
As per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD vide their letter dated 20.09.2021, ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75 : Self Reliance with Integrity”. A copy of the reference from the DOV, GNCTD containing detailed guidelines is enclosed. The observance of the week will commence with the integrity pledge on 26.10.2021 at 11.00 AM, which is to be administered to all the employees and staff of the Department of Women & Child Development, GNCTD by the Head/Senior most Officer of all the institutions/ICDS Projects. All the staff working in the Department of Women & Child Development, GNCTD (HQ.) at ISBT Complex, Kashmir Gate, Delhi, shall assemble in the open space at the entrance of DWCD (HQ.) on 26.10.2021 for taking the pledge at 11.00 AM.

Further, with the prior approval of the Competent Authority, all the Head of Institutions/ICDS-Projects of the department are hereby directed to ensure that:

1). All the Branch Incharges/Office Incharges shall take e-pledge by visiting the CVC website on 26.10.2021 (www.cvc.gov.in) and also ensure that e-pledge is taken by all the employees under their control.

2). The Deputy Director (CTB)/all DDOs/HOOs shall ensure that a banner in consonance with the style approved by the Central Vigilance Commission, is displayed at all the institutions/ICDS Projects of the department throughout the week.

3). The Deputy Director (CTB)/all District Officers/all Head of Institutions/ICDS Projects of the department, shall ensure that the boards displaying the name & contact nos. of the Vigilance Officers of the department be installed at conspicuous locations, for easy attention of the general public.

4). All the Head of Institutions/ICDS Projects of the department shall undertake workshops/sensitization programmes for the employees and other stakeholders on policies/procedures of the DWCD and on preventive vigilance measures, vigilance rules, moral values, ethics, good governance practices, simplification of procedures, transparency & cordial attitude in public dealings.

5). From 26th October, 2021 onwards, for a week long drive, all the District Officers must organize special grievance redressal/convergence camps for clearing up backlog of pendencies related to the FAS Schemes.

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
6. All the officers of the DWCD shall constantly check the official website of the department on daily basis from now on till the culmination of the Vigilance Awareness Week, to ensure that directions, if any, issued for compliance on the subject matter get followed up.

The Special Campaign during this week should also address directions issued by the Ministry of Home Affairs, Govt. of India, regarding campaign to identify & settle grievances of public representatives and other functionaries for which relevant reference is attached.

A compliance report along with photographs and progress of grievances addressed/pendencies cleared, must be furnished to the Vigilance Branch, DWCD (vigilancebranch.dwcd@gmail.com) by the District Officers/Branch Incharges, latest by 08th November, 2021.

Encl. 1. Copy of directions of DOV/CVC.
2. Copy of directions from GAD, GNCTD.

ATUL PANDEY, DANICS
DEPUTY DIRECTOR (VIG.)

Dated : 21 OCT 2021

1. All the Branch Incharges of DWCD (HQ.).
2. All the District Officers of DWCD, GNCTD, with the request to issue suitable directions to all the institutions/ICDS Projects under their control and ensure appropriate compliance.
3. The RGO Branch to take necessary action for media campaign on anti-corruption, including departmental media, mentioning the address & telephone nos. at which the public may provide information/inputs regarding grievances related to schemes of DWCD, GNCTD/corrupt practices in government offices of DWCD, GNCTD. Besides, the banner as approved by the Central Vigilance Commission may be prepared and ensure that it is displayed at DWCD (HQ.) and other field offices of the department. If need be suitable instructions in this regard be issued under intimation to this office.
4. The Asstt. Programmer, DWCD (HQ.) with the direction to upload this circular at the official site of the department, on urgent basis.
5. PA to Secretary, DWCD, GNCTD.
6. OSD to Director, DWCD, GNCTD.
7. PS to the Jt. Director (Vig.), DWCD, GNCTD.
8. PS to the Jt. Director (Poshan/ICDS/Caretaking), DWCD, GNCTD.
9. PS to the Jt. Director (Prohibition/FAS), DWCD, GNCTD.
10. PS to the Jt. Director (CPU), DWCD, GNCTD.
11. All the Deputy Directors of DWCD (HQ.), GNCTD, with the request to issue suitable directions to all concerned for effective implementation of the Vigilance Awareness Week - 2021 as per the theme decided by the CVC.

DEPUTY DIRECTOR (VIG.)

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliament assurances, etc.-regarding.

Respected Sir/Madam,

Subject: Special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliament assurances, etc.-regarding.

Sincerely,

[Signature]

[Department Name]
Please find attached herewith a letter No. F. No. 15039/138/2021-UT(Coord.) dated 16.09.2021, thereby enclosing D.O letter no. 1/50/3/2021-Cab dated - 09 Sept. 2021 of Cabinet Secretary, Govt. of India on the subject cited above.

It is requested to take necessary action as per above mentioned D.O letter dated 9 Sept. 2021 Cabinet Secretary Govt. of India.

Regards,

Administrative Reforms Department,
Government of NCT of Delhi,
C-Wing, 7th Level, Delhi Secretariat,
I.P. Estate, New Delhi-110002.
Phone No.: 011- 23392620 / 23392483
Fwd: Special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliament assurances, etc-regarding.

