

Nirman Bhavan, New Delhi-110011

Dated the 30th August, 2024

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week 2024-reg.

Ref.: (1) CVC Circular No. 08/08/2024 dated 01.08.2024.

(2) This office O.M dated 21.08.2024

The undersigned is directed to refer this directorate's O.M of even number dated 30.08.2024 (copy enclosed) and circulate herewith the letter no. 21/9/2024-VSI/2484 dated 29.08.2024 (copy enclosed) received from Office of JS & CVO on the above-mentioned subject for strictly adhering to the instructions contained therein.

2. The Vigilance Awareness Week, 2024 (VAW) will be observed from 28th October 2024 to 3rd November 2024 in CPWD. As a prelude to Vigilance Awareness Week 2024, CVC has desired all organizations may undertake a three month campaign (16th August 2024 (Friday) to 15th November, 2024 (Friday)) with the following Preventive 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

2. The following initiatives/ measures are being notified by the Vigilance Unit, CPWD that may be taken up to strengthen the above-mentioned focus areas:

1. Capacity Building Programs:

For capacity building, NCA-Ghaziabad has already planned & scheduled 18 (Eighteen) Nos. refresher training programs (8 Nos. as per Annual Trg. Calendar + 10 Nos. newly planned) during the campaign period (16.08.2024 to 15.11.2024) on the topics decided by the commission as given here under:

- I. Ethics and governance.
- II. Conduct Rules.
- III. Systems and Procedures of the organization
- IV. Procurement.

In this regard, it has been emphasized that RTIs (Regional Training Institutes) located at New Delhi, Kolkata, Mumbai & Chennai under respective SDGs may

organize 05 to 06 refresher training programs on the identified topics as above during the campaign period for Group B & C officials.

Further, 01 to 02 refresher training programs/ workshops may be organized at every ADG/SDG office location on the identified topics.

In all of the above refresher training programs/ workshops, preference may be given to nomination of young officers/ officials. Photographs of all such events shall be accompanied with the fortnightly reports invariably.

(Action By: SDGs/ ADGs & SE-RTIs)

2. Identification and implementation of Systemic Improvement Measures:

In order to facilitate field executives of the level of the level of SEs / CEs / ADGs / SDGs for submitting/ suggesting systemic improvements to the CPWD Directorate, an online feature/ module could be created in ERP/ PIMS.

(Action By: DDG-ERP)

Necessary instructions to be issued by the CPWD Directorate to all SEs / CEs / ADGs / SDGs level officers for suggesting systemic improvements to the Directorate online through ERP/ PIMS or otherwise latest by 15.09.2024 for review and incorporate changes/ modifications thereafter in guidelines/ rules/ manuals etc. within the campaign period.

(Action By: SEs / CEs / ADGs / SDGs and concern units of CPWD Directorate)

3. Up-dation of Circulars/ Guidelines/Manuals:

It is emphasized by the commission that particular Manual/ SOP/ GCC etc. which is/ are targeted to be updated during the campaign period need to be identified well in advance, so that same can be updated well within the campaign period.

(Action By: Concern units of the Directorate/ Specifically ADG(Tech)/CE(CSQ)C)

4. Dynamic Digital Presence:

In addition, SSL (Secure Sockets Layer) Certificates which authenticates a websites identity and enables an encrypted connection could be implemented for all the websites for enhancing the security on yearly basis, implementation of GIGW (Guidelines for Indian Government Websites version 3.0 could also be taken up with NIC during the campaign period.

Further, During the campaign period, detail instructions regarding responsibilities of administrator regarding the modules managed by them shall be issued by the webmaster clearly indicating the Do's & Don't and also address the issue of regularly visiting the website and providing inputs/ feedback to the webmaster.

(Action By: DDG-ERP)

3. Further, the Action Plan for observance of Vigilance Awareness Week may be sent by all SDGs/ ADGs/ ADG(Tech)/ CE(CSQ)C/ DDG(ERP)/ SE,RTIs at js-cvo.cpwd@nic.in & soec7cpwd@gmail.com latest by 10.09.2024.

4. Also, it is requested to ensure the active participation during the campaign and the compliance report of Action plan are to be sent each fortnight in the Prescribed format Annexure "A" attached with this office O.M dated 21.08.2024 (copy enclosed).

Encl: As above.


(Nilanjan Karmakar)
Deputy Director (Admn-VI)

To

1. All SDGs/ ADGs/ ADG(Tech)/ CE(CSQ)C/ DDG(ERP)/ SE, RTIs, CPWD
2. JS & CVO, CPWD, Nirman Bhawan, New Delhi.



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

Dated: 29.08.2024

To

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

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

Ref.: (1) CVC Circular No. 08/08/2024 dated 01.08.2024.

(2) This office letter dated 05.08.2024.

(3) Discussion held in the chamber of SDG(HQ) on 28.08.2024.

The above circular No. 08/08/24 issued vide letter No. 024/VGL/081/36147 dated 01.08.2024 (copy enclosed) has been received from CVC regarding observance of Vigilance Awareness Week, 2024 (VAW) from **28th October 2024 to 3rd 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**".

