

भारतीय मानक ब्यूरो
(सतर्कता विभाग)

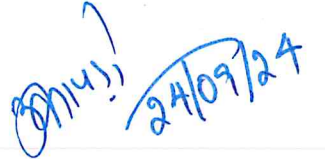
हमारा संदर्भ: सतर्कता/45/6/2024-25

24 सितंबर 2024

विषय: क्षेत्रीय/शाखा कार्यालयों/प्रयोगशालाओं में सतर्कता जागरूकता सप्ताह, 2024 का आयोजन।

उपरोक्त विषय पर दिनांक 24 सितंबर 2024 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है।

संलग्न: यथोपरी


(डॉ. अनिल कापड़ी)
वैज्ञानिक-ई/ निदेशक (सतर्कता)

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

प्रति -

- i) सभी उप महानिदेशक (HQ)
- ii) प्रमुख(GSD)/Admn/PMWD/ITS/Accounts)

BUREAU OF INDIAN STANDARDS
(Vigilance Department)

Our Ref: Vig/45/6/2024-25

24 September 2024

Subject: Observance of Vigilance Awareness Week, 2024 (at ROs/BOs/Labs)

The Central Vigilance Commission vide Circular No. 09/08/24 dated 28.08.2024 (**copy enclosed**) has informed that this year the Week from 28th October 2024 to 03rd November 2024 be observed as the Vigilance Awareness Week, 2024. This year the theme of Vigilance Awareness Week is "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि - *Culture of Integrity for Nation's Prosperity*"

2. Accordingly, Vigilance Awareness Week shall be observed in all offices of BIS from **28th October to 03rd November 2024** 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.
- ii) All Branch Offices located away from Regional Offices - This would include Labs at the station concerned.
- iii) Central Lab, Sahibabad including GZBO
- iv) NRO Laboratory
- v) NITS and NOBO Noida

4. **Administration of Integrity Pledge at ROs/BOs/Labs/NITS** – The observance of the Vigilance Awareness Week, 2024 would commence with the taking of the Integrity Pledge by public servants on **28th October, 2024 (Monday) 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 16th August, 2024 to 15th November, 2024 as a prelude to VAW 2024** - All the Activity Heads at BIS HQ, DDGRs, DDGA and all Heads of ROs/BOs/Labs/NITS/GSD/Admn//ITS have already been requested on 16 August 2024 to undertake a 3 months campaign from 16th August, 2024 to 15th November, 2024 as a prelude to VAW 2024 on Preventive Vigilance measures 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. 08/08/24 (Ref. No. 024/VGL/081/36147) dated

01.08.2024. The following Preventive Vigilance activities be taken up as focus areas by all the Ministries / Departments / Organization:

- a. Capacity Building Programs
- b. Identification and implementation of Systemic Improvement measures,
- c. Updation of Circulars/ Guidelines/ Manuals,
- d. Disposal of complaints received before 30.06.2024.
- e. Dynamic Digital Presence

Brief description of the above 05 parameters are given in **Annexure A** attached to the Commission's circular dated 01.08.2024.

7. 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 (including contractual staff) may participate in this competition.

8. Vigilance Department at BIS HQ shall be organizing activities in respect of BIS HQ before/during the VAW 2024.

9. All RO/BOs are advised to conduct activities relevant to the theme that strives to bring about maximum public participation. RO/BOs should conduct different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance. The PIDPI poster may be widely circulated and translated to regional languages, wherever feasible. RO/BOs may prepare posters on PIDPI on their own.

10. RO/BOs may conduct various competitions such as Essay, Slogan, debate, quiz etc. for the employees and their families on issues relating to the theme/anti-corruption; workshops/sensitization programs for employees and other stakeholders and also promote the concept of e-Integrity Pledge amongst stakeholders. Special emphasis may be given to engage the youth in various activities emphasizing the importance of integrity and ethics.

11. RO/BOs are requested to carry out outreach activities for public/citizens as following:

- a. **BIS Standards Clubs shall be utilized for creating awareness about PIDPI resolution in various schools, colleges and premier educational institutes across the country.**
- b. 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** of circular dated 28.08.2024.
- c. Undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
- d. 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)
- e. Vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.

f. 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. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at **Annexure C** of circular dated 28.08.2024.

12. It is requested that a detailed programme for observance of Vigilance Awareness Week, 2024 may be prepared and sent to Vigilance Department for information at the earliest.

13. A report on all the activities taken up towards observance of Vigilance Awareness Week, 2024 as per format available at Annexure **D(1) to D(6) attached to CVC circular dated 28.08.2024 (copy enclosed)** together with supporting "Photographs" be sent by each BIS Office to Vigilance Department **latest by 18 November 2024** for forwarding a consolidated report from the Vigilance Department to the Central Vigilance Commission, New Delhi.

