

CVC MATTER
PRIORITY/TIME BOUND

No. VIG-01/3/2024-vigilance-DOP
भारत सरकार /Government of India
संचार मंत्रालय /Ministry of Communications
डाक विभाग /Department of Posts
सतर्कता डिवीजन/Vigilance Division

डाक भवन, संसद मार्ग/ Dak Bhawan, Sansad Marg
नई दिल्ली/ New Delhi-110001
दिनांक/ Dated: 12/08/2024

OFFICE MEMORANDUM

Subject: Three-month campaign (16th August, 2024 to 15th November, 2024) on Preventive Vigilance - as a Prelude to Vigilance Awareness Week, 2024.

This has reference to Central Vigilance Commission Circular No. 08/08/24 (copy enclosed) circulated vide Secretary, CVC Letter No. 024/VGL/081/36147 dated 01.08.2024 regarding five Preventive Vigilance Measures to be undertaken as focus areas for three-month campaign from 16th August, 2024 to 15th November, 2024, as a prelude to Vigilance Awareness Week (VAW), 2024. As decided by the CVC, this year's Vigilance Awareness Week, 2024 would be observed from 28th October to 3rd November, 2024 on the following theme:

“सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि”
“Culture of Integrity for Nation's Prosperity”

2. The Commission has desired that all the Departments/ Organizations may undertake the aforesaid three-month long campaign on Preventive Vigilance with focus on the following areas:

Sl. No	Activities	Concerned Division/ Directorate/ Subordinate Office	Remarks
a.	Capacity Building Programs	<ul style="list-style-type: none">• Training Division, Postal Directorate.[in respect of RAKNPA and PTCs]• All Circles	Training for inductees and refresher training covering the topics inclusive of ones listed under Point 1(a) in Annexure A to the CVC Circular is to be given. Special courses may be organized by RAKNPA and PTCs during the campaign period. Reporting format and reporting: Table A of Annexure I

b.	Identification and Implementation of Systemic Improvement Measures	<ul style="list-style-type: none"> • All Divisions of Postal Directorate. • BD Directorate/PLI Directorate/Parcel Directorate • All Circles • Vigilance Division 	<p>Systemic Improvements suggested by Investigation Section of Vigilance Division; in respect of loss & fraud cases and in respect of CVC Complaints, but pending for implementation, need to be taken up during the campaign period. [Not applicable to Circles].</p> <p>All Circles to analyze vigilance cases of the past 5 years and identify key vulnerable areas for corruption. A report to be prepared and shared with CVO, DoP by 16.09.2024 along with clear and detailed proposal for plugging the gaps, so identified.</p> <p>Reporting format and frequency: Table B of Annexure I</p>
c.	Up-dation of Circulars/ Guidelines /Manuals	<ul style="list-style-type: none"> • All Divisions of Postal Directorate • BD Directorate/PLI Directorate/Parcel Directorate • CEPT 	<p>Details of Circulars /Guidelines/Manuals identified for up-dation and updated ;</p> <p>to be furnished as per the Reporting format and frequency given in Table C of Annexure I</p>
d.	Disposal of complaints received from 30.06.2024	<ul style="list-style-type: none"> • Vigilance Division 	
e.	Dynamic Digital Presence	<ul style="list-style-type: none"> • All Divisions of Postal Directorate • BD Directorate/PLI Directorate/Parcel Directorate • All Circles • CEPT <p>Note: Technology Division shall furnish comprehensive report</p>	<p>Reports by Divisions/ Directorates/ Circles may be sent to Technology Division, Postal Directorate.</p> <p>Point no. 5 of Annexure A to the enclosed CVC Circular may please be referred to.</p> <p>Reporting format and frequency as given in Table D of Annexure I</p>

3. All concerned Divisions/ Directorates/Circles are requested to ensure the following:

i) Activities for relevant Preventive Measures may be undertaken as specified in table above and also in accordance with the specifications made in **Annexure A** to the CVC OM dated 01.08.2024.

ii) The Action Taken Report (ATR) w.r.t. indicated Preventive Vigilance Measures, mandatorily be forwarded in the formats given in **Annexure I** to this O.M, at **dopvigilance@gmail.com** in **PDF and MS Word Format**, according to following timeline:

Campaign Starts	Action Taken Reports (ATRs) Schedule (Reporting Period wise)	Campaign Ends
15.08.2024	ATR-I(16.08.2024 to 31.08.2024) - Latest by 04.09.2024	15.11.2024
	ATR-II (01.09.2024 to 15.09.2024) - Latest by 18.09.2024	
	ATR-III (16.09.2024 to 30.09.2024) - Latest by 03.10.2024	
	ATR-IV(01.10.2024 to 15.10.2024 - Latest by 18.10.2024	
	ATR-V (16.10.2024 to 31.10.2024) - Latest by 04.11.2024	
	ATR-VI(01.11.2024 to 15.11.2024) - Latest by 18.11.2024	
	Final consolidated ATR on 22.11.2024	

