

**भारतीय मानक ब्यूरो**  
(सतर्कता विभाग)

हमारा संदर्भ: सतर्कता/45/6/2020-21

01 अक्टूबर 2020

**विषय: क्षेत्रीय/शाखा कार्यालयों/प्रयोगशालाओं में सतर्कता जागरूकता सप्ताह, 2020 का आयोजन।**

केंद्रीय सतर्कता आयोग ने परिपत्र संख्या 09/09/2020 दिनांक 8 /9/2020 ( प्रति संलग्न) के द्वारा सूचित किया है कि इस वर्ष **27 अक्टूबर से 2 नवंबर 2020** तक के सप्ताह को सतर्कता जागरूकता सप्ताह 2020 के रूप में मनाया जाएगा। इस वर्ष सतर्कता जागरूकता सप्ताह का शीर्षक है " **सतर्क भारत ,समृद्ध भारत** "।

तदनुसार, उपरोक्त परिपत्र में उल्लिखित केंद्रीय सतर्कता आयोग, नई दिल्ली के निर्देशों का अनुपालन करते हुए बीआईएस के सभी कार्यालयों में **27 अक्टूबर से 2 नवंबर 2020** तक सतर्कता जागरूकता सप्ताह मनाया जाएगा।

2. सभी डीडीजीआर, डीडीजी(पीआरटी), शाखा कार्यालय के प्रमुख, केंद्रीय प्रयोगशाला के प्रमुख तथा एनआरओ लैब, मोहाली के प्रमुख, निम्नानुसार अपने कार्यालयों में सप्ताह का आयोजन करेंगे:

**i) सभी क्षेत्रीय कार्यालय (मध्य क्षेत्रीय कार्यालय को छोड़कर)**

इसमें संबंधित स्टेशनों की प्रयोगशाला शामिल होंगी।

(आउटरीच कार्यक्रमों के संचालन के लिए, यह अधिकथित किया गया है कि समृद्ध भारत की अनिवार्यता के रूप में सतर्क भारत की आवश्यकता पर जोर देने और भ्रष्टाचार-रोधी संदेश के प्रसार के लिए विभिन्न गतिविधियों हेतु ऑनलाइन मोड का व्यापक प्रयोग किया जाए। अतः यह प्रस्तावित है कि बीआईएस के प्रत्येक क्षेत्रीय कार्यालय एवं उनके अधीनस्थ शाखा कार्यालयों से अनुरोध किया जाए कि वे एक आउटरीच कार्यक्रम संचालित करें।)

**ii) क्षेत्रीय कार्यालय से दूर स्थित सभी शाखा कार्यालय**

इसमें संबंधित स्टेशनों की प्रयोगशाला शामिल है।

**iii) गाजियाबाद शाखा कार्यालय सहित केंद्रीय प्रयोगशाला, साहिबाबाद**

**iv) एनआईटीएस, नोएडा**

3. सतर्कता विभाग, बीआईएस मुख्यालय और सीआरओ के लिए, सप्ताह के दौरान विभिन्न गतिविधियों को आयोजित करेगा। सभी संबंधित क्षेत्रीय/शाखा कार्यालय भी विभिन्न प्रतियोगिताओं का आयोजन करेंगे और सभी प्रतियोगी टीमों के विजेताओं को पुरस्कार, संबंधित शाखा कार्यालयों द्वारा उन्हें आवंटित धनराशि में से दिए जाएंगे। **हालांकि, सभी शाखा कार्यालयों के लिए सतर्कता विभाग द्वारा क्विज प्रतियोगिता के लिए प्रश्न प्रदान किए जाएंगे।** सभी क्षेत्रीय /शाखा कार्यालय दिनांक 29.10.2020 (गुरुवार) को (1100 बजे से - 1200 बजे तक) क्विज प्रतियोगिता का आयोजन करेंगे।

