



दामोदर घाटी निगम/**DAMODAR VALLEY CORPORATION**
डीवीसी टावर्स/**DVC TOWERS**, वीआईपी रोड/**VIP ROAD**
कोलकाता/**KOLKATA-700054**

सं. जी/जी-1(ए)/2023-2024/ No.G/G-1(a)/2023-2024/1082

Dated: 14th August 2024

परिपत्र/CIRCULAR

Subject: Observance of Vigilance Awareness Week 2024 and Prelude Campaign

संदर्भ: CVC परिपत्र संख्या 08/08/24 दिनांक 01.08.2024 Ref: CVC Circular no. 08/08/24 dated 01.08.2024

In accordance with the directives of the Central Vigilance Commission (CVC), the Vigilance Awareness Week (VAW) 2024 will be observed from 28th October 2024 (Monday) to 3rd November 2024 (Saturday). The theme for this year's observance is:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" (Promoting Integrity Culture to Enhance National Prosperity)

As a prelude to the VAW 2024, a three-month campaign on Preventive Vigilance will be conducted from 16th August 2024 to 15th November 2024, focusing on the following areas:

- Capacity Building Programs
- Identification and implementation of Systemic Improvement measures
- Updating of Circulars/Guidelines/Manuals
- Disposal of Complaints received before 30.06.2024
- Dynamic Digital Presence

Integrity Pledge:

The observance of VAW 2024 will commence with the taking of the Integrity Pledge on 28th October 2024 at 11:00 AM. All Project Heads/Plant Chiefs/HODs/HOOs are requested to make necessary arrangements for administering the Integrity Pledge (Annexure 'A' & 'B') to all employees under their control.

Activities and Observances:

During the VAW and the preceding campaign, various activities will be organized to promote awareness and strengthen the commitment to integrity and transparency. These may include:

- Workshops and sensitization programs on preventive vigilance measures.
- Competitions like debates, quizzes, etc., on anti-corruption themes
- Promotion of e-Integrity Pledge among stakeholders.
- Outreach activities for the public/citizens, including the use of social media, print media, etc.
- Grievance redressal camps and vendor meets.
- Special initiatives involving students and educational institutions.
- 'Awareness Gram Sabhas' in rural and semi-urban areas.

- Seminars/workshops at headquarters and regional offices.

All departments and offices are encouraged to actively participate in these activities and initiatives.

Reporting and Documentation:

- Action taken reports on the five focus areas of the Preventive Vigilance campaign should be submitted to the Central Vigilance Commission by 30th November 2024 in the prescribed format (Annexure 'A').
- A detailed report on the observance of the Vigilance Awareness Week should be sent to the Central Vigilance Commission by November 30, 2024 in the prescribed format (Annexure 'F').

Conclusion:

The Vigilance Awareness Week 2024 provides an opportunity to reaffirm our commitment to the fight against corruption and to build a New India based on integrity and good governance. Let us all work together to make this a successful and impactful observance.

Enclosures:

- Annexure 'A' & 'B' - Integrity Pledge
- Annexure 'A' - Reporting format for Preventive Vigilance Campaign
- Annexure 'F' - Reporting format for Vigilance Awareness Week



Rakesh Ranjan
Executive Director (HR),

Distribution:

1. All HODs/Plant Chiefs/Project Heads/HOOs of DVC

Copy to:

1. SPS to Chairman, DVC, Kolkata
2. PS to CVO, DVC, Kolkata
3. All other relevant officials and departments



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सं. जी/जी-1(ए)/2023-2024/ No.G/G-1(a)/2023-2024/1082

दिनांक: 14 अगस्त 2024

परिपत्र/CIRCULAR

विषय: सतर्कता जागरूकता सप्ताह 2024 एवं पूर्व तैयारी अभियान का आयोजन

Subject: Observance of Vigilance Awareness Week 2024 and Prelude Campaign

संदर्भ: CVC परिपत्र संख्या 08/08/24 दिनांक 01.08.2024 Ref: CVC Circular no. 08/08/24 dated 01.08.2024

