



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**Krishi Bhawan, New Delhi-110001**

F.No. 104-1/2022-Vig.I

Dated: 07<sup>th</sup> Oct, 2022

To,

The Directors of all ICAR Institutes/Bureaux/NRCs/Directorates/ATARIs

**Sub:** Observance of Vigilance Awareness Week – 2022

**Ref:** Endorsement No. 104-1/2022-Vig.I dated 12.08.2022

Sir/Madam,

The Central Vigilance Commission (CVC) vide its Circular No. 022/VGL/029 dated 08.09.2022 (copy enclosed) has directed that this year Vigilance Awareness Week (VAW) would be observed by all the organizations, falling within the advisory jurisdiction of the Commission, from 31<sup>st</sup> October to 06<sup>th</sup> November, 2022 with the theme “भ्रष्टाचार मुक्त भारत - विकसित भारत” (“Corruption-free India for a Developed Nation”). Accordingly, the VAW will be observed in ICAR and its units from 31<sup>st</sup> October to 06<sup>th</sup> November, 2022.

(i) The observance of the VAW will commence with taking of the Integrity Pledge on 31<sup>st</sup> October, 2022 at 11:00 A.M. A copy of the Integrity Pledge (Annex-A & B) has also been enclosed by the Commission.

(ii) Employees may be encouraged to take e-pledge (Integrity Pledge) available on the CVC's website. Also, the concept of e-Integrity Pledge by persons with whom the organization deals with may be promoted.

2. (i) The CVC had earlier issued instructions detailing a three-month Campaign Period (16<sup>th</sup> Aug, 2022 till 15<sup>th</sup> Nov, 2022) vide its Circular dated 25.07.2022 (copy enclosed) and had desired that preventive vigilance cum internal housekeeping activities be taken up as focus area by all the Ministries/Departments/Organizations. The three-month Campaign Period activities' report will be submitted to the Vigilance Division according to the table as under:

Sr. No.	Preventive Vigilance cum Internal Activities	Housekeeping	Concerned Division/SMD	Reporting Format
I	II		III	IV
1.	Property Management		DDGs for institutes (SMD-wise)* Director (Works) for HQ.	Format 1-A Format 1-A'
2.	Management of Assets		DDGs for institutes (SMD-wise)* JS (GAC) for HQ.	Format 1-B Format 1-B'

3.	Record Management	JS (Admn.)	Format 1-C
4.	Technological initiatives comprising two parameters	DDGs for institutes (SMD-wise)* ADG (ICT) for HQ	Format 1-D Format 1-D'
5.	Updation of guidelines/circulars/manuals wherever found necessary	JS (Admn. /TS/Pers.)	Format 1-E

***\*The Institutes will submit the required data as per the stated format to the respective SMDs. The SMDs will send the consolidated data of their respective Institutes to the Vigilance Division.***

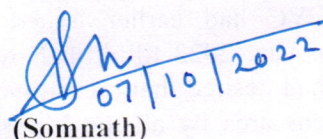
(iii) The CVC vide its Circular No. 022/VGL/029 dated 08.09.2022 has also advised to organize, besides other activities, "Awareness Gram Sabhas" for dissemination of information regarding the menace of corruption and the different measures that the public can undertake to redress it, such as complaint portals, etc. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at **Annexure C**.

(iv) The Institutes will submit the report of the activities undertaken during the VAW including the "Awareness Gram Sabhas" activities in **Format 2** to the respective SMDs. **The SMDs will send the consolidated data of their respective Institutes to the Vigilance Division.**

(v) The report of the three-month Campaign Period and the VAW as per the aforementioned Formats should be submitted to the Vigilance Division of the Council in soft copy (.docx/.pdf) by email at vigilance1@icar.gov.in latest by 25<sup>th</sup> Nov, 2022. **The authorities mentioned in Column III of the Table above are requested to ensure the same.**

It is expected that the VAW will be observed with full enthusiasm and the various activities will be carried out with maximum participation of the ICAR staff and involvement of the stakeholders of ICAR.

This is issued with the approval of the Competent Authority of the Council for information, compliance and necessary action.