4. वर्तमान कोविड-19 रोकथाम दिशा निर्देशों का पालन करने के लिए सप्ताह मनाने की शुरुआत महानिदेशक, बीआईएस के द्वारा **वीडियो कॉन्फ्रेंसिंग के माध्यम से 27 अक्टूबर 2020 को 11:00 बजे** संगठन के प्रति सत्यनिष्ठा की शपथ दिलाकर की जाएगी। सत्यनिष्ठा की शपथ के बाद बीआईएस की आचार-संहिता और बीआईएस की भ्रष्टाचार-रोधी नीति का अनावरण होगा। बीआईएस के सभी अधिकारी/स्टाफ की सूचना के लिए **आईटीएसडी बीआईएस इंटरनेट पर एक लिंक बनाएगा** और एक परिपत्र होस्ट करेगा।

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4.1 इसके अतिरिक्त, बीआईएस के होम पेज पर दिए गए लिंक के द्वारा प्रत्येक कर्मचारी/ कर्मचारी और उनके परिवार के सदस्यों/रिश्तेदारों/मित्रों और दूसरे हितधारकों को व्यक्तिगत रूप से भी सीवीसी की सत्य निष्ठा शपथ लेने के लिए प्रोत्साहित किया जाएगा। यह लिंक बीआईएस होम पेज ( [www.bis.gov.in](http://www.bis.gov.in)) पर "सत्यनिष्ठा शपथ" इंगित करने वाले बैनर पर क्लिक करके प्राप्त किया जा सकता है। यह लिंक खंड "कंजूमर इंगेजमेंट"/"Consumer Engagement" के उपखंड "सतर्कता पोर्टल"/ "Vigilance Portal"; तथा; खंड "व्हाट्स न्यू" (What's New) में भी उपलब्ध कराया जाएगा। बीआईएस के लाइसेंसी / आवेदक सत्य निष्ठा शपथ ले सकें इसलिए यह लिंक " मानक ऑनलाइन" पर "महत्वपूर्ण लिंक" के अंतर्गत उपलब्ध है।

5. यह अनुरोध किया जाता है कि सतर्कता सप्ताह के आयोजन के लिए विस्तृत कार्यक्रम तैयार करके शीघ्र इसे सूचनार्थ सतर्कता विभाग को भेजा जाए।

6. प्रत्येक बीआईएस कार्यालय सतर्कता जागरूकता सप्ताह पर आयोजित की जाने वाली गतिविधियों की एक रिपोर्ट को "संदर्भित सीवीसी परिपत्र का अनुलग्नक ए " के फॉर्मेट के अनुसार भरकर और "फोटोग्राफ" लगाकर **06 नवंबर 2020 तक सतर्कता विभाग को भेज दे** ताकि सतर्कता विभाग एक समेकित रिपोर्ट केंद्रीय सतर्कता आयोग, नई दिल्ली को भेज सकें।

7. बैनर, वॉल हैंगिंग इत्यादि के रूप में भ्रष्टाचार खत्म करने के नारों को कार्यालय में मुख्य स्थानों पर प्रदर्शित करने के प्रबंध किए जाएं। जागरूकता बढ़ाने के लिए नारों को स्थानीय भाषा में लिखा जाए।

8. सक्षम प्राधिकारी अर्थात् महानिदेशक बीआईएस के द्वारा अनुमोदित बीआईएस के विभिन्न कार्यालयों के लिए बजट प्रावधान इसके साथ **संलग्न** है।

**संलग्न: यथोपरी**

हस्ताक्षरित  
(पिनाकी गुप्ता)  
वैज्ञानिक डी (सतर्कता)

**सभी डीडीजीआर/डीडीजी(प्रयोगशाला)/डीडीजी(पीआरटी) / शाखा कार्यालयों के प्रमुख/प्रमुख केंद्रीय प्रयोगशाला को परिचालित।**

प्रति, सेवा में:-

- i) डीडीजीएफ को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।
- ii) प्रमुख (आईटीएसडी) को बीआईएस इंटरनेट पर अपलोड करने के अनुरोध सहित।

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

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

01 October 2020

Subject: **Observance of Vigilance Awareness Week-2020 (at ROs/BOs/Labs)**

Central Vigilance Commission (CVC) vide circular no. 09/09/20 dated 08.09.2020 (**copy enclosed**) has informed that this year the week from **27<sup>th</sup> October** to **02<sup>nd</sup> November, 2020** be observed as the Vigilance Awareness Week-2020. This year the theme of Vigilance Awareness Week is “**Vigilant India, Prosperous India (सतर्क भारत, समृद्ध भारत)**”.