Note: With regard to fifth activity, namely *Dynamic Digital Presence*, due dates as per ATR-II, ATR-IV and ATR-VI would be applicable.

iii) Divisions/ Directorates concerned, if they so desire, may bring to the immediate notice of this Division, any doubts or query that they may face while undertaking the Campaign;

iv) It is requested to adhere to the timelines and ensure vigorous participation in the 3-month long campaign as envisaged by the Central Vigilance Commission.

4. This issues with the approval of Secretary (Posts).

सलंग्रक : यथोपरि /

Encl.: As above

(अभिषेक कुमार सिंह /Abhishek Kumar Singh)
निदेशक (सतर्कता)/ Director(Vigilance)

To;

1. PS to Hon'ble Minister of Communications
2. PS to Hon'ble Minister of State for Communications
3. PPS/PSO to Secretary(Posts)
4. PPS/PSO to DG (Postal Services)
5. All Members, Postal Service Board/ Addl. DG (Coord.)

6. CGM Parcel Directorate/ CGM PLI Directorate/ CGM BD Directorate/ Addl. DG (APS)
7. Sr. DDG (Vigilance) & CVO/ Sr. DDG (PAF)/ Chief Engineer - I/ Chief Engineer - II
8. CPMsG – All Circles
9. All DDsG/ Secretary (PSB), Postal Directorate
10. General Manager, CEPT, Bengaluru/ Sr. Director, NIC, Postal Directorate
11. Director (Investigation)/AD (CCS), Vigilance Division, Postal Directorate

TABLE -A

Name of the Office _____ (Details to be included)

Report for Period [16.08.2024 to 31.08.2024 / 01.09.2024 to 15.09.2024 / 16.09.2024 to 30.09.2024 / 01.10.2024 to 15.10.2024 / 16.10.2024 to 31.10.2024 / 01.11.2024 to 15.11.2024]

– Strike off whichever is not applicable

Capacity Building Measures/Programs							
Period of training (Dates to be mentioned)	Location Details (WTC, PTC, RAKNPA etc)	Training Name (Fresh Inductees/ Refresher Course)	No. of Employees Trained (Cadre wise)				Brief description about the training (along with place of training)
			Group A	Group B	Group C	GDS	

TABLE -B

To be filled by Functional Division/ Directorate Concerned

Report for Period [16.08.2024 to 31.08.2024 / 01.09.2024 to 15.09.2024 / 16.09.2024 to 30.09.2024 / 01.10.2024 to 15.10.2024 / 16.10.2024 to 31.10.2024 / 01.11.2024 to 15.11.2024]

– Strike off whichever is not applicable

Name of Function Division/Directorate	Period (Reporting period as above to be filled)	Systemic improvements implemented during the period (In brief, Details may be annexed separately)	Systemic improvements suggested during the last 5 years but pending for implementation (In brief, Details may be annexed separately)

TABLE -C

To be filled by Functional Division/ Directorate Concerned

Report for Period [16.08.2024 to 31.08.2024 / 01.09.2024 to 15.09.2024 / 16.09.2024 to 30.09.2024 / 01.10.2024 to 15.10.2024 / 16.10.2024 to 31.10.2024 / 01.11.2024 to 15.11.2024]

– Strike off whichever is not applicable

Name of Function Division/Directorate	Period (Reporting period as above to be filled)	Details of Circulars/ Guidelines/Manuals identified for up-dation	Details of Circulars/ Guidelines/Manuals identified for updated [Comparative chart giving changes brought

			out and its impact be furnished separately]

TABLE -D

To be filled/ Compiled by Technology Division

Report for Period [16.08.2024 to 15.09.2024 / 16.09.2024 to 15.10.2024 / 16.10.2024 to 15.11.2024] – Strike off whichever is not applicable

Suggestions by CVC	Action taken during the reported period
All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information	
All organizations to identify such areas/activities which can be brought on their existing website and necessary action for the same	
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	
A system of submission of periodic compliance certificate with respect to website up-dation to specified authority/NIC may be introduced by the organizations	
Details of any other action in line with above suggestions, may also be shared.	

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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/081/36147

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

Daniel

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.

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 THE CVO

SIGNATURE & SEAL OF CVO

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
16th August to 15th November, 2024		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

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 THE CVO

SIGNATURE & SEAL OF CVO

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 THE CVO

SIGNATURE & SEAL OF CVO

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 THE CVO

SIGNATURE & SEAL OF CVO