



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
VIGILANCE BRANCH

MAHARANA PRATAP BUILDING, ISBT KASHMIRI GATE, DELHI-06

F.No.13(69)/DWCD/Vig./2023 10712-14

Dated:-

15 SEP 2025

Sub: Observance of Vigilance Awareness Week-2025.

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 Vigilance Awareness Week would be observed from 27<sup>th</sup> October to 2<sup>nd</sup> November, 2025 with the following theme:


**“VIGILANCE : OUR SHARED RESPONSIBILITY”**

**“सतर्कता: हमारी साझा जिम्मेदारी”**

In this connection, please find enclosed herewith the letter of Directorate of Vigilance, GNCTD dated 26/08/2025 wherein, it is directed to ensure compliance of directions contained in the circular dated 01.08.2025 and send a report as per format enclosed at Format 'A'.

Therefore, it is requested to provide the requisite information as per Annexure 'A' by 15<sup>th</sup> November 2025 for onward submission to the Directorate of Vigilance, GNCTD on urgent basis.

Encl: As above.

  
(Jogender Singh)  
Dy. Director (Vig.)

To,

1. All the District Officers, DWCD, GNCTD.
2. Deputy Directors/Assistant Directors of all Branches of DWCD, GNCTD.
3. The System Analyst, DWCD (HQ) with the request to upload this circular at the official website of the department.

9/4/25, 3:01 PM

Gmail - Fwd: Observance of Vigilance Awareness Week - 2025.



WCD Vigilance <vigilancebranch.dwcd@gmail.com>

## Fwd: Observance of Vigilance Awareness Week - 2025.

1 message

jointdirector2-dwcd <jointdirector2-dwcd@delhi.gov.in>  
To: vigilancebranch dwcd <vigilancebranch.dwcd@gmail.com>

Wed, Sep 3, 2025 at 2:54 PM

===== Forwarded message =====

From: jointdirector2-dwcd <jointdirector2-dwcd@delhi.gov.in>  
To: "supdtadmndwcd" <supdtadmndwcd@gmail.com>, "cpdubbranch" <cpdubbranch@gmail.com>, "icdshq4" <icdshq4@gmail.com>, "wecbranch2025" <wecbranch2025@gmail.com>  
Date: Wed, 27 Aug 2025 12:38:03 +0530  
Subject: Fwd: Observance of Vigilance Awareness Week - 2025.  
===== Forwarded message =====

===== Forwarded message =====

From: Ms. Mitali Namchoom <wcd@nic.in>  
To: "NavlendraKumarSingh" <jointdirector2-dwcd@delhi.gov.in>  
Date: Wed, 27 Aug 2025 11:59:00 +0530  
Subject: Fwd: Observance of Vigilance Awareness Week - 2025.  
===== Forwarded message =====

===== Forwarded message =====

From: msdcw.delhi <msdcw.delhi@nic.in>  
To: "GAUTAM MAJUMDAR" <dscdw.delhi@nic.in>  
Cc: "Ms. Mitali Namchoom" <wcd@nic.in>  
Date: Wed, 27 Aug 2025 11:58:09 +0530  
Subject: Fwd: Observance of Vigilance Awareness Week - 2025.  
===== Forwarded message =====

From: "msdcw.delhi" <msdcw.delhi@nic.in>  
To: ds  
Sent: Wednesday, August 27, 2025 11:56:59 AM  
Subject: Fwd: Observance of Vigilance Awareness Week - 2025.

