

**F. No. 29(12)/Vig. Week/CESTAT/98/Admn-2005**  
CUSTOMS EXCISE & SERVICE TAX  
APPELLATE TRIBUNAL  
WEST BLOCK NO.2, R.K. PURAM,  
NEW DELHI-110066

Dated : 29.09.2020


**CIRCULAR**  
(by e.mail)

Subject:- Observance of Vigilance Awareness Week 2020-reg.

The CVC has decided to celebrate the "Vigilance Awareness Week" from 27<sup>th</sup> October, 2020 to 2<sup>nd</sup> November, 2020, as communicated by CVC letter No. 020/VGL/036/459673 dated 08.09.2020. The week shall commence with by administering the pledge in Annexure B & C. The activities the week are outlined in Annexure A. The theme of Vigilance Awareness Week is **"Vigilant India-Prosperous India "**.

A compliance report on the above may be sent to the HQ by 5<sup>th</sup> November 2020.

Encls : As above

  
(Bineesh Kumar K.S.)  
Registrar

Copy to :

1. SPS to Hon'ble President, CESTAT, New Delhi
2. SPS to Members Delhi and Regional Benches
3. All officers and staff CESTAT, Delhi and Regional Benches
4. CT Section, CESTAT, New Delhi.
5. Notice Board/website.

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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. 020/VGI/036/45967

दिनांक / Dated.....08.09.2020.....

Circular No. 09/09/2020

**Subject : Observance of Vigilance Awareness Week, 2020.**  
"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat  
(Vigilant India, Prosperous India)"

1. The Central Vigilance Commission is an apex anti-corruption body mandated to fight corruption for ensuring integrity in administration. It is a statutory multi member Institution vested with the superintendence of vigilance administration in the Central Government and its organisations. Besides, overseeing integrity in public administration in the Central Government and the organisations under it, the Commission endeavours in its outreach measures to create awareness amongst civil society and the public at large towards the policy of achieving transparency, accountability and corruption free governance. The Commission is fully committed to implement the policy of "Zero Tolerance against Corruption".
2. The Commission has decided that this year the Vigilance Awareness Week would be observed from 27<sup>th</sup> October to 2<sup>nd</sup> November, 2020 with the theme "सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)
3. The observance of the Vigilance Awareness Week would commence with the Integrity Pledge (copy enclosed at Annexure 'B) by public servants in the Ministries/ Departments/ Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other Organisations on 27<sup>th</sup> October, 2020 at 11.00 a.m.
4. All Organizations are advised to strictly adhere to extant Covid-19 prevention guidelines at all locations and events issued from time to time by the competent authority.

5. **In addition, all the organisations should strictly adhere to the economy measures issued by the Ministry of Finance vide the Department of Expenditure OM No. 7(2)/E. Coord/2020 dated 4.9.2020.**

6. Activities to be conducted within the organization may include the following :

a) **The Commission desires that all organisations focus on internal (housekeeping) activities which are to be taken up in campaign mode as part of the Vigilance Awareness Week.** The guidelines for these activities are being circulated as an indicative list for the guidance of organisations (Annexure A). Other activities / items of work may be undertaken as per the felt need and priorities of various organisations.

b) Taking of Integrity Pledge by all employees. Employees may be encouraged to take e-pledge by visiting the website. Those who take the pledge verbally may be advised to record it through the website.

c) Conduct workshops/sensitization programmes for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.

d) Use organizational website for dissemination of employees/ customer oriented information and to make available avenues for redressal of grievances.

e) The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organisations.


f) Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

g) Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

7. Outreach activities for public/citizens:

a) The Commission has actively promoted the concept of "Integrity Pledge". Two Integrity Pledges are available, one for enlisting support and commitment of the citizens and the other for corporate/entities/firms etc. (Annexure 'B' & 'C'). All Ministries/Departments/Organisations need to make renewed and concerted efforts towards disseminating and publicising the 'Integrity Pledge' amongst all employees, their families, vendors/ suppliers/ contractors/ stakeholders, students, citizens etc. so as to elicit wider participation for the initiative of the Commission.

