

F. No. 11/07/2025-EC-VII /160

भारतसरकार / Government of India

आवासएवंशहरीकार्यमंत्रालय / Ministry of Housing & Urban Affairs

केंद्रीयलोकनिर्माणविभाग / Central Public Works Department

Nirman Bhavan, New Delhi-110011

Dated the 21<sup>st</sup> August, 2025

**OFFICE MEMORANDUM**

Subject: Observance of Vigilance Awareness Week 2025-reg.

Ref.: (1) O/O JS & CVO, CPWD Letter No. 21/9/2025-VSI/2568 dated 07.08.2025  
(2) CVC Circular No. 04/08/2025 dated 01.08.2025.

The undersigned is directed to refer to O/o JS and CVO, Vigilance Unit, CPWD letter dated 07.08.2025 enclosing therewith Central Vigilance Commission (CVC) circular no. 04/08/2025 dated 01.08.2025 on the above-mentioned subject.

2. As a prelude to Vigilance Awareness Week 2025, the Commission has advised that all organizations may undertake a three-month campaign (18<sup>th</sup> August 2025 (Monday) to 17<sup>th</sup> November, 2025 (Monday) with the following Preventive Vigilance Measures as focus areas: -

- i. Disposal of pending complaints
- ii. Disposal of pending cases
- iii. Capacity Building Programs
- iv. Asset Management
- v. Digital Initiatives

3. The Commission has further desired to ensure active participation during the campaign and to furnish action taken report in this regard in the prescribed format in Annexure "A" by 30<sup>th</sup> November 2025.

4. In this regard, the interim action taken reports in the prescribed format will be submitted on the above focus areas during each fortnight as under:

Submission of interim reports by	3 <sup>rd</sup> September, 2025 (fortnight: 18 <sup>th</sup> August to 31 <sup>st</sup> August, 2025)
	18 <sup>th</sup> September, 2025 (fortnight: 1 <sup>st</sup> September to 15 <sup>th</sup> September, 2025)
	3 <sup>rd</sup> October, 2025 (fortnight: 16 <sup>th</sup> September to 30 <sup>th</sup> September, 2025)
	18 <sup>th</sup> October, 2025 (fortnight: 1 <sup>st</sup> October to 15 <sup>th</sup> October, 2025)
	3 <sup>rd</sup> November, 2025 (fortnight: 16 <sup>th</sup> October to 31 <sup>st</sup> October, 2025)

20<sup>th</sup> November, 2025 (fortnight: 1<sup>st</sup> November to 17<sup>th</sup> November, 2025)

5. Accordingly, it has decided with the approval of the competent authority that DDG(ERP) will act as a nodal officer in respect of Assets Management to seek and compile fortnightly information as per table 7 (fixed assets) and per table 8 (movable assets) of O.M. dated 01.08.2025 enclosed herewith from all the regions and send to Vigilance Unit as per the time lines mentioned.

6. The first fortnightly report may be submitted on 01<sup>st</sup> September, 2025, positively at [js-cvo.cpwd@nic.in](mailto:js-cvo.cpwd@nic.in) & [soec7cpwd@gmail.com](mailto:soec7cpwd@gmail.com).

Encl: As above.

*Nilanjan Karmakar*  
(Nilanjan Karmakar)  
Deputy Director (Admn-VI)

To

DDG(ERP), CPWD, Nirman Bhawan, New Delhi – 110011

Copy to:

All SDGs/ADGs, CPWD – (through CPWD Website and E-mail)

Copy also to:

1. PPS to SDG(HQ), CPWD, Nirman Bhawan, New Delhi – 110011
2. PPS to CVO, CPWD, Nirman Bhawan, New Delhi – 110011

*Nilanjan Karmakar*  
(Nilanjan Karmakar)  
Deputy Director (Admn-VI)

No. 21/9/2025-VSI /2568  
Government of India  
Office of JS & CVO  
Vigilance Unit, CPWD  
Nirman Bhawan, New Delhi-110011

Dated: 07.08.2025

To

The Special Director General (HQ)  
CPWD, Nirman Bhawan  
New Delhi-110011

Sub.: Observance of Vigilance Awareness Week 2025 - reg.