From: Dr Rashmi Singh <dsw@nic.in>
Subject: Fwd: Special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliament assurances, etc-regarding.
To: Dr. Rashmi Singh <wcd@nic.in>

From: "Ms Garima Gupta IAS" <pssw@nic.in>
To: "Dr Rashmi Singh" <dsw@nic.in>, "Madhup Vyas" <secretary.wcd@delhi.gov.in>
Sent: Monday, October 4, 2021 11:43:55 AM
Subject: Fwd: Special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliament assurances, etc-regarding.

From: "arupdate" <arupdate@nic.in>
To: "S.S.Yadav S.S.Yadav" <syyadav.dip@gov.in>, directordip2014@gmail.com, "S. B. Deepak Kumar" <seceservices@nic.in>, "Sharma" <labjc3.delhi@nic.in>, "Sanjeev Ahuja" <labcom@nic.in>, electionsec@gmail.com, "Dr. RANBIR SINGH" <ceo_delhi@eci.gov.in>, "lokayukta.delhi" <lokayukta.delhi@nic.in>, "Secretary to LG" <seclg@nic.in>, "astolg.delhi" <astolg.delhi@nic.in>, dpmaids@gmail.com, "deanmamac 2012" <deanmamac.2012@gmail.com>, mamcregistrar@gmail.com, "Directorate General of Health Services" <dirdhs@nic.in>, dtehedu@gmail.com, "Ramvir Singh" <dirhiedu@nic.in>, "Director Training UTCS" <dutcs@nic.in>, ps2cfs@gmail.com, "Padmini Singla" <cfood@nic.in>, "secyminsw.delhi" <secyminsw.delhi@gmail.com>, scssecretary@gmail.com, wcdvac@gmail.com, "Dr. Rashmi Singh" <wcd@nic.in>, pccfgnctd@gmail.com, "dge 2011" <dge.2011@gmail.com>, "Ms Garima Gupta IAS" <pssw@nic.in>, "COMMISSIONER (VAT/ST)" <ctt.delhi@nic.in>, "Special Secretary Health" <sshealth.delhi@nic.in>, "R. Alice Vaz" <pstechedu@nic.in>, "commitpt" <commitpt@nic.in>, "Divisional Commissioner" <divcom@nic.in>, "H Rajesh Prasad" <secyedu@nic.in>, "Udit Prakash Rai" <diredu@nic.in>, "Arva Gopi Krishna" <excercise@nic.in>, "Spl. Development Commissioner" <adcdelhi@nic.in>, "RCS" <rcocop@nic.in>, "Director -Delhi Fire Service" <director.dlfire@nic.in>, "Raj Kumar" <sla.delhi@gov.in>, "dmc not" <dmc_nct@rediffmail.com>, "Secretary, DSSSB" <dssb-secy@nic.in>, "Developp ent Commissioner" <developp@nic.in>, "L D JOSHI" <coa@nic.in>, "PUBLIC GRIEVANCES COMMISSION" <pgcdelhi@nic.in>, "Drugs Control Department Delhi" <dirdcd@nic.in>, ceifcd@gmail.com, aobranchifcd@gmail.com, ifceepnd@gmail.com, "dtc m cell" <dtc_m.cell@yahoo.co.in>, "Vijay Kumar Bidhuri" <cmd@dtc.nic.in>, commisioner-edmc@nmc.gov.in, "Dr. Brij Mohan Mishra" <secretary@ndmc.gov.in>, commisioner-ndmc@nmc.gov.in, "VivekSrivastava Nodal Officer" <nodjb.delhi@nic.in>, "ceodelhi.djb" <ceodelhi.djb@nic.in>, "DA MB" <ambdl@nic.in>, principal@dr-ait.org, "Director Ayush" <dir-
To,

1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi.
2. The Chief Secretary, Government of Puducherry, Puducherry.
3. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
4. The Advisor to the Administrator, UT of Dadra & Nagar Haveli and Daman & Diu, Secretariat, Moti Daman, Daman.
5. The Advisor to the Administrator, UT of Lakshadweep, Kavaratti.
6. The Advisor to the Administrator, UT Chandigarh, Chandigarh.
7. The Commissioner of Police, New Delhi Police Headquarters, Jai Singh Road, New Delhi.

Subject: Special campaign to dispose of identified pending references, viz. PGs, VIP references, Inter-Ministerial consultations, Parliamentary assurances, etc — regarding.

I am directed to forward herewith a copy of CIC Division's OM No. 7/3/2021-LT dated 13/09/2021 along with copy of DO No. 1/50/3/2021-Cab dated 09/09/2021 of Cabinet Secretary, on the subject mentioned above.

It is requested to take necessary action as per above mentioned D.O. letter of Cabinet Secretary.

Yours faithfully,

(R.K. Srivastava)
Assistant Director (UT Coord)
Ph.: 23093265
Office Memorandum

Subject: 1. Special campaign to dispose of identified pending references, viz PGs, VIP references, Inter-Ministerial consultations, Parliamentary assurances, etc

2. Senior Officers Meeting on 14.09.2021 at 11.00 AM

The undersigned is directed to forward herewith a copy of DO No. 1/50/3/2021-Cab dated 09.09.2021 from Cabinet Secretary regarding launch of special campaign to dispose of all pending references from MPs, State Governments, Parliamentary Assurances, Inter-Ministerial references, public grievances, ensuring cleanliness in government offices, review of record retention schedule, weeding out of record, etc.

