

F.No.11/5/2023-EC-VII
Government of India
Ministry of Housing and Urban Affairs
Central Public Works Department

Nirman Bhawan, New Delhi
Dated 16th August, 2023.

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week 2023 – reg.
Ref.: CVC Circular No.06/08/2023 dated 02.08.2023.

The undersigned is directed to refer to the subject mentioned above and to enclose a copy of letter No.21/9/2023-VSI/1878 dated 10.08.2023 received from Office of JS&CVO, CPWD whereby they have forwarded a copy of Central Vigilance Commission (CVC)'s Circular No.06/08/2023 dated 02.08.2023 wherein it has been informed and has been directed that :


- i) The CVC adopts several strategies in 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 CVC 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 2023 would be observed from 30th October 2023 – 5th November, 2023.
- ii) As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three months campaign(16th August 2023 – 15th November, 2023)** with the following Preventive Vigilance Measures as focus areas
 - a. Awareness building about Public Interest Disclosure and Protection of Informers(PIDPI) resolution.
 - b. Capacity Building Programs.
 - c. Identification and implementation of Systemic Improvement Measures.
 - d. Leveraging of IT for complaint disposal.
 - e. Updation of Circulars/Guidelines/Manuals.
 - f. Disposal of complaints received before 30.06.2023.
- iii) 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 C(i) to C(vi).
- iv) Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.

v) This information is also available on the Commission's website at <http://www.cvc.gov.in>.

2. In this connection, as desired by Office of JS&CVO, CPWD, vide para 4 of their above referred letter, all concerned offices of CPWD are requested to ensure active participation during the campaign and **submit interim reports** in prescribed format of action taken on above focus areas during each fortnight **on the next day of the end of each fortnight**, so that it may be timely furnished to CVC. The details of Annexures are attached as under:

- i) 6 parameters at Annexure A
- ii) The poster of PIDPI to be displayed immediately in all Government Offices and translated into local languages, wherever deemed necessary. Copy of poster is attached at Annexure B and
- iii) Reporting format for activities undertaken during campaign period (16th October, 2023 - 15th November, 2023 at Annexure C.

The poster may be displayed on priority and the first fortnight report may be submitted on 1st of September, 2023.


(Nilanjan Karmakar)
Deputy Director(Admn.VI)

To

- (i) All SDGs/ADGs/All CPWD offices (through CPWD website) for necessary action. All SDGs/ADGs are requested to send compiled report on Point No.1 of Annexure-A fortnightly. No individual office should send the report. The compiled report by SDGs/ADGs may be sent on mail ID : gp.verma68@gov.in and soec7cpwd@gmail.com.
- (ii) ADG(Tech), CPWD, Nirman Bhawan, New Delhi is requested to send compiled report on Point No. 5 of Annexure-A at above mentioned email- IDs fortnightly.
- (iii) ADG(Trg.), NCA, Ghaziabad, to send report on Point No. 2 of Annexure -A fortnightly.
- (iv) CVO, CPWD, Nirman Bhawan New Delhi is requested to take action on Point No. 3, 4 and 6 of Annexure-A.
- (v) DDG (ERP), CPWD, Nirman Bhawan New Delhi is requested to send compiled report on Point No. 4 of Annexure-A at above mentioned email- IDs fortnightly.

Description of Preventive Vigilance activities to be undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. AWARENESS BUILDING ON PIDPI RESOLUTION

Details	Action to be taken by
<p>As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.</p>	<p>All SDGs/ADGs to carry out following activities:</p>
<p>With a view to popularize PIDPI Resolution, the following activities may be undertaken:</p>	<p>(i) Display of PIDPI Poster in all government offices</p>
<p>a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;</p>	<p>(ii) Seminar on PIDPI resolution.</p>
<p>b. A poster on the provisions of PIDPI has been prepared and is attached at Annexure B. This may be displayed at all offices and translated into local languages, wherever deemed necessary;</p>	<p>(iii) Interaction with RWAs of GPRA Colonies.</p>
<p>c. Organizations may consider preparing jingles/ videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;</p>	<p>(iv) Interaction with Contractors' Associations of CPWD.</p>
<p>d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.</p>	<p>(v) Interaction with Schools (Kendriya Vidyalaya, Jawahar Navodaya Vidyalaya, etc.)</p>

2. CAPACITY BUILDING

Details	Action to be taken by
<p>Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :</p>	
<p>a. Role of IO/PO in conducting inquiries, b. Public procurement, C. Ethics and governance, d. Systems and Procedures of the organization, and e Cyber hygiene and security</p>	<p>ADG(Trg.)</p>
<p>During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.</p>	

3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

Details	Action to be taken by
<p>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:</p>	
<p>a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,</p> <p>b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures.</p>	<p>CVO</p>

4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Details	Action to be taken by
Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized	CVO/ ERP
All Ministries/ Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).	

5. UPDATION OF CIRCULARS/ GUIDELINES/ MANUALS :

Details	Action to be taken by
In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines/ manuals which are required to be updated and take necessary steps to ensure updation of the same.	ADG(Tech.)/ CE(CSQ)C

6. DISPOSAL OF COMPLAINTS

Details	Action to be taken by
It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.	CVO



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

Dated: 10.08.2023

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

Sub.: Observance of Vigilance Awareness Week 2023 - reg.
Ref.: CVC Circular No. 06/08/2023 dated 02.08.2023 (copy enclosed).

