

Ref. No.: CUJ/GA/Vigilance Awareness/2020/27/16.01

Date: 19th Oct., 2023

कार्यालय आदेश /OFFICE ORDER

1. It is notified for information of all concerned that this year as a part of Vigilance Awareness Week-2023, as per the CVC circular no. 08/09/23 dated 11.09.2023, in a move towards inculcating the true spirit of participative vigilance, a **three-month campaign period (16th August, 2023 till 15th November, 2023)** may be conducted in following areas under supervision of CVO as per the details given below alongwith organizing responsibility:-

Sl. No.	Activity	Organizing responsibility
1	Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution	<ul style="list-style-type: none"> • CVO • CPIO • DR-I
2	Capacity Building Programs: <ol style="list-style-type: none"> Procurement Ethics and governance Systems and Procedures of the organization Cyber hygiene and security IO/PO training 	<ul style="list-style-type: none"> • Purchase (I/c) • Deputy Registrar-I (To Co-ordinate) • Deputy Registrar-II • Technical Cell (I/c)
3	Identification and implementation of Systemic Improvement measures	CVO
4	Leveraging of IT for complaint disposal	<ul style="list-style-type: none"> • Technical Cell (I/c) (To Co-ordinate) • AR (Admin.) • AR (SC/ST Cell) • All Grievance Committee of University
5	Updation of Circulars/ Guidelines/ Manuals	<ul style="list-style-type: none"> • Deputy Registrar-I • Deputy Registrar-II
6	Disposal of complaints received before 30.06.23	<ul style="list-style-type: none"> • All Grievance Committee of University • AR (SC/ST Cell) (To Co-ordinate)
7	Activity under Vigilance Awareness Week <ol style="list-style-type: none"> Integrity Pledge Conduct of competitions Conduct of Seminar/ Workshop/ Sensitization programmes Distribution of Pamphlets/ Banners Take Photos and Videos of activity and circulate in social media 	SC/ST Cell under supervision of CVO

(Signature)

2. The concerned offices/section/officials are requested to conduct the event as given responsibility and **submit the Action Taken Report in prescribed format (copy enclosed herewith) by 26.11.2023 to CVO through email** for further forwarding to Central Vigilance Commission.
3. This is issued with the approval of Hon'ble Vice Chancellor.

Ujjawal Kumar
19/11/23

[ले. कमां. उज्जवल कुमार (से. नि.)]
[Lt Cdr Ujjawal Kumar (Retd.)]

उप कुलसचिव - II
Deputy Registrar – II

Enclosure: Format of Action Taken Report.

Distribution:

1. All concerned officers.

Copy for information and necessary action:

1. All Deans of Schools
2. The Librarian/ The Controller of Examinations
3. Dean, Academic Affairs/ Dean, R&D Cell/ Director, IQAC
4. All Heads/ Coordinators of the Departments
5. DSW/ Chairman, Proctorial Board/ Chairman, (Admission Cell)
6. Transport I/c / Purchase I/c / EE I/c / I/c Health Centre
7. All DRs/ PRO/ ARs / Security Officer
8. All Teaching and Non-teaching Employees
9. Technical Cell for uploading on University Website
10. PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
11. Notice Board/ Guard File

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

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,
- d. Cyber hygiene and security and
- 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,
- d. Cyber hygiene and security and
- e. IO/PO training,

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

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

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

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

UPDATION OF CIRCULARS / GUIDELINES / MANUALS

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 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 – D (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		

Annexure E

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”.

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.

Activity Report format on Vigilance Awareness Week-2023

Name of the Organisation:

1. INTEGRITY PLEDGE

Table a): 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

2. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION

Table a): Conduct of competitions

Name of State	City / Place	Specify program (Debate / Elocution / Panel discussion etc.)	No. of participants	Remarks

Table b): Other Activities

Sl. No.	Activities	Details
1.	Distribution of Pamphlets / Banners	
2.	Conduct of Workshop / Sensitization programmes	
3.	Issue of Journal / Newsletter	
4.	Any other activities	

3. OUTREACH ACTIVITIES

Table a): 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
Total				

Table b): Involving students in Colleges

Name of State	Name of city / town / village	Name of College	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table c): "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 d) : 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

4. OTHER ACTIVITIES

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

5. 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

6. 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)