It is requested that immediate necessary action may please be initiated in your Division, as well as in the attached/subordinate offices under the administrative control of your Division, to comply with the directions of Cabinet Secretary.

3. A meeting of Senior Officers will also be held on 14.09.2021 at 11.00 AM under the chairmanship of Home Secretary in this regard in the Conference Room No. 119, North Block, New Delhi. You are requested to kindly make it convenient to attend the meeting.

Enclosure: As above

1. All the Addl Secretaries/ Joint Secretaries (including RG&CCI) in the Ministry of Home Affairs
2. PSO/PPS to Secy(BM)/ SS(IS)/ DG(Awards)

Copy to:
1. PPS to HS
2. SO(Protocol), MHA-with the request to book Conference Room No. 119 and for necessary logistic arrangements.
3. IT Cell for uploading on the e-office Notice Board.
D.O. No. 1/50/3/2021- Cab

Dated the 9th September, 2021

Rajiv Gauba

Dear Secretary,

As you are well aware, timely and effective disposal of public grievances, references from Members of Parliament and State Governments, inter-Ministerial consultations, Parliamentary assurances, etc. is an important part of the work of Ministries/Departments. However, these issues sometimes do not receive the desired attention.

2. I am writing to you to convey the directions of the Prime Minister that each Ministry/Department and its attached/subordinate offices may undertake a special campaign from 2nd October to 31st October, 2021 to dispose of such pending matters.

3. In the fortnight preceding the launch of the special campaign, that is, during 13-29 September, 2021, a drive may be undertaken to identify all pending references from MPs, Parliamentary Assurances, references received from State Governments, as well as for inter-Ministerial consultations, public representations/grievances etc.

4. During the special campaign period, all out efforts may be made to dispose of the identified pending references, and do so in a meaningful manner. Also, in the course of such disposal, the existing processes may be reviewed with a view to reducing compliance burden and unnecessary paper work done away with, wherever feasible. In this regard, it may be recalled that during his Independence Day address this year, the Prime Minister has emphasized the need to review existing rules and procedures on a continuing basis.

5. Instructions have also been issued from time to time for ensuring cleanliness in Government offices and to have a good work environment; to improve records management, review and weeding out of papers. During this special campaign, files of temporary nature may be identified and weeded out as per the extant instructions. Departments may also review Records Retention Schedules to ensure that files are neither prematurely destroyed nor kept for periods longer than necessary. Further, redundant scrap material and obsolete items may be discarded during this campaign to improve cleanliness at work places.

6. D/o Administrative Reforms & Public Grievances (DARPG) will be the nodal Ministry to monitor the implementation of this campaign. They will develop a dedicated Dashboard for this purpose, and issue detailed guidelines in this regard separately.

Cabinet Secretary, Rashtrapati Bhavan, New Delhi-110001
Tel: 011-23318260, 23318261 Fax: 011-23318259 Email: cabinetsecretary@nic.in
7. Each Ministry/Department would designate a Nodal Officer (not below the rank of Joint Secretary) for the special campaign. The progress should be monitored by the Secretaries/HODs on daily basis. A weekly progress report may be sent to DARPG, who in turn will furnish a consolidated progress report.

8. Needless to say, your personal attention and leadership would be vital for success of this campaign. Appropriate instructions may also be issued to all the Attached/Subordinate offices and Autonomous organizations under your Ministry/Department to implement the special campaign in earnest.

With regards

Yours sincerely,

(Rajiv Gauba)

To

All Secretaries to the Government of India
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

{DIRECTORATE OF VIGILANCE}

4th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

(Phone No.23392267/23392203 & Fax No.23392354/23392353)

To

All the Principal Secretaries/Secretaries/Head of Departments,
All the Department of GNCTD/Autonomous Bodies,
Government of N.C.T. of Delhi, Delhi/New Delhi.

Sub: Observance of Vigilance Awareness Week-2021.

Sir/Madam,

Kindly find enclosed a copy of Circular No.15/09/21 dated 01.09.2021
(alongwith enclosure), received from Central Vigilance Commission/GOI, on the
subject cited above vide which it has been decided that this year the Vigilance
Awareness Week would be observed from 26th October to 01st November, 2021.
This year the theme of observing Vigilance Awareness Week is “Independent
India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिःपथ से
आत्मनिर्भरता”.

In order to accomplish the directions contained in the above referred
circular, all the Head of Departments/Autonomous Bodies of GNCTD are requested
to observe the Vigilance Awareness Week-2021 as per instructions contained in the
enclosed circular. Proposed plan/programme is also being attached to chalk out the
activities to be carried out by all the departments during the Vigilance
Awareness Week in addition and compliance to the directions contained in above
referred circular. All the Head of Departments are required to send a report on
observance of the Week as per the format enclosed at Annexure-C, ‘F’ & ‘G’ of the
CVC circular, to this Directorate not later than by 15/11/2021, which is required
to be sent to CVC/GOI by 30th November, 2021 in compiled manner.

This issues with the approval of Chief Secretary/CVO, GNCTD.

Encl: As above.

No.F.01/29/Admn/DOV/2021/10693-704

Copy forwarded for information and necessary action to:-

1. The Secretary, Central Vigilance Commission, Satarkta Bhawan, GPO Complex,
Block-A, INA, New Delhi-110023.
2. The Special CP/ACB, Anti-Corruption Branch, Vikas Bhawan-II, Upper Bela Road,
Delhi-54.
3. PS/PA to Pr. Secy/Spl Secy/HOO, Dte of Vigilance, GNCTD.
4. Nodal Officer Website updation/IT, DOV with request to upload it on website.
5. Caretaker/Guard File, Dte of Vigilance, GNCTD.