- b) The online "Integrity Pledge" is available on the CVC's website <http://www.cvc.gov.in> and can also be accessed through the hyperlink provided by the Ministries/Departments/Organisations.
- c) Extensive use may be made of social media platforms, bulk SMS/E-mail, Whatsapp, electronic and print media etc. for spreading awareness.
- d) Organize grievance redressal camps for citizens/customers by organisations having customer oriented services/ activities. Similarly, vendor meets may be organised wherever necessary, preferably through online mode.
- e) Organisations may conduct various outreach activities for dissemination of anti corruption message and stressing the necessity of vigilant India as essential for a prosperous India. Online modes to be extensively used.
8. Vigilance Study Circles may also participate actively in the Vigilance Awareness Week by conducting any or all of the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned at para 4 and 5.
9. The Commission expects all organizations to conduct various activities with zeal and enthusiasm to achieve the objective to eliminate corruption in public life. Although all activities need to be conducted during the Vigilance Awareness Week, however, in case of exigencies/ holidays etc., the same can be conducted before or after the Vigilance Awareness Week.
10. Selected Photographs / Media clips may be sent to the Commission by email at the address [smedia-cvc@gov.in](mailto:smedia-cvc@gov.in) . Photographs and Media clips may be uploaded on departmental / organisational websites and social media accounts using the hashtag #vigilanceweek2020. These may also be tagged to the CVC's social media accounts @cvcindia (Twitter) and @cvcofindia (Facebook).
11. A report on the observance of the Week may be sent by all Ministries/ Departments/ Organisations to Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November, 2020.
12. This notification is also available on the Commission's website at <http://www.cvc.gov.in>

  
( P. Daniel )  
Additional Secretary

Encl: As stated.

To

the Secretaries of all Ministries/ Departments of Government of India

- (ii) The Chief Secretaries of all States/ Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission  
The Chief Election Commissioner, Election Commission
- (v) Chief Executives of all CPSEs/Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ Societies.
- (vi) All Chief Vigilance Officers in Ministries / Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ Societies.

**Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020**

(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020 )

- 1. Land management ( title of land, property, encroachment issues etc.)**
  - (a) Does the organization possess revenue documents / records for the land(s) under its control ?
  - (b) How much land is under encroachment and at what locations ?
  - (c) Steps being taken to combat encroachment ?
  - (d) Any other initiative ?
  
- 2. Allotment of houses / quarters and related issues**
  - (a) Does the organization use IT application for allotment of houses ?
  - (b) Does the organisation possess a house allotment policy ?
  - (c) Is house allotment being done as per prescribed policy ?
  - (d) Is there any illegal occupation of houses, if any and what action is being taken ?
  - (e) Any other issue ?
  
- 3. Payments and other benefits to persons working in outsourced services in the organisation**
  - (a) Whether the organisation possesses prescribed norms for outsourcing ?
  - (b) If yes, are these norms adhered to ?
  - (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
  - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
  - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
  - (f) Whether the vendors are adhering to norms prescribed by the organization ?
  - (g) Any other special initiative regarding outsourcing ?
  
- 4. Management of Assets**
  - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc. ) is being done as per extant rules strictly.
  - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc. ) may be given
  
- 5. Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020  
Complaints pending over one year old to be disposed by 31.10.2020

### **Other items pending with CVOs**

- (a) Status of complaints received from other sources
  - (b) Status of complaints sent by CVC for NA
6. **Vigilance cases pending for further clarification to the CVC**
- Cases to be disposed by 31.10.2020
7. **Major penalty proceedings**
- Proceedings pending over six months old to be finalized by 31.10.2020
8. **Minor Penalty proceedings**
- Proceedings over six months old to be finalized by 15.10.2020  
Proceedings over one year old to be finalized by 31.10.2020
9. **CTE inspections**
- Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020
10. **Preventive vigilance measures undertaken by the CVOs**
- (a) Inspections
  - (b) Training programmes / workshops including E-training / Online training
  - (c) Whether Annual Property Returns submitted by all officers
  - (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
  - (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
  - (h) Is the organization digitizing / plans to digitize old records
11. If the Organisation runs Schools, Hospitals etc.- Whether prescribed policy for management is adhered to.
12. **Gender sensitization issues**
- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
  - (b) Percentage of representation of women at all levels in the Organization
  - (c) Whether awareness regarding gender issues is being created in the Organisation
13. **Leveraging Technology — IT usage and E-governance**
- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
  - (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

**14. Scrutiny of Audit Reports**

**15. Updation of Rules, Regulations and guidelines**

- (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy/ Banning of Business Dealing Policy, etc.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

**16. Systems improvements undertaken (brief description within 100 words)**

Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.

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### 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 realise 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 behaviour;
- To report any incident of corruption to the appropriate agency.



## Integrity Pledge for Organisations

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 Organisation, 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 sensitise 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.