14. Budgetary provision for various offices of BIS for observance of Vigilance Awareness Week, 2024 as approved by Competent Authority i.e. DG, BIS is enclosed herewith.

Encls: *As above*

 24/09/24

(Dr. Anil Kapri)

Scientist-E/ 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 & HoDs of NITS/GSD/Admn/PMWD/ITS

Annex to Ref.No.Vig/45/6/2024-25

Sl no.	Name of the office	Budget allocated
CENTRAL REGION		
1.	CRO (DLBO-I & DLBO-II)	Rs. 80,000/- (Rupees Eighty Thousand only)
2.	BPBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
3.	JPBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
4.	LKBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
EASTERN REGION		
5.	ERO (KKBO-I, KKBO-II)	Rs. 80,000/- (Rupees Eighty Thousand only)
6.	ERO Lab	Rs. 60,000/- (Rupees Sixty Thousand 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)
NORTHERN REGION		
12.	NRO (CHBO, HRBO & HPBO)	Rs. 1,00,000/- (Rupees One Lakh only)
13.	NRO Lab	Rs. 60,000/- (Rupees Sixty Thousand only)
14.	DHBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
15.	JKBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
16.	FRBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
SOUTHERN REGION		
17.	SRO (CNBO) (including SRO Lab)	1,00,000/- (Rupees One Lakh only)
18.	HYBO (including Lab)	Rs. 60,000/- (Rupees Sixty Thousand only)
19.	VJBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
20.	KOBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
21.	BNBO (including BNBO Lab)	Rs. 60,000/- (Rupees Sixty Thousand only)
22.	CTBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
23.	HUBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
24.	MDBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
WESTERN REGION		
25.	WRO (MUBO-I, MUBO-II)	Rs. 80,000/- (Rupees Eighty Thousand only)
26.	GDBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
27.	PNBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
28.	AHBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
29.	SUBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
30.	NGBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
31.	RJBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
32.	WRO Lab	Rs. 60,000/- (Rupees Sixty Thousand only)
33.	CENTRAL LAB , GZBO	Rs. 80,000/- (Rupees Eighty Thousand only)
34.	NITS, NOBO (Noida)	Rs. 60,000/- (Rupees Sixty Thousand only)
TOTAL		Rs.19,00,000/- (Rupees Nineteen Lakhs only)
BIS HEADQUARTERS		
35.	HQrs	Rs. 8,00,000/- (Rupees Eight Lakhs only)
TOTAL		Rs. 27,00,000/- (Rupees Twenty Seven Lakhs only)



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. 024/VGL/081-38615

दिनांक / Dated. 28.08.2024

Circular No. 09/08/24

Sub: Observance of Vigilance Awareness week 2024.

**Theme: "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"**

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls in. The Commission has decided that this year Vigilance Awareness Week would be observed from **28th October to 3rd November, 2024** with the following theme:


**"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"**

2. The observance of Vigilance Awareness Week, 2024 would commence with the taking of the integrity pledge (copy enclosed as **Annexure A**) by public servants in the Ministries/Departments/Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other organizations on **28th October, 2024 at 1100 hrs.**

3. 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 outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

D. Daniel


4. Activities which may be conducted within the organizations include the following:
- Encourage employees to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (www.cvc.gov.in) and can be accessed by all.
 - Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.
 - Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
 - Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.
 - Vigilance Study Circles may also conduct outreach and awareness programs.
5. Outreach activities for public / citizens may include the following:
- 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 are enclosed as **Annexure A and B** of this circular.
 - Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
 - 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)
 - 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.
 - 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** of this circular.
6. Selected Photographs / Media clips may be sent to the Commission through email at coord1-cvc@nic.in. Photographs and Media clips may be uploaded on departmental/ organizational websites.
7. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission in the format attached as **Annexure D** of this circular by **30th November, 2024**.
8. The Commission had earlier vide our circular of even number dated 01.08.2024 issued instructions detailing a **three-month campaign period (16th August, 2024 till 15th November, 2024)** vide which following preventive vigilance measures were indicated as focus areas to be



taken up by all the Ministries / Departments and Organizations and report to be submitted in prescribed format by **30th November, 2024** :

- a. Capacity Building programs
- b. Identification and implementation of Systemic Improvement measures
- c. Up-dation of Circulars / Guidelines / Manuals
- d. Disposal of complaints received before 30.06.24
- e. Dynamic Digital Presence

9. This notification is also available on the Commission's website at 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.

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 behaviour;
- 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”:

1. Organize meeting 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 theme of Anti-Corruption followed by discussion. Anti-Corruption message in vernacular languages can also be displayed at the meeting.
2. Organize competitions like quiz, cartoon, slogans painting, rangoli, posters and walkathon / marathon / cyclothon 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.