(Special Secretary (Vigilance)) Dated: 30/9/2021
Action Plan/Programme to be carried out during Vigilance Awareness Week, 2021 with extensive use of Online modes, strictly adhering to extant Covid-19 prevention guidelines at all location and events issued from time to time by the Competent authority as mentioned in CVC Circular dated 01.09.2021

1. In a manner as described in the CVC Circular No.15/09/21 dated 01/09/2021 with the request to strictly adhere to extant Covid-19 prevention guidelines. Vigilance Awareness Week will commence by taking Integrity Pledge on 26th October, 2021 at 1100 hrs by public servants. Employees may be encouraged to take e-pledge by visiting the CVC website (www.cvc.gov.in).

Action: HODs of all the Departments of GNCTD/Autonomous Bodies.

2. Activities to be conducted within the organisation:
   (a) Conduct workshops/sensitization programmes for employees and other stakeholders on policies/procedures of the organization and on preventive vigilance measures.
   (b) All organizations focus on internal (housekeeping) activities as per indicative list of the activities given in annexure C and as well as submit response in the same format.
   (c) Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
   (d) Use organizational website for dissemination of employees/customer oriented information and to make available avenues for redressal of grievances.

Outreach activities for public/citizens:

a) All Ministries/Departments/Organisations shall publicize Integrity Pledge amongst all employees, their families, vendors/suppliers/contractors/stake holders, students etc. to elicit wider participation.

b) Wide publicity may be given to “Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)”. Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure-D). A drive may be undertaken to spread awareness regarding the provisions under the PIDPI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.

c) Organisations may 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-mail, Whatsapp, electronic and print media etc. for spreading awareness.

e) Organize grievance redressal camps for citizens/customers by organizations having customer oriented services/activities. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.

f) Organisations may conduct various outreach activities for dissemination of anticorruption message and stressing the vision of a Vigilant India who is moving towards self-reliance with integrity. Online modes may be extensively used, wherever required.

Action: All HODs and Secretary/Director (Education/Higher Education/TTE)

3. To observe months, September and October, 2021 as “Special Clearance Campaign” to clear all outstanding Further Information cases (FI), Implementation of First Stage and Second Stage Advices (FSAs and SSAs), Investigation and reports (I&Rs), Factual Reports (FRs), Complaints (PIDPI), Complaints (Non-PIDPI), Prosecution Sanctions, Departmental Inquiries (DIs) and Comments Awaited on CBI reports (CAS), in respect of all organizations and departments and submit a report as per format at Annexure F.

Action: HODs of all the Departments of GNCTD/Autonomous Bodies

(H.P.S. Sran) 1/9/21

Special Secretary (Vigilance)
Circular No. 15/09/21

Sub: Observance of Vigilance Awareness Week 2021.

1. In a move towards commemorating 75 years of India’s Independence which falls on August 15, 2022, Central Vigilance Commission in carrying out its duty as the apex anti-corruption body in the country, reaffirms its resolve to fight corruption and ensure integrity in public life to usher in a new era of a self-reliant India. In recognition of this momentous stage in India’s journey, the Commission has decided that this year Vigilance Awareness Week would be observed from 26th October to 1st November, 2021 with the theme “Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता”.

2. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls. Observance of Vigilance Awareness Week is one of the tools used by the Commission to bring together all stakeholders to collectively participate in the prevention of, and the fight against corruption and to raise public awareness regarding the existence, causes and gravity of and the threat posed by corruption. During this week, all organizations are encouraged to bring together all their employees, create awareness regarding common issues related to vigilance and create an atmosphere motivated towards weeding out corruption and unethical practices.

3. Though punishment and penal actions delivered quickly are effective deterrents to corruption, the spirit behind the observation of Vigilance Awareness Week is to sensitize the public against the menace of corruption. All organizations should strive to drive home the idea that the fight against corruption is a collective fight involving everyone. It is
therefore imperative that the public must be motivated to fight against corruption if India is to succeed in its goal towards achieving self-reliance with integrity.

4. The observance of Vigilance Awareness Week would commence with the taking of the integrity pledge (copy enclosed at the Appendix A) by public servants in the Ministries/Departments/Central Public Sector Enterprises (CPSEs)/Public Sector Banks (PSBs) and all other organizations on 26th October, 2021 at 1100 hrs.

5. 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. In addition, all the organizations should strictly adhere to the economy measures issued by Ministry of Finance vide Department of Expenditure OM no. 7(2)E. Coord/2020 dated 04.09.2020.

6. All organizations are advised to conduct activities relevant to the theme, both within and outside their respective organizations, and to conduct outreach activities for public/citizens.