From: "Shri Sudhir Kumar" <dvgil@nic.in>  
To: acharyashreehospital15@gmail.com, "arupdate" <arupdate@nic.in>, principal@aiactr.ac.in, depttoarchaeology@gmail.com, delhiarchives archy" <dir.delhiarchives.archy@gmail.com>, "Secretary to Government, Art and Culture" <secyart@nic.in>, "MS ASJH" <msasjh.delhi@delhi.gov.in>, "ACS Finance & Planning" <psfin@nic.in>, pmstibbiacollege@rediffmail.com, "Dr Prof Neeraj Gupta" <shmc.delhi@gov.in>, msbjrmh@yahoo.co.in, "Dr Sanjay Kumar Jain" <msbmh-dhs-delhi@nic.in>, "Director General (Prisons) Delhi Prisons Tihar New Delhi" <dgthar@nic.in>, atharitr@gmail.com, "CEO Delhi" <ceo\_delhi@eci.gov.in>, "college art" <college\_art@hotmail.com>, obccommission@yahoo.co.in, msdduh@yahoo.in, "MS DCBH, Delhi" <msdcbh-dhs.delhi@delhi.gov.in>, "GAUTAM MAJUMDAR" <dscdw.delhi@nic.in>, "msdcw.delhi" <msdcw.delhi@nic.in>, "DIRECTOR DFS" <director.dfire@nic.in>, "KAPIL SHARMA" <dgmdfc.delhi@nic.in>, drdppathak@gmail.com, "Ranjeet Singh" <sta.delhi@gov.in>, "dmc nct" <dmc\_nct@rediffmail.com>, qamarahmaddmc@gmail.com, "Secretary, DSSSB" <dsssb-secy@nic.in>, "Sh Anil Kumar Singh IAS" <cdevelop@nic.in>, "IAS Prince Dhawan" <cmd.dtc@delhi.gov.in>, "CEO DJB" <ceodelhi.djb@nic.in>, delhishelter@gmail.com, "DIR

9/4/25, 3:01 PM

Gmail - Fwd: Observance of Vigilance Awareness Week - 2025.

"DAM" <dagri@sansad.nic.in>, msbsah@yahoo.co.in, msdhas2010@gmail.com, drncjoshi@gmail.com, "Drugs Control Department" <dirdcd@nic.in>, splsecyh@gmail.com, directorateofismh@gmail.com, "SHAN E ALAM" <jddes.delhi@gov.in>, "Director DES" <director-des@delhi.gov.in>, "Ashok Kumar" <secyed@nic.in>, "Veditha Reddy" <dired@nic.in>, "labcom delhi" <labcom.delhi@gmail.com>, "Sandeep Kumar" <senv@nic.in>, "Ravi Jha" <cexcise@nic.in>, dsmcho@gmail.com, "Sh. Sanjiv Kumar, IAS" <cfood@nic.in>, "Neha Bansal" <cfss.delhi@nic.in>, forensicdelhi@gmail.com, apccfgnctd@gmail.com, "Dr. Anjum Bhotiya" <ms\_mnhosp@nic.in>

Sent: Tuesday, August 26, 2025 3:51:36 PM

Subject: Observance of Vigilance Awareness Week - 2025.

Respected Sir/ Madam,

Please find attached herewith letter dated 26/08/2025 and CVC Circular No. 04/08/2025 dated 01/08/2025 regarding the above mentioned subject.

Regards

Deputy Director (Vig.)


Directorate of Vigilance, GNCTD


Thanks & Regards

Office of the Director,  
Dept. of WCD, ISBT Complex,  
Kashmere Gate, Delhi -06  
Ph. 011-23862652

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2 attachments

 CVC circular 01-08-2025.pdf  
862K

 VAW-2025 letter.pdf  
491K



THROUGH E-MAIL

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
{DIRECTORATE OF VIGILANCE}  
4<sup>th</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002  
(Phone No.23392257/23392303 & Fax No.23392354/23392353)

No.F.01/34/2025/Admn./DOV/9825-29

Dated: 26/08/2025

To

All the Addl.Chief Secretaries/Principal Secretaries/Secretaries/Head of Department,  
All the Department of GNCTD/ Autonomous Bodies,  
Government of N.C.T. of Delhi, Delhi/New Delhi

Sub: Observance of Vigilance Awareness week-2025.

