सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 023/VGL/035/556449

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.

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.

**ANNEXURE B**

**PIDPI POSTER**

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

**WHAT IS PIDPI?**

- PIPDI 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**

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**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

**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

**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 15th 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 15th November, 2023 | | |