7. Activities to be conducted within the organizations may include the following:
   a. In continuation of activities taken up during Vigilance Awareness Week, 2020, the Commission desires that all organizations focus on internal (housekeeping) activities. The indicative list for these activities as well as the format in which response is to be given is enclosed (Appendix C).
   b. 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) and can be accessed by all.
   c. The Commission has desired to spread awareness and campaign about “Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)”. Two posters in this regard have been prepared and may be displayed at all offices of the organization (Appendix D). A drive may be undertaken to spread awareness regarding the provisions under the PIDPI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.
   d. Conduct workshops/sensitization programs for employees and other stakeholders on policies/procedures of the organization and on Preventive Vigilance measures.
   e. Use organizational website for dissemination of employees/customer-oriented information and to make available avenues for redressal of grievances.
f. The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organizations.

g. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

h. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

8. Outreach activities for public/citizens:

a. All Ministries/Departments/Organizations shall publicize Integrity Pledge amongst all employees, their families, vendors/ suppliers/ contractors/ stakeholders, students etc. to elicit wider participation. Integrity pledge for citizens and organizations enclosed at Annexure A and B.

b. Wide publicity may be given to “Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)”. Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure D). A drive may be undertaken to spread awareness regarding the provisions under the PIDPI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.

c. Organizations may 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.

e. 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.

f. Organizations may conduct various outreach activities for dissemination of anti-corruption messages and stressing the vision of a Vigilant India who is moving towards self-reliance with integrity. Online modes may be extensively used, wherever required.

g. Organize “Awareness Gram Sabhas” for dissemination of awareness in Gram Panchayats to sensitize citizens on the ill effects of Corruption. As per past practice, Public Sector Banks need to conduct “Awareness Gram Sabhas” at the Branch level in atleast 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. The two months, September and October, 2021 may be observed as a “Special Clearance Campaign” to clear all outstanding Further Information cases (FI), Implementation of First Stage and Second Stage Advices (FSAs and SSAs), Investigation and reports (I&Rs), Factual Reports (FRs), Complaints (PIDPI), Complaints (Non-PIDPI), Prosecution Sanctions, Departmental Inquiries (DIs) and Comments Awaited on CBI reports (CAs), in respect of all organizations and departments.

A report may be submitted as per format at Annexure F to the Commission.

10. Vigilance study circles may also participate actively in the Vigilance Awareness Week by conducting any or all the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned in para 5.

11. 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 also be conducted before or after the Vigilance Awareness Week.

12. 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.

13. A report on the observance of the Week may be sent by all Ministries/Departments/Organizations to Central Vigilance Commission as per the format enclosed at Annexure C, F and G by 30th November, 2021.

14. This notification is also available on the Commission’s website at http://www.cvc.gov.in.

(P. Daniel)
Additional Secretary

Enc: 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 states/ Union Territories
iv) The Comptroller & Auditor General of India
v) The Chairman, Union Public Service Commission
vi) The Chief Election Commissioner, Election Commission of India
vii) Chief Executives of all CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
viii) All Chief Vigilance officers in Ministries/ Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
Annexure A

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.
<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>c.</td>
<td>Whether annual property returns submitted by all officers</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td>Whether organization possesses record retention / preservation policy? If so date of last amendment</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>e.</td>
<td>Whether records are being weeded out as per the extant retention policy of the organization</td>
<td>Yes/No</td>
<td></td>
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</tr>
<tr>
<td>f.</td>
<td>If the organization digitizing / plans to digitize old records</td>
<td>Yes/No</td>
<td>If Yes, Annex detail</td>
<td></td>
</tr>
</tbody>
</table>

6. **If the organization runs schools, Hospitals etc. – Whether prescribed policy for management is adhered to. – Yes/No**

7. **Gender sensitization issues**

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Has the organization constituted prescribed committees for harassment of women at the work place? If yes date of last meeting held.</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Percentage of representation of women at all levels in the organization.</td>
<td>......%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>Whether awareness regarding gender issues is being created in the organization</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. **Leveraging Technology- IT usage and E-governance**

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>New initiatives taken in the last one year for using IT as a preventive vigilance tool (each initiatives may be described in about 50 words).</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>Whether information system audit is done regularly for IT based applications running in the organization. Date of last information system Audit may be given?</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

9. **Scrutiny of Audit reports: Yes/No (If Yes, give no. of scrutiny)**
10. **Updation of Rules, Regulations and guidelines**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Whether organization 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.</td>
<td>Yes/No</td>
<td></td>
<td>Dates</td>
</tr>
<tr>
<td>b.</td>
<td>Has the organization made rules for retired officials? If yes Furnish Date</td>
<td>Yes/No</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

11. **System improvements undertaken (brief description within 100 words)**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Description of System Improvement works/initiatives done may be given in 50 words for each work/initiatives and not more than 100 works in total for all works</td>
<td></td>
<td></td>
<td>Annex detailed</td>
</tr>
</tbody>
</table>

(Signature of CVO/Authorised representative)
PUBLIC INTEREST DISCLOSURE AND PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)

IS THERE CORRUPTION AROUND YOU?
LODGE A COMPLAINT UNDER PIDPI.

YOUR IDENTITY SHALL BE KEPT CONFIDENTIAL

SEND COMPLAINTS IN WRITING TO:
The Secretary, Central Vigilance Commission
Satarkta Bhavan, Block-A
GPO Complex, INA
New Delhi - 110 023

(MARK THE ENVELOPE AS "PIDPI". COMPLAINTS SHOULD ONLY BE AGAINST CENTRAL GOVERNMENT EMPLOYEES, INCLUDING PSUs, PSBs AND UTs etc.)
Complaints made under Public Interest Disclosure and Protection of Informers Resolution are termed as PIDPI complaints.