Accordingly, Vigilance Awareness Week shall be observed in all offices of BIS from **27<sup>th</sup> October** to **02<sup>nd</sup> November, 2020** 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 (excluding CRO)**

This would include Labs at the station concerned.

(With regard to conducting out-reach programmes, it has been laid that online modes may be extensively used for various outreach activities for dissemination of anti-corruption message and stressing the necessity of vigilant India as essential for a prosperous India. Hence, it is proposed that each Regional Office of BIS including branches under them, may be requested to conduct one out-reach programme).

**ii) All Branch Offices located away from Regional Offices**

This would include Labs at the station concerned.

**iii) Central Lab, Sahibabad including GZBO**

**iv) NITS, Noida**

3. Vigilance Department at BIS HQ shall be organizing the activities during the Week in respect of BIS HQ and CRO. The above competitions will be conducted by Vigilance Department for HQ (including CRO). All ROs/BOs will conduct similar competitions in the respective Branch offices itself and Prizes to the winners for all the competitions (including Quiz competition) will be given by the respective Branch offices out of funds allocated to them. However, **Questions for the Quiz Competition will be provided by Vigilance Department for all ROs/BOs**. All ROs/BOs are required to conduct of Quiz Competition on 29.10.2020 (Thursday) from 1100 hrs – 1200 hrs in the respective Branch offices.

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4. In order to adhere to extant Covid-19 prevention guidelines, the Observance of the Week shall commence with the Integrity Pledge for organization to be administered to all the officers and staff **through video conferencing** on **27<sup>th</sup> October 2020** at **11.00 a.m.** by DG, BIS. The administration of Integrity Pledge would be followed by unveiling of Ethics Code for BIS and Anti Bribery Policy of BIS. **ITSD will create a Link and host** a circular on the BIS Intranet for information to all the officers/staff of BIS.

4.1 Further, 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](http://www.bis.gov.in)) and clicking on the banner 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. 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.

6. A report on all the activities taken up towards observance of Vigilance Awareness Week as per the format "**Annexure-A 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 2020** for forwarding a consolidated report from the Vigilance Department to the Central Vigilance Commission, New Delhi.

7. 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.

8. 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**

Sd/-  
(Pinaki Gupta)  
Sc. D (Vigilance)

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

**Copy to:- i) DDGF for information and necessary action please.  
ii) Head (ITS) with a request to upload on BIS-Intranet.**

**BUDGETARY ALLOCATION OF FUNDS FOR OBSERVING****VIGILANCE AWARENESS WEEK, 2020**

| Sl. No. | Name of the Office where the Vigilance Awareness Week to be observed | Budget Allocated under the Head "Conference/Seminar" (Code 291) (in Rupees) |
|---------|--|---|
|         | <b>CENTRAL REGION</b>  |   |
| 1.      | JPBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 2.      | BPLBO  | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 3.      | FRBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
|         | <b>EASTERN REGION</b>  |   |
| 4.      | ERO (including ERO Lab)  | Rs. 50,000/- (Rupees Sixty Five Thousand only)                              |
| 5.      | PTBO (including PTBO Lab)  | Rs. 32,000/- (Rupees Thirty Two Thousand only)                              |
| 6.      | JDBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 7.      | GHBO (including GHBO Lab)  | Rs. 32,000/- (Rupees Thirty Two Thousand only)                              |
| 8.      | BHBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 9.      | RPBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
|         | <b>NORTHERN REGION</b>   |   |
| 10.     | NRO  | Rs. 50,000/- (Rupees Sixty Five Thousand only)                              |
| 11.     | (NRO Lab)  | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 12.     | HPBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 13.     | DHBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 14.     | LKBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 15.     | JKBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
|         | <b>SOUTHERN REGION</b>   |   |
| 16.     | SRO (including SRO Lab)  | Rs. 50,000/- (Rupees Sixty Five Thousand only)                              |
| 17.     | HYBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 18.     | VZBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 19.     | KOBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 20.     | BNBO (including Hubli BO & BNBO Lab)                                 | Rs. 32,000/- (Rupees Thirty Two Thousand only)                              |
| 21.     | CTBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
|         | <b>WESTERN REGION</b>  |   |
| 22.     | WRO (including WRO Lab)  | Rs. 50,000/- (Rupees Sixty Five Thousand only)                              |
| 23.     | RJBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 24.     | PNBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 25.     | AHBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 26.     | NGBO   | Rs. 27,000/- (Rupees Twenty Seven Thousand only)                            |
| 27.     | <b>CENTRAL LAB &amp; GZBO</b>  | Rs. 53,000/- (Rupees Fifty Three Thousand only)                             |
| 28.     | <b>NITS</b>  | Rs. 28,000/- (Rupees Twenty Eight Thousand only)                            |
| 29.     | <b>HQrs (including CRO, New Delhi)</b>                               | Rs. 3,00,000/-  |
|         | <b>Total</b>   | <b>12,00,000/-</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..... 020/VGL/036/459673