केंद्रीय सतर्कता आयोग (CVC) के निर्देशों के अनुसार, सतर्कता जागरूकता सप्ताह (VAW) 2024 का आयोजन 28 अक्टूबर 2024 (सोमवार) से 3 नवंबर 2024 (शनिवार) तक किया जाएगा। इस वर्ष के आयोजन का विषय है:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" (Promoting Integrity Culture to Enhance National Prosperity)

VAW 2024 की पूर्व तैयारी के रूप में, निवारक सतर्कता पर एक तीन महीने का अभियान 16 अगस्त 2024 से 15 नवंबर 2024 तक चलाया जाएगा, जिसमें निम्नलिखित क्षेत्रों पर ध्यान केंद्रित किया जाएगा:

- क्षमता निर्माण कार्यक्रम
- प्रणालीगत सुधार उपायों की पहचान और कार्यान्वयन
- परिपत्रों/दिशानिर्देशों/मैनुअलों का अद्यतन
- 30.06.2024 से पहले प्राप्त शिकायतों का निपटारा
- गतिशील डिजिटल उपस्थिति

सत्यनिष्ठा प्रतिज्ञा:

सतर्कता जागरूकता सप्ताह 2024 का आरंभ 28 अक्टूबर 2024 को पूर्वाह्न 11:00 बजे सत्यनिष्ठा प्रतिज्ञा के साथ होगा। सभी परियोजना प्रमुखों/संयंत्र प्रमुखों/विभागाध्यक्षों/कार्यालयाध्यक्षों से अनुरोध है कि वे अपने नियंत्रणाधीन सभी कर्मचारियों को सत्यनिष्ठा प्रतिज्ञा (अनुलग्नक 'ए' और 'बी') दिलाने के लिए आवश्यक व्यवस्था करें।

गतिविधियाँ और आयोजन:

सतर्कता जागरूकता सप्ताह और पूर्ववर्ती अभियान के दौरान, जागरूकता को बढ़ावा देने और सत्यनिष्ठा एवं पारदर्शिता के प्रति प्रतिबद्धता को मजबूत करने के लिए विभिन्न गतिविधियों का आयोजन किया जाएगा। इनमें शामिल हो सकते हैं:

- निवारक सतर्कता उपायों पर कार्यशालाएं और संवेदीकरण कार्यक्रम।
- भ्रष्टाचार विरोधी विषयों पर वाद-विवाद, प्रश्नोत्तरी आदि प्रतियोगिताएं।
- हितधारकों के बीच ई-सत्यनिष्ठा प्रतिज्ञा को बढ़ावा देना।
- सोशल मीडिया, प्रिंट मीडिया आदि के उपयोग सहित जनता/नागरिकों के लिए आउटरीच गतिविधियाँ।

- शिकायत निवारण शिविर और विक्रेता बैठकें।
- छात्रों और शैक्षणिक संस्थानों को शामिल करते हुए विशेष पहल।
- ग्रामीण और अर्ध-शहरी क्षेत्रों में 'जागरूकता ग्राम सभाएँ'।
- मुख्यालय और क्षेत्रीय कार्यालयों में संगोष्ठियाँ/कार्यशालाएँ।

सभी विभागों और कार्यालयों को इन गतिविधियों और पहलों में सक्रिय रूप से भाग लेने के लिए प्रोत्साहित किया जाता है।

रिपोर्टिंग और प्रलेखन:


- निवारक सतर्कता अभियान के पांच फोकस क्षेत्रों पर की गई कार्रवाई की रिपोर्ट निर्धारित प्रारूप (अनुलग्नक 'ए') में 30 नवंबर 2024 तक केंद्रीय सतर्कता आयोग को प्रस्तुत की जानी चाहिए।
- सतर्कता जागरूकता सप्ताह के आयोजन पर एक विस्तृत रिपोर्ट निर्धारित प्रारूप (अनुलग्नक 'एफ') में 30 नवंबर 2024 तक केंद्रीय सतर्कता आयोग को भेजी जानी चाहिए।

निष्कर्ष:

सतर्कता जागरूकता सप्ताह 2024 भ्रष्टाचार के विरुद्ध लड़ाई के प्रति हमारी प्रतिबद्धता की पुष्टि करने और सत्यनिष्ठा एवं सुशासन पर आधारित एक नए भारत के निर्माण का अवसर प्रदान करता है। आइए हम सब मिलकर इसे एक सफल और प्रभावशाली आयोजन बनाएं।

