

**भारतीय मानक ब्यूरो  
(सतर्कता विभाग)**

हमारा संदर्भ: सतर्कता/45/6/2023-24

25 सितंबर 2023

**विषय: क्षेत्रीय/शाखा कार्यालयों/प्रयोगशालाओं में सतर्कता जागरूकता सप्ताह, 2023 का आयोजन।**

उपरोक्त विषय पर दिनांक 25 सितंबर 2023 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 (पीआरटी) / प्रमुख(NITS) / सभी शाखा कार्यालयों के प्रमुख / प्रयोगशाला के प्रमुख।

प्रति -

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

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

Our Ref: Vig/45/6/2023-24

25 September 2023

**Subject: Observance of Vigilance Awareness Week, 2023 (at ROs/BOs/Labs)**

The Central Vigilance Commission vide Circular No. 08/09/2023 dated 11.09.2023 (**copy enclosed**) has informed that this year the Week from 30<sup>th</sup> October 2023 to 5<sup>th</sup> November 2023 be observed as the Vigilance Awareness Week, 2023. This year the theme of Vigilance Awareness Week is " **भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें**" "**Say no to corruption; commit to the Nation**"

2. Accordingly, Vigilance Awareness Week shall be observed in all offices of BIS from **30<sup>th</sup> October to 5<sup>th</sup> November 2023** 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, 2023 would commence with the taking of the Integrity Pledge by public servants on **30<sup>th</sup> October, 2023 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, 2023 to 15<sup>th</sup> November, 2023 as a prelude to VAW 2023** - 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 on 11 August 2023 (**copy enclosed**) to undertake a 3 months campaign from 16<sup>th</sup> August, 2023 to 15<sup>th</sup> November, 2023 as a prelude to VAW 2023 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. 06/08/23 (Ref. No. 023/VGL/035/556448) dated 02.08.2023. The following Preventive Vigilance activities be taken up as focus areas by all the Ministries / Departments / Organization:

- a) Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b) Capacity Building Programs,
- c) Identification and implementation of Systemic Improvement measure,
- d) Leveraging of IT for complaint disposal.
- e) Updation of circulars/ Guidelines / manuals,
- f) Disposal of complaints outstanding as of 30.06.2023.

Brief description of the above 06 parameters are given in **Annexure A** attached to the Commission's circular dated 02.08.2023.

7. Vigilance Department (HQ) will be organizing an All India Chess Online Competition and All India Photography Competition inviting participation of all the employees of BIS across India. Prizes to the winners of All India Chess Online Competition and All India Photography 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 these competitions.

8. Vigilance Department at BIS HQ shall be organizing activities in respect of BIS HQ before/during the VAW 2023.

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. A poster on PIDPI is available at **Annexure C**. The 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 debates, quiz etc. for the employees and their families on issues relating to 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 11.09.2023.
- 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 E** of circular dated 11.09.2023.

12. It is requested that a detailed programme for observance of Vigilance Awareness Week, 2023 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, 2023 as per format available at Annexure **D(i) to D(vi) attached to CVC circular dated 11.09.2023 (copy enclosed)** together with supporting "Photographs" be sent by each BIS Office to Vigilance Department **latest by 23 November 2023** 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, 2023 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 & HoDs of NITS/GSD/Admn/PMWD/ITS



