



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा -II), तमिलनाडु और पुदुचेरी  
'लेखापरीक्षा भवन', 361, अण्णा सालै, तेनामपेट, चेन्नै- 600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - II),  
TAMIL NADU & PUDUCHERRY  
"LEKHA PARIKSHA BHAVAN", 361, ANNA SALAI,  
TEYNAMPET, CHENNAI - 600 018



No. PAG (Audit-II) TN & PY/Legal Cell/VAW-2024/2024-25/98

Date: 24/09/2024

**CIRCULAR No. 1**

In pursuance to the decision taken by the Central Vigilance Commission in Circular No. 024/VGL/081/36147 dated 01.08.2024, the Vigilance Awareness Week would be observed from **28<sup>th</sup> October 2024 to 03<sup>rd</sup> November 2024**.

The Central Vigilance Commission as a prelude to Vigilance Awareness Week-2024 has chosen five focus areas mentioned below to be taken up by all Ministries / Departments / Organisations from 16<sup>th</sup> August 2024 till 15<sup>th</sup> November 2024.

- i. Capacity Building Programs.
- ii. Identification and implementation of Systemic Improvement measures.
- iii. Updation of Circulars / Guidelines / Manuals.
- iv. Disposal of complaints received before 30.06.2024.
- v. Dynamic Digital Presence.

A brief description of the above five focus areas is given in Annexure A of the CVC Circular cited above.

In this regard, all Group Officers and Branch Officers are requested to ensure active participation by all the staff members to achieve significant outcome during the campaign and to comply with the directions given in the CVC Circular.

A compliance report regarding the works undertaken on each parameter during this period as per the format available in Annexure A to the CVC's Circular should be furnished to Legal cell by **18<sup>th</sup> November 2024**.

(Vide orders of the Principal Accountant General dated 19/09/2024)

वरिष्ठ उप महालेखाकार / प्रशासन

**SR. DEPUTY ACCOUNTANT GENERAL / ADMN.**

Encl:

As above.

To

All Group Officers

All Branch Officers

DM/ISTC: With a request to upload the Circular in the Office website and circulate through E Mail.

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
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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/XGL/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 30<sup>th</sup> 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:

<b>CAPACITY BUILDING PROGRAMS</b>			
<b>Period</b>	<b>Training name</b>	<b>No. of Employees Trained</b>	<b>Brief Description</b>
	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 <sup>th</sup> August to 15 <sup>th</sup> 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**