



**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./2023/9582-85

Dated:-14/09/2023

Sub: PREVENTIVE VIGILANCE MEASURES TO UNDERTAKE THREE MONTHS CAMPAIGN (16TH AUGUST-2023 TO 15TH NOVEMBER-2023) AS FOCUS AREA FOR VIGILANCE AWARENESS WEEK-2023.Reg.

As per directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. Of Vigilance, GNCTD vide their letter dated 01/09/2023, "**PREVENTIVE VIGILANCE MEASURES TO UNDERTAKE A THREE MONTH CAMPAIGN AS A PRECURSOR TO VIGILANCE AWARENESS WEEK-2023**" is to be taken up from 16th August 2023 – 15th November 2023.

In this regard, the following preventive vigilance measures as focus areas have been identified for action and report during this period:

a.	Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution Action to be taken by all branches of DWCD, District offices and CTB Branch: i) Undertake awareness campaigns on PIDPI resolution; ii) Poster attached at Annexure B may be displayed at all offices and translated into local languages, wherever deemed necessary; iii) May consider preparing jingles/videos to convey information; iv) Talks/Seminars/public interactions/Gram Sabhas may be conducted explaining the provisions PIDPI resolutions i.e. procedure of filing PIDPI complaint
b.	Capacity Building Programmes Action to be taken by Vigilance Branch and CTB Branch: Extensive training is to be given to the officials in the five thematic area i.e. i) Role of IO/PO in conducting inquiries; ii) Public procurement; iii) Ethics and governance; iv) Systems and Procedures of the organization; v) Cyber hygiene and security
c.	Identification and Implementation of Systemic Improvements Action to be taken by all branches of DWCD & District offices: i) To analyze the cases of the last 5 years & identify the common areas where corruption occurs and initiate/implement improvements to tackle the same; ii) May make a special drive to implement these measures

d.	Leveraging of IT for Complaint Disposal Action to be taken by IT Branch & all branches of DWCD, District offices: i) Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals apps and other IT initiatives can be utilized. To develop and implement online portals for receipt and tracking of complaints received by Vigilance Officers.
e.	Updation of Circulars/Guidelines/Manuals Action to be taken by all branches of DWCD & District offices: i) To identify circulars/guidelines/manuals which are required to be updated and take necessary steps to ensure updation of same.
f.	Disposal of Complaints Action to be taken by all branches of DWCD & District offices: i) To ensure that complaints are not kept pending and all complaints received on or before 30/06/2023 may be disposed of.

A report on afore mentioned points is solicited from the concerned by 15th November 2023. Since, the information sought relates to the directions of Hon'ble CVC and needs to be incorporated in the final report related to the Preventive Vigilance measures to undertake three months campaign as a precursor to Vigilance Awareness Week-2023.

Therefore, all Concerned Branches/District Offices of DWCD are requested to provide the requisite information by 20-11-2023 as per enclosed format to this office for onward submission to the Directorate of Vigilance, GNCTD in assigned time limit.

Encl: As above

(JOGENDER SINGH)
DEPUTY DIRECTOR (VIG.)

F.No.13(69)/DWCD/Vig./2023/9582-85

Dated:- 14 SEP 2023

1. All the District Officers/Deputy Directors of DWCD, GNCTD.
2. The System Analyst, DWCD (HQ) with the request to upload this circular at the official site of the department.
3. OSD to Secretary, DWCD, GNCTD.
4. PA to Director, DWCD, GNCTD.

(JOGENDER SINGH)
DEPUTY DIRECTOR (VIG.)

(12/c)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

{DIRECTORATE OF VIGILANCE}

4th LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002

(Phone No.23392257/23392303 & Fax No.23392354/23392353)

No.F.01/30/DOV/Admn./2023/10288-10292 Dated: 1/9/23

To

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

Sub: Preventive Vigilance measures to undertake three months campaign (16th August-2023 to 15th November-2023) as focus area for Vigilance Awareness week-2023.