Sir/Madam,

Kindly refer to the enclosed copy of Circular No.04/08/25 dated 01.08.2025 alongwith enclosure Annexure-'A' received from Central Vigilance Commission/GOI, on the subject cited above vide which it has been intimated that the Commission has decided to observe the **Vigilance Awareness Week 2025** during 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025 on the following theme:

"सतर्कता: हमारी साझा जिम्मेदारी"  
"VIGILANCE: OUR SHARED RESPONSIBILITY"

Further, The Commission has also advised that a three months campaign w.e.f. 18<sup>th</sup> August-2025 to 17<sup>th</sup> November-2025 on Preventive Vigilance is required to be taken up by all Organizations with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

In order to accomplish the directions contained in the above referred circular, I am directed to request to all the Head of Department / Autonomous Bodies GNCTD to ensure compliance of the direction contained in the above circular and to send the requisite Reports as per prescribed formats enclosed with the said CVC circular to this Directorate latest by 24.11.2025 for further processing the matter.

Encl :As above

Yours faithfully



(Buniyad Singh)  
Deputy Director (Vig.)/H.O.O.

No.F.01/34/2025/Admn./DOV/9825-29

Dated: 26/08/2025

Copy for information to:

1. The Secretary, Central Vigilance Commission, Satartka Bhawan, GPO Complex, Block-A, INA, New Delhi-110023.
2. Staff Officer to Chief Secretary, Delhi.
3. PS to Pr. Secretary (Vig.) / Special Secretary (Vig.), Directorate of Vigilance, GNCTD.
4. Guard file, Dte. of Vigilance, GNCTD.



(Buniyad Singh)  
Deputy Director (Vig.)/H.O.O.

Telegraphic Address :  
"SATARKTA: New Delhi

E-mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
011-24600200

फैक्स/Fax :  
011-24651186



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  
025/VGL/047

सं./No.....

दिनांक / Dated..... 01.08.2025

Circular No. 04/08/25

Sub: Observance of Vigilance Awareness Week, 2025

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 for upholding integrity. 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 2025 would be observed from 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025 on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”


“Vigilance: Our Shared Responsibility”

2. The Commission advises that all organizations may undertake a three-month campaign from 18th August 2025 to 17th November 2025 on Preventive Vigilance with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

*Asri*

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign period. Action taken report in respect of the five Preventive Vigilance initiatives to be taken during this 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 2025 through the designated portal <https://qpr.cvc.gov.in/> only.

  
(Arti C. Srivastava)  
AS & Secretary-in-Charge

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, Directorate 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 (18th August to 17th November 2025) related to Vigilance Awareness Week 2025

### 1. DISPOSAL OF PENDING COMPLAINTS

#### (a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach a logical conclusion within the prescribed timelines. All organizations may ensure that all complaints received on or before 30.06.2025 are disposed of during the campaign period.

#### (b) Reporting format

Name of the Organization:

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2025 pending as on 18.08.2025	
2.	Complaints received on or before 30.06.2025 disposed during the campaign period	
3.	Complaints received on or before 30.06.2025 and pending as on 17.11.2025	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

## 2. DISPOSAL OF PENDING CASES

### a) Initiative

Delay in bringing vigilance cases to a logical conclusion is against the principles of natural justice and also defeats the very purpose of initiating disciplinary action. The Commission has also prescribed model timelines for investigation, implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA) and conclusion of disciplinary inquiries.

Further, implementing systemic improvements that address identified gaps will significantly enhance the efficacy in systems and processes. Advices related to systemic improvement which are pending for implementation should also be reviewed and decision taken for implementation in a time-bound manner.

Also, the timely submission of reply to the outstanding CTE paras is essential for taking corrective actions during execution of contract, enabling the organization for effecting immediate recovery from contractors/suppliers, ensuring accountability of officials for omission and commission of actions, etc. Therefore, it is of utmost importance that the replies are furnished on observations of the CTEO in a time-bound manner.

