



तंबाकू बोर्ड :: गुंटूर
TOBACCO BOARD :: GUNTUR
(भारत सरकार, वाणिज्य और उद्योग मंत्रालय, वाणिज्य विभाग)
(Govt. of India, Min. of Commerce & Industry, Dept. of commerce)
(An ISO 9001:2015 Certified organization)



Ref. No. TB/Vig/VAW/2022/

Date: 07/10/2022

C I R C U L A R

Sub:- Observance of Vigilance Awareness Week-2022 – Reg.

Ref : Our earlier circular no. TB/Vig/VAW/2022, date: 02/08/2022.

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The Central Vigilance Commission, New Delhi vide their Circular No. 022/VGL/029/52417, dated 08/09/2022 informed that the Vigilance Awareness Week should be observed from **31ST October to 6TH November, 2022** in all Govt. organizations. As decided by the Commission, Vigilance Awareness Week would be observed from 31/10/2022 to 06/11/2022 in our organization.

The Vigilance Awareness Week would begin in the Conference Hall of Tobacco Board, Head Office, Guntur on 31/10/2022 (Monday) at 11.00 A.M. with a pledge, which would be taken by all Public Servants irrespective of their status and administered by the Head of the Department.

Hence, all the Officers / Staff are requested to assemble at Conference Hall at 11.00 A.M on 31/10/2022 to take pledge. The employees can take Integrity Pledge through 'Online' also which is available at CVC's Website (www.cvc.gov.in).

During the week, Debate / Competitive Essay writing on the following topic will be organized amongst the employees and the winners will be awarded suitably.

"CORRUPTION FREE INDIA FOR A DEVELOPED NATION"

The Officers / staff, who participated in the Competition , may send their essay writing to the undersigned on or before 06/11/2022.

The above is in addition to our earlier Circular dated 02/08/2022 and Vigilance Division, DoC's O.M. of even number dated 29/07/2022 circulating the instructions of CVC dated 25/07/2022, detailing a three-month campaign period from 16th August, 2022 till 15th November, 2022, in which six different preventive vigilance measures such as Property Management, Management of Assets, Record Management, Technological initiatives, updation of guidelines and disposal of outstanding complaints are to be taken up as focus areas and furnish the information on the same as per FORMAT- I (A - F) by the concerned Section, before 18/11/2022.

Encl: as above.

To
All the Officers / Staff working in the Head Office, Guntur.

(D. VENUGOPAL)
SECRETARY i/c

Copy to:

1. P.A. to E. D. / P.A. to Secretary for information.
2. Computer Section may take necessary action to upload "Integrity Pledge for Citizens" and "Integrity Pledge for Organisation" at Tobacco Board Website and also give publicity about 'Observance of Vigilance Awareness Week-2022' through bulk SMS/ e-mails by using social media platforms like Whatsapp, Instagram etc., for spreading awareness among public. (Copies of Integrity Pledge are enclosed herewith.)

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.

Most Immediate/By e-mail/By Speed Post

F.No.C-31011/16/2022-Vig
Government of India
Ministry of Commerce & Industry
Department of Commerce
Vigilance Section
<https://commerce.gov.in>

New Delhi, dated: 09.09.2022

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week-2022 from 31.10.2022 to 06.11.2022 – reg;

The undersigned is directed to enclose herewith a copy of CVC's Circular No.20/09/22 dated 08.09.2022 (No.022/VGL/029/524177) on the subject cited above for information and compliance. As per the directives of CVC, observance of Vigilance Awareness Week-2022 from **31.10.2022 to 06.11.2022** should commence with the **Integrity Pledge** by public servants in Ministries/Departments/Central Public Sector Enterprises/Public Sector Banks and all other organisations on **31.10.2022 at 1100 hrs.** CVC has also desired to conduct various activities like e-pledge taking by visiting CVC's website, conduct of workshops/sensitization programs for employees and other stake holders on policies/procedures of the organisation and on preventive vigilance measures, conduct of competitions such as debates, quiz etc. for employees and their families on issues relating to anti-corruption, taking of e-Integrity pledge by persons with whom the organisation deals with etc. and other outreach activities for public/citizens etc.