दिनांक / Dated..... 08.09.2020.....

Circular No. 09/09/2020

**Subject :** Observance of Vigilance Awareness Week, 2020.  
“सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat  
(Vigilant India, Prosperous India)”.

1. The Central Vigilance Commission is an apex anti-corruption body mandated to fight corruption for ensuring integrity in administration. It is a statutory multi member Institution vested with the superintendence of vigilance administration in the Central Government and its organisations. Besides, overseeing integrity in public administration in the Central Government and the organisations under it, the Commission endeavours in its outreach measures to create awareness amongst civil society and the public at large towards the policy of achieving transparency, accountability and corruption free governance. The Commission is fully committed to implement the policy of “Zero Tolerance against Corruption”.
2. The Commission has decided that this year the Vigilance Awareness Week would be observed from **27<sup>th</sup> October to 2<sup>nd</sup> November, 2020** with the theme “सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)”.
3. The observance of the Vigilance Awareness Week would commence with the Integrity Pledge (copy enclosed at Annexure ‘B’) by public servants in the Ministries/ Departments/ Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other Organisations on **27<sup>th</sup> October, 2020 at 11.00 a.m.**
4. **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.**

5. **In addition, all the organisations should strictly adhere to the economy measures issued by the Ministry of Finance vide the Department of Expenditure OM No. 7(2)E. Coord/2020 dated 4.9.2020.**
6. Activities to be conducted within the organization may include the following :
  - a) **The Commission desires that all organisations focus on internal (housekeeping) activities which are to be taken up in campaign mode as part of the Vigilance Awareness Week.** The guidelines for these activities are being circulated as an indicative list for the guidance of organisations (Annexure A). Other activities / items of work may be undertaken as per the felt need and priorities of various organisations.
  - b) Taking of Integrity Pledge by all employees. Employees may be encouraged to take e-pledge by visiting the website. Those who take the pledge verbally may be advised to record it through the website.
  - c) Conduct workshops/sensitization programmes for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.
  - d) Use organizational website for dissemination of employees/ customer oriented information and to make available avenues for redressal of grievances.
  - e) The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organisations.
  - f) Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
  - g) Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.
7. Outreach activities for public/citizens:
  - a) The Commission has actively promoted the concept of “Integrity Pledge”. Two Integrity Pledges are available, one for enlisting support and commitment of the citizens and the other for corporate/entities/firms etc. (Annexure ‘B’ & ‘C’). All Ministries/Departments/Organisations need to make renewed and concerted efforts towards disseminating and publicising the ‘Integrity Pledge’ amongst all employees, their families, vendors/ suppliers/ contractors/ stakeholders, students, citizens etc. so as to elicit wider participation for the initiative of the Commission.



