

**Potential areas of corruption related to organizational activities in  
NITTTR and Action Plan to mitigate them**

S.No.	Potential areas of Corruption	Proposed action plan to mitigate them
1.	<b>Faculty and Staff development</b>	<ul style="list-style-type: none"> <li>i) Training needs to be identified according to their subject area</li> <li>ii) Identification of suitable training programmes for faculty and staff for programme announced by the external agencies</li> </ul>
2.	<b>Procurement of equipment / software</b> 2.1 Inadequate justification for the procurement of items 2.2 Inadequate inspection /verification and missing item reported 2.3 Under utilization of machine / equipment/ software etc 2.4 Lack of trained manpower to run the machines, tools, instruments etc. 2.5 Shortage of alternative manpower resources to handle/ run the machines	<ul style="list-style-type: none"> <li>i) Pre-requisite of all procurement items to be listed and along with the justification to be submitted to Central Stores.</li> <li>ii) All proposals are presented and defended before the purchase committee.</li> <li>iii) Proposals to be comprehensive, listing out quantifiable, monitor- able outcome.</li> <li>iv) Probable delays in commissioning to be furnished into Notice Inviting Tender document</li> <li>v) All purchases to be strictly in compliance to GFR and Stores Manual</li> <li>vi) In the event of non- /under- utilization of equipment, reasons thereof</li> <li>vii) Training provision to be ensured by the concerned department</li> <li>viii) Posting of tenders on NITTTR website.</li> <li>ix) Inspection to be carried out by the concerned committee appointed by the competent authority</li> </ul>
3.	<b>Fund utilization</b>	<ul style="list-style-type: none"> <li>i) Quarterly fund requisition, obligation under each programme /project and utilization to be made before requisitioning fund for following quarter.</li> <li>ii) Deviation between requisition/obligation and expenditure to be explained against physical achievement of quarterly target.</li> </ul>
4.	<b>Recruitment &amp; promotion –</b> 4.1 Transparency in vacancy 4.2 Seniority list	<ul style="list-style-type: none"> <li>i) Year wise vacancies for all posts to be identified and uploaded on institute website and recruitment should be done in compliance to the AICTE/ MHRD, GOI guidelines</li> <li>ii) Seniority list be posted on website</li> </ul>
5.	<b>Pay and accounts</b> 5.1 Delay in processing	<ul style="list-style-type: none"> <li>i) Processing of bills / to be completed within a maximum of 10 working days.</li> <li>ii) Ageing of bills and claims to be reviewed monthly.</li> <li>iii) Bill Register must be maintained with full details and attested by the concerned department.</li> </ul>
6.	<b>Misc. matters</b>	<ul style="list-style-type: none"> <li>i) Annual Land and property audit to be done / findings shared with vigilance.</li> <li>ii) Keeping of valuable deeds/documents in safe custody / bank vault.</li> <li>iii) Listing of office building and office property.</li> <li>iv) CVO guidelines to be followed in submission of inquiry reports</li> </ul>