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 15th November, 2024 (Friday))** with the following Preventive Vigilance Measures as focus areas:

- 1) Capacity Building Programs.
- 2) Identification and implementation of Systemic Improvement Measures.
- 3) Updation of Circulars / Guidelines / Manuals.
- 4) Disposal of complaints received before 30.06.2024.
- 5) Dynamic Digital Presence.

Further, to discuss the preparedness of the CVOs / organizations regarding the implementation of the 05 Preventive Vigilance measures as focus areas for Vigilance Awareness Week 2024, a review meeting was held in the Commission on 27.08.2024.

As a result of above review meeting held in the commission and discussion held as per reference (3) above, following initiatives/ measures may also be taken up by the CPWD Directorate to strengthen the focused areas notified by the commission:

1. Capacity Building Programs:

For capacity building, NCA-Ghaziabad has already planned & scheduled 18 (Eighteen) Nos. refresher training programs (8 Nos. as per Annual Trg. Calendar + 10 Nos. newly planned) during the campaign period (16.08.2024 to 15.11.2024) on the topics decided by the commission as given here under:

DDA-VI
28/8/24
DDG HSE
29/8

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

In this regard, it has been emphasized that RTIs (Regional Training Institutes) located at New Delhi, Kolkata, Mumbai & Chennai under respective SDGs may organize 05 to 06 refresher training programs on the identified topics as above during the campaign period for Group B & C officials.

Further, 01 to 02 refresher training programs/ workshops may be organized at every ADG/ SDG office location on the identified topics.

In all of the above refresher training programs/ workshops, preference may be given to nomination of young officers/ officials. Photographs of all such events shall be accompanied with the fortnightly reports invariably.

(Action By: SDGs/ ADGs & SE-RTIs)

2. Identification and implementation of Systemic Improvement Measures:

In order to facilitate field executives of the level of the level of SEs / CEs / ADGs / SDGs for submitting/ suggesting systemic improvements to the CPWD Directorate, an online feature/ module could be created in ERP/ PIMS.

(Action By: DDG-ERP)

Necessary instructions to be issued by the CPWD Directorate to all SEs / CEs / ADGs / SDGs level officers for suggesting systemic improvements to the Directorate online through ERP/ PIMS or otherwise latest by 15.09.2024 for review and incorporate changes/ modifications thereafter in guidelines/ rules/ manuals etc. within the campaign period.

(Action By: SEs / CEs / ADGs / SDGs and concern units of CPWD Directorate)

3. Up-dation of Circulars/ Guidelines/Manuals:

It is emphasized by the commission that particular Manual/ SOP/ GCC etc. which is/ are targeted to be updated during the campaign period need to be identified well in advance, so that same can be updated well within the campaign period.

(Action By: Concern units of the Directorate)

4. Dynamic Digital Presence:

In addition, SSL (Secure Sockets Layer) Certificates which authenticates a websites identity and enables an encrypted connection could be implemented for all the websites for enhancing the security on yearly basis, implementation of GIGW (Guidelines for Indian Government Websites) version 3.0 could also be taken up with NIC during the campaign period.

Further, During the campaign period, detail instructions regarding responsibilities of administrator regarding the modules managed by them shall be issued by the webmaster

clearly indicating the Do's & Don't and also address the issue of regularly visiting the website and providing inputs/ feedback to the webmaster.

(Action By: DDG-ERP)

This issues with the approval of JS & CVO, CPWD.


(Anil Kant Gandhi) 29/8/2024
Executive Engineer (HQ)

Copy to:

Director General CPWD, Nirman Bhawan, New Delhi: For kind information please.


Executive Engineer (HQ)

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 rd September, 2024 (fortnight. 16 August to 31 August, 2024) |
| | 18 th September, 2024 (fortnight 1 September to 15th September, 2024) |
| | 3 rd October, 2024 (fortnight: 16 September to 30th September, 2024) |
| | 18 th October, 2024 (fortnight: 1 October to 15th October, 2024) |
| | 3 rd November, 2024 (fortnight: 16 October to 31 October, 2024) |
| | 18 th 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)
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-VSU 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 (15th August 2024 (Friday) to 15th 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 (CPWD)

Anil Kant Gandhi

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

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20/8

A

No. C-31019/1/2024-AV.II (E-9181087)
Government of India
Ministry of Housing and Urban Affairs
(AM 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/MR/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 - संस्कृति की संकृति 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.

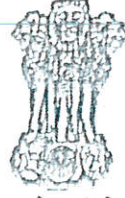
(P.A. Lathika)

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



Telegraphic Address :
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cenvigil@nic.in

Website
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24600200

फैक्स / Fax : 24651186

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”

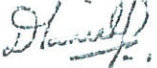
“Culture of Integrity for Nation's Prosperity”

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 30th 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 | Systemic Improvements implemented during the campaign period | Systemic Improvements suggested during last 5 years but pending for implementation |
|--|--|--|
| 16 th August to 15 th 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

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

