

F.No.11/07/2024-EC-VII /149  
Government of India  
Ministry of Housing and Urban Affairs  
Central Public Works Department

Nirman Bhawan, New Delhi  
Dated : 21 August, 2024.

**OFFICE MEMORANDUM**

**Sub.:** Observance of Vigilance Awareness Week 2024-reg.

**Ref.:** CVC Circular No. 08/08/2024 dated 01.08.2024.

The undersigned is directed to refer to the O.M dated 14.08.2024 received from O/o JS & CVO ,CPWD enclosing MoHUA O.M dated 09.08.2024 have forwarded a copy of circular No. 08/08/24 issued vide letter No. 024/VGL/081/36225 dated 01.08.2024 (copy enclosed) has been received from CVC regarding observance of Vigilance Awareness Week 2024 (VAW) from 28th October 2024 to 3 November 2024 in CPWD The theme of VAW-2024 is "Culture of Integrity for Nations's Prosperity", the Hindi version of which is "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"

2. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three months campaign (16th August 2024 (Friday) to 15 November, 2024 (Friday)) with the following Preventive Vigilance Measures as focus areas: -

- a. Capacity Building Programs
- b. Identification and implementation of Systemic Improvement Measures
- c. Updation of Circulars/Guidelines/Manuals
- d. Disposal of complaints received before 30.06.2024
- e. Dynamic Digital Presence

3. The Commission has further desired to ensure active participation during the campaign and an action taken report in this regard in the prescribed format Annexure "A" by 30 November 2024.

In this regard, the active participation during the campaign and submit interim reports 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, 2024 (fortnight. 16 August to 31 August, 2024)
	18 <sup>th</sup> September, 2024 (fortnight 1 September to 15th September, 2024)
	3 <sup>rd</sup> October, 2024 (fortnight: 16 September to 30th September, 2024)
	18 <sup>th</sup> October, 2024 (fortnight: 1 October to 15th October, 2024)
	3 <sup>rd</sup> November, 2024 (fortnight: 16 October to 31 October, 2024)
	18 <sup>th</sup> November, 2024 (fortnight: 1 November to 15 November, 2024)

4. The reports on the above activities has to be submitted on the next day of the fortnight at the email ID soec7cpwd@gmail.com , duly compiled at SDG/ADG level, in the format, annexed herewith as "**Annexure-A**".

5. It is, therefore, requested to send the first fortnightly reply on 01st September, 2024 positively for onward submission to the Vigilance. The report should be compiled at ADG/SDG level and no individual office should send the report to this office.

6. The final report of action taken on focus areas in prescribed format be submitted positively by 20.11.2024, so as to enable this office to submit the consolidated reports to CVC timely.

Encl: As above

*Nilanjan Karmakar*

(Nilanjan Karmakar)  
Deputy Director(Admn.VI)

To

All SDGs/ADGs/CVO/concerned officers (through CPWD website).



Office of JS & CVO  
Vigilance Unit, CPWD  
Nirman Bhawan, New Delhi-110011

Dated: 14.08.2024

To  
Special Director General (HQ)  
CPWD, A-Wing  
Nirman Bhawan  
New Delhi - 110011

Sub.: Observance of Vigilance Awareness Week during 2024 - reg.  
Ref.: 1. MoHUA letter No. C-31019/1/2024-AV-II dated 09.08.2024.  
2. This office letter No. 21/9/2024-VS// dated 05.08.2024.

This office is now in receipt of the above referred letter dated 09.08.2024 from Under Secretary to the Govt. of India, MoHUA regarding observance of Vigilance Awareness Week, 2024.

Your kind attention is invited to para 2 of the above referred letter regarding different preventive vigilance measures that are to be taken up as focus areas during the aforesaid period i.e. three months campaign (16<sup>th</sup> August 2024 (Friday) to 15<sup>th</sup> November, 2024 (Friday)) as per format in Annexure – A. The same has earlier been forwarded vide this office even letter dated 05.08.2024.

It is therefore, requested to provide the report in the matter by 22.11.2024 so as to enable this office to submit the consolidated report to MoHUA timely.

This issues with the approval of Competent Authority.

Encl.: As above

DDG (HR-I)  
DDG (HR-II)  
DDG (Per)

(Anil Kant Gandhi)  
Executive Engineer HQ  
Vigilance Unit, CPWD  
Nirman Bhawan, New Delhi-110011

DA-ST  
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20/8

No. C-31019/1/2024-AV.II (E-9181087)  
Government of India  
Ministry of Housing and Urban Affairs  
(AV Unit)

Nirman Bhawan, New Delhi  
Dated 09.08.2024

OFFICE MEMORANDUM

Subject : Observance of Vigilance Awareness Week, 2024.

The undersigned is directed to refer to Central Vigilance Commission's Circular No. 08/08/24 dated 01.08.2024 (copy enclosed) on the subject cited above, which is self explanatory. The Central Vigilance Commission has decided that Vigilance Awareness Week 2024 would be observed from 28th October 2024 to 03rd November 2024, with the theme 'Culture of integrity for Nation's Prosperity - सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि'. As a prelude to Vigilance Awareness Week 2024, CVC has desired that all organizations may undertake a three-month campaign (15th August 2024 to 15th November 2024) with the following Preventive Vigilance measures as focus areas :

- a) Capacity Building programs.
- b) Identification and implementation of Systemic Improvement measures,
- c) Up-dation of Circulars / Guidelines / Manuals,
- d) Disposal of complaints received before 30.06.2024,
- e) Dynamic Digital Presence,

2. The organizations having independent CVOs are requested to send an action taken report regarding the five Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period directly to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30.11.2024. The remaining organizations are requested to send an action taken report regarding the same to this Ministry in the format enclosed at Annexure 'A' latest by 18.11.2024 so that a consolidated report can be submitted by the Ministry to the CVC by 30.11.2024.

