

भारतीय मानक ब्यूरो  
(सतर्कता विभाग)

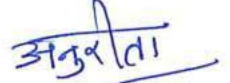
हमारा संदर्भ: सतर्कता/45/6/2022-23

03 अक्टूबर 2022

विषय: क्षेत्रीय/शाखा कार्यालयों/प्रयोगशालाओं में सतर्कता जागरूकता सप्ताह, 2022 का आयोजन।

उपरोक्त विषय पर दिनांक 03 अक्टूबर 2022 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है।

संलग्न: यथोपरी



( अनुरीता जोजो)

वैज्ञानिक-डी/ संयुक्त निदेशक (सतर्कता)

सभी क्षेत्रीय उप महानिदेशक / उप महानिदेशक(प्रयोगशाला) / उप महानिदेशक (PRT) / प्रमुख(NITS) / सभी शाखा कार्यालयों के प्रमुख / प्रयोगशालाओं के प्रमुख।

प्रतिलिपि : सभी उप महानिदेशक (HQ)/ GSD/Admn/PMDW/ITS

**BUREAU OF INDIAN STANDARDS**  
(Vigilance Department)

Our Ref: Vig/45/6/2022-23

03 October 2022

**Subject: Observance of Vigilance Awareness Week, 2022 (at ROs/BOs/Labs)**

The Central Vigilance Commission vide Circular No. 20/09/2022 dated 08.09.2022 (**copy enclosed**) has informed that this year the Week from 31<sup>st</sup> October to 6<sup>th</sup> November 2022 be observed as the Vigilance Awareness Week, 2022. This year the theme of Vigilance Awareness Week is "**भ्रष्टाचार मुक्त भारत – विकसित भारत**" (**Corruption free India for a developed Nation**).

2. Accordingly, Vigilance Awareness Week shall be observed in all offices of BIS from **31<sup>st</sup> October to 6<sup>th</sup> November 2022** in compliance with the directions of Central Vigilance Commission as envisaged in their above mentioned circular.

3. All DDGRs, DDG(Labs), DDG (PRT), Heads of the Branch Offices, Heads of Laboratories, Head(NITS) shall organize observance of the Week at the respective Regional/Branch offices/Labs/NITS as under:

- i) All Regional Offices - This would include Labs at the station concerned.  
[With regard to conducting out-reach programmes, it has been laid that social media platforms, bulk SMS / e-mails, WhatsApp etc. may be extensively used for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (Twitter: (CVC of India; Facebook: CVC of India)]
- ii) All Branch Offices located away from Regional Offices - This would include Labs at the station concerned.
- iii) Central Lab (CL-1 & CL-2), Sahibabad including GZBO
- iv) NRO Laboratory
- v) NITS, Noida

4. **Administration of Integrity Pledge at ROs/BOs/Labs/NITS** – The observance of the Vigilance Awareness Week, 2022 would commence with the taking of the Integrity Pledge by public servants on **31<sup>st</sup> October, 2022 at 1100 hrs.** The Integrity Pledge for Organizations, as per Annexure B of CVC Circular, may be administered by the Activity Heads/DDGRs/HoDs concerned at the respective Regional/Branch Offices/NITS/Laboratories.

5. **Integrity Pledge for Citizens** –All ROs/BOs/Labs/NITS are requested to publicize Integrity Pledge amongst all employees, their families, vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation. Integrity pledge for Citizens is enclosed at Annexure A of CVC Circular.

6. **3 months campaign from 16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022 as a precursor to VAW 2022** - All the Activity Heads at BIS HQ, DDGRs, DDGA and all Heads of ROs/BOs/Labs/NITS/GSD/Admn/PMWD/ITS have already been requested vide circular dated 01.08.2022 & email dated 24.08.2022 to undertake a 3 months campaign from 16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022 as a precursor to VAW 2022 on Preventive Vigilance measures-cum-housekeeping activities and to ensure active participation by all concerned in this campaign to achieve significant outcomes, as communicated by Central Vigilance Commission vide its Circular No. 14/07/22 (Ref. No. 022/VGL/029) dated 25.07.2022. The following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organization:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;

- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform.
- e) Updation of guidelines / circular / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022

Brief description of the above 06 parameters are given in **Annexure A** attached to the Commission's circular dated 25.07.2022.

7. **Promotion of Vigilance Awareness Week Theme "भ्रष्टाचार मुक्त भारत – विकसित भारत" "Corruption free India for a developed Nation" through Walkathon** (for employees/contractual staff of BIS offices across India) to commemorate the Birthday of Sardar Vallabh Bhai Patel and to promote the theme. A Walk/Run (Walkathon) may be organized for all BIS employees/contractual staff, who would be willing to participate. The event is proposed to be held at 1000 hrs on 01.11.2022 at BIS HQ.

The ROs/BOs/Labs/NITS may decide their own mode of participation in the walk/run (Walkathon) out of the funds allocated to them. Depending on the number of participants in the run at each RO/BO, a T-Shirt and a Cap each may be distributed among prospective participants. It is to be ensured by the ROs/BOs/Labs/NITS that the T-Shirt shall bear the BIS Logo on the front side with the CVC Theme "भ्रष्टाचार मुक्त भारत – विकसित भारत" "Corruption free India for a developed Nation" printed below the Logo.

