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भारतीय मानक ब्यूरो
(सतर्कता विभाग)

हमारा संदर्भ: सतर्कता/45/6/2021-22

17 सितंबर 2021

विषय: क्षेत्रीय/शाखा कार्यालयों/प्रयोगशालाओं में सतर्कता जागरूकता सप्ताह, 2021 का आयोजन।

केंद्रीय सतर्कता आयोग ने परिपत्र संख्या 15/09/2021 दिनांक 01/09/2021 के द्वारा सूचित किया है कि इस वर्ष 26 अक्टूबर से 1 नवंबर 2021 तक के सप्ताह को सतर्कता जागरूकता सप्ताह 2021 के रूप में मनाया जाएगा। इस वर्ष सतर्कता जागरूकता सप्ताह का शीर्षक है "स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"। तदनुसार, उपरोक्त परिपत्र में उल्लिखित केंद्रीय सतर्कता आयोग, नई दिल्ली के निर्देशों का अनुपालन करते हुए बी आई एस के सभी कार्यालयों में 26 अक्टूबर से 1 नवंबर 2021 तक सतर्कता जागरूकता सप्ताह मनाया जाएगा।

2. उपरोक्त विषय पर दिनांक 17 सितंबर 2021 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है।

संलग्न: यथोपरी

चि-35/21
(चित्रा गुप्ता)

वैज्ञानिक-एफ (सतर्कता)

सभी क्षेत्रीय उप महानिदेशक / उप महानिदेशक(प्रयोगशाला) / उप महानिदेशक (पीआरटी) / प्रमुख(NITS) / शाखा कार्यालयों के प्रमुख / प्रमुख केंद्रीय प्रयोगशाला / प्रमुख (NROL) को परिचालित।

प्रति -

- i) उप महानिदेशक (वित्त) को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
- ii) प्रमुख (GSD),HQ - - w.r.t. action on Para 10 of the enclosed circular.
- iii) प्रमुख (आईटीएसडी) को बीआईएस इंटरनेट पर अपलोड करने के अनुरोध सहित।

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BUREAU OF INDIAN STANDARDS
(Vigilance Department)

Our Ref: Vig/45/6/2021-22

17 September 2021

Subject: **Observance of Vigilance Awareness Week-2021 (at ROs/BOs/Labs)**

Central Vigilance Commission (CVC) vide Circular No. 15/09/21 dated 01.09.2021 (copy enclosed) has informed that this year the week from **26th October** to **01st November, 2021** be observed as the Vigilance Awareness Week-2021. This year the theme of Vigilance Awareness Week is "**Independent India @ 75: Self Reliance with Integrity (स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता)**".

Accordingly, Vigilance Awareness Week shall be observed in all offices of BIS from **26th October 2021** to **01st November, 2021** in compliance with the directions of Central Vigilance Commission, New Delhi as envisaged in their above mentioned circular.

2. All DDGRs, DDG (PRT), Head of the Branch Offices, Head of the Central Laboratory & NRO Lab, Mohali will organize observance of the Week at their offices 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 and stressing the necessity to ensure integrity in public life to usher in a new era of a self-reliant 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 & NOBO

iv) NITS, Noida

3. All ROs/BOs/Labs are requested to conduct various competitions, such as, debates, Self-composed Poem & Recitation Competition (related to the theme of the Week i.e. "Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"), Elocution Competition (on the theme), Quiz Competition [Quiz on CCS/CCA Rules; BIS Act, Rules & Regulations and basic questions of vigilance (CVC, CBI, etc.)], and, Slogan Writing Competition, etc., for the employees/contractual staff and their families on issues relating to anti-corruption in the respective Branch offices/Labs itself.

3.1 Prizes to the winners for all the competitions (including Quiz competition) are to be given by the respective Branch offices/Labs out of funds allocated to them. Slogans may also be put up / displayed in BIS offices/Labs all year round if found aesthetically appealing.

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

4. **Integrity Pledge for Organizations** - In order to adhere to extant Covid-19 prevention guidelines, the Observance of the Week shall commence with the Integrity Pledge for organizations to be administered to all the officers and staff **through video conferencing** on **27th October 2021 at 11.00 a.m.** by DG, BIS. ITSD will create a Link and a circular will be hosted on BIS Intranet for information to all the officers/staff of BIS.