संलग्नक:

- अनुलग्नक 'ए' और 'बी' - सत्यनिष्ठा प्रतिज्ञा
- अनुलग्नक 'ए' - निवारक सतर्कता अभियान के लिए रिपोर्टिंग प्रारूप
- अनुलग्नक 'एफ' - सतर्कता जागरूकता सप्ताह के लिए रिपोर्टिंग प्रारूप


कार्यकारी निदेशक (मानव संसाधन)

वितरण:

1. डीवीसी के सभी विभागाध्यक्ष/संयंत्र प्रमुख/परियोजना प्रमुख/कार्यालयाध्यक्ष

प्रतिलिपि:

1. अध्यक्ष, डीवीसी, कोलकाता के निजी सचिव को
2. मुख्य सतर्कता अधिकारी, डीवीसी, कोलकाता के निजी सचिव को
3. अन्य सभी संबंधित अधिकारियों और विभागों को



निदेशक (मानव) का कार्यालय
Director (HRD)'s Office
कार्य / Dy. No. 12
दिनांक / Date. 13.8.24

No. DVC-Vig/VAW/2023/Prelude/-492

Dated: 12.08.2024

Sub: Prelude to Vigilance Awareness Week 2024

Ref: CVC Circular no. 08/08/24 dated 01.08.2024



The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. This year, the commission has decided that Vigilance Awareness Week 2024 would be observed from 28th October 2024 to 3rd November 2024. As a prelude to Vigilance Awareness Week 2024, as advised by the CVC, Vigilance Department, DVC is going to undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with the focus on following five areas:

- Capacity Building Programs,
- Identification and implementation of Systemic Improvement measures,
- Up-dation of circulars/ guidelines/manuals,
- Disposal of complaints received before 30.06.2024.
- Dynamic Digital Presence

In this regard attention may please be drawn with respect to the following points:

- Hoisting of the information with respect to these three months campaign as a prelude to VAW-2024 (w.e.f.- 16.08.2024 to 15.11.2024) on DVC website for drawing attention of all the stake holders of DVC including all the employees for their active participation to make the program successful.
- The nodal officer may please be nominated in respect of up-dation of Circulars/ Guidelines/ Manuals.
- It is also being informed that a separate letter in connection with the Capacity Building Programs has been issued to the T&D Department, DVC, and another letter has been issued to IT department regarding Dynamic Digital Presence.
- It may also be noted that a letter addressed to ED (HR) has been issued regarding updation of 'Annual Property Return (APR) module as well as digitization of intimation process and its acknowledgement in respect of 'acquisition of property/asset' by the employee.
- In this context it is pertinent to mention that CVC has been consistently advising all the organizations under its jurisdiction for leveraging IT in various applications of the organizations for better transparency and quick disposal of works. In this regard, we may initiate the process of 'Vigilance Clearance' through online mode and subsequently initiate digitization of other Vigilance works in collaboration with HR and IT wing.



6. Further to the above, identification and implementation of systemic improvement measures has also been included as one of the focus areas by CVC. It may be recalled that the status of implementation of 'Systemic Improvement' recommended by Vigilance Department was also deliberated in the last 'Structured Meeting' held on 16.07.24. 'Record Noters of Discussion' of the said 'Structured Meeting' had already been circulated to all the concerned in which this has been included as an 'actionable point'.
In this regard, all concerned may please be advised to take suitable action so that all the pending systemic improvements may be implemented during this 3-month campaign period.

Yours faithfully,

Heice
12/08/2024
Chief Vigilance Officer

To,

1. The Member (Secretary), DVC Tower, Kolkata
2. The Member (Technical), DVC Tower, Kolkata
3. The Member (Finance), DVC Tower, Kolkata
4. The Chairman, BPSCL

Copy to:

The Chairman, DVC, Kolkata

सदस्य सचिव के कार्यालय
Office of the Member Secretary
05
डायरी नं / Dy. No.
दिनांक / Date. 13.08.2024

→ ED(42)
C.A. (T&D)

Pl Submit Action plan
2
13/8/24

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



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.....024/V.G.L/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

Dhanil

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
16 th August to 15 th 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

ED(HR)