8. **Promotion of Vigilance Awareness Week Theme "भ्रष्टाचार मुक्त भारत – विकसित भारत" "Corruption free India for a developed Nation" through Competitions** – it is proposed to hold Poem Composition & Recitation Competition, Slogan Writing, Debate Competition, Quiz Competition, Table Tennis (Men) Competition and Table Tennis (Women) Competition at BIS HQ/ROs/BOs/Labs/NITS. **ROs/BOs/Labs/NITS may themselves prepare Questions for the Quiz Competition.** Table Tennis Competitions may be organized in ROs/BOs/Labs/NITS only where facilities exist.

9. ROs/BOs/Labs/NITS may conduct similar competitions (except chess competition) / events in the respective Branch offices itself, out of the funds allocated to them.

10. The suggested prizes for Self-composed Poem & Recitation Competition, Debate, Quiz, Slogan competitions are as under:-

1<sup>st</sup> Prize - Rs. 2,500 each  
2<sup>nd</sup> Prize - Rs. 2,000 each  
3<sup>rd</sup> Prize - Rs. 1,500 each  
Consolation Prizes - Rs. 1,000 each

Suggested prizes for Table Tennis (Men) & (Women) Competitions -

1<sup>st</sup> Prize - Rs. 2,500/- + Trophy @Rs.500/-  
Runner up prize - Rs. 2000/- + Trophy @Rs.500/-

11. In addition to the above competitions, Vigilance Department (HQ) will be organizing an All India Chess Online Competition inviting participation of all the employees of BIS across India. Prizes to the winners of All India Chess Online Competition will be given by BIS HQ out of the funds allocated to Vigilance Department. All employees of BIS may participate in the tournament. **Guidelines for participation in the Online Chess Tournament have already been circulated on BIS Intranet.**

12. **Outreach activities to be carried out by BOs** - All ROs/BOs will be requested to carry out the following outreach activities as a precursor to Vigilance Awareness Week, 2022, as per the guidelines on the subject to be issued separately:-

- a) Anti-corruption messages to be displayed during the program including PIDPI.
- b) Dissemination of awareness to sensitize the participants /stakeholders of BIS / NGOs/Self Help Groups w.r.t. following:
  - (i) Ill effects of corruption
  - (ii) Transparency and Integrity in public governance
- c) Integrity Pledge for Citizens to be taken by all participants, viz., vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation

A brief report of the programme conducted alongwith photographs (max 03 photos for each program) to be submitted positively.

13. Vigilance Department at BIS HQ shall be organizing the activities during the Week in respect of BIS HQ.

14. Arrangements may be made to display the slogans on eradication of corruption in the form of banners, wall hanging etc. at prominent places in the office. The slogans may be written in local language also to enhance awareness.

15. **Sensitizing the public on corruption by displaying of standard Notice Board by ROs/BOs** - CVC in its Circular No. 14/6/09 dated 05.06.2009 (**copy enclosed**) has desired that the designation, complete address, telephone number/fax numbers and email address of Superintendent of Police, CBI of the concerned branch should be displayed alongwith that of Head of Department and CVO of the Department with a message of the Commission for not to give bribe to any officials, etc. All the ROs/BOs/Labs/NITS/GSD at HQ are requested to ensure display of the Notice Boards on the subject prominently as per the instructions contained in CVC Circular No. 14/6/09 dated 05.06.2009.

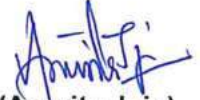
16. **Publicity campaign about "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)"** – In order to spread awareness regarding the provisions under PIDPI resolution as well as all related information, all ROs/BOs/Labs/NITS are requested to get a PIDPI Poster printed and arrange to display the same at the main gates of the respective offices as per the resolution of Central Vigilance Commission wherein it has been desired that wide publicity may be given to "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)". **One Poster in this regard has been prepared and is attached herewith.** The PIDPI Poster may also be displayed through LED TV Screens by all ROs/BOs/NITS/Labs & PR/GSD/Admn Deptt at HQ. A compliance report in this regard may be sent by the respective ROs/BOs/Labs/NITS to Vigilance Department.

17. It is requested that a detailed programme for observance of Vigilance Awareness Week, 2022 may be prepared and sent to Vigilance Department for information at the earliest.

18. A report on all the activities taken up towards observance of Vigilance Awareness Week, 2022 as per format available at Annexure **B(1) to B(6) attached to CVC circular dated 25.07.2022 (copy enclosed)** and as per the **Format 2 attached with CVC Circular dated 08.09.2022 (copy enclosed)** together with supporting "Photographs" be sent by each BIS Office to Vigilance Department **latest by 25 November 2022** for forwarding a consolidated report from the Vigilance Department to the Central Vigilance Commission, New Delhi.

19. Budgetary provision for various offices of BIS for observance of Vigilance Awareness Week, 2022 as approved by Competent Authority i.e. DG, BIS is enclosed herewith.

