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File No. Vig/TB/21 / 633

Dated. 25.08.2023

Circular

This is with reference to Office Memorandum No.C-31011/11/2023-Vigilance dated 14th August, 2023 received from Vigilance Section, Department of Commerce, Govt. of India with regard to 3 months campaign on preventive vigilance measures as a prelude to Vigilance Awareness Week (copy enclosed). In this context, I am directed to request to initiate necessary action on the following areas as per aforesaid Office Memorandum of Vigilance Commission:

- 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.

A report in this regard should mandatorily be submitted by 16th November, 2023 for onward transmission to Vigilance Division of MoC&I

Encl. as stated

Yours faithfully,

(Dr. Rishikesh Rai)
Chief Vigilance Officer

Distribution :

The Executive Director, Coonoor	For kind circulation amongst the offices under their jurisdiction.
The Executive Director, Guwahati	
The DDTD, Siliguri	
The SO (NWI) Tea Board, New Delhi	
In-charge, Tea Board, Palampur	
PS to Dy. Chairman	for information please.
The Estate Officer (I/C)	To display in the Board's Notice Board
IT Cell	With a request to upload in the Board's website

/49818/2023

Most Immediate/By Email/Speed Post/E-Office

F.No. C-31011/11/2023-VIGILANCE

Government of India

Ministry of Commerce & Industry

Department of Commerce

(Vigilance Section)

<https://commerce.gov.in>

Room No. 425, Udyog Bhawan
New Delhi, Dated 14.08.2023

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week, 2023

The undersigned is directed to forward herewith a copy of CVC's Circular No. 06/08/23 dated 02.08.2023 (No. 023/VGL/035/556449) and a subsequent communication dated 08.08.2023, which are self-explanatory, on the subject cited above for information and necessary compliance.

2. As a prelude to Vigilance Awareness Week 2023, CVC has directed to take up the following Preventive Vigilance measures as focus areas by all Minsitries/Departments/Organizations during the three-month campaign (16th August 2023 – 15th November 2023):

- 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.

3. Accordingly, all Divisional Heads in Department of Commerce / All Heads and CVOs of PSUs, Commodity Boards, Attached/Subordinate offices / Autonomous organizations under the Department of Commerce are requested to take further necessary action immediately as per the directives of CVC as explained in the above mentioned circular dated 02.08.2023 and communication dated 08.08.2023 and submit the compliance report in the prescribed format by 20.11.2023, without fail.

4. The receipt of this communication may please be acknowledged immediately.
Encl: As above

(K.C. Raju)

Under Secretary to the Government of India

To,

- i. All Divisional Heads in the Department of Commerce - for information and further necessary actions concerned to their sections.

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- ii. Director/Deputy Secretary/Under Secretary/Sections in the Department of Commerce – for information and further necessary actions concerned to their sections.
- iii. Joint Secretary, SEZ Division, Department of Commerce – for further necessary action in respect of all SEZs. It is requested to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- iv. DG, DGFT- for necessary action in respect of DGFT/all RAs. It is requested to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- v. DG, DGCIS, with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023
- vi. DG, DGTR – for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- vii. Joint Secretary, Supply Division – for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- viii. All the Heads, CVOs and Vigilance Officers of all organizations under the administrative control of the Department of Commerce viz STC, MMTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA – For taking necessary action in respect of organization concerned. They are requested to forward the compliance report directly to the CVC with a copy endorsed to this Division by 20.11.2023.
- ix. E-office – for information of all under the Department of Commerce.
- x. The Secretary, CVC- for information.



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

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:

- 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 30.06.23.


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

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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,
- 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.

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.

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.

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>

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

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

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

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

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		



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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Block A, INA, New Delhi-10023

सं./No.....022/VGL/029.....

दिनांक / Dated. 08.8.2023.....


CENTRAL VIGILANCE COMMISSION

Subject : Observance of Vigilance Awareness Week, 2023 –regarding.

This is in reference to this office circular bearing No. 06/08/23 dated 2.8.2023 regarding preventive vigilance measures cum housekeeping activities to be taken up in the 3 months campaign from 16th August 2023 till 15th November, 2023 as a prelude to Vigilance Awareness Week 2023.

2. It is requested that due care may be taken to ensure that the instructions of the Commission and the various measures enumerated in it are brought to the knowledge of the Secretary / CMD / Head of the Organization and Action Plan is discussed. Chief Vigilance Officers may also ensure that instructions regarding the three-month campaign period (16th August, 2023 till 15th November, 2023) are disseminated to all offices / units immediately.

3. The CVO may prepare a draft action plan for their respective organizations. The Commission will hold a meeting with the CVOs shortly regarding preparedness of organizations in the implementation of six Preventive Vigilance measures that have been selected as focus areas for Vigilance Awareness Week 2023.


(P. Daniel)
Secretary

To :

All Chief Vigilance Officers