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No. AN/I/2064/VIG AW/2020

**CIRCULAR**

Date : 23.10.2020

**Subject: Observance of Vigilance Awareness Week - 2020**

The Central Vigilance Commission – New Delhi vide their Circular No.09/09/2020 bearing No.020/VGL/036/459673 dated 08.09.2020 forwarded by HQrs office vide their letter No. AN/XIII/13006/2A/VAW dated 12.10.2020 has declared that this year, the Vigilance Awareness week – 2020 would be observed from **27<sup>th</sup> October 2020 to 2<sup>nd</sup> November 2020.**

2. The Vigilance Awareness week – 2020 should commence with the Integrity Pledge (copy enclosed at Annexure 'A') on **27<sup>th</sup> October, 2020 at 11.00 AM.** This year the theme of observing Vigilance Awareness Week-2020 is **"Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)"**.

3. Further as outreach activities for public/citizen, in line with the theme of this year, to create greater awareness and participation of the public at large, the Central Vigilance Commission has envisaged a concept of **"Integrity Pledge for Organizations"**. As such two Integrity Pledges have been envisaged enlisting support and commitment of the citizens and the other for corporates/entities/firms etc. Both the "Integrity Pledges" would be available as an e-Integrity Pledges on the Commission's website <http://www.cvc.nic.in>. To make renewed and concerted efforts towards disseminating and publicising the 'Integrity Pledges', the CDA Secunderabad has provided hyperlink to the Integrity Pledges on our website/intranet to enable wider participation of the stake holders. Copies of both the "Integrity Pledges" are enclosed.

4. In order to achieve the objective of the theme, it is advised to consider organizing and conducting the following activities with zeal and enthusiasm during the Vigilance Awareness Period duly adhering to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide DoE OM No.7(2)E Coord/2020 dated 04.09.2020 which **insist on curtailment of expenditure towards conducting functions and also to avoid provision of bags or mementoes:-**

- All Organisations should focus on internal (housekeeping) activities in campaign mode (as per Annexure-A of CVC Circular No.09/09/2020 dated 08.09.2020).
- Taking of Integrity Pledge by all employees. Employees may be encouraged to taken e-pledge by visiting the website. Those who take the pledge verbally may be advised to record it through the websites.
- Conduct workshops/sensitization programmes for employees and other stake holders on policies/procedures of the Organization and on preventive vigilance measures.
- Use organizational website for dissemination of employees/customer oriented information and to make available avenues for grievance redressal.

Contd ... 2/-

- The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned Organisation.
- Conduct various competitions such as debates, quiz etc for the employees and their families on issues relating to anti-corruption.
- Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

5. A report about the activities in the week observed may be forwarded to this office as per Annexure-A of CVC Circular No.09/09/2020 dated 08.09.2020 by 10<sup>th</sup> November 2020 so as to furnish a consolidated report to the HQrs Office.

6. Please acknowledge receipt of this communication.

Sd/-  
(S. Vatsala)  
Asst. Controller (AN)

Encls : As stated

**Circulation:-**

1. CDA (IT & SDC), Sec'bad
2. The DCDA I/c, O/o PAO (ORs) EME, Sec'bad - 15.
3. The ACDA I/c, O/o PAO (ORs) AOC, Sec'bad - 15.
4. The ACDA I/c, O/o AAO (Army), Visakhapatnam.
5. All Sub-Offices - Hyderabad/Secunderabad.
6. All Group Officers - M.O, Local.
7. All SAOs & AOs - M.O, Local.
8. All Sections - M.O, Local.
9. Notice Board
10. IT Section, Local. - With a request to provide a hyperlink to Commission's website from CDA Sec'bad website/intranet and uploading this circular in our website.

M.V. Subrahmanyam.  
(M.V. Subrahmanyam)  
Sr. Accounts Officer (AN)

**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.