Encls: *As above*



(Anurita Jojo)  
Scientist-D/Joint Director (Vigilance)

Circulated to all DDGRs / DDG(Labs) / DDG(PRT) / Head(NITS) / Heads of Branch Offices / Heads of Laboratories

Copy to: All Activity Heads at Hqrs, DDGA, DDGF & GSD/Admn/PMWD/ITS

**BUDGETARY ALLOCATION OF FUNDS FOR OBSERVING  
VIGILANCE AWARENESS WEEK, 2022**

Sl. No.	Name of the Office where the Vigilance Awareness Week, 2022 to be observed	Budget allocated under the Head "Conference/Seminar" (Code 3001)
<b>CENTRAL REGION</b>		
1.	CRO (DLBO-I & DLBO-II)	Rs. 80,000/- (Rupees Eighty Thousand only)
2.	BPLBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
3.	JPBO-I & JPBO-II	Rs. 60,000/- (Rupees Sixty Thousand only)
4.	LKBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
5.	NOBO, Noida	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>EASTERN REGION</b>		
6.	ERO (KKBO-I, KKBO-II) (including ERO Lab)	Rs. 1,00,000/- (Rupees One Lakh only)
7.	PTBO (including PTBO Lab)	Rs. 60,000/- (Rupees Sixty Thousand only)
8.	JDBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
9.	GHBO (including GHBO Lab)	Rs. 60,000/- (Rupees Sixty Thousand only)
10.	BHBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
11.	RPBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>NORTHERN REGION</b>		
12.	NRO (CHBO-I, CHBO-II, HRBO & PPBO)	Rs. 1,00,000/- (Rupees One Lakh only)
13.	NRO Lab	Rs. 45,000/- (Rupees Forty Five Thousand only)
14.	HPBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
15.	DHBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
16.	JKBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
17.	FRBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>SOUTHERN REGION</b>		
18.	SRO (CNBO-I & CNBO-II) (including SRO Lab)	Rs. 1,00,000/- (Rupees One Lakh only)
19.	HYBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
20.	VZBO	Rs. 45,000/- Rupees (Forty Five Thousand only)
21.	KOBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
22.	BNBO (including BNBO Lab)	Rs. 60,000/- (Rupees Sixty Thousand only)
23.	CTBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
24.	Hubli	Rs. 45,000/- (Rupees Forty Five Thousand only)
25.	MDBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>WESTERN REGION</b>		
26.	WRO (MUBO-I, MUBO-II) (including WRO Lab)	Rs. 1,00,000/- (Rupees One Lakh only)
27.	RJBO (RJBO-I & RJBO-II)	Rs. 60,000/- (Rupees Sixty Thousand only)
28.	PNBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
29.	AHBO (AHBO-I, AHBO-II,)	Rs. 60,000/- (Rupees Sixty Thousand only)
30.	SUBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
31.	NGBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
32.	CENTRAL LAB (CL-1 & CL-2) & GZBO	Rs. 80,000/- (Rupees Eighty Thousand only)
33.	NITS	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>BIS HEADQUARTERS</b>		
34.	HQ	Rs. 6,35,000/- (Rupees Six Lakhs Eighty Thousand only)
<b>TOTAL</b>		<b>Rs. 25,00,000/- (Rupees Twenty Five lakhs only)</b>



सत्यमेव जयते



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No.....022/VGL/029

दिनांक / Dated.....08.09.22

Circular No. 20/09/22

**Sub: Observance of Vigilance Awareness week 2022.**

**Theme: “भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”**

1. The Central Vigilance Commission is the apex integrity institution with the mandate to fight corruption and to exercise general superintendence over vigilance administration. The Commission employs a multi-pronged approach to combating corruption which incorporates preventive, punitive and participative vigilance measures. An efficient and forward-looking vigilance administration fosters robust systems of governance that proactively proposes structural remedies that minimizes the possibility of corrupt practices. As an endeavor to foster an environment that instills a sense of integrity amongst the citizens of the country, the Commission encourages different stakeholders to collectively participate in different anti-corruption measures through different awareness programs.

2. Vigilance Awareness Week is one of the tools of the Commission in increasing public awareness about the perils of corruption. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31<sup>st</sup> October) falls in. The Commission has decided that this year **Vigilance Awareness Week would be observed from 31<sup>st</sup> October to 6<sup>th</sup> November, 2022 with the following theme:**

**“ भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”**

3. The observance of Vigilance Awareness Week, 2022 would commence with the taking of the integrity pledge (copy enclosed at the **Annexure A**) by public servants in the Ministries / Departments / Central Public Sector Enterprises (CPSEs) / Public Sector Banks (PSBs) and all other organizations on **31st October, 2022 at 1100 hrs.**

4. In a move towards inculcating the true spirit of participative vigilance, the Commission had earlier issued instructions detailing a **three-month campaign period (16<sup>th</sup> August, 2022 till 15<sup>th</sup> November, 2022)** in which six different preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations. The different Preventive Vigilance cum internal housekeeping activities to be taken up as focal areas by all the Ministries / Departments / Organizations include the following:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers / staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

5. It is being seen that different organizations are carrying out various activities in the focus areas enumerated above and it is desired that the same continues till the end of the campaign period. The works undertaken on each of these parameters should be submitted as per format by 9<sup>th</sup> December 2022. The format is reproduced as **Format 1 ( A – F )** for the easy perusal of all.

