of Vigilance Branch, Deptt. of Higher Education, MoE, Govt. of India (enclosed for ready reference)

Upon the approval of the Competent Authority, a Committee is hereby constituted to establish a centralized digital repository for record retention of recruitment and administrative processes of the Institute. The committee is also entrusted with the responsibility of developing a Record Retention Policy and formulating a guideline for categorization of Institute documents in accordance with the applicable Govt. of India guidelines / SoPs and by taking into cognizance.

The Committee shall comprise the following members:

- | | | | |
|----|-------------------|---|-------------|
| 1. | Prof. Tapas Mitra | - | Chairperson |
| 2. | Shri Gaurav Kumar | - | Member |
| 3. | Dr. BSPC Kishore | - | Member |
| 4. | Ms. Varsha Mishra | - | Member |
| 5. | Mr. Viplove Patar | - | Member |

[निदेशक अनुमोदन दिनांक: 29.09.2026]


(कुलसचिव, प्रभारी)
Registrar, In-charge

प्रतिलिपि (ई-मेल) के माध्यम से निम्नलिखित को सूचनार्थ प्रेषित:

1. Director / Director office
2. Registrar Office
3. All Deans/HoDs
4. All Offices of Dean/ HoDs/Sections
5. Concerned person(s)
6. Faculty and staff (including outsourced)
7. Compute Centre: with a request to upload the same on Institute website
8. Nodal Officer, ERP: for necessary action

AR (Admin) to
discuss pl.
Kishore
11/8/26

AR (Admin)
Kishore
19/26

SA (Poon)
Selpal
21/9/26

No. C-1303/19/2025-Vig.
Government of India
Ministry of Education
Department of Higher Education
Vigilance Branch

US-11, Workhall-22049, Kartavya Bhavan-2
New Delhi, Dated the 29th June 2026

Dr. Tapan Mitra
to coordinate in
consultation with Registrar
Registration
11/9/26

CIRCULAR

Subject: Strengthening of preventive measures for ensuring transparency and integrity in recruitment and administrative processes in Universities/ Institutes under MoE – reg.

The undersigned is directed to state that with a view to strengthening preventive vigilance mechanisms, promoting good governance, enhancing transparency and accountability, and minimizing the scope for procedural lapses and irregularities, the Central Vigilance Commission has advised the adoption of the following preventive vigilance measures.

(I) Strengthening of Document Verification Mechanism

HEIs may strengthen their document verification procedures by ensuring timely and proper verification of educational qualifications, experience certificates and other relevant credentials from the concerned issuing authorities, strictly in accordance with the prescribed rules and procedures. Appropriate checks and safeguards may be incorporated to prevent acceptance of incorrect, misleading or unauthenticated documents.

(ii) Establishment of Centralized Digital Repository

HEIs may consider establishing and maintaining a centralized digital repository for preservation and retrieval of recruitment-related records, including applications, qualification and experience documents, scrutiny reports, minutes of Selection Committees, approvals and other relevant records. Such a system would facilitate transparency, accountability, efficient record management and prompt retrieval of records whenever required.

(III) Strengthening of Grievance Redressal Mechanism

HEIs may ensure that a robust grievance redressal mechanism is in place for addressing complaints and representations relating to recruitment and administrative matters in a fair, transparent and time-bound manner.

(IV) Guidelines on Professional Conduct and Use of Social Media

HEIs may frame and disseminate clear guidelines regarding the use of social

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- Copy to Dr. T. Mitra (Prof/1/2 Library) Kishore
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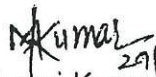
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media by employees, particularly in relation to professional conduct, maintenance of institutional decorum, confidentiality of official information and avoidance of conflict of interest. Such guidelines may be suitably incorporated into institutional conduct frameworks and brought to the notice of all employees.

2. All Universities/Institutions under the Ministry of Education are requested to review their existing systems and procedures and consider implementing the aforesaid measures, as suggested by the Central Vigilance Commission, wherever deemed appropriate. They may also take necessary action to institutionalize suitable preventive vigilance mechanisms so as to enhance transparency, accountability, and public confidence in their functioning.

3. Bureau Heads of the Department may also bring the contents of this Circular to the notice of Autonomous Bodies/Institutions under their administrative control for necessary compliance.

4. This issues with the approval of the Competent Authority.


(Murari Kumar)
Under Secretary (Vigilance)

To,
All HEIs (as per list attached)
All Bureau Heads (as per list attached)

Copy to: (i) PPS to Secretary (HE) for information
(ii) PPS to Secretary (DoSEL) for information