Sir,

Kindly find enclosed a copy of circular no.06/08/23 dated 02.08.2023 (alongwith enclosure) received from Central Vigilance Commission/GOI on Observance of Vigilance Awareness Week 2023 vide which it has been intimated that as a prelude to Vigilance Awareness Week-2023, a three months campaign w.e.f. 16th August-2023 to 15th November-2023 is required to be taken up by all the Ministries / Departments / Organizations on the following Preventive Vigilance measures as focus area:

- a) Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution;
- b) Capacity Building Programmes;
- c) Identification and implementation of Systemic Improvement measures;
- d) Leveraging of IT for complaint disposal;
- e) Updation of Circulars/ Guidelines /Manuals
- f) Disposal of complaints received before 30.06.23.

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 a report on the said campaign as per format enclosed at **Annexure C(i) to C(vi)** to this Directorate latest by 25.11.2023 which is required to be sent to CVC/GOI by 08.12.2023 in a compiled manner.

This issues with approval of Chief Secretary/CVO Delhi.

Encl :As above

Yours faithfully



(Buniyad Singh)
Assistant Director (Vig.)

No.F.01/30/DOV/Admn./2023/ 10288-10292 Dated: 1/9/23

Copy to:

1. The Secretary, Central Vigilance Commission, Satartka Bahwan, GPO Complex, Block-A, INA, New Delhi-110023.
2. The Special CP/ACB, Anti Corruption Branch, Vikas Bhawan-II, Upper Bela Road, Delhi-54.
3. PS to Secretary /Special Secretary, Directorate of Vigilance, GNCTD.
4. Caretaker/Guard file, Dte. of Vigilance, GNCTD.

/

(Buniyad Singh)
Assistant Director (Vig.)



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

Directorate of Vigilance GNCT of Delhi
1st Level, Delhi Sectt., New Delhi-02

Dy. No. 10299

Date 16-08-2023

Circular No. 06/08/23

3850/SSWJ
18/8/23



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. 023/VGL/035/556448

दिनांक / Dated. 02.08.2023

Sub: Observance of Vigilance Awareness Week, 2023

The Central Vigilance Commission adopts several strategies in 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 2023 would be observed from 30th October 2023 – 5th November 2023.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a three-month campaign (16th August 2023 – 15th November 2023) with the following Preventive Vigilance measures as focus areas:

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- Capacity Building programs,
- Identification and implementation of Systemic Improvement measures,
- Leveraging of IT for complaint disposal.
- Updation of Circulars / Guidelines / Manuals,
- Disposal of complaints received before 30.06.23.

Brief description of the above 06 parameters is at **Annexure A** to this circular.

SSC Vig. Ad-2
on file please quickly

AD-1
17/8/23
he
21/8
50-I

21/8
2023

Shanil

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 six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at Annexures C(i) to C(vi) by 8th December 2023(Friday).

4. Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.

5. This information is also available on the Commission's website at <http://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 campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at Annexure B. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

15

(8/1)

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

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:

- a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures.

4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.

All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.

6. DISPOSAL OF COMPLAINTS

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.

PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)



WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

VIGILANCE AWARENESS WEEK 2023

For more details visit
<https://www.cvc.gov.in>

13

6

Annexure – C(i)

PIDPI AWARENESS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
 - a. Total number of regional offices of the organization?
 - b. How many such offices the poster was displayed in?
 - c. Number of languages the poster was translated into. Brief details.
 - d. Further remarks, if any.
3. Jingles / video / other media
 - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
 - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
 - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
 - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

(S/C)

12

Annexure – C(ii)

CAPACITY BUILDING

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Number of officials trained in ToT (Training of Trainers) capsule during the campaign period :-

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

2. No. of other officials trained during the campaign period :

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C(iii)

IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

- A. i) Number of vigilance cases of the past 05 years taken up for analysis
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15th August 2023.
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3/6

10

Annexure – C (iv)

LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
- b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure - C/V**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

Name of the Organization:

**Reporting format for activities undertaken during campaign period (16th August 202
– 15th November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (vi)

DISPOSAL OF COMPLAINTS

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 th August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 th November, 2023		