If any complaint is made under PIDPI, the identity of the complainant is kept confidential.

The complaint should be addressed to the Secretary, Central Vigilance Commission and envelope should be marked as "PIDPI".

Only complaints against Central Government officials (including PSBs, PSUs and UTs) will be taken into cognizance.

For more details visit:
http://www.cvc.gov.in.
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 holder. 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.
**Special Clearance Campaign**
*(September-October 2021)*

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Item</th>
<th>Opening Balance as on 01.09.2021</th>
<th>Accrued during September and October</th>
<th>Total</th>
<th>Disposed during September and October</th>
<th>Closing Balance as on 31.10.2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>FI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>FSA</td>
<td></td>
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</tr>
<tr>
<td>3.</td>
<td>SSA</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>I&amp;R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>FR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Complaint (PIDPI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Complaint (Non PIDPI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Prosecution Sanction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Disciplinary Inquiry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Comments Awaited (on CBI report)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total:**
Activity Report format on Vigilance Awareness Week-2021

Name of the Organisation:

A. INTEGRITY PLEDGE

Table-1: Integrity Pledge

<table>
<thead>
<tr>
<th>Total no. of employees who have undertaken e-pledge</th>
<th>Total no. of customers who have undertaken e-pledge</th>
<th>Total no. of citizen who have undertaken e-pledge</th>
</tr>
</thead>
</table>

B. ACTIVITIES/EVENTS ORGANISED WITHIN THE ORGANISATION

Table-2: Conduct of competitions

<table>
<thead>
<tr>
<th>Name of State</th>
<th>City/Place</th>
<th>Specify program (Debate/Elocution/Panel discussion etc.)</th>
<th>Number of first two winners</th>
<th>Number of participants</th>
<th>Whether copy of award winning activities attached</th>
</tr>
</thead>
</table>

Table-3: Other Activities

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activities</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Distribute Pamphlets/Banners</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Conduct of Workshop/Sensitization programmes</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Issue of Journal/Newsletter</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Any other activities</td>
<td></td>
</tr>
</tbody>
</table>

C. ACTIVITIES OUTSIDE THE ORGANISATION

Table-4: Involving students in Schools
<table>
<thead>
<tr>
<th>Name of State</th>
<th>Name of city/town/village</th>
<th>Name of School</th>
<th>Details of activities conducted (date of activities may also be mentioned)</th>
<th>No. of students involved</th>
<th>Whether copy of award winning activities attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table-5: Involving students in Colleges.**

<table>
<thead>
<tr>
<th>Name of State</th>
<th>Name of city/town/village</th>
<th>Name of School</th>
<th>Details of activities conducted (date of activities may also be mentioned)</th>
<th>No. of students involved</th>
<th>Whether copy of award winning activities attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table-6: "Awareness Gram Sabhas"**

<table>
<thead>
<tr>
<th>Name of State</th>
<th>Name of city/town/village</th>
<th>Name of Gram Panchayat where &quot;Awareness Gram Sabha&quot; is held</th>
<th>Details of activities conducted (date of activities may also be mentioned)</th>
<th>No. of public/citizens participated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table-7: Seminars/Workshops**

<table>
<thead>
<tr>
<th>Name of State</th>
<th>Name of city/town/village</th>
<th>No. of seminars/workshops organised</th>
<th>Details of activities conducted (date of activities may also be mentioned)</th>
<th>No. of public/citizens participated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Table-8: Other activities**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Activities</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Display of Banners/Posters etc</td>
<td></td>
</tr>
</tbody>
</table>
2. No. of grievance redressal camps held
3. Use of Social Media

D. DETAILS OF PHOTOS ENCLOSED
(Photos may kindly be sent along with captions and also place & date of event)

<table>
<thead>
<tr>
<th>Name of the activities held</th>
<th>No. of Photos</th>
<th>Whether photos are in soft copy or hard copy</th>
<th>If in soft copy, number of CDs attached</th>
</tr>
</thead>
</table>

E. ANY OTHER RELEVANT INFORMATION, IF ANY:
(Brief write up on the activities conducted during Vigilance Awareness Week, not more than in about 1000 words may be attached in a separate sheet)
Annexure- B

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.
Annexure - C

(REPORTING FORMAT)

Internal (Housekeeping) Activities for Vigilance Awareness Week-2021

[Only statistical/quantified information or Yes/No, etc. to be filled up under head 'Info'
and detailed statements to be annexed]

Name of Ministry/Department/Organization:

1. Land Management

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does the organization possess revenue documents/records for the land(s) under its control?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>How much land is under encroachment and at what locations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Steps being taken to combat encroachment?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Any other initiatives?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Allotment of houses/quarters and related issues

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does the organization use IT application for allotment of houses?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Does the organization possess a house allotment policy?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Is house allotment being done as per prescribed policy?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Is there any illegal occupation of houses if any and what action has been taken?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other issue?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. Payments and other benefits to persons working in outsourcing services in the organizations.