1. The above circular No. 06/08/2023 issued vide letter No. 023/VGL/035/556449 dated 02.08.2023 (copy enclosed) has been received from CVC regarding observance of Vigilance Awareness Week, 2023.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three months campaign (16th August 2023 – 15th November, 2023)** with the following Preventive Vigilance Measures as focus areas:

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) resolution.
- Capacity Building Programs.
- Identification and implementation of Systemic Improvement Measures.
- Leveraging of IT for complaint disposal.
- Updation of Circulars / Guidelines / Manuals.
- Disposal of complaints received before 30.06.2023.

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 C(i) to C (Vi) by 8th December 2023.

4. It is therefore, requested to ensure 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, 2023 (fortnight: 15 th August to 31 st August, 2023).
	18 th September, 2023 (fortnight: 1 st September to 15 th September, 2023).
	3 rd October, 2023 (fortnight: 16 th September to 30 th September, 2023).
	18 th October, 2023 (fortnight: 1 st October to 15 th October, 2023).
	3 rd November, 2023 (fortnight: 16 th October to 31 st October, 2023).
	18 th November, 2023 (fortnight: 1 st November to 15 th November, 2023).


The final report of action taken on focus areas in prescribed format be submitted positively by 20.11.2023, so as to enable this office to submit the consolidated report to CVC timely.

DDG CHR:
To Circulate
17. ensure action
by 8/11/23
Urgent
Pl. take
action
as
per
given
target
11/8
14/8
DA-2

5. Further, in a view to popularize PIDPI Resolution, a poster on the provisions of PIDPI has also been prepared by CVC and is attached as Annexure -B. This may be displayed at all offices and translated into local languages, wherever deemed necessary.

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

Observance of Vigilance Awareness Week, 2023

From : portal-cvc@nic.in

Thu, Aug 03, 2023 12:16 PM

Subject : Observance of Vigilance Awareness Week, 2023

1 attachment

To : js-cvo cpwd <js-cvo.cpwd@nic.in>

Observance of Vigilance Awareness Week, 2023

SE (V)-IV

O/o Chief Vigilance Officer
CPWD, New Delhi
Diary No. 2225
Date 03/08/23

Urgent Pl. discuss
EE(HQ)
 [Signature]
 03/08/23

urgent

i) Pl. discuss action plan along with SE(V) I, II, III, EE/HQ etc.

ii) Campaign starting w.e.f. 15/8/23

[Signature] 3/8

This email (portal-cvc@nic.in) was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email.

--- circular.pdf
3 MB

AE(HQ)
 [Signature]
 04/8/2023

591
 3/8/23

सं.सं.सं-1
दिनांक 04/8/23
पं.सं.सं. 2596



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. 023/VGL/035/55644 9

दिनांक / Dated. 02.08.2023

Circular No . 06/08/23

Sub: Observance of Vigilance Awareness Week, 2023

The Central Vigilance Commission adopts several strategies in 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 2023 would be observed from **30th October 2023 – 5th November 2023**.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three-month campaign (16th August 2023 – 15th November 2023)** with the following Preventive Vigilance measures as focus areas:

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- ✓ c. Identification and implementation of Systemic Improvement measures,
- ✓ d. Leveraging of IT for complaint disposal,
- ✓ e. Updation of Circulars / Guidelines / Manuals,
- ✓ f. Disposal of complaints received before 30.06.23.

Brief description of the above 06 parameters is at **Annexure A** to this circular.

Handwritten signature

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 six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at Annexures C(i) to C(vi) by 8th December 2023(Friday).
4. Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.
5. This information is also available on the Commission's website at <http://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

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at **Annexure B**. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

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:

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

4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized. CVO/ERP

All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same. ADG(Tech)
CE(LSB)e
Dir(S4D)

6. DISPOSAL OF COMPLAINTS

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of. CVO

ANNEXURE BPIDPI POSTER

PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)



WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

VIGILANCE AWARENESS WEEK 2023

For more details visit
<https://www.cvc.gov.in>

Annexure – C(i)**PIDPI AWARENESS**

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
 - a. Total number of regional offices of the organization?
 - b. How many such offices the poster was displayed in?
 - c. Number of languages the poster was translated into. Brief details.
 - d. Further remarks, if any.
3. Jingles / video / other media
 - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
 - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
 - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
 - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C(ii)**CAPACITY BUILDING****Name of the Organization:****Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Number of officials trained in ToT (Training of Trainers) capsule during the campaign period :-

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

2. No. of other officials trained during the campaign period :

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

A. D. C. (C. C. C.) Annexure – C(iii)

IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

- A. i) Number of vigilance cases of the past 05 years taken up for analysis
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.

B. i) Brief details of Systemic Improvements suggested by Commission pending on 15th August 2023.

ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (iv)

LEVERAGING OF IT FOR COMPLAINT DISPOSAL ✓

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
 - b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

ADG (1-1-24)

Annexure – C (v)

UPDATION OF CIRCULARS / GUIDELINES / MANUALS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (vi)

DISPOSAL OF COMPLAINTS

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 th August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 th November, 2023		

PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)



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HOW IS PIDPI COMPLAINT FILED?

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GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

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VIGILANCE AWARENESS WEEK 2023

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