In this regard, all organizations may ensure:

- (i) Timely implementation of FSA and SSA
- (ii) Timely completion of departmental inquiries (DI) by the Inquiry Officer (IO)/ Inquiry Authority (IA)
- (iii) Implementation of pending Systemic Improvements
- (iv) Compliance on outstanding CTE Paras

### b) Reporting format

**Name of the Organization:**

Table 2

Sl No	Particulars	Pending as on 18.08.2025 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented/ completed during the campaign period * (Nos.)		Pending as on 17.11.2025 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								
3	DI								

[\*including such cases which are falling due as per prescribed timelines during the campaign period]



Table 3

SI No	Particulars	Pending as on 18.08.2025 (Nos.)		Implemented/ completed during the campaign period (Nos.)		Brief Summary of each	Pending as on 17.11.2025 (Nos.)	
		CVC	CVO	CVC	CVO		CVC	CVO
1	Systemic Improvements					1. 2. 3.		

Table 4

SI No	Particulars	Pending as on 18.08.2025 (Nos.)	Cases falling due during the campaign period (Nos.)	Report submitted to CTEO during the campaign period (Nos.)	Pending as on 17.11.2025 (Nos.)
1	CTE Paras				

NAME OF THE CVO

SIGNATURE &amp; SEAL OF CVO

### 3. CAPACITY BUILDING PROGRAMS

#### (a) Initiative

A well-trained employee is an asset for any organization. A robust training system for employees is important for all organizations to succeed in its objective and functioning. The Commission intends to focus on capacity building of master trainers as well as other employees including completion of relevant courses on iGOT platform. All organizations may conduct structured training programs for (a) Training of Master Trainers and (b) Training of other executives and officials by the Master Trainers/ training institutes/ other resources on the following subject matters:

- (i) Investigation & report
- (ii) Framing of Chargesheet
- (iii) Conducting CTE type Intensive Examinations

In addition, organizations may also identify courses available on iGOT on topics / themes such as Ethics, Conduct Rules, Integrity, Attitudinal Change, Cyber Hygiene, Public Procurement and encourage employees to complete these courses during the campaign period.

#### (b) Reporting format

**Name of the Organization:**

Table 5

CAPACITY BUILDING PROGRAMS				
S.No.	Subject matter of Training	No of Master Trainers trained*	No of Employees trained including those trained by the Master Trainers	Total no. of Employees Trained
1	Investigation & Report			
2	Framing of Chargesheet			
3	Conducting CTE Type Intensive Examinations			

\*List of master trainers (name, address, contact number, email ID, subject matter) to be uploaded by the organizations at <https://qpr.cvc.gov.in/>.

Table 6

SI No	Name of the Course on iGOT	No. of Employees who have completed the course during the campaign period

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**



#### 4. ASSET MANAGEMENT

##### (a) Initiative

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

- (i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules
- (ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed
- (iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

- (i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules
- (ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

##### (b) Reporting format

**Name of the Organization:**

Table 7

SI No	Particulars of Review (Fixed assets)	Details
1	Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan proposed to rectify the situation
2	In case of property under lease, whether lease agreements are available and periodically reviewed	
3	Whether encroachments have been identified and future plan of action drawn for such properties	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/ properties which have been encroached upon and action plan proposed to rectify the situation

Table 8

SI No	Particulars of Review (Movable Assets)	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of action plan proposed for reconciliation which could not be done in the campaign period to be given
2	Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

## 5. DIGITAL INITIATIVES

### (a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular updation of their website for greater transparency and better service delivery. In this regard, the following actions are to be taken up during the campaign period:

- i) All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information. Further, all organizations may ensure submission of periodic compliance certificate with respect to website updation to specified authority / NIC.
- ii) All organizations to identify new areas of digital services to customers/ stakeholders.

### (b) Reporting Format

**Name of the Organization:**

Table 9

Sl No	Particulars	Information
1	Provision for regular updation and maintenance of websites and submission of periodic compliance certificate with respect to website updation to the specified authority / NIC	Details of action taken during the campaign period
2	Identification of new areas of digital services to customers/ stakeholders was carried out and implemented	Details may be provided 1. 2. 3.

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**