6. All organizations are advised to conduct activities relevant to the theme that strives to bring about maximum public participation. It is imperative that all organizations should conduct different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

7. Activities to be conducted within the organizations may include the following:  
a. Employees may be encouraged to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (<https://www.cvc.gov.in>) and can be accessed by all.

b. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.

c. Vigilance Study Circles may conduct different outreach and awareness programs.

d. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

e. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

8. Outreach activities for public / citizens may include the following:





a. All Ministries / Departments / Organizations shall publicize Integrity Pledge amongst all employees, their families, vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation. Integrity pledge for citizens and organizations enclosed at **Annexure A and B**.

b. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.

c. Extensive use of social media platforms, bulk SMS / e-mails, WhatsApp etc. for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (Twitter: @CVCIndia; Facebook: CVCofIndia)

d. Organize grievance redressal camps for citizens / customers by organizations having customer-oriented activities. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.

e. Organize "Awareness Gram Sabhas" for dissemination of information regarding the menace of corruption and the different measures that the public can undertake to redress it, such as complaint portals, etc. As per past practice. Public Sector Banks need to conduct "Awareness Gram Sabhas" at the Branch level in at least two Gram Panchayats. Other organizations may also organize wherever possible. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at **Annexure C**.

9. Selected Photographs / Media clips may be sent to the Commission by email at the address [coord1-cvc@nic.in](mailto:coord1-cvc@nic.in). Photographs and Media clips may be uploaded on departmental / organizational websites.

10. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission as per **Format 2** by 9<sup>th</sup> December, 2022.

11. This notification is also available on the Commission's website at <https://www.cvc.gov.in>.

  
(P. Daniel)  
Secretary

Encl: As stated.

To

- i) The Cabinet Secretary of India
- ii) The Secretaries of all Ministries / Departments of Government of India
- iii) The Chief Secretaries of all Union Territories
- iv) Director, CBI.
- v) Director of Enforcement

- vi) Chief Executives of all CPSEs / Public Sector Banks/ Public Sector Insurance Companies / Financial Institutions / Autonomous Organizations / Societies.
- vii) All Chief Vigilance officers in Ministries / Departments / CPSEs / Public Sector Banks / Public Sector Insurance Companies / Financial Institutions / Autonomous Organizations / Societies.

*Stanely*

**Integrity Pledge for Citizens**

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behavior;
- To report any incident of corruption to the appropriate agency.

**Integrity Pledge for Organizations**

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.

**List of Activities for conducting “Awareness Gram Sabhas” in rural and semi-urban areas**

The following is a list of indicative activities for conducting “Awareness Gram Sabhas”. However, it is mandatory to organize a meeting as indicated at point (1) below.

- (1) Organize meetings in Gram Panchayats inviting all stake holders like the Sarpanch members of Gram Panchayat, Self-Help Groups (SHGs), workers of MGNREGA, farmers, students, and citizens. Head of Gram Sabha / Sarpanch or any dignitary could be requested to deliver lecture on awareness against corruption followed by discussion. Anti-Corruption messages in vernacular languages can also be displayed at the meeting.
- (2) Organize competitions like quiz, cartoon, slogans, painting, rangoli, posters and walkathon / marathon / cyclathon etc.
- (3) Organize Melas to give wide publicity to the produce / products of the SHGs as motivational tools for integrating them with awareness creation effort.
- (4) Organize evening Choupals / meetings in villages / panchayats during which short plays / nautankies / kalajathas / folk songs / puppet shows, etc., can be organized focusing on the theme of Anti-Corruption.

**Requisite norms and guidelines regarding Covid-19 prevention may be followed, wherever applicable.**

**PROPERTY MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action 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.
  
2. Details of land / properties which are not in use and action plan thereof.
  
3. Details of land / properties which have been encroached upon and action plan thereof

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**MANAGEMENT OF ASSETS**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

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.

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**RECORD MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

1. Whether organization have record retention / preservation policy, including for e-records, as on 15<sup>th</sup> August, 2022.
  
2. If no, then date on which record retention / preservation policy, including e-records, has been framed and issued.
  
3. Brief report on action taken during the campaign period for weeding out of old records.

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO



**TECHNOLOGICAL INITIATIVES**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

**1. WEBSITE UPDATION:**

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

**2. ONLINE SERVICES:**

Initiatives on creation of user-friendly online platforms

**3. SECURITY OF E-PLATFORMS:**

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**UPDATION OF GUIDELINES/ CIRCULARS**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

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

**NAME OF THE CVO  
SIGNATURE & SEAL OF CVO**

**DISPOSAL OF COMPLAINTS**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

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 15<sup>th</sup> August 2022
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November 2022
3. Of the complaints pending as on 15<sup>th</sup> August 2022 in respect of complaints disposed off by 15<sup>th</sup> November 2022, the number of complaints for which status has been updated in CVC portal.