4.1 **Integrity Pledge for Citizens** - Every employee/contractual staff and their family members/ relatives/friends and other stakeholders shall be encouraged to take the CVC Integrity Pledge as an individual also through the Link given at BIS Home Page. The Link can be accessed by visiting the BIS home page (www.bis.gov.in) and clicking on the running scroll indicating "Integrity Pledge". The Link will be provided under section "Consumer Engagement", sub-section "Vigilance Portal" and under "What's New" section. The Link is also given on "Manakonline" for BIS licensees/ applicants to take the Integrity Pledge under "Important Links".

5. The CVC has desired to spread awareness and campaign about "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)". Two posters in this regard have been prepared by CVC which are to be displayed at all offices of the BIS (**Annexure D** of the CVC Circular). A drive may be undertaken to spread awareness regarding the provisions under the PIDPI resolution as well as all related information. Both posters should be placed together and should be translated to local language, wherever required.

6. Conduct workshops/sensitization programme for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures. Vigilance Department at HQ will be conducting the following Workshops online through video-conferencing:-

Workshop	Date and Time
CCS/CCA Rules	25-10-2021 (Mon) (1400 – 1500 hrs)
Medical Rules	26-10-2021 (Tue) (1400 – 1500 hrs)
Leave Rules	27-10-2021 (Wed) (1400 – 1500 hrs)
GFR/GeM	28-10-2021 (Thu) (1400 – 1500 hrs)
Manual for procurement of goods, works and services	29-10-2021 (Fri) (1400 – 1500 hrs)

6.1 A Link will be created by ITSD for conducting the above Workshops through video conference on the date and time mentioned against each. A circular in this regard will be issued on BIS Intranet inviting participation in the above Workshops through video conferencing from all the officers/staff of BIS. All HoDs of BOs/ROs are requested to encourage all the employees/staff working under them to attend the above Workshops through video-conferencing.

7. Promotion of Vigilance Awareness Week Theme "**Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता**" through **Virtual Walkathon** (for employees/contractual staff of BIS offices across India) to commemorate the Birthday of Sardar Vallabh Bhai Patel and to promote the theme. It has been envisaged that Virtual walk/run (Walkathon) of 5 kms may be organized for all BIS employees/contractual staff, who would be willing to participate. Nominations may be invited from willing employees/contractual staff at respective RO/BO/Lab. The event may be held either on 30th October 2021 and/or 31st October 2021.

7.1 The ROs/BOs /Labs may decide their own mode of participation in the Virtual walk/run (Walkathon). Depending on the number of participants in the Virtual walk/run at each RO/BO, a T-Shirt and a Cap each may be distributed among prospective participants, out of the funds allocated to them. It is to be ensured by the ROs/BOs that the T-Shirt shall bear the BIS Logo on the front side with the CVC Theme "**Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता**" printed below the Logo.

7.2 It may please be noted that such willing participants shall abide by all social distancing norms and directions issued from time to time for control of Covid-19 during the course of participation.

7.3 Further, before taking part in the Walkathon, they will have to download a suitable App (*any relevant app like Endomondo; Map my Walk; Virtual Walk; MotionX GPS etc.*) on their smart phones so as to record the start and end of the Virtual Walkathon. This evidence of successful participation along with a Selfie may be sent to Vigilance Department, BIS HQ, New Delhi by **2nd November, 2020** at its Email: vigilance@bis.gov.in as a proof of taking actual part in the virtual Walkathon.

8. Out-reach activities - 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 and stressing the necessity to ensure integrity in public life to usher in a new era of a self-reliant India.

9. 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.

10. **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.

10.1 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.

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

12. A report on all the activities taken up towards observance of Vigilance Awareness Week as per the format "**Annexure-G of CVC Circular referred above**" together with supporting "Photographs" is requested to be **sent by each BIS Office** to Vigilance Department **latest by 06 November 2021** for forwarding a consolidated report from the Vigilance Department to the Central Vigilance Commission, New Delhi.

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

Encls: **As above**


(Chitra Gupta)
Scientist-F (Vigilance)

Circulated to all DDGRs / DDG(Labs) / DDG(PRT) / Head(NITS) / Head of Branch Offices / Head(NROL) / Head (CL)

Copy to:- i) DDGF - for information and necessary action please.
ii) Head(GSD) – w.r.t. action on Para 10 above.
iii) Head (ITS) - with a request to upload on BIS-Intranet.