  
07/10/2022

(Somnath)

Under Secretary (Vigilance)

Room No. 3A-2, Krishi Bhawan

ICAR Hqrs, Tele. No.: 011-23046709

Copy to for necessary action: -

1. All DDGs
2. ADG (ICT)
3. JS (Admn. /Pers./TS/GAC)
4. Director (Works)
5. E-office Notice Board
6. Social Media & Website Management Unit, DKMA for uploading the letter on the ICAR website.



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-10023

सं./No..... 022/VGL/029

दिनांक / Dated..... 08.09.22

Circular No. 20/09/22

Sub: Observance of Vigilance Awareness week 2022.

Theme: “भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”

1. The Central Vigilance Commission is the apex integrity institution with the mandate to fight corruption and to exercise general superintendence over vigilance administration. The Commission employs a multi-pronged approach to combating corruption which incorporates preventive, punitive and participative vigilance measures. An efficient and forward-looking vigilance administration fosters robust systems of governance that proactively proposes structural remedies that minimizes the possibility of corrupt practices. As an endeavor to foster an environment that instills a sense of integrity amongst the citizens of the country, the Commission encourages different stakeholders to collectively participate in different anti-corruption measures through different awareness programs.

2. Vigilance Awareness Week is one of the tools of the Commission in increasing public awareness about the perils of corruption. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31<sup>st</sup> October) falls in. The Commission has decided that this year **Vigilance Awareness Week would be observed from 31<sup>st</sup> October to 6<sup>th</sup> November, 2022 with the following theme:**

“ भ्रष्टाचार मुक्त भारत - विकसित भारत”  
“Corruption free India for a developed Nation”

3. The observance of Vigilance Awareness Week, 2022 would commence with the taking of the integrity pledge (copy enclosed at the **Annexure A**) by public servants in the Ministries / Departments / Central Public Sector Enterprises (CPSEs) / Public Sector Banks (PSBs) and all other organizations on **31st October, 2022 at 1100 hrs.**

*Handwritten Signature*

4. In a move towards inculcating the true spirit of participative vigilance, the Commission had earlier issued instructions detailing a **three-month campaign period (16<sup>th</sup> August, 2022 till 15<sup>th</sup> November, 2022)** in which six different preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations. The different Preventive Vigilance cum internal housekeeping activities to be taken up as focal areas by all the Ministries / Departments / Organizations include the following:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers / staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

5. It is being seen that different organizations are carrying out various activities in the focus areas enumerated above and it is desired that the same continues till the end of the campaign period. The works undertaken on each of these parameters should be submitted as per format by 9<sup>th</sup> December 2022. The format is reproduced as **Format 1 ( A – F )** for the easy perusal of all.

6. All organizations are advised to conduct activities relevant to the theme that strives to bring about maximum public participation. It is imperative that all organizations should conduct different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

7. Activities to be conducted within the organizations may include the following:  
a. Employees may be encouraged to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (<https://www.cvc.gov.in>) and can be accessed by all.

b. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.

c. Vigilance Study Circles may conduct different outreach and awareness programs.

d. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

e. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

8. Outreach activities for public / citizens may include the following:



a. All Ministries / Departments / Organizations shall publicize Integrity Pledge amongst all employees, their families, vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation. Integrity pledge for citizens and organizations enclosed at **Annexure A and B**.

b. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.

c. Extensive use of social media platforms, bulk SMS / e-mails, WhatsApp etc. for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (Twitter: @CVCIndia; Facebook: CVCofIndia)


d. Organize grievance redressal camps for citizens / customers by organizations having customer-oriented activities. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.

e. Organize "Awareness Gram Sabhas" for dissemination of information regarding the menace of corruption and the different measures that the public can undertake to redress it, such as complaint portals, etc. As per past practice, Public Sector Banks need to conduct "Awareness Gram Sabhas" at the Branch level in at least two Gram Panchayats. Other organizations may also organize wherever possible. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at **Annexure C**.

9. Selected Photographs / Media clips may be sent to the Commission by email at the address [coord1-cvc@nic.in](mailto:coord1-cvc@nic.in). Photographs and Media clips may be uploaded on departmental / organizational websites.

10. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission as per **Format 2** by 9<sup>th</sup> December, 2022.

11. This notification 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.

*Dhanu*

**Annexure A**

**Integrity Pledge for Citizens**

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behavior;
- To report any incident of corruption to the appropriate agency.

A handwritten signature in black ink, appearing to read 'Daniel P.', is located in the bottom right corner of the page.

Integrity Pledge for Organizations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.



**List of Activities for conducting "Awareness Gram Sabhas" in rural and semi-urban areas**

The following is a list of indicative activities for conducting "Awareness Gram Sabhas". However, it is mandatory to organize a meeting as indicated at point (1) below.

- (1) Organize meetings in Gram Panchayats inviting all stake holders like the Sarpanch members of Gram Panchayat, Self-Help Groups (SHGs), workers of MGNREGA, farmers, students, and citizens. Head of Gram Sabha / Sarpanch or any dignitary could be requested to deliver lecture on awareness against corruption followed by discussion. Anti-Corruption messages in vernacular languages can also be displayed at the meeting.
- (2) Organize competitions like quiz, cartoon, slogans, painting, rangoli, posters and walkathon / marathon / cyclathon etc.
- (3) Organize Melas to give wide publicity to the produce / products of the SHGs as motivational tools for integrating them with awareness creation effort.
- (4) Organize evening Choupals / meetings in villages / panchayats during which short plays / nautankies / kalajathas / folk songs / puppet shows, etc., can be organized focusing on the theme of Anti-Corruption.

**Requisite norms and guidelines regarding Covid-19 prevention may be followed, wherever applicable.**

**PROPERTY MANAGEMENT**

**Name of the SMD: \_\_\_\_\_**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022)  
as a precursor to Vigilance Awareness Week 2022**

1. Details of Land / Properties for which requisite ownership document / lease agreement are not available and steps taken / proposed to rectify the situation
2. Details of Land / Properties which are not in use and action plan thereof.
3. Details of Land / Properties which have been encroached upon and action plan thereof

(Signature with Seal of DDG)

**PROPERTY MANAGEMENT**

**Name of the Organisation: ICAR HQ**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022)  
as a precursor to Vigilance Awareness Week 2022**

1. Details of Land / Properties for which requisite ownership document / lease agreement are not available and steps taken / proposed to rectify the situation
2. Details of Land / Properties which are not in use and action plan thereof.
3. Details of Land / Properties which have been encroached upon and action plan thereof

Director (Works)  
ICAR HQ

**MANAGEMENT OF ASSETS**

**Name of the SMD: \_\_\_\_\_**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

1. Instruction for disposal of unused assets to various units / offices within the organization has been issued.

(Signature with Seal of DDG)

**FORMAT 1-B'**

**MANAGEMENT OF ASSETS**

**Name of the Organization: ICAR HQ**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

1. Instruction for disposal of unused assets to various units / offices within the organization has been issued.

(Signature with Seal of JS, GAC)

**RECORD MANAGEMENT**

**Name of the Organization: ICAR HQ**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

1. Whether organization have record retention / preservation policy, including for e-records, as on 15<sup>th</sup> August, 2022.
2. If no, then date on which record retention / preservation policy, including e-records, has been framed and issued.

(Signature with Seal of JS, Admn.)

**TECHNOLOGICAL INITIATIVES**

**Name of the SMD: \_\_\_\_\_**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

**1. WEBSITE UPDATION:**

- a. Regular maintenance and updation of website
- b. System introduced for updation and review of website

**2. ONLINE SERVICES:**

- a. Initiatives on creation of user-friendly online platforms

**3. SECURITY OF E-PLATFORMS:**

(Signature with Seal of DDG)

**TECHNOLOGICAL INITIATIVES**

**Name of the Organization: ICAR HQ**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

**1. WEBSITE UPDATION:**

- c. Regular maintenance and updation of website
- d. System introduced for updation and review of website

**2. ONLINE SERVICES:**

- b. Initiatives on creation of user-friendly online platforms

**3. SECURITY OF E-PLATFORMS:**

(Signature with Seal of ADG, ICT)

**UPDATION OF GUIDELINES/CIRCULARS**

**Name of the Organization: ICAR HQ**

**Activities undertaken during Campaign Period (16<sup>th</sup> August – 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

1. Details of Updation of guidelines / circulars / manuals carried out during the campaign period

Signature with Seal of JS (Admn./ Pers./ TS)

**FORMAT 2****Activity Report format on Vigilance Awareness Week-2022**

**Name of the Organisation:**

**A. INTEGRITY PLEDGE**

**Table-1: Integrity Pledge**

Total no. of employees who have undertaken e-pledge	Total no. of customers who have undertaken e-pledge	Total no. of citizen who have undertaken e-pledge

**B. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION**

**Table-2: Conduct of competitions**

Name of State	City / Place	Specify program (Debate / Elocution / Panel discussion etc.)	Name of first two winners	No. of participants	Whether copy of award winning activities attached

**Table-3: Other Activities**

Sl. No.	Activities	Details
1.	Distribute Pamphlets / Banners	
2.	Conduct of Workshop / Sensitization programmes	
3.	Issue of Journal / Newsletter	
4.	Any other activities	

### C. ACTIVITIES OUTSIDE THE ORGANISATION

**Table-4: Involving students in Schools**

Name of State	Name of city / town / village	Name of School	Details of activities conducted (date of activities may also be mentioned)	No. of students involved	Whether copy of award winning activities attached
Total					

**Table-5: Involving students in Colleges.**

Name of State	Name of city / town / village	Name of School	Details of activities conducted (date of activities may also be mentioned)	No. of students involved	Whether copy of award winning activities attached
Total					

**Table-6: "Awareness Gram Sabhas"**

Name of State	Name of city / town / village	Name of Gram Panchayat where "Awareness Gram Sabha" is held	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated
Total				

**Table-7: Seminars/Workshops**

Name of State	Name of city / town / village	No. of seminars / workshops organised	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated

**Table-8: Other activities**

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

**D. DETAILS OF PHOTOS ENCLOSED**

(Photos may kindly be sent alongwith captions and also place & date of event)

Name of the activities held	No. of Photos	Whether photos are sent in soft copy or hard copy	If in soft copy, number of CDs attached

**E. ANY OTHER RELEVANT INFORMATION, IF ANY:**

(Brief write up on the activities conducted during Vigilance Awareness Week, not more than 1000 words, may be attached in a separate sheet)



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-10023

सं./No.....022/VGL/029.....

दिनांक / Dated 25.07.2022.....

Circular No. 14/07/22

**Subject: Observance of Vigilance Awareness Week, 2022**

**Preventive Vigilance measures cum housekeeping activities: 3 months campaign  
(16<sup>th</sup> August, 2022 to 15<sup>th</sup> November, 2022) - as a precursor to VAW 2022**

The Commission is of the firm belief that the fight against corruption requires the active involvement of all stakeholders. One of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. The observance of Vigilance Awareness Week every year remains pivotal in promoting integrity by raising awareness regarding the importance of reiterating the commitment against corruption. The Commission has decided that this year's Vigilance Awareness Week would be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhbhai Patel. Detailed guidelines in this regard would be issued in due course.

2. It has been seen that there is a need to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organizations:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
  - Website Maintenance & updatation;
  - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

Brief description of the above 06 parameters are given in **Annexure A** to this letter.

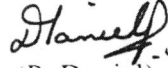
*[Signature]*

*[Signature]*

3. As a 3-month's campaign, the exercise on above parameters will start from 16<sup>th</sup> August 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9<sup>th</sup> December, 2022 (Friday) as per format available at Annexures **B(1) to B(6)**. All Ministries/Departments/Organizations are requested to ensure active participation by all concerned in this campaign to achieve significant outcomes.

4. Further instructions, regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

5. The details of above 3 months campaign on Preventive Vigilance cum housekeeping activities be conveyed to all departments / offices/ units of the organization latest by 5<sup>th</sup> August, 2022 (Friday) positively for its effective implementation. Suitable mechanism to monitor the progress be also put in place.