**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 15<sup>th</sup> August 2022
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November 2022

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**Activity Report format on Vigilance Awareness Week-2022****Name of the Organisation:****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

**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

**Table-3: Other Activities**

Sl. No.	Activities	Details
1.	Distribute Pamphlets / Banners	
2.	Conduct of Workshop / Sensitization programmes	
3.	Issue of Journal / Newsletter	
4.	Any other activities	

### 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 also be mentioned)	No. of students involved	Whether copy of award winning activities attached
Total					

**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
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 may also be mentioned)	No. of public / citizens participated
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

**Table-8: Other activities**

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

**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 sent in soft copy or hard copy	If in soft copy, number of CDs attached

**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)

No.99/VGL/16  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block-A,  
GPO Complex, INA,  
New Delhi- 110023  
Dated the 5<sup>th</sup> June, 2009

**Circular No. 14/6/09**

**Sub:- Sensitizing the Public about corruption – display of standard notice board by Departments/Organizations - reg.**

Please refer to the Commission's circular No. 8(1) (g)/99 (4) dated 12.03.1999, Office Order Nos. 37/7/03 dated 17.07.2003 and 34/5/04 dated 14.05.2004 regarding 'Improving Vigilance Administration-Sensitizing the public about corruption'. According to these orders, all Departments/Organizations are required to prominently display a standard notice board in the reception area of each of their offices about the message of the Commission for not giving bribe to any official etc.

2. The Commission has reviewed the position and observes that some of the Departments/Organizations are not following the practice of displaying the notice boards. In order to improve vigilance administration and to sensitize the public, vendors, contractors and suppliers etc. having dealings with the respective Departments/Organizations, it is felt that such notice boards need to be displayed by each Department/Organization. Accordingly, all Departments/Organizations should display the board in the following format, in English, Hindi and as well as in the vernacular language of the area, as below:

**“DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT, OR THE CHIEF VIGILANCE OFFICER/THE SUPERINTENDENT OF POLICE, CENTRAL BUREAU OF INVESTIGATION AND THE SECRETARY, CENTRAL VIGILANCE COMMISSION”.**

All complaints to the Central Vigilance Commission may be made in terms of its 'Complaint Handling Policy' which is available in public domain on the Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) . Complaints can also be lodged online on Commission's website.

3. In addition to above message to be displayed, the designation, complete address, telephone/fax nos. and E-mail address of the Head of the Department, Chief Vigilance Officer and SP, CBI may be displayed. In so far as the Commission is concerned, only the designation and address of the Secretary, CVC need to be displayed on the notice board.

4. All CVOs may note the above revised guidelines and furnish compliance report in the matter expeditiously.



**(J. Vinod Kumar)**  
**Under Secretary**

**All Chief Vigilance Officers**





केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No.....022/VGL/029.....

दिनांक / Dated 25.07.2022.....

Circular No. 14/07/22

**Subject: Observance of Vigilance Awareness Week, 2022**

**Preventive Vigilance measures cum housekeeping activities: 3 months campaign  
(16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022) - as a precursor to VAW 2022**

The Commission is of the firm belief that the fight against corruption requires the active involvement of all stakeholders. One of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. The observance of Vigilance Awareness Week every year remains pivotal in promoting integrity by raising awareness regarding the importance of reiterating the commitment against corruption. The Commission has decided that this year's Vigilance Awareness Week would be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhbhai Patel. Detailed guidelines in this regard would be issued in due course.

2. It has been seen that there is a need to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organizations:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

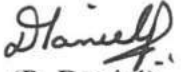
Brief description of the above 06 parameters are given in **Annexure A** to this letter.

ॐ

3. As a 3-month's campaign, the exercise on above parameters will start from 16<sup>th</sup> August 2022 till 15<sup>th</sup> November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9<sup>th</sup> December, 2022 (Friday) as per format available at Annexures **B(1) to B(6)**. All Ministries/Departments/Organizations are requested to ensure active participation by all concerned in this campaign to achieve significant outcomes.

4. Further instructions, regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

5. The details of above 3 months campaign on Preventive Vigilance cum housekeeping activities be conveyed to all departments / offices/ units of the organization latest by 5<sup>th</sup> August, 2022 (Friday) positively for its effective implementation. Suitable mechanism to monitor the progress be also put in place.

  
(P. Daniel)  
Secretary

Encl: As stated.

To,

- i) The Cabinet Secretary of India
- ii) The Secretaries of all Ministries/Departments of Government of India
- iii) The Chief Secretaries of all Union Territories
- iv) Director, CBI
- v) Director of Enforcement
- vi) Chief Executives of all CPSEs/Public Sector Banks/Public Sector Insurance Companies/Financial Institutions/Autonomous Organizations / Societies.
- vii) All Chief Vigilance Officers in Ministries/Departments/CPSEs/ Public Sector Banks/Public Sector Insurance Companies/Financial Institutions Autonomous Organizations/ Societies



## ANNEXURE A

**Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16<sup>th</sup> August 2022 till 15<sup>th</sup> November, 2022) as a precursor to Vigilance Awareness Week, 2022**

### **1. PROPERTY MANAGEMENT**

It has been seen that a number of organizations possess a large number of land/properties. However, in many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. Towards this end, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out all the land/buildings owned by them and take action as listed below:
  - Wherever properties are owned by the organization, the ownership documents to be listed and verified. In case the properties are under lease, availability of the lease agreement to be verified.
  - Encroachments be identified and future action plan to be drawn for all such properties.
  - Properties not in use be identified and steps be taken for future course of action.