Activity Report Format on Vigilance Awareness Week-2024

Name of the Organisation:

1. INTEGRITY PLEDGE

Table a): 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

2. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION

Table a): Conduct of competitions

Name of State	City/ Place	Specify program (Debate/ Elocution/ Panel Discussion etc.)	No. of participants	Remarks

Table b): Other Activities

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

3. OUTREACH ACTIVITIES

Table a): 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
Total				

Table b): Involving students in Colleges

Name of State	Name of city / town/ village	Name of college	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table c): "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 d): Seminars/ Workshops

Name of State	Name of city/ town/ village	No. of seminars/ Workshops organized	Details of activities conducted (date of activities may also be mentioned)	No. of public/ citizens participated

4. OTHER ACTIVITIES

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

5. 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

6. 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)

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



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-11 0023

सं./No.....024/N.GL/081/36147

दिनांक / Dated.....01.08.2024.....

Circular No. 08/08/24

Sub: Observance of Vigilance Awareness Week, 2024

The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2024 would be observed from 28th October 2024 to 3rd November 2024 on the following theme:

“सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि”

“Culture of Integrity for Nation's Prosperity”

2. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a **three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday)** on Preventive Vigilance with focus on following areas:

- Capacity Building programs
- Identification and implementation of Systemic Improvement measures
- Up-dation of Circulars / Guidelines / Manuals
- Disposal of complaints received before 30.06.24
- Dynamic Digital Presence

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3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the Campaign. Action taken report regarding the five Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30th November 2024.

4. This information 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.

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during the campaign period (16th August to 15th November 2024) as a precursor to Vigilance Awareness Week 2024

1. CAPACITY BUILDING PROGRAMS

(a) Initiative

A robust training system for employees is important for any organization to succeed in its objective and functioning. The Commission intends to focus on capacity building of employees who have been newly recruited in the last few years on key aspects of Preventive Vigilance. All Ministries / Departments / Organizations may conduct structured training programme for fresh inductees. Refresher training programme may also be conducted for those who have completed ten or more years of service. A list of topics to be included under these training is as below:

- i) Ethics and governance
- ii) Conduct Rules
- iii) Systems and Procedures of the organization
- iv) Cyber hygiene and Security
- v) Procurement

(b) Reporting format

Name of the Organization:

No. of officials who have received training during the campaign period on the above topics may be provided in the following format:

CAPACITY BUILDING PROGRAMS			
Period	Training name	No. of Employees Trained	Brief Description
	Fresh Inductees/ Refresher Course		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENT MEASURES

(a) Initiative

Preventive Vigilance initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, the following action plan may be taken up:

- i. All Ministries / Departments may analyze the vigilance cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- ii. The Commission has already advised systemic improvement measures in various cases. The organizations may carry out a special drive to implement these measures.

(b) Reporting format

Name of the Organization:

i) Number of vigilance cases of the past 05 years taken up for analysis. Key areas vulnerable to corruption detected based on analysis and Systemic improvements identified and implemented /under implementation. Brief details may be given.

ii) Brief details of Systemic Improvements suggested by the Commission (pending as on 16th August 2024) and implemented during the campaign period in the following format:

Period	System Improvements implemented during the campaign period	System Improvements suggested during last 5 years but pending for implementation
16 th August to 15 th November, 2024		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

(a) Initiative

In continuation to earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure up-dation of the same and posting of same on respective websites.

(b) Reporting format

Name of the Organization:

- i. Whether guidelines / circulars and manual were updated during the campaign period?
- ii. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

4. DISPOSAL OF COMPLAINTS RECEIVED BEFORE 30.06.24

(a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time. All organizations may ensure that all complaints received on or before 30.06.24 may be disposed of.

(b) Reporting format

Name of the Organization:

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.24 pending as on 16.08.2024		
2.	Complaints received on or before 30.06.24 disposed during campaign period		
3.	Complaints received on or before 30.06.24 pending as on 15.11. 2024		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

5. DYNAMIC DIGITAL PRESENCE

(a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular up-dation of their website for greater transparency and better service delivery. The organizations should follow extant Government guidelines on development and maintenance of websites (like GIGW 3.0 / RBI's Master Circular on Customer Service in Banks / Security audit). In this regard, the following action plan is to be taken up during the campaign period:

- i) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.
- ii) During the campaign period, all organizations to identify such areas / activities which can be brought on their existing website and necessary action taken for the same.
- iii) A proper system to be developed by assigning responsibilities to all designated administrators for regularly visiting the website and providing inputs to the webmaster with due approval for modification / deletion / up-dation.
- iv) A system of submission of periodic compliance certificate with respect to website up-dation to specified authority / NIC may be introduced by the department.

b) Reporting format

Name of the Organization:

Regular maintenance and up-dation of website -Whether being done or not?

System introduced for up-dation and review of website.

Whether additional areas / activities / services brought online and if yes, details thereof.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO