

In accordance with the instructions of CVC, Vigilance Awareness Week will be observed from 30th October to 4th November, 2017 in all offices of the Company. The theme of observing Vigilance Awareness Week – 2017 is “My Vision - Corruption Free India”. In view of the above, the following action may be taken during Vigilance Awareness Week:-

A. Activities to be conducted within the Offices

1. Taking of Integrity Pledge:

a) Inaugural and Pledge ceremony at all offices at 11:00 am on 30-10-2017. The text of the pledge is given thereof.

b) All the employees are requested to record e-pledge through the following websites:- <https://pledge.cvc.nic.in> or <http://mstcindia.co.in/Vigilance>

HODs/RMs/BMs are requested to encourage employees to take e-pledge so that there is 100% compliance.

2. Sensitization programme:

Sensitization programme on CDA rules, Delegation of Powers, policies and procedures, Selling Agency Manual are to be conducted for employees of the Organization on 31-10-2017.

Head Office	Regional/Branch Offices
<ul style="list-style-type: none"> • Sensitization programmes will be held by each department in Head Office from 3:00 pm onwards on 31-10-2017. • Handout is to be distributed during the programme. 	<ul style="list-style-type: none"> • RMs/BMs are requested to conduct this programme on the same day. • Handout is to be distributed during the programme.

3. Customer Grievance Redressal Camp:

Bidders/Vendors of the respective regions/branches are required to be invited at the office during the week and feedback/grievance from the customer on the existing e-auction procedures is to be obtained on a sheet. Handouts are to be distributed amongst the customers present in the camp and to the customers visiting at the office.

4. Debate/Elocution Competition:

The topic for the elocution competition shall be “My Vision- Corruption Free India”. Such competition shall be organized by Head office on 31-10-2017 from 12:00p.m.onwards. Employees of the office are to be invited to speak on the topic for 5 minutes and best speaker are to be decided by the jury. In Regional/Branch offices, competition should be held in any of the dates during the week and the jury comprising of RM/BM and RFM/BFM shall give prizes.

5. Quiz Competition:

A Quiz competition will be conducted on 01-11-2017 from 11:30 a.m. onwards at all locations. Employees of all the offices are to be invited to participate in the quiz competition. The questions shall be forwarded by the Vigilance Department prior to the start of the competition. Evaluations of the papers are to be examined by the jury comprising of RM/BM and RFM/BFM. RM/BM is requested to give prizes. In Kolkata, the competition will be held at Conference Hall (2nd Floor, 225 F, A.J.C. Bose Road).

6. Essay Writing & Slogan Competition:

All the executives are invited to submit the Essay (about 200 words) on the theme "My Vision - Corruption Free India". in Hindi or English online through their corporate email id to: gkdey@mstcindia.co.in / bspradhan@mstcindia.co.in latest by 02-11-2017.

All the non-executives are invited to participate in Slogan Writing Competition on the theme "My Vision - Corruption Free India" in Hindi or English in a sealed envelope addressed to Shri G.K. Dey, Chief Manager (Vigilance) and the entries are to be sent through proper channel latest by 02-11-2017.

7. Closing Ceremony of the Vigilance Awareness Week:

(I) Closing Ceremony of the Vigilance Awareness Week to be held on 4th November, 2017 from 3 p.m. onwards at Conference Hall (225 F, A.J.C. Bose Road), Kolkata with the following activities:-

- (a) Panel discussion on the theme.
- (b) Unveiling of brochure by Chief Guest, IEM of MSTC.
- (c) Prize Distribution
- (d) Valedictory Session

(II) Seminar/Workshop on Delegation of Power, Financial Concurrence, Procurement and Contract Management to be presided by IEM of MSTC, shall be organized from 4:30 onwards at Conference Room (225 C, A.J.C. Bose Road), Kolkata. Invitees to be intimated through e-mail.

A meeting on Integrity Pact shall also be held in the same venue thereafter.

B. Outreach activities for public/citizens:

1. Debate/Elocution Competition at International Management Institute, Alipore, Kolkata:

Awareness amongst students of professional institution at International Management Institute, Alipore, Kolkata. To be organized by MSTC, Vigilance Department in association with Vigilance department of HSCL on 01-11-2017, forenoon.

2. Elocution Contest/Creative Writing and Slogan Writing Competition at St. James School, Entally, Kolkata:

Awareness amongst students of school at St. James School, Entally, Kolkata. To be jointly organized by Vigilance Dept. of MSTC, HSCL, Andrew Yule & Company Limited and The Brathwaite and Burn Jessop Construction Company Ltd. on 02-11-2017, morning.

3. Cartoon/Poster competition by MSTC, NRO and MSTC, Vizag office in one school and/or college:

The topic for the Cartoon/Poster competition shall be based upon the theme of "My Vision-Corruption Free India". Such competitions are to be organized by **MSTC, NRO and MSTC, Vizag office** in one school and/or college nearby in any of the day in between 31-10-2017 and 03-11-2017.

RMs/BMs are requested to submit a detailed report, along with the Photographs of banners displayed at the prominent places in office, Workshop/Seminar, Cartoon/Poster competition, Debate Competition, Quiz Competition & Valedictory Session to be conducted on the observance of Vigilance Awareness Week to the Vigilance department by 14.11.2017.