

VIGILANCE DEPARTMENT

Our Ref: Vig/45/6/2020-21

04 November 2020

Subject: Report on Vigilance Awareness Week, 2020

This is in continuation to Vigilance Department trailing email dated 03.11.2020 and Circular of even number dated 01 October 2020 requesting to send a report on the activities undertaken on the observance of Vigilance Awareness Week, 2020.

For the purpose of uniformity, facilitating compilation and preparation of a consolidated report from all the ROs/BOs on the activities undertaken during Vigilance Awareness Week, 2020, a proforma has been devised, which is attached herewith.

You are requested to send a report on the activities undertaken during Vigilance Awareness Week, 2020 in the prescribed proforma, attached herewith, latest by **06 November 2020**. It may be mentioned that the ROs/BOs, who have already sent the report to Vigilance Department, may also submit the same in the prescribed format.

It is further requested that the best three entries for slogans, essays, paintings or on any other subject relating to theme 'Vigilant India, Prosperous India' may please be sent for inclusion of the same in the "Manak Darpan" booklet being published. It is requested that the above may be sent through e-mail.

This may please be treated as **MOST URGENT**.

Encl: As above

Sid -
(A.K. Purohit)
Sc. E (Vigilance)

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

Copy to: ITSD - with the request to host on BIS Intranet.

A.D (Vig)

Q
4.11.2020.

Activity Report format on Vigilance Awareness Week-2020

Name of the RO/BO :

A. INTEGRITY PLEDGE

Table-1: Integrity Pledge

Total no. of employees who have undertaken e-pledge	Total no. of citizens 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.)	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 Workshops/Sensitization programmes	
3.	Issue of Journals/Newsletters	
4.	Any other activities	

C. ACTIVITIES OUTSIDE THE ORGANISATION

Table 4: Mass contact /visibility activities

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	
2.	Use of Social Media	
3.	Any Other Activity	

Table-5: Seminars/Workshops / Out-reach programme (through online/offline mode)

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

D. PHOTOGRAPHS AND MASS MEDIA

1. Photos may kindly be sent along with captions and also place & date of event, preferably in soft copy.

E. ANY OTHER RELEVANT INFORMATION (optional):

(Brief write up on the activities conducted during Vigilance Awareness Week-2020, not more than in about 1000 words may be attached in a separate sheet)

Further, best three entries of any competition organized (e.g. Paining, Slogan, Essay writing, etc.) during Vigilance Awareness Week, 2020 on the theme "Vigilant India, Prosperous India" may be sent in soft copy (word document) for consideration towards inclusion of the same in "Manak Darpan" booklet.