**BUDGETARY ALLOCATION OF FUNDS FOR OBSERVING
VIGILANCE AWARENESS WEEK 2021**

Sl. No.	Name of the Office where the Vigilance Week to be observed	Budget Allocated under the Head "Conference/Seminar" (Code 3001) (in Rupees)
CENTRAL REGION		
1.	CRO (DLBO-I & DLBO-II)	Rs. 70,000/- (Rupees Seventy Thousand only)
2.	BPLBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
3.	JPBO-I & JPBO-II	Rs. 50,000/- (Rupees Fifty Thousand only)
4.	LKBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
EASTERN REGION		
5.	ERO (KKBO-I, KKBO-II) (including ERO Lab)	Rs. 90,000/- (Rupees Ninety Thousand only)
6.	PTBO (including PTBO Lab)	Rs. 50,000/- (Rupees Fifty Thousand only)
7.	JDBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
8.	GHBO (including GHBO Lab)	Rs. 50,000/- (Rupees Fifty Thousand only)
9.	BHBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
10.	RPBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
NORTHERN REGION		
11.	NRO (CHBO-I, CHBO-II, HRBO & PPBO)	Rs. 90,000/- (Rupees Ninety Thousand only)
12.	NRO Lab	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
13.	HPBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
14.	DHBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
15.	JKBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
16.	FRBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
SOUTHERN REGION		
17.	SRO (CNBO-I, CNBO-II, & MDBO) (including SRO Lab)	Rs. 90,000/- (Rupees Ninety Thousand only)
18.	HYBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
19.	VZBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
20.	KOBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
21.	BNBO (including BNBO Lab)	Rs. 50,000/- (Rupees Fifty Thousand only)
22.	CTBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
23.	Hubli	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
WESTERN REGION		
24.	WRO (MUBO-I, MUBO-II) (including WRO Lab)	Rs. 90,000/- (Rupees Ninety Thousand only)
25.	RJBO (RJBO-I & RJBO-II)	Rs. 50,000/- (Rupees Fifty Thousand only)
26.	PNBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
27.	AHBO (AHBO-I, AHBO-II, SUBO)	Rs. 55,000/- (Rupees Fifty Five Thousand only)
28.	NGBO	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
29.	CENTRAL LAB (CL-1 & CL-2), GZBO & Noida	Rs. 70,000/- (Rupees Seventy Thousand only)
30.	NITS	Rs. 38,000/- (Rupees Thirty Eight Thousand only)
BIS HEADQUARTERS		
31.	HQrs	Rs. 3,11,000/- (Rupees Three Lakh Eleven Thousand only)
TOTAL		Rs. 18,00,000/- (Rupees Eighteen 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..... 021/VGL/045

दिनांक / Dated..... 01.09.2021

Circular No. 15/09/21

Sub: Observance of Vigilance Awareness week 2021.

1. In a move towards commemorating 75 years of India's Independence which falls on August 15, 2022, Central Vigilance Commission in carrying out its duty as the apex anti-corruption body in the country, reaffirms its resolve to fight corruption and ensure integrity in public life to usher in a new era of a self-reliant India. In recognition of this momentous stage in India's journey, the Commission has decided that this year Vigilance Awareness Week would be observed from 26th October to 1st November, 2021 with the theme **"Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"**.
2. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls. Observance of Vigilance Awareness Week is one of the tools used by the Commission to bring together all stakeholders to collectively participate in the prevention of, and the fight against corruption and to raise public awareness regarding the existence, causes and gravity of and the threat posed by corruption. During this week, all organizations are encouraged to bring together all their employees, create awareness regarding common issues related to vigilance and create an atmosphere motivated towards weeding out corruption and unethical practices.
3. Though punishment and penal actions delivered quickly are effective deterrents to corruption, the spirit behind the observation of Vigilance Awareness Week is to sensitize the public against the menace of corruption. All organizations should strive to drive home the idea that the fight against corruption is a collective fight involving everyone. It is

therefore imperative that the public must be motivated to fight against corruption if India is to succeed in its goal towards achieving self-reliance with integrity.

4. The observance of Vigilance Awareness Week 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 26th October, 2021 at 1100 hrs.

5. All organizations are advised to strictly adhere to extant Covid-19 prevention guidelines at all locations and events issued from time to time by the competent authority. In addition, all the organizations should strictly adhere to the economy measures issued by Ministry of Finance vide Department of Expenditure OM no. 7(2)E. Coord/2020 dated 04.09.2020

6. All organizations are advised to conduct activities relevant to the theme, both within and outside their respective organizations, and to conduct outreach activities for public/citizens.