  
(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**

Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16<sup>th</sup> August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week, 2022

**1. PROPERTY MANAGEMENT**

It has been seen that a number of organizations possess a large number of land/properties. However, in many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. Towards this end, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out all the land/buildings owned by them and take action as listed below:
  - Wherever properties are owned by the organization, the ownership documents to be listed and verified. In case the properties are under lease, availability of the lease agreement to be verified.
  - Encroachments be identified and future action plan to be drawn for all such properties.
  - Properties not in use be identified and steps be taken for future course of action.

**2. MANAGEMENT OF ASSETS**

It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out old furniture, machinery / equipment and other such old and unused assets and make an inventory of all of them.
- b) Appropriate action be taken for the disposal of such unused assets as per their policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.

**3. RECORD MANAGEMENT**

Weeding out of old records and disposal of documents that have outlived their usage may be done periodically. The following points may be taken into consideration:

- a) Ministries/ Departments/ Organizations to examine whether a record retention policy, including electronic records, exists and if not, one may be prepared and adopted.




- b) The existing old records to be weeded out as per extant policy during the campaign period.
- c) Proper system be also ensured for record maintenance, so that records can be easily retrieved, as and when required.

#### **4. TECHNOLOGICAL INITIATIVES**

##### **A.WEBSITE MAINTENANCE AND UPDATION (FOR CONTROLLING / HEAD OFFICE MAINTAINING WEBSITE)**

People/customers visit the website for seeking details/ information and therefore all organizations should be prompt in regular updation of their website to cover all important and relevant aspects as and when they take place.

The following action plan be taken up:

- a) To address these issues, a proper system be developed by assigning responsibilities to departments concerned for regularly visiting the website by the officials of concerned departments and required inputs be given to the webmaster with due approval for modification / deletion / updation as the case may be.
  - b) A system of submission of monthly compliance certificate by each and every department, who are concerned with the website updation, may be introduced for submission to the specified departments wherein confirmation to be given by all concerned departments that all contents pertaining to their department in the website have been duly updated during the month.
  - c) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.
- 

**B. IDENTIFICATION OF NEW AREAS / SERVICES TO BE BROUGHT ON ONLINE PLATFORM AND INITIATION OF ACTION FOR CREATION OF ONLINE PORTAL(PERTAINS TO ACTION TO BE TAKEN AT HEAD OFFICE LEVEL).**

It is known that many organizations have brought many areas / services online which has helped a lot in eradication of corruption and at same time has brought efficiency in delivery of services with transparency.

However, still there is huge scope to identify more areas which can be brought on online portal for better, accurate and timely delivery of services.

During the campaign period, all organizations to identify such areas / activities which can be brought on online portal and necessary action to be initiated for the development of the portal.

All organization to take up the exercise during Campaign period on above parameters on Technological Initiatives to make them user friendly and secured.

(Many organizations have taken good steps on above two parameters. Websites/portals like that of RBI, MHA etc. can also be referred.)

**5. UPDATING OF GUIDELINES/ CIRCULARS**

Many organizations have not taken steps to update their guidelines/circulars and intermittently, several circulars have been issued. In absence of updated guidelines/circulars, it becomes difficult for the staff/ customers to know the latest instructions/ guidelines which leads to delay or mistakes.

During the campaign period, all organizations should make efforts in identifying the areas where such updation is required and necessary steps be taken immediately for the same.

**6. DISPOSAL OF COMPLAINTS**

Timely disposal of complaints is of paramount importance. However, if complaints are kept pending for long without reaching a logical conclusion the genuine complainant feels frustrated and the staff, if guilty, continues to get protection. At the same time, if the staff is not guilty, they continue to suffer if the complaints are kept pending for long without arriving at a logical conclusion.

It is found that in many organizations, complaints sent for necessary action by the Commission/ received by the organization directly remained unattended for long. As such, the complaints sent from the Commission to the Chief Vigilance Officers/ Organizations for necessary action and complaints received directly by the Organizations from various sources, should be taken up as per Complaint Handling Policy and all complaints of above nature, pending as on 15<sup>th</sup> August 2022 at all levels of the organizations, should be attended to in a campaign mode to take to logical conclusion by 15<sup>th</sup> November 2022.

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