<b>BUDGETARY ALLOCATION OF FUNDS FOR OBSERVING VIGILANCE AWARENESS WEEK, 2023</b>		
<b>Sl no.</b>	<b>Name of the office where the Vigilance Awareness Week, 2023 to be observed</b>	<b>Budget allocated under the Head "Conference/ Seminar" (Code 3001)</b>
<b>CENTRAL REGION</b>		
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-I & JPBO-II	Rs. 60,000/- (Rupees Sixty Thousand only)
4.	LKBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>EASTERN REGION</b>		
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)
<b>NORTHERN REGION</b>		
12.	NRO (CHBO- HRBO & Parwanoo )	Rs. 80,000/- (Rupees Eighty Thousand 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)
<b>SOUTHERN REGION</b>		
17.	SRO (CNBO) (including SRO Lab)	1,00,000/- (Rupees One Lakh only)
18.	HYBO (including Lab)	Rs. 45,000/- (Rupees Forty Five Thousand only)
19.	VJBO (Vijaywada)	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 Hubli	Rs. 45,000/- (Rupees Forty Five Thousand only)
24.	MDBO Madurai	Rs. 45,000/- (Rupees Forty Five Thousand only)
<b>WESTERN REGION</b>		
25.	WRO (MUBO-I, MUBO-II)	Rs. 80,000/- (Rupees Eighty Thousand only)
26.	RJBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
27.	PNBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
28.	AHBO, Vadodara	Rs. 60,000/- (Rupees Sixty Thousand only)
29.	SUBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
30.	NGBO	Rs. 45,000/- (Rupees Forty Five Thousand only)
31.	WRO Lab	Rs. 60,000/- (Rupees Sixty Thousand only)
32.	CENTRAL LAB , GZBO	Rs. 80,000/- (Rupees Eighty Thousand only)
33.	NITS , NOBO, Noida	Rs. 60,000/- (Rupees Sixty Thousand only)
<b>TOTAL</b>		<b>Rs.18,50,000/- (Rupees Eighteen Lakhs Fifty Thousand only)</b>
<b>BIS HEADQUARTERS</b>		
34.	HQrs	Rs. 8,50,000/- (Rupees Eight Lakhs Fifty Thousand only)
<b>TOTAL</b>		<b>Rs. 27,00,000/- (Rupees Twenty Seven 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-110023

सं./No.....023/VGL/035.....

दिनांक / Dated..... 11.09.2023.....

Circular No. 08/09/23

**Sub: Observance of Vigilance Awareness week 2023.**

**Theme: “भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें”**

**“Say no to corruption; commit to the Nation”**

Bringing transparency and accountability in governance remains one of the primary means to achieve all round development of the country. The Central Vigilance Commission, as the apex integrity organization of India, adopts different initiatives to strive towards ensuring integrity in public administration. 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 30<sup>th</sup> October to 5<sup>th</sup> November, 2023 with the following theme:**

**“भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें”**

**“Say no to corruption; commit to the Nation”**

2. The observance of Vigilance Awareness Week, 2023 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 **30<sup>th</sup> October, 2023 at 1100 hrs.**

3. 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, 2023 till 15<sup>th</sup> November, 2023)** in which following preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations:

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- Capacity Building programs,


- c. Identification and implementation of Systemic Improvement measures,
  - d. Leveraging of IT for complaint disposal,
  - e. Updation of Circulars / Guidelines / Manuals,
  - f. Disposal of complaints received before 30.06.23.
4. 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. A poster on PIDPI has been prepared and is available at **Annexure C**. The poster may be widely circulated and translated to regional languages, wherever feasible. You may prepare your own posters too.
5. Action taken report regarding the six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at **Annexures D (i) to D(vi)** by **8<sup>th</sup> December 2023 (Friday)**.
6. During Vigilance Awareness Week 2023, special emphasis may be given to engage the youth in various activities emphasizing the importance of integrity and ethics. Organizations should promote activities that involve the youth and foster an environment that re-affirms the importance of their involvement in the fight against corruption.
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 ( [www.cvc.gov.in](http://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 E**.
9. 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.

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 attached by **8<sup>th</sup> December, 2023**.

11. This notification is also available on the Commission's website at [www.cvc.gov.in](http://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 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.



# PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)

## WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

## HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

## GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

**VIGILANCE AWARENESS WEEK 2023**

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

**PIDPI AWARENESS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
  - a. Total number of regional offices of the organization?
  - b. How many such offices the poster was displayed in?
  - c. Number of languages the poster was translated into. Brief details.
  - d. Further remarks, if any.
3. Jingles / video / other media
  - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
  - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
  - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
  - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**CAPACITY BUILDING**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Number of officials trained in ToT ( Training of Trainers) capsule during the campaign period :-

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training,

2. No. of other officials trained during the campaign period :

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

- A. i) Number of vigilance cases of the past 05 years taken up for analysis  
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.  
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15<sup>th</sup> August 2023.  
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



**LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
- b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (v)

**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (vi)

**DISPOSAL OF COMPLAINTS**

<b>SL. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Remarks, if any</b>
1.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> November, 2023		

**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”.

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.

