



भारत सरकार  
कार्यालय उप-महानिदेशक(ERP)  
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फाईल सं०:उप-महानिदेशक(ERP)/ 476

दिनांक 26/08/2025

## Office Memorandum

**Subject:** Observance of Vigilance Awareness campaign 2025 (18<sup>th</sup> August – 17<sup>th</sup> November 2025)-reg.

**Reference:** 1. MoHUA(CPWD) OM No. 11/07/2025-EC-VII/160 dated 21.08.2025.  
2. O/o JS & CVO, CPWD letter No. 219/2025-VSI/2568 dated 07.08.2025.  
3. CVC Circular No. 04/08/2025 dated 01.08.2025.

The Central Vigilance Commission has decided that the Vigilance Awareness Week 2025 would be observed from 27<sup>th</sup> October – 02nd November 2025 with the theme **Our Shared Responsibility**. As a prelude to vigilance awareness week 2025, CVC has desired that all organization may undertake a three-month campaign (18<sup>th</sup> August – 17<sup>th</sup> November 2025) with the following Preventive Vigilance measures as focus areas:-

1. Disposal of pending Complaints.
2. Disposal of pending cases.
3. Capacity Building Programs.
4. Asset Management.
5. Digital initiatives.

Accordingly, it has been directed by the competent authority that DDG(ERP) will act as a nodal officer in respect of Asset Management to seek and compile fortnightly information of the Fixed Assets and Movable Assets as per the table given below for sending it to the Vigilance units:-

S.No.	Particulars of Review(Fixed Assets)	Details
1	Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules.	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan
2	In case of property under lease, whether lease agreements are	

	available and and periodically reviewed	proposed to rectify the situation
3	Whether encroachments have been identified and future plan of action drawn for such properties.	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties which have been encroached upon and action plan proposed to rectify the situation

S.No.	Particulars of Review(Movable Assets)	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules.	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of action plan proposed for reconciliation which could not be done in the campaign period to be given.
2	Whether identification of obsolete items/assets has been done and their disposal carried out as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given.

Therefore, it is requested to provide the aforesaid information fortnightly in the format decided by the vigilance unit regularly as tabulated above so that same can be forwarded to the vigilance unit.

This issues with the approval of DDG(ERP).

शील रजनीश

निदेशक (संचालन एवं प्रशिक्षण एवं ई-गवर्नेंस)

To,

(Through CPWD Website)

All SDGs / ADGs :