3. This issues with the approval of Dy. CVO, MoHUA.

Encl. as above.

(P.A. Lathika)

Under Secretary to the Govt. of India  
Tel.: 01123062743

To

1. DG, CPWD, Nirman Bhawan, New Delhi.

30/CVC/AV. II/2024

08/08/24



सत्यमेव जयते



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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

सं./No.....024/VGL/081/36225

दिनांक / Dated.....01.08.2024.....

Circular No. 08/08/24

Sub: Observance of Vigilance Awareness Week, 2024

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 to uphold integrity in public governance. 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 2024 would be observed from 28th October 2024 to 3rd November 2024 on

the following theme:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"

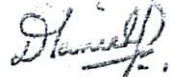
"Culture of Integrity for Nation's Prosperity"

2. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:

- Capacity Building programs
- Identification and implementation of Systemic Improvement measures
- Up-dation of Circulars / Guidelines / Manuals
- Disposal of complaints received before 30.06.24
- Dynamic Digital Presence

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the Campaign. Action taken report regarding the five Preventive Vigilance measures that are to be taken up as focus areas during this three-month 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 2024.

4. This information 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.

2. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENT MEASURES

(a) Initiative

Preventive Vigilance initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, the following action plan may be taken up:

- i. All Ministries / Departments may analyze the vigilance cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- ii. The Commission has already advised systemic improvement measures in various cases. The organizations may carry out a special drive to implement these measures.

(b) Reporting format

Name of the Organization:

i) Number of vigilance cases of the past 05 years taken up for analysis. Key areas vulnerable to corruption detected based on analysis and Systemic improvements identified and implemented /under implementation. Brief details may be given.

ii) Brief details of Systemic Improvements suggested by the Commission (pending as on 16th August 2024) and implemented during the campaign period in the following format:

Period	System Improvements Implemented during the campaign period	System Improvements suggested during last 5 years but pending for implementation
16 <sup>th</sup> August to 15 <sup>th</sup> November, 2024		

Name of SDG/ADG

Signature and Seal of SDG/ADG

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during the campaign period (16th August to 15th November 2024) as a precursor to Vigilance Awareness Week 2024

1. CAPACITY BUILDING PROGRAMS

(a) Initiative

A robust training system for employees is important for any organization to succeed in its objective and functioning. The Commission intends to focus on capacity building of employees who have been newly recruited in the last few years on key aspects of Preventive Vigilance. All Ministries / Departments / Organizations may conduct structured training programme for fresh inductees. Refresher training programme may also be conducted for those who have completed ten or more years of service. A list of topics to be included under these training is as below:

- i) Ethics and governance
- ii) Conduct Rules
- iii) Systems and Procedures of the organization
- iv) Cyber hygiene and Security
- v) Procurement

(b) Reporting format

Name of the Organization:

No. of officials who have received training during the campaign period on the above topics may be provided in the following format:

CAPACITY BUILDING PROGRAMS			
Period	Training name	No. of Employees Trained	Brief Description
	Fresh Inductees/ Refresher Course		

Name of SDG/ADG

Signature and Seal of SDG/ADG

3. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

(a) Initiative

In continuation to earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure up-dation of the same and posting of same on respective websites.

(b) Reporting format

Name of the Organization:

- i. Whether guidelines / circulars and manual were updated during the campaign period?
- ii. Brief details may be given.

Name of SDG/ADG

Signature and Seal of SDG/ADG

#### 4. DISPOSAL OF COMPLAINTS RECEIVED BEFORE 30.06.24

(a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time. All organizations may ensure that all complaints received on or before 30.06.24 may be disposed of.

(b) Reporting format

Name of the Organization:

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.24 pending as on 16.08.2024		
2.	Complaints received on or before 30.06.24 disposed during campaign period		
3.	Complaints received on or before 30.06.24 pending as on 15.11.2024		

**Name of SDG/ADG**

**Signature and Seal of SDG/ADG**

## 5. DYNAMIC DIGITAL PRESENCE

### (a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular up-dation of their website for greater transparency and better service delivery. The organizations should follow extant Government guidelines on development and maintenance of websites (like GIGW 3.0 / RBI's Master Circular on Customer Service in Banks / Security audit). In this regard, the following action plan is to be taken up during the campaign period:

i) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.

ii) During the campaign period, all organizations to identify such areas / activities which can be brought on their existing website and necessary action taken for the same.

iii) A proper system to be developed by assigning responsibilities to all designated administrators for regularly visiting the website and providing inputs to the webmaster with due approval for modification / deletion / up-dation.

iv) A system of submission of periodic compliance certificate with respect to website up-dation to specified authority / NIC may be introduced by the department.

### b) Reporting format

Name of the Organization:

Regular maintenance and up-dation of website - Whether being done or not?

System introduced for up-dation and review of website.

Whether additional areas / activities / services brought online and if yes, details thereof.

**Name of SDG/ADG**

**Signature and Seal of SDG/ADG**