**Activity Report format on Vigilance Awareness Week-2023**

**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 organised	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)

भारतीय मानक ब्यूरो  
(सतर्कता विभाग)

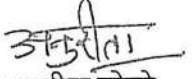
हमारा संदर्भ: Vig/45/6/2023-24 | 878

11 अगस्त 2023

विषय: सतर्कता जागरूकता सप्ताह, 2023 का आयोजन

Observance of Vigilance Awareness Week, 2023 – Preventive Vigilance Measures : 3 months campaign  
(16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a prelude to Vigilance Awareness Week 2023

उपरोक्त विषय पर दिनांक 11 अगस्त 2023 का एक परिपत्र आवश्यक कार्रवाई के लिए संलग्न है

  
(अनुरीता जोजो)

वैज्ञानिक-डी/ संयुक्त निदेशक (सतर्कता)

**परिचालित:**

1. अपर महानिदेशक
2. मुख्यालय में सभी गतिविधि प्रमुख (उप-महानिदेशक (प्रमाणीकरण), उप-महानिदेशक (मानकीकरण-I), उप-महानिदेशक (मानकीकरण-II), उप-महानिदेशक (प्रयोगशाला), उप-महानिदेशक (पी.आर.टी.), उप-महानिदेशक (हॉलमार्किंग), उप-महानिदेशक (सी.एस.एम.डी) एवं उप-महानिदेशक (प्रशासन), उप-महानिदेशक (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.डब्लू.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 डेप्युटी सुखबीर सिंह, वैज्ञा. डी अन्तर्गत उप-महानिदेशक (उत्तरी क्षेत्र)
  - iii) श्री ए.अरिवाजहागन, वैज्ञा. डी एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (केन्द्रीय क्षेत्र),
  - iv) श्री ए. के. पुरोहित, वैज्ञा. एफ एवं प्रमुख एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (पूर्वी क्षेत्र)
  - v) श्री पिनाकी गुप्ता, वैज्ञा. ई एवं प्रमुख (सी. एम.डी.-II) एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (प्रमाणन)
  - vi) श्री हेमंत कुमार बंसीवल, वैज्ञा. डी एवं (सतर्कता अधिकारी) एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (ITS & टीएनएम)
  - vii) श्री चंदन राव, वैज्ञा. बी एवं (सतर्कता अधिकारी) (एचएमडी ) एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (एफएमसी, सीआरएस /एचएम)
  - viii) श्री सुपाई तुडु, वैज्ञा. सी एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (प्रयोगशाला)
  - ix) श्री शोएब अख्तर, उप निदेशक, (ए.एंड.एफ.) एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (प्रशासन)
  - x) श्री अमित गर्ग, उप निदेशक, (ए.एंड.एफ.) एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (दक्षिणी क्षेत्र)
  - xi) श्री चंद्रकेश सिंह, वैज्ञा. डी, एवं (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (पश्चिमी क्षेत्र)
  - xii) श्री अद्भुत सिंह, वैज्ञा. डी, (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (मानकीकरण-I एवं मानकीकरण-II)
  - xiii) श्री गुरप्रीत सिंह, निदेशक (सतर्कता अधिकारी) अन्तर्गत उप-महानिदेशक (वित्त)

**i) प्रतिलिपि:**

1. निजी सचिव, महानिदेशक (जानकारी के लिए महानिदेशक के समक्ष रखने के लिए)

मुख्यालय/क्षेत्रीय कार्यालयों/शाखा कार्यालयों/प्रयोगशालाओं/एनआईटीएस में बीआईएस के सभी अधिकारियों/कर्मचारियों को बीआईएस इंटरनेट के माध्यम से परिचालित |

