



लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

**Indian Audit & Accounts Department**  
**Office of the Director General of Audit,**  
**Environment & Scientific Departments, Kolkata Branch,**  
**2<sup>nd</sup> MSO Building (6<sup>th</sup> Floor), Nizam Palace,**  
**234/4 AJC Bose Road, Kolkata-700020**  
**Phone: 033-2289-4111/12/13**  
**Fax: 033-2289-4060**  
**Email ID: bresdkolkata@cag.gov.in**

**No. Admn./2(158)/IV/2022-23/2835**

**Date: 20.10.2022**

**CIRCULAR**

**Sub: Observance of Vigilance Awareness Week 2022**

In pursuance to Headquarters Circular No. PD(P)/Vig./VAW/2022 dated 28.09.2022 and Central Vigilance Commission Circular No. 022/VGL/029 dated 08.09.2022, the Vigilance Awareness Week will be observed in this office during the period 31.10.2022 to 06.11.2022. The theme of this year's Vigilance Awareness Week is "Corruption free India for a developed Nation". A copy of the aforesaid Central Vigilance Commission Circular dated 08.09.2022 is enclosed with the request that all employees may participate positively in the Vigilance Awareness Week to create an atmosphere motivated towards weeding out corruption and unethical practices.

The Vigilance Awareness Week would commence with the pledge by public servants on 31.10.2022 at 11:00 AM. In this regard, a meeting will be held on **31.10.2022 at 11 AM in the Conference Room** of this office wherein the pledge will be administered to all the officials by the Senior Audit Officer (Admn.). All the employees of this office are requested to attend the meeting positively. In respect of the employees of the Field Audit Party, the pledge will be administered by the Head of the Audit Party/Team and a compliance report may be sent to the undersigned at [saoadmn.kol.esd@cag.gov.in](mailto:saoadmn.kol.esd@cag.gov.in) with a copy to [koushikd.kol.sd@cag.gov.in](mailto:koushikd.kol.sd@cag.gov.in) latest by **12 PM**.

All the employees are requested to take e-pledge by visiting the website of Central Vigilance Commission ([www.cvc.gov.in](http://www.cvc.gov.in)). The online "Integrity Pledge" is available at the said website and can be accessed by all A compliance report in this regard may be sent to the undersigned at [saoadmn.kol.esd@cag.gov.in](mailto:saoadmn.kol.esd@cag.gov.in) with a copy to [koushikd.kol.sd@cag.gov.in](mailto:koushikd.kol.sd@cag.gov.in) latest by **04.11.2022**.

This issues with the approval of Deputy Director.

**Encl:** As above

Sd/-

Sr. Audit Officer (Admn.)

Copy to:-

1. All Sections;
2. Director's Cell;

3. All employees;
4. Scientific Audit (Category-I) Association;
5. Scientific Audit (Category-II) Association;
6. Scientific Audit (Category-III) Association;
7. Office Circular Book;
8. Notice Board.



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.....022/VGL/029

दिनांक / Dated.....08.09.22

Circular No. 20/09/22

**Sub: Observance of Vigilance Awareness week 2022.**

**Theme: “भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”**

1. The Central Vigilance Commission is the apex integrity institution with the mandate to fight corruption and to exercise general superintendence over vigilance administration. The Commission employs a multi-pronged approach to combating corruption which incorporates preventive, punitive and participative vigilance measures. An efficient and forward-looking vigilance administration fosters robust systems of governance that proactively proposes structural remedies that minimizes the possibility of corrupt practices. As an endeavor to foster an environment that instills a sense of integrity amongst the citizens of the country, the Commission encourages different stakeholders to collectively participate in different anti-corruption measures through different awareness programs.

2. 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 31<sup>st</sup> October to 6<sup>th</sup> November, 2022 with the following theme:**

**“ भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”**

3. The observance of Vigilance Awareness Week, 2022 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 **31st October, 2022 at 1100 hrs.**

4. 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, 2022 till 15<sup>th</sup> November, 2022)** in which six different preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations. The different Preventive Vigilance cum internal housekeeping activities to be taken up as focal areas by all the Ministries / Departments / Organizations include the following:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters;
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers / staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

5. It is being seen that different organizations are carrying out various activities in the focus areas enumerated above and it is desired that the same continues till the end of the campaign period. The works undertaken on each of these parameters should be submitted as per format by 9<sup>th</sup> December 2022. The format is reproduced as **Format 1 ( A – F )** for the easy perusal of all.

6. 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.

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 (<https://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 C**.

9. Selected Photographs / Media clips may be sent to the Commission by email at the address [coord1-cvc@nic.in](mailto: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 2** by 9<sup>th</sup> December, 2022.

11. This notification is also available on the Commission's website at <https://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.

*Stanely*

**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.

A handwritten signature in blue ink, appearing to read 'Dhanu' with a flourish underneath.

**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.



**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 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.

**Requisite norms and guidelines regarding Covid-19 prevention may be followed, wherever applicable.**

**PROPERTY MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

1. Details of land / properties for which requisite ownership document / lease agreement are not available and steps taken/proposed to rectify the situation.
  
2. Details of land / properties which are not in use and action plan thereof.
  
3. Details of land / properties which have been encroached upon and action plan thereof

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**MANAGEMENT OF ASSETS**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

1. Confirmation by CVO that instructions for disposal of unused assets to various units / offices within the organization has been issued.

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**RECORD MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

1. Whether organization have record retention / preservation policy, including for e-records, as on 15<sup>th</sup> August, 2022.
  
2. If no, then date on which record retention / preservation policy, including e-records, has been framed and issued.
  
3. Brief report on action taken during the campaign period for weeding out of old records.

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**TECHNOLOGICAL INITIATIVES**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

**1. WEBSITE UPDATION:**

- a. Regular Maintenance and updation of website
- b. System introduced for updation and review of website

**2. ONLINE SERVICES:**

Initiatives on creation of user-friendly online platforms

**3. SECURITY OF E-PLATFORMS:**

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**UPDATION OF GUIDELINES/ CIRCULARS**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

1. Details of Updation of guidelines / circulars / manuals carried out during the campaign period

**NAME OF THE CVO  
SIGNATURE & SEAL OF CVO**

**DISPOSAL OF COMPLAINTS**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

Action Taken Report to be submitted on the following:

**A. Complaints received from CVC office by CVO / organization for necessary action**

1. Number of complaints received by Chief Vigilance Officers/ concerned organization from Central Vigilance Commission for necessary action, pending as on 15<sup>th</sup> August 2022
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November 2022
3. Of the complaints pending as on 15<sup>th</sup> August 2022 in respect of complaints disposed off by 15<sup>th</sup> November 2022, the number of complaints for which status has been updated in CVC portal.

**B. Complaints received directly by the CVO / Organization from sources other than CVC**

1. Number of complaints received by Chief Vigilance Officers / concerned organization from various sources other than CVC, pending as on 15<sup>th</sup> August 2022
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November 2022

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**Activity Report format on Vigilance Awareness Week-2022****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 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 1000 words, may be attached in a separate sheet)