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whether the organization possesses prescribed norms for outsourcing?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>If yes, are these norms adhered to?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Whether payment of salaries/wages is paid through bank account by the contractor</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Whether other statutory dues (PF, Medical benefits etc.) are being given on time?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Whether the vendors are adhering to the norms prescribed by the organization?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Any other special initiative regarding outsourcing?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Management of Assets

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whether condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) is being done as per extant rules strictly</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Date of last condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) may be given</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Preventive Vigilance measures undertaken by the CVOs

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in the past one year</th>
<th>Remarks (Annex Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>No. of Inspections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>No. of Training Programmes / workshops including E-training/ online training</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
As per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD vide their letter dated 20.09.2021, 'VIGILANCE AWARENESS WEEK – 2021' is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Satark Bharat, Samriddh Bharat – Vigilance India, Prosperous India”. In this regard, the following points have been identified for action and report during this week :-

1). **Land Management :-**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
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<td>Steps being taken to combat encroachment?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Any other initiative?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Action – Estate Branch]

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
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<tr>
<td>4</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Any other issue?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Action – Estate Branch]
3. Payments and other benefits to persons working in outsourced services in the organization:

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
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</tr>
<tr>
<td>7</td>
<td>Any other special initiative regarding outsourcing?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Action – Administration Branch]

4. Management of Assets:

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether condemnation of Assets is being done as per existing rules strictly?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Date of last condemnation of assets may be given?</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Action – Care Taking Branch]

5. Preventive Vigilance Measures undertaken

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. of inspections undertaken</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>No. of Training programmes/workshops including E-training/online training.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether annual Property returns submitted by all officers</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Whether department possesses record retention/preservation policy? If so the date of last amendment?</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Whether records are being weeded out as per the extant retention policy of the department</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>If the organization digitizing/plans to digitize old records</td>
<td>Yes/No</td>
<td></td>
<td>If Yes. Annex details</td>
</tr>
</tbody>
</table>

[Action – All District Officers/Deputy Directors/Administration Branch]

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
6. **If the organization run schools, hospitals etc.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether prescribed policy for management is adhered to?</td>
<td>Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

[Action – CPU Branch/All District Officers]

7. **Gender Sensitization Issues:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Has the organization constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held?</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Percentage of representation of women at all level in organization?</td>
<td>.....%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether awareness regarding gender issues is being created in the organization?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Action – CPU Branch/WEC Branch/Administration Branch]

8. **Levaraging Technology – IT Usage and E-governance**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New initiatives taken in the last one year for using IT as a preventive vigilance tool?</td>
<td>Yes/No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether Information System Audit is done regularly for IT based applications running in the department. Date of last information system audit may be given?</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

[Action – FAS Branch/Ladli Branch/IT Cell]

9. **Scrutiny of Audit Reports.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether the audit reports related to the department were scrutinized and attended as per requirements.</td>
<td>Yes/No</td>
<td></td>
<td>If yes. Give no. of scrutiny</td>
</tr>
</tbody>
</table>

[Action – WEC Branch/CPU Branch/All District Officers/All Deputy Directors]

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
10. **Updation of Rules, Regulations and guidelines :-**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether department regularly reviews its instructions, rules and regulations. If yes, date of last revision of concerned policy/rules/Transfer policy/Procurement Rules/HRA Policy/Promotion Policy/Fraud Prevention Policy/Banning of business dealing policy etc.?</td>
<td>Yes/No</td>
<td>Dates</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Has the organization made rules for retired officials? If yes, furnish date?</td>
<td>Yes/No</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

[Action – All Deputy Directors of DWCD-HQ.]

11. **Systems improvements undertaken :-**

<table>
<thead>
<tr>
<th>No.</th>
<th>Particulars</th>
<th>Info</th>
<th>Progress in past one year</th>
<th>Remarks (annex details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Description of systems improvement works / initiatives done during the last one year.</td>
<td></td>
<td>Annex Details</td>
<td></td>
</tr>
</tbody>
</table>

[Action – All Deputy Directors/All District Officers]

A report on the aforementioned points is solicited from the concerned on/before 03.11.2021. Since, the information sought relates to the directions of the Hon'ble CVC and needs to be incorporated in the final report related to the Vigilance Awareness Week – 2021, the time limit assigned must be adhered to.

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)
21 OCT 2021

F.13(42)/Vig./WCD/2021/3

1. All the District Officers/Deputy Directors of DWCD, GNCTD.
2. The Asstt. Programmer, DWCD (HQ.) with the direction to upload this circular at the official site of the department, on urgent basis.
3. PA to Secretary, DWCD, GNCTD.
4. OSD to Director, DWCD, GNCTD.
5. All Joint Directos, DWCD, GNCTD.

DY. DIRECTOR (VIG.)

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
To,
The Deputy Director (WEC),
Department of Women & Child Development,
Government of NCT of Delhi.


Madam,

As you may be aware that as per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75 : Self Reliance with Integrity”.

In this regard, it is informed that the Competent Authority has decided that the WEC Branch shall undertake the following activities during the Vigilance Awareness Week – 2021:

a). arrange/organize a workshop at the HeadQuarter level, for sensitization of the female employees about the provisions of the Sexual Harassment of Women at Workplace Act, 2013.

b). arrange/organize a workshop of all the senior officers i.e. Dy. Directors/District Officers for debate on the provisions of the Sexual Harassment of Women at Workplace Act, 2013 and discussion on the procedure to be undertaken while dealing with related complaints, at HeadQuarter level.

You are requested to initiate suitable necessary action at your level, on urgent basis.

Regards,

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.
3). PA to the Joint Director (WEC), DWCD, GNCTD.

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
To,

The Deputy Director (CPU),
Department of Women & Child Development,
Government of NCT of Delhi.