2. The above is in addition to Vigilance Division/DoC's O.M. of even number dated 29.07.2022 circulating the instructions of CVC dated 25.07.2022, detailing a three-month campaign period from 16th August, 2022 till 15th November, 2022, in which six different preventive vigilance measures such as property management, management of assets, record management, technological initiatives, updation of guidelines and disposal of outstanding complaints, are to be taken up as focus areas by all the Ministries/Departments and organisations.

3. Vigilance Awareness Week-2022 may be observed as per the directives of CVC and a compliance report may be forwarded to CVC with a copy to this Department on or before 18.11.2022.

Encl: as above


28/9/22
(K.C. Raju)
Under Secretary to the Government of India

To,

- i. All PSUs (STC, MMTC, PEC, STCL, ITPO, ECGC), Commodity Boards (Spices Bd., Tobacco Bd., Rubber Bd., Coffee Bd., Tea Bd.,), and other organizations under the administrative control of the Department of Commerce like IIP, IIFT, APEDA & MPEDA
- ii. O/o DGFT, O/o DGCIS, O/o DGTR, Supply Division, with the request to furnish the compliance report in the prescribed format to Vigilance Division/Department of Commerce
- iii. SEZ Division/DoC with the request to furnish the compliance report in the prescribed format to Vigilance Division/DoC in respect of all SEZs.

602-685771/2022-143
26/9/22

E-682566



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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

सं./No..... 022/VGL/029/-
52417

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 (31st October) falls in. The Commission has decided that this year Vigilance Awareness Week would be observed from 31st October to 6th 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.

4. In a move towards inculcating the true spirit of participative vigilance, the Commission had earlier issued instructions detailing a **three-month campaign period** (**16th August, 2022 till 15th 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 9th 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 stakeholders 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. 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 9th December, 2022.

11. This notification is also available on the Commission's website at <https://www.cvc.gov.in>.

Encl: As stated.


(P. Daniel)
Secretary

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.

A handwritten signature in black ink, appearing to read "Shaniff".

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.



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.



Annexure-C

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.

FORMAT 1A

PROPERTY MANAGEMENT

Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

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

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1B

MANAGEMENT OF ASSETS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. Confirmation by CVO that instructions for disposal of unused assets to various units / offices within the organization has been issued.

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1C

RECORD MANAGEMENT

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. Whether organization have record retention / preservation policy, including for e-records, as on 15th August, 2022.

2. If no, then date on which record retention / preservation policy, including e-records, has been framed and issued.

3. Brief report on action taken during the campaign period for weeding out of old records.

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1D

TECHNOLOGICAL INITIATIVES

Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. WEBSITE UPDATION:

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

2. ONLINE SERVICES:

Initiatives on creation of user-friendly online platforms

3. SECURITY OF E-PLATFORMS:

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1E

UPDATION OF GUIDELINES/ CIRCULARS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

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

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1F

DISPOSAL OF COMPLAINTS
Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

A. Complaints received from CVC office by CVO / organization for necessary action

1. Number of complaints received by Chief Vigilance Officers/ concerned organization from Central Vigilance Commission for necessary action, pending as on 15th August 2022
2. Out of the above, the number of complaints pending for disposal as on 15th November 2022
3. Of the complaints pending as on 15th August 2022 in respect of complaints disposed off by 15th November 2022, the number of complaints for which status has been updated in CVC portal.

B. Complaints received directly by the CVO / Organization from sources other than CVC

1. Number of complaints received by Chief Vigilance Officers / concerned organization from various sources other than CVC, pending as on 15th August 2022
2. Out of the above, the number of complaints pending for disposal as on 15th November 2022

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

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)