7. Activities to be conducted within the organizations may include the following:
a. In continuation of activities taken up during Vigilance Awareness Week, 2020, the Commission desires that all organizations focus on internal (housekeeping) activities. The indicative list for these activities as well as the format in which response is to be given is enclosed (**Annexure C**).

b. Employees may be encouraged 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.

c. The Commission has desired to spread awareness and campaign about "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)". Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure D). A drive may be undertaken to spread awareness regarding the provisions under the PIPDI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.

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

e. Use organizational website for dissemination of employees/ customer-oriented information and to make available avenues for redressal of grievances.

f. The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organizations.

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

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

8. Outreach activities for public/citizens:

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. Wide publicity may be given to “Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)”. Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure D). A drive may be undertaken to spread awareness regarding the provisions under the PIPDI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.

c. Organizations may 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.

e. 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.

f. Organizations may conduct various outreach activities for dissemination of anti-corruption messages and stressing the vision of a Vigilant India who is moving towards self-reliance with integrity. Online modes may be extensively used, wherever required.

g. Organize “Awareness Gram Sabhas” for dissemination of awareness in Gram Panchayats to sensitize citizens on the ill effects of Corruption. As per past practice, Public Sector Banks need to conduct “Awareness Gram Sabhas” at the Branch level in atleast 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 E**.

9. The two months, September and October, 2021 may be observed as a “Special Clearance Campaign” to clear all outstanding Further Information cases (FI), Implementation of First Stage and Second Stage Advices (FSAs and SSAs), Investigation and reports (I&Rs), Factual Reports (FRs), Complaints (PIDPI), Complaints (Non-PIDPI), Prosecution Sanctions, Departmental Inquiries (DIs) and Comments Awaited on CBI reports (CAs), in respect of all organizations and departments.

A report may be submitted as per format at Annexure F to the Commission.

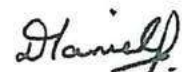
10. Vigilance study circles may also participate actively in the Vigilance Awareness Week by conducting any or all the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned in para 5.

11. The Commission expects all organizations to conduct various activities with zeal and enthusiasm to achieve the objective to eliminate corruption in public life. Although all activities need to be conducted during the Vigilance Awareness Week, however, in case of exigencies/holidays etc., the same can also be conducted before or after the Vigilance Awareness Week.

12. Selected Photographs/ Media clips may be sent to the Commission by email at the address coord1-cvc@nic.in. Photographs and Media clips may be uploaded on departmental / organizational websites.

13. A report on the observance of the Week may be sent by all Ministries/Departments/ Organizations to Central Vigilance Commission as per the format enclosed at Annexure C, F and G by 30th November, 2021.

14. This notification is also available on the Commission’s website at <http://www.cvc.gov.in>.



(P. Daniel)

Additional 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 states/ Union Territories
- iv) The Comptroller & Auditor General of India
- v) The Chairman, Union Public Service Commission
- vi) The Chief Election Commissioner, Election Commission of India
- vii) Chief Executives of all CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
- viii) All Chief Vigilance officers in Ministries/ Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.

Annexure A

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.

Annexure- C

(REPORTING FORMAT)

Internal (Housekeeping) Activities for Vigilance Awareness Week-2021

[Only statistical /quantified information or Yes/No, etc. to be filled up under head 'Info'
and detailed statements to be annexed]

Name of Ministry/Department/Organization:

1. Land Management

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1.	Does the organization possess revenue documents / records for the land(s) under its control?	Yes/No		
2.	How much land is under encroachment and at what locations?		
3.	Steps being taken to combat encroachment?	Yes/No		
4.	Any other initiatives?			

2. Allotment of houses / quarters and related issues

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1.	Does the organization use IT application for allotment of houses?	Yes/No		
2.	Does the organization possess a house allotment policy?	Yes/No		
3.	Is House allotment being done as per prescribed policy?	Yes/No		
4.	Is there any illegal occupation of houses, if any and what action has been taken?	Yes/No		
5.	Any other issue?			

3. Payments and other benefits to persons working in outsourcing services in the organizations.

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1.	Whether the organization possesses prescribed norms for outsourcing?	Yes/No		
2.	If yes, are these norms adhered to?	Yes/No		
3.	Whether payment of salaries/wages is paid through bank account by the contractor	Yes/No		
4.	Whether other statutory dues (PF, Medical benefits etc.) are being given on time?	Yes/No		
5.	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management	Yes/No		
6.	Whether the vendors are adhering to the norms prescribed by the organization?	Yes/No		
7.	Any other special initiative regarding outsourcing?			