Ref.: CVC Circular No. 04/08/2025 dated 01.08.2025.

The above Circular No. 04/08/2025 issued vide No. 025/VGL/047 dated 01.08.2025 received from AS & Secretary-in-Charge, Central Vigilance Commission wherein it has been stated that the Vigilance Awareness Week 2025 will be observed from 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025 and the theme of the VAW 2025 will be "Vigilance: our Shared Responsibility", the Hindi version of which is "सतर्कता: हमारी साझा जिम्मेदारी".

The Commission has advised that all organizations may undertake three months campaign (18th August 2025 to 17th November, 2025) on Preventive Vigilance with focus on following areas: -

- a. Disposal of Pending Complaints
- b. Disposal of Pending Cases
- c. Capacity Building Programs
- d. Asset Management
- e. Digital Initiatives

The Commission has further desired to ensure active participation to bring about noteworthy results during the campaign and an action taken report in this regard in the prescribed format Annexure "A" by 30<sup>th</sup> November 2025.

In this regard, the active participation during the campaign and submit interim reports to Vigilance Unit, CPWD in prescribed format of action taken on above focus areas during each fortnight as under:


Submission of interim reports by	3 <sup>rd</sup> September, 2025 (fortnight: 18 <sup>th</sup> August to 31 <sup>st</sup> August, 2025).
	18 <sup>th</sup> September, 2025 (fortnight: 1 <sup>st</sup> September to 15 <sup>th</sup> September, 2025).
	3 <sup>rd</sup> October, 2025 (fortnight: 16 <sup>th</sup> September to 30 <sup>th</sup> September, 2025).
	18 <sup>th</sup> October, 2025 (fortnight: 1 <sup>st</sup> October to 15 <sup>th</sup> October, 2025).
	3 <sup>rd</sup> November, 2025 (fortnight: 16 <sup>th</sup> October to 31 <sup>st</sup> October, 2025).
	20 <sup>th</sup> November, 2025 (fortnight: 1 <sup>st</sup> November to 17 <sup>th</sup> November, 2025).

As per CVC focus area on "Capacity Building Programmes" it has been decided that at least one or more course available on iGOT (Online) such as Ethics, Conduct Rules, Integrity, Attitude change, Cyber Hygiene, Public Procurement may be completed by all the officers of Junior scale and above, as per their requirement, during the campaign period.

The final report of action taken on focus areas in prescribed format be submitted positively by **22.11.2025**, so as to enable this office to submit the consolidated report to CVC timely.

This issues with the approval of DG, CPWD.

Encl.: As above.

  
 (Anil Kant Gandhi)  
 Executive Engineer (HQ)  
 Room No. 130, A-Wing  
 CPWD, Vigilance Unit  
 Nirman Bhawan, New Delhi-110011

Issued  
 Raj Kumar  
 07/08/25



सत्यमेव जयते



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023  
025/VGL/047

सं./No.....

दिनांक / Dated..... 01.08.2025

Telegraphic Address :  
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Circular No. 04/08/25

Sub: Observance of Vigilance Awareness Week, 2025

The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone for upholding integrity. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2025 would be observed from 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025 on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”

“Vigilance: Our Shared Responsibility”

2. The Commission advises that all organizations may undertake a **three-month campaign from 18th August 2025 to 17th November 2025** on Preventive Vigilance with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

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3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign period. Action taken report in respect of the five Preventive Vigilance initiatives to be taken during this campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November 2025 through the designated portal <https://qpr.cvc.gov.in/> only.

*Arti*  
(Arti C. Srivastava)  
AS & Secretary-in-Charge

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, Directorate 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.

#### 4. ASSET MANAGEMENT

##### (a) Initiative

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

(i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules

(ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed

(iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

(i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules

(ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

##### (b) Reporting format

**Name of the Organization:**

Table 7

SI 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 proposed to rectify the situation
2	In case of property under lease, whether lease agreements are available and periodically reviewed	(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
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

Table 8

SI 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

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**