- b) The online “Integrity Pledge” is available on the CVC’s website <http://www.cvc.gov.in> and can also be accessed through the hyperlink provided by the Ministries/Departments/Organisations.
- c) Extensive use may be made of social media platforms, bulk SMS/E-mail, Whatsapp, electronic and print media etc. for spreading awareness.
- d) Organize grievance redressal camps for citizens/customers by organisations having customer oriented services/ activities. Similarly, vendor meets may be organised wherever necessary, preferably through online mode.
- e) Organisations may conduct various outreach activities for dissemination of anti corruption message and stressing the necessity of vigilant India as essential for a prosperous India. Online modes to be extensively used.
8. Vigilance Study Circles may also participate actively in the Vigilance Awareness Week by conducting any or all of the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned at para 4 and 5.
9. 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 be conducted before or after the Vigilance Awareness Week.
10. Selected Photographs / Media clips may be sent to the Commission by email at the address [smedia-cvc@gov.in](mailto:smedia-cvc@gov.in) . Photographs and Media clips may be uploaded on departmental / organisational websites and social media accounts using the hashtag **#vigilanceweek2020**. These may also be tagged to the CVC’s social media accounts **@cvcindia** (Twitter) and **@cvcofindia** (Facebook).
11. A report on the observance of the Week may be sent by all Ministries/ Departments/ Organisations to Central Vigilance Commission as per the format enclosed at Annexure ‘A’ by 30<sup>th</sup> November, 2020.
12. 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 Secretaries of all Ministries/ Departments of Government of India



- (ii) The Chief Secretaries of all States/ Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Chief Election Commissioner, Election Commission
- (vi) Chief Executives of all CPSEs/Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ Societies.
- (vii) All Chief Vigilance Officers in Ministries / Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ Societies.

**Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020**

**(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020 )**

**1. Land management ( title of land, property, encroachment issues etc.)**

- (a) Does the organization possess revenue documents / records for the land(s) under its control ?
- (b) How much land is under encroachment and at what locations ?
- (c) Steps being taken to combat encroachment ?
- (d) Any other initiative ?

**2. Allotment of houses / quarters and related issues**

- (a) Does the organization use IT application for allotment of houses ?
- (b) Does the organisation possess a house allotment policy ?
- (c) Is house allotment being done as per prescribed policy ?
- (d) Is there any illegal occupation of houses, if any and what action is being taken ?
- (e) Any other issue ?

**3. Payments and other benefits to persons working in outsourced services in the organisation**

- (a) Whether the organisation possesses prescribed norms for outsourcing ?
- (b) If yes, are these norms adhered to ?
- (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
- (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
- (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
- (f) Whether the vendors are adhering to norms prescribed by the organization ?
- (g) Any other special initiative regarding outsourcing ?

**4. Management of Assets**

- (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc. ) is being done as per extant rules strictly.
- (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc. ) may be given

**5. Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020  
Complaints pending over one year old to be disposed by 31.10.2020

## **Other items pending with CVOs**

- (a) Status of complaints received from other sources
- (b) Status of complaints sent by CVC for NA

### **6. Vigilance cases pending for further clarification to the CVC**

Cases to be disposed by 31.10.2020

### **7. Major penalty proceedings**

Proceedings pending over six months old to be finalized by 31.10.2020

### **8. Minor Penalty proceedings**

Proceedings over six months old to be finalized by 15.10.2020

Proceedings over one year old to be finalized by 31.10.2020

### **9. CTE inspections**

Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020

### **10. Preventive vigilance measures undertaken by the CVOs**

- (a) Inspections
  - (b) Training programmes / workshops including E-training / Online training
  - (c) Whether Annual Property Returns submitted by all officers
  - (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
  - (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
  - (h) Is the organization digitizing / plans to digitize old records
11. If the Organisation runs Schools, Hospitals etc.- Whether prescribed policy for management is adhered to.

### **12. Gender sensitization issues**

- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
- (b) Percentage of representation of women at all levels in the Organization
- (c) Whether awareness regarding gender issues is being created in the Organisation

### **13. Leveraging Technology — IT usage and E-governance**

- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
- (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

**14. Scrutiny of Audit Reports**

**15. Updation of Rules, Regulations and guidelines**

- (a) Whether Organisation 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.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

**16. Systems improvements undertaken (brief description within 100 words)**

Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.

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## **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 realise 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 Organisations

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 Organisation, 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 sensitise 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.