संलग्नक: ऊपरोक्त अनुसार



## VIGILANCE DEPARTMENT

Ref:Vig/45/6/2023-24

11 August 2023

**Subject : Observance of Vigilance Awareness Week, 2023 – Preventive Vigilance measures : 3 months campaign (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a prelude to Vigilance Awareness Week 2023 – reg**

The undersigned is directed to refer to CVC circular No.06/08/23 (Ref. No.023/VGL/035/556448) dated 02.08.2023 (**copy enclosed**) on the subject mentioned above. The commission adopts several strategies in 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.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a three-month campaign (**16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023**) with the following Preventive Vigilance measures as focus areas:

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building Programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars/ Guidelines/ Manuals,
- f. Disposal of complaints received before 30.06.2023.

Brief description of the above 06 parameters is given in **Annexure A** attached to the Commission's circular dated 02.08.2023.

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 three-month campaign from 16<sup>th</sup> August 2023 till 15<sup>th</sup> November 2023 as a prelude to VAW 2023 on Preventive Vigilance activities to bring about noteworthy results during the campaign as communicated by Central Vigilance Commission vide its Circular No. 06/08/23 (Ref. No.023/VGL/035/556448) dated 02.08.2023.

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.

5. All Heads of ROs/BOs/Labs/NITS/GSD/Administration/PMWD/ITS/VOs are requested to submit Reports latest by **24<sup>th</sup> November, 2023** as per format available at Annexure C(i) to C(vi) attached to CVC circular dated 02.08.2023. All the Vigilance Officers will also 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 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 2023** would be observed from **30<sup>th</sup> October 2023 – 5<sup>th</sup> November 2023**. 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 2023, will follow.



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

Circulated to :

1. ADG Sectt
2. All the Activity Heads at HQ [ DDG(Certification), DDG(Standardization-I), DDG(Standardization-II), DDG (Labs), DDG(PRT), DDG(Hallmarking), DDG(CSMD) & DDG (Administration)
3. All DDGRs
4. Director (Administration), Head (GSD), Head (PMWD), Head (ITS) & Head (NITS)
5. Heads of all Branch Offices
6. Heads of all Laboratories
7. All Vigilance Officers posted under different Disciplinary Authorities



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-110023

सं./No... 023/VGL/035/556448

दिनांक / Dated..... 02.08.2023.....

Circular No . 06/08/23

**Sub: Observance of Vigilance Awareness Week, 2023**

The Central Vigilance Commission adopts several strategies in 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 2023 would be observed from **30<sup>th</sup> October 2023 – 5<sup>th</sup> November 2023**.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three-month campaign (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023)** with the following Preventive Vigilance measures as focus areas:

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,
- f. Disposal of complaints received before 30.06.23.

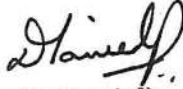
Brief description of the above 06 parameters is at **Annexure A** to this circular.

*Stanley*

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 six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at **Annexures C(i) to C(vi) by 8<sup>th</sup> December 2023(Friday)**.

4. Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.

5. This information is also available on the Commission's website at <http://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 campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023

### 1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at **Annexure B**. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

### 2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

### **3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

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:

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

### **4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.

All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

### **5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:**

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.

### **6. DISPOSAL OF COMPLAINTS**

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.



# PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)

## WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

## HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

## GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

**VIGILANCE AWARENESS WEEK 2023**

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

**PIDPI AWARENESS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
  - a. Total number of regional offices of the organization?
  - b. How many such offices the poster was displayed in?
  - c. Number of languages the poster was translated into. Brief details.
  - d. Further remarks, if any.
3. Jingles / video / other media
  - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
  - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
  - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
  - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



**CAPACITY BUILDING**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Number of officials trained in ToT ( Training of Trainers) capsule during the campaign period :-

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

2. No. of other officials trained during the campaign period :

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

- A. i) Number of vigilance cases of the past 05 years taken up for analysis  
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.  
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15<sup>th</sup> August 2023.  
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
  - b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (v)

**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (vi)

**DISPOSAL OF COMPLAINTS**

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> November, 2023		