### **2. MANAGEMENT OF ASSETS**

It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out old furniture, machinery / equipment and other such old and unused assets and make an inventory of all of them.
- b) Appropriate action be taken for the disposal of such unused assets as per their policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.

### **3. RECORD MANAGEMENT**

Weeding out of old records and disposal of documents that have outlived their usage may be done periodically. The following points may be taken into consideration:

- a) Ministries/ Departments/ Organizations to examine whether a record retention policy, including electronic records, exists and if not, one may be prepared and adopted.



- b) The existing old records to be weeded out as per extant policy during the campaign period.
- c) Proper system be also ensured for record maintenance, so that records can be easily retrieved, as and when required.

#### **4. TECHNOLOGICAL INITIATIVES**

##### **A.WEBSITE MAINTENANCE AND UPDATION (FOR CONTROLLING / HEAD OFFICE MAINTAINING WEBSITE)**

People/customers visit the website for seeking details/ information and therefore all organizations should be prompt in regular updation of their website to cover all important and relevant aspects as and when they take place.

The following action plan be taken up:

- a) To address these issues, a proper system be developed by assigning responsibilities to departments concerned for regularly visiting the website by the officials of concerned departments and required inputs be given to the webmaster with due approval for modification / deletion / updation as the case may be.
- b) A system of submission of monthly compliance certificate by each and every department, who are concerned with the website updation, may be introduced for submission to the specified departments wherein confirmation to be given by all concerned departments that all contents pertaining to their department in the website have been duly updated during the month.
- c) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.



**B. IDENTIFICATION OF NEW AREAS / SERVICES TO BE BROUGHT ON ONLINE PLATFORM AND INITIATION OF ACTION FOR CREATION OF ONLINE PORTAL(PERTAINS TO ACTION TO BE TAKEN AT HEAD OFFICE LEVEL).**

It is known that many organizations have brought many areas / services online which has helped a lot in eradication of corruption and at same time has brought efficiency in delivery of services with transparency.

However, still there is huge scope to identify more areas which can be brought on online portal for better, accurate and timely delivery of services.

During the campaign period, all organizations to identify such areas / activities which can be brought on online portal and necessary action to be initiated for the development of the portal.

All organization to take up the exercise during Campaign period on above parameters on Technological Initiatives to make them user friendly and secured.

(Many organizations have taken good steps on above two parameters. Websites/portals like that of RBI, MHA etc. can also be referred.)

**5. UPDATING OF GUIDELINES/ CIRCULARS**

Many organizations have not taken steps to update their guidelines/circulars and intermittently, several circulars have been issued. In absence of updated guidelines/circulars, it becomes difficult for the staff/ customers to know the latest instructions/guidelines which leads to delay or mistakes.

During the campaign period, all organizations should make efforts in identifying the areas where such updation is required and necessary steps be taken immediately for the same.

**6. DISPOSAL OF COMPLAINTS**

Timely disposal of complaints is of paramount importance. However, if complaints are kept pending for long without reaching a logical conclusion the genuine complainant feels frustrated and the staff, if guilty, continues to get protection. At the same time, if the staff is not guilty, they continue to suffer if the complaints are kept pending for long without arriving at a logical conclusion.

It is found that in many organizations, complaints sent for **necessary action** by the Commission/ received by the organization directly remained unattended for long. As such, the complaints sent from the Commission to the Chief Vigilance Officers/ Organizations for **necessary action** and complaints received directly by the Organizations from various sources, should be taken up as per Complaint Handling Policy and all complaints of above nature, pending as on 15<sup>th</sup> August 2022 at all levels of the organizations, should be attended to in a campaign mode to take to logical conclusion by 15<sup>th</sup> November 2022.





**MANAGEMENT OF ASSETS**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022**

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.

NAME OF THE CVO  
SIGNATURE AND SEAL OF THE CVO



**RECORD MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

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

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

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

NAME OF THE CVO  
SIGNATURE AND SEAL OF THE CVO





TECHNOLOGICAL INITIATIVES

Name of the Organization: \_\_\_\_\_

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. WEBSITE UPDATION:

- (a). Regular Maintenance and updation of website.
- (b). System introduced for updation and review of website.

2. ONLINE SERVICES:

Initiatives on creation of user friendly online platforms.

3. SECURITY OF E-PLATFORMS

NAME OF THE CVO  
SIGNATURE AND SEAL OF THE CVO



**UPDATION OF GUIDELINES / CIRCULARS**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

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

NAME OF THE CVO  
SIGNATURE AND SEAL OF THE CVO



DISPOSAL OF COMPLAINTS

Name of the Organization: \_\_\_\_\_

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2022 till 15<sup>th</sup> November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on following:

A. Complaints received from CVC office by CVO / organization for Necessary Action.

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

\_\_\_\_\_

2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November.

