

F.No. GAD-VIG0ADM/64/2021-09-GAD(67210)
Government of Jammu and Kashmir
General Administration Department
(Vigilance)

Civil Secretariat: Jammu/Srinagar
Dated: 13th of August ,2024

Subject:- Observance of Vigilance Awareness Week, 2024.

Circular No: 18 - JK(GAD) of 2024
Dated: 13.08.2024

The week starting from 28th October, 2024 to 3rd November, 2024 shall be celebrated as "Vigilance Awareness Week" across the Country, with the theme "**Culture of Integrity for Nation's Prosperity**". Several strategies have been adopted by the Government to fight corruption and to aware the general public about the perils of corruption. Observance of Vigilance Awareness Week remains one of the primary tool of preventive vigilance with the focus on building awareness and re-affirming our commitment to uphold integrity in governance. Vigilance Awareness Week is observed every year to commemorate the birthday of Shri Sardar Vallabhbhai Patel.

The Central Vigilance Commission has, vide Circular No. 08.08.2024, detailed a three-month campaign period (16th August, 2024 to 15th November, 2024), for taking up the following five (05) preventive vigilance measures as focus areas:-

- a. Capacity Building Programs
- b. Identification and implementation of Systemic Improvement measures
- c. Updation of Circulars/ Guidelines/ Manuals
- d. Disposal of complaints received before 30.06.2024
- e. Dynamic Digital Presence

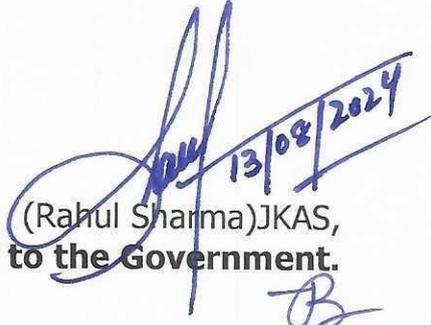
Further, with a view to inculcate the true spirit of participative vigilance and also to ensure public participation in Vigilance Awareness Week, 2024, it has been decided that different programmes/activities should be conducted within organizations regarding the five preventive vigilance measures that are to be taken up as focus areas during this three-month campaign period, as suggested by the Central Vigilance Commission, with zeal and enthusiasm to achieve the objective of eliminating corruption. The communication No. 024/VGL/081/36147 dated 01.08.2024 of Central Vigilance Commission is enclosed for reference.

The instructions are, accordingly, brought to the notice of all Administrative Secretaries, Divisional Commissioners, Deputy Commissioners, Heads of Departments, Managing Directors of PSUs and Autonomous Bodies etc. for adherence in letter and spirit.

Sd/-
(Sanjeev Verma) IAS,
Commissioner/Secretary to the Government.

Copy to:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General of Police, J&K.
3. Director General, J&K IMPA&RD.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor.
6. All Commissioner/Secretaries to the Government.
7. Joint Secretary (Jammu & Kashmir/Ladakh), Ministry of Home Affairs, GoI.
8. Divisional Commissioner, Kashmir/Jammu.
9. Director, Anti Corruption Bureau, J&K.
10. Chairperson, J&K Special Tribunal.
11. Secretary, JKPSC/BoPEE/SSB.
12. Director, Archives, Archaeology and Museums.
13. All Heads of Departments/Managing Directors.
14. All Deputy Commissioners.
15. Director, Information, J&K.
16. Secretary, J&K Legislative Assembly.
17. General Manager, Government Press, Srinagar/Jammu.
18. Private Secretary to Advisor (B) to the Lieutenant Governor.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to Commissioner/Secretary to the Government, GAD.
21. I/c Website, GAD.
22. Circular/Stock file.


(Rahul Sharma)JKAS,
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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



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सं./No.....024/V.GL/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

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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 30th 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:

| CAPACITY BUILDING PROGRAMS | | | |
|----------------------------|--------------------------------------|--------------------------|-------------------|
| Period | Training name | No. of Employees Trained | Brief Description |
| | 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 th August to 15 th 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