4. Management of Assets

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1.	Whether condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) is being done as per extant rules strictly	Yes/No		
2.	Date of last condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) may be given	Date		

5. Preventive Vigilance measures undertaken by the CVOs

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
a.	No. of Inspections	..		
b.	No. of Training Programmes / workshops including E-training/ online training	...		

c.	Whether annual property returns submitted by all officers	Yes/No		
d.	Whether organization possesses record retention / preservation policy? If so date of last amendment.	Yes/No		Date
e.	Whether records are being weeded out as per the extant retention policy of the organization.	Yes/No		
f.	It the organization digitizing / plans to digitize old records	Yes/No		If Yes, Annex detail

6. **If the organization runs schools, Hospitals etc. – Whether prescribed policy for management is adhered to. – Yes/No**

7. **Gender sensitization issues**

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
a.	Has the organization constituted prescribed committees for harassment of women at the work place? If yes date of last meeting held.	Yes/No		Date
b.	Percentage of representation of women at all levels in the organization%		
c.	Whether awareness regarding gender issues is being created in the organization	Yes/No		

8. **Leveraging Technology- IT usage and E-governance**

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
a.	New initiatives taken in the last one year for using IT as a preventive vigilance tool (each initiatives may be described in about 50 words).	Yes/No		
b.	Whether information system audit is done regularly for IT based applications running in the organization. Date of last information system Audit may be given?	Yes/No		Date

9. **Scrutiny of Audit reports: Yes/No (If Yes, give no. of scrutiny)**

10. Updation of Rules, Regulations and guidelines

SL. No.	Particulars	Info	Progress in the past one year	Remarks
a.	Whether organization regularly revises its instructions, rules and regulations. If yes date of last revision of procurement rules, CDA rules, Transfer/Posting policy, HRA Policy, Promotion policy, Fraud Prevention Policy / Banning of Business Dealing policy etc.	Yes/No		Dates
b.	Has the organization made rules for retired officials? If yes Furnish Date	Yes/No		Date

11. System improvements undertaken (brief description within 100 words)

SL. No.	Particulars	Info	Progress in the past one year	
a.	Description of System Improvement works/initiatives done may be given in 50 words for each work/initiatives and not more than 100 words in total for all works			Annex detail

(Signature of CVO/Authorised representative)



**PUBLIC INTEREST DISCLOSURE AND PROTECTION
OF INFORMER RESOLUTION, 2004 (PIDPI)**

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

**YOUR IDENTITY SHALL BE KEPT
CONFIDENTIAL**

A VIGILANCE AWARENESS WEEK 2021 INITIATIVE

**SEND COMPLAINTS IN WRITING TO:
The Secretary, Central Vigilance Commission
Satarkta Bhavan , Block-A
GPO Complex , INA
New Delhi - 110 023**

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



PIDPI COMPLAINTS: WHAT ARE THEY? & WHEN SHOULD YOU MAKE THEM?

1

Complaints made under Public Interest Disclosure and Protection of Informers Resolution are termed as PIDPI complaints

2

If any complaint is made under PIDPI, the identity of the complainant is kept confidential

3

The complaint should be addressed to the Secretary, Central Vigilance Commission and envelope should be marked as "PIDPI"

4

Only complaints against Central Government officials (including PSBs, PSUs and UTs) will be taken into cognizance

5

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

**A VIGILANCE AWARENESS WEEK
2021 INITIATIVE**

Annexure-E

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 holder. 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.

Annexure- F

Special Clearance Campaign
(September-October 2021)

S. N.	Item	Opening Balance as on 01.09.2021	Accrued during September and October	Total	Disposed during September and October	Closing Balance as on 31.10.2021		
						>3months	>6months	Total
1.	FI							
2.	FSA							
3.	SSA							
4.	I&R							
5.	FR							
6.	Complaint (PIDPI)							
7.	Complaint (Non PIDPI)							
8.	Prosecution Sanction							
9.	Disciplinary Inquiry							
10.	Comments Awaited (on CBI report)							

Grand Total-

Activity Report format on Vigilance Awareness Week-2021**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 in 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 in about 1000 words may be attached in a separate sheet)

2

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

Satarkta Bhawan, Block-A,
GPO Complex, INA,
New Delhi- 110023
Dated the 5th 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.