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

NAME OF THE CVO  
SIGNATURE AND SEAL OF THE CVO





**IS THERE CORRUPTION  
AROUND YOU?  
LODGE A COMPLAINT  
UNDER PIDPI**

**YOUR IDENTITY SHALL BE KEPT  
CONFIDENTIAL**

**SEND COMPLAINT IN WRITING TO: The Secretary, Central  
Vigilance Commission, Satarkta Bhavan, INA  
New Delhi - 110 023**

**(MARK THE ENVELOPE AS “PIDPI” COMPLAINTS  
SHOULD ONLY BE AGAINST CENTRAL GOVERNMENT  
EMPLOYEES, INCLUDING PSUs, PSBs AND UTs etc.)**

For more details please visit <https://www.cvc.gov.in>

भारतीय मानक ब्यूरो  
(सतर्कता विभाग)

हमारा संदर्भ: Vig/45/6/2022-23

01 अगस्त 2022

विषय: सतर्कता जागरूकता सप्ताह, 2022 का आयोजन

Preventive Vigilance measures cum housekeeping activities: 3 months campaign  
(16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022) as a precursor to VAW 2022

उपरोक्त विषय पर दिनांक 01 अगस्त 2022 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है।



(अनुरिता जोजो)

वैज्ञानिक-डी/ संयुक्त निदेशक (सतर्कता)

परिचालित:

1. अपर महानिदेशक
2. मुख्यालय में सभी गतिविधि प्रमुख [उपमहानिदेशक (प्रमाणीकरण), उपमहानिदेशक (मानकीकरण-I), उपमहानिदेशक (मानकीकरण-II), उपमहानिदेशक (प्रयोगशाला), उपमहानिदेशक (पी.आर.टी. एवं हॉलमार्किंग), उपमहानिदेशक (एम.एस.सी.डी) एवं उपमहानिदेशक (प्रशासन), उपमहानिदेशक (वित्त)]
3. उप-महानिदेशक (पूर्वी क्षेत्र), उप-महानिदेशक (पश्चिमी क्षेत्र), उप-महानिदेशक (उत्तरी क्षेत्र), उप-महानिदेशक (दक्षिणी क्षेत्र), एवं उप- महानिदेशक (केन्द्रीय क्षेत्र),
4. निदेशक ((प्रशासन), प्रमुख (समान्य सेवा विभाग), प्रमुख (पी.एम.डब्ल्यू.डी), प्रमुख (आई.टी. एस.) एवं प्रमुख (एन.आई. टी. एस.)
5. सभी शाखा कार्यालयों के प्रमुख
6. सभी प्रयोगशालाओं के प्रमुख
7. विभिन्न अनुशासनात्मक प्राधिकारियों के अन्तर्गत तैनात सतर्कता अधिकारी -
  - i. सतर्कता अधिकारी [अन्तर्गत अपर महानिदेशक]
  - ii. श्री सतीश कुमार, वैज्ञानिक-एफ एवं सतर्कता अधिकारी [अन्तर्गत उपमहानिदेशक (उत्तरी क्षेत्र)]
  - iii. सुश्री मंजु गुप्ता, वैज्ञानिक-एफ एवं सतर्कता अधिकारी [अन्तर्गत उपमहानिदेशक (केन्द्रीय क्षेत्र)]
  - iv. श्री ऐ. के. पुरोहित, वैज्ञानिक-ई एवं प्रमुख (KKBO) एवं सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (पूर्वी क्षेत्र)]
  - v. श्री पिनाकी गुप्ता, वैज्ञानिक-ई एवं प्रमुख (सी. एम.डी.-II) एवं सतर्कता अधिकारी [अन्तर्गत उपमहानिदेशक (प्रमाणीकरण)]
  - vi. सुश्री एस. सूर्य कल्याणी, वैज्ञानिक एवं प्रमुख (पीआरटी) एवं सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (पीआरटी & HM)]
  - vii. श्री अजय तिवारी, वैज्ञानिक-डी एवं सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (प्रयोगशाला)]
  - viii. श्री शोएब अख्तर, उप निदेशक(A&F) एवं सतर्कता अधिकारी [अन्तर्गत उपमहानिदेशक (प्रशासन)]
  - ix. श्री अमित गर्ग, डी उप-निदेशक(A&F) एवं सतर्कता अधिकारी [अन्तर्गत उपमहानिदेशक (दक्षिणी क्षेत्र)]
  - x. श्री मोहित यादव, वैज्ञानिक-बी, एवं सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (पश्चिमी क्षेत्र)]
  - xi. सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (मानकीकरण-I)]
  - xii. सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (मानकीकरण-II)]
  - xiii. सतर्कता अधिकारी [अन्तर्गत उप-महानिदेशक (वित्त)]

संलग्नक: उपरोक्त अनुसार

**VIGILANCE DEPARTMENT**

Ref: Vig/45/6/2022-23

01 August 2022

**Subject: Observance of Vigilance Awareness Week, 2022 – Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022) as a precursor to VAW 2022 – reg**

The undersigned is directed to refer to Central Vigilance Commission Circular No. 14/07/22 (Ref. No. 022/VGL/029) dated 25.07.2022 (**copy enclosed**) wherein the Commission has affirmed that the fight against corruption requires the active involvement of all stakeholders. One of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. The observance of Vigilance Awareness Week every year remains pivotal in promoting integrity by raising awareness regarding the importance of reiterating the commitment against corruption.