Madam,

As you may be aware that as per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75 : Self Reliance with Integrity”.

In this regard, it is informed that the Competent Authority has decided that the CPU Branch shall issue specific directions to all the Supdts. of the Institutions of the DWCD, GNCTD, to conduct sensitization programmes at their level of all the concerned employees regarding their roles and responsibilities.

You are requested to initiate suitable necessary action at your level, on urgent basis.

Regards,

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.
3). PA to the Joint Director (CPU), DWCD, GNCTD.

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
To,

The Deputy Director (ICDS),
Department of Women & Child Development,
Government of NCT of Delhi.


Madam/Sir,

As you may be aware that as per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75 : Self Reliance with Integrity”.

In this regard, it is informed that the Competent Authority has decided that the ICDS Branch shall issue specific directions to all the CDPOs of the DWCD, GNCTD, to conduct sensitization programmes at their level of all the concerned employees regarding their roles and responsibilities.

You are requested to initiate suitable necessary action at your level, on urgent basis.

Regards,

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.
3). PA to the Joint Director (ICDS), DWCD, GNCTD.

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"
To,

The Deputy Director (FAS),
Department of Women & Child Development,
Government of NCT of Delhi.


Madam,

As you may be aware that as per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75: Self Reliance with Integrity”.

In this regard, it is informed that the Competent Authority has decided that the ICDS Branch shall issue specific directions to all the District Officers to ensure that all the grievances related to the financial schemes are identified/addressed/settled, during the Vigilance Awareness Week. Further, arrangements may be made to send bulk messages to the beneficiaries intimating the details of the grievance redressal authorities of the department.

You are requested to initiate suitable necessary action at your level, on urgent basis.

Regards,

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.
3). PA to the Joint Director (FAS), DWCD, GNCTD.

"INDEPENDENT INDIA @75: SELF RELIANCE WITH INTEGRITY"
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
ISBT BUILDING COMPLEX : KASHMERE GATE : DELHI

ORDER

Dated: 1 OCT 2021

As per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “Independent India @ 75 : Self Reliance with Integrity”.

In this regard, the Competent Authority is pleased to issue following directions for strict compliance in letter & spirit :-

a). The month of October and November, 2021 are to be observed as Special Clearance Campaign, to clear all outstanding pendencies. All the Deputy Directors/ District Officers are directed to ensure that all the pendencies related to grievances / complaints received, are cleared with appropriate disposal, before the culmination of the Vigilance Awareness Week – 2021 i.e. 01.11.2021. A report in this regard be submitted to the Vigilance Branch latest by 03.11.2021 at vigilancebranch.dwcd@gmail.com

b). All the District Officers are directed to organize a Grievance Redressal/Convergence Camp at their offices during the Vigilance Awareness Week – 2021.

c). Photographs and reports with regard to the activities undertaken during the Vigilance Awareness Week – 2021 be submitted at vigilancebranch.dwcd@gmail.com.

ATUL PANDEY, DANICS
DEPUTY DIRECTOR (VIG.)

To :-
1). All the Deputy Directors/District Officers, DWCD, GNCTD.
2). Shri A K Soni, Incharge (NIC Cell) with the directions to upload this order on the official website of the department.
3). Shri Rahul Doon, Welfare Officer, Pr. Br. of Director (WCD), to coordinate the matter with the officers concerned.

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.
3). PA to the Joint Directors, DWCD, GNCTD.

DY. DIRECTOR (VIG.)

"INDEPENDENT INDIA @75 : SELF RELIANCE WITH INTEGRITY"

As per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD vide their letter dated 20.09.2021, ‘VIGILANCE AWARENESS WEEK – 2021’ is to be observed from 26th October, 2021 (Tuesday) to 01st November, 2021 (Monday). This year the theme of observing Vigilance Awareness Week is “INDEPENDENT INDIA @ 75 : SELF RELIANCE WITH INTEGRITY”. The observance of the week will commence with the integrity pledge on 26.10.2021 at 11.00 AM, which is to be administered to all the employees and staff of the Department of Women & Child Development, GNCTD by the Head/Senior most Officer of all the institutions/ICDS Projects.

Further, a virtual meeting is convened under the chairwomanship of Ld. Director, DWCD at 01.00 PM on 26.10.2021, for formal inauguration of Vigilance Awareness Week – 2021 in the department and to discuss the activities to be undertaken during the week. All the Joint Directors/Deputy Directors/District Officers are requested to attend the said meeting. Further details with regard to the virtual meeting can be ascertained from Shri Rahul Doon, Welfare Officer and Shri A K Soni, Incharge (NIC Branch).

ATUL PANDEY, DANICS
DY. DIRECTOR (VIG.)

Copy to :-
1). All the Joint Directors, DWCD, GNCTD.
2). All the Deputy Directors/District Officers, DWCD, GNCTD.
3). Shri A K Soni, Incharge (NIC Cell) with the directions to upload this circular on the official website of the department and to make suitable arrangements for the abovementioned virtual meeting.
4). Shri Rahul Doon, Welfare Officer, Pr. Br. of Director (WCD), to coordinate the matter with the NIC Cell and the officers concerned.

Copy for information to :-
1). OSD to the Secretary, DWCD, GNCTD.
2). PS to the Director, DWCD, GNCTD.

DY. DIRECTOR (VIG.)