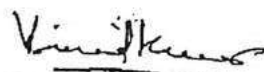
2. The Commission has reviewed the position and observes that some of the Departments/Organizations are not following the practice of displaying the notice boards. In order to improve vigilance administration and to sensitize the public, vendors, contractors and suppliers etc. having dealings with the 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. 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

संख्या - 99/वी.जी.एल/16
भारत सरकार
केन्द्रीय सतर्कता आयोग

सतर्कता भवन, ब्लाक-ए
जी.पी.ओ. काम्पलेक्स,
आई.एन.ए, नई दिल्ली-110023
दिनांक: 05.06.2009

परिपत्र संख्या 14/06/09

विषय: भ्रष्टाचार के बारे में जनसाधारण को सुग्राही बनाना - विभागों/संगठनों द्वारा मानक सूचना पट्ट प्रदर्शित करना ।

"सतर्कता प्रशासन में सुधार करना - भ्रष्टाचार के बारे में जनसाधारण को सुग्राही बनाना" के बारे में कृपया आयोग के दिनांक 12.03.1999 के परिपत्र सं० 8(1) (जी)/99 (4), दिनांक 17.07.2003 के कार्यालय आदेश सं० 37/7/03 तथा दिनांक 14.05.2004 के कार्यालय आदेश सं० 34/5/04 का संदर्भ लें । इन आदेशों के अनुसार, किसी भी कर्मचारी आदि को रिश्वत ना देने के आयोग के संदेश के बारे में सभी विभागों/संगठनों को अपने प्रत्येक कार्यालय के स्वागत कक्ष में एक मानक सूचना पट्ट सुस्पष्ट रूप से लगाना है ।

2. आयोग ने स्थिति की समीक्षा की है तथा यह पाया है कि कुछ विभाग/संगठन सूचना पट्ट लगाने की प्रक्रिया का पालन नहीं कर रहे हैं । सतर्कता प्रशासन में सुधार करने तथा संबंधित संगठनों/विभागों के साथ व्यवहार करने वाले जनसाधारण, विक्रेताओं, ठेकेदारों तथा आपूर्तिकर्ताओं आदि को सुग्राही बनाने के उद्देश्य से, यह महसूस किया गया कि प्रत्येक विभाग/संगठन द्वारा ऐसे मानक पट्ट प्रदर्शित किए जाने की आवश्यकता है । तदनुसार, सभी विभाग/संगठन निम्न प्रपत्र में, अंग्रेजी, हिन्दी तथा स्थानीय भाषा में सूचना पट्ट निम्नानुसार प्रदर्शित करें:

"रिश्वत न दें । यदि इस कार्यालय का कोई भी व्यक्ति रिश्वत मांगता है अथवा यदि आपके पास इस कार्यालय में भ्रष्टाचार संबंधी कोई सूचना है अथवा यदि आप इस कार्यालय में भ्रष्टाचार से पीड़ित हैं तो आप इस विभाग के अध्यक्ष अथवा मुख्य सतर्कता अधिकारी / पुलिस अधीक्षक, केन्द्रीय अन्वेषण ब्यूरो तथा सचिव, केन्द्रीय सतर्कता आयोग से शिकायत कर सकते हैं ।

केन्द्रीय सतर्कता आयोग को दी जाने वाली सभी शिकायतें, आयोग की 'शिकायतों पर कार्रवाई करने की नीति' के अनुसरण में दी जा सकती हैं । यह नीति आयोग की वेबसाइट www.cvc.gov.in पर लोकक्षेत्र (public domain) में उपलब्ध है । शिकायतें, आयोग की वेबसाइट पर ऑनलाइन भी की जा सकती हैं ।

3. उपर्युक्त संदेश प्रदर्शित करने के साथ-साथ विभागाध्यक्ष, मुख्य सतर्कता अधिकारी तथा पुलिस अधीक्षक, केन्द्रीय अन्वेषण ब्यूरो का पदनाम, पूरा पता, दूरभाष/फैक्स नं० तथा ई-मेल पता भी प्रदर्शित किया जाए । जहां तक आयोग का संबंध है, सूचना पट्ट पर सचिव, केन्द्रीय सतर्कता आयोग का केवल पदनाम तथा पता प्रदर्शित किया जाए ।

4. सभी मुख्य सतर्कता अधिकारी उपर्युक्त संशोधित दिशानिर्देशों को नोट करें तथा इस मामले की अनुपालन रिपोर्ट शीघ्रतापूर्वक प्रस्तुत करें ।

ह०/-
(जे. विनोद कुमार)
अवर सचिव

सभी मुख्य सतर्कता अधिकारी