2. A need has been felt to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance-cum-Internal Housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organization:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform.
- e) Updation of guidelines / circular / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022

Brief description of the above 06 parameters are given in **Annexure A** attached to the Commission's circular dated 25.07.2022.

3. In view of the above, all the Activity Heads at HQ, DDGRs, DDGA and all Heads of ROs/BOs/Labs/NITS/GSD/Admn/PMWD/ITS are requested to undertake a 3 months campaign from 16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022 as a precursor to VAW 2022 on Preventive Vigilance measures-cum-housekeeping activities and to ensure active participation by all concerned in this campaign to achieve significant outcomes, as communicated by Central Vigilance Commission vide its Circular No. 14/07/22 (Ref. No. 022/VGL/029) dated 25.07.2022.

4. All the Vigilance Officers entrusted with the task of vigilance related activities under different Disciplinary Authorities are requested to ensure compliance of the above instructions and to ensure active participation by all concerned in this campaign to achieve significant outcomes in all the ROs/BOs under respective jurisdiction. All the Vigilance Officers will also be responsible for compilation of Reports of all the ROs/BOs.

contd...Pg.2.

5. All Heads of ROs/BOs/Labs/NITS/GSD/Administration/PMWD/ITS are requested to submit Reports to Vigilance Department, **latest by 25<sup>th</sup> November, 2022** as per format available at Annexure **B(1) to B(6)** attached to CVC circulated dated 25.07.2022. The Vigilance Officers will be responsible for compilation of Reports of all the ROs/BOs/Departments under the jurisdiction of the respective Activity Heads at HQ/DDGRs and to arrange to send the same to Vigilance Department.

6. It is informed that this year's Vigilance Awareness Week would be observed in the week starting from 31<sup>st</sup> October 2022, being the birth anniversary of Sardar Vallabhbai Patel. Detailed guidelines in this regard would be issued in due course. Further instructions, regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

Encls: As above



(Anurita Jojo)

Scientist-D/Joint Director (Vigilance)

Circulated to:

1. ADG
2. All the Activity Heads at HQ [DDG(Certification), DDG(Standardization-I), DDG(Standardization-II), DDG(Labs), DDG(PRT & HM), DDG(MSCD), DDG(Administration) & DDG(Finance)]
3. DDG(Eastern), DDG(Western Region), DG(Northern Region), DDG(Southern Region) & DDG(Central Region)
4. Director(Administration), Head (General Services Department), Head(PMWD), Head (ITS) & Head (NITS)
5. Heads of all Branch Offices
6. Heads of all Laboratories
7. Vigilance Officers posted under different Disciplinary Authorities, viz. -
  - i) Vigilance Officer under ADG
  - ii) Shri Satish Kumar, Sc-F & VO under DDG(NRO)
  - iii) Smt. Manju Gupta, Sc-F & VO under DDG(CRO)
  - iv) Shri A.K. Purohit, Sc-E & Head & VO under DDG(ERO)
  - v) Smt. S. Surya Kalyani, Sc.E & Head(PRT) & VO under DDG(PRT & HM)
  - vi) Shri Pinaki Gupta, Sc-E & Head(CMD-II) & VO under DDG(Certification)
  - vii) Shri Ajay Tewari, Sc-D & VO under DDG(Labs)
  - viii) Shri Shoaib Akhter, DD(A&F) & VO under DDG(Administration)
  - ix) Shri Amit Garg, DD(A&F) & VO under DDG(SRO)
  - x) Shri Mohit Yadav, Sc-B & VO under DDG(WRO)
  - xi) Vigilance Officer under DDG(Standardization-I)
  - xii) Vigilance Officer under DDG(Standardization-II)
  - xiii) Vigilance Officer under DDG(MSCD)
  - xiv) Vigilance Officer under DDG(Finance)

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**Preventive Vigilance Measures cum Housekeeping Activities (3 months campaign 16th August 2022 to 15th November 2022) - as a precursor to Vigilance Awareness Week 2022**

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**From :** Dir (Vig) <vigilance@bis.gov.in>

Wed, Aug 24, 2022 02:18 PM

**Subject :** Preventive Vigilance Measures cum Housekeeping Activities (3 months campaign 16th August 2022 to 15th November 2022) - as a precursor to Vigilance Awareness Week 2022

**To :** L Lab <labs-bis@ismgr.nic.in>

**Cc :** DDG Labs <scglabs@bis.gov.in>

**Reply To :** Dir (Vig) <vigilance@bis.gov.in>

**VIGILANCE DEPARTMENT**

Our Ref: Vig/45/6/2022-23

24 August 2022

As a precursor to Vigilance Awareness Week 2022, the Central Vigilance Commission has identified "**Management of Assets**" as one of the focus areas for Preventive Vigilance cum internal housekeeping activities to be undertaken by organizations.

In this regard, I have been directed to request you to provide the following details:

- (i) Inventory of all old furniture , machinery/equipment and other such old and unused assets.
- (ii) Policy for disposal of such unused assets.

The matter may be accorded PRIORITY and the information may be provided latest by **26<sup>th</sup> August 2022**.

**(Anurita Jojo)**  
**Scientist-D/Joint Director (Vigilance)**

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