



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या No. 15-6(88)/2023-O&M(Vig.)

Dated : 14th August, 2023

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

सभी सीएसआईआर राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालयों/एकको के निदेशक/प्रमुख
The Directors/Heads of all CSIR National Labs/Instts./Hqrs./Units

विषय/Sub : Observance of Vigilance Awareness Week, 2023

महोदया/Madam / महोदय/Sir,

The Central Vigilance Commission vide its Circular No. 06/08/23 dated 02/08/2023 (copy enclosed) has desired that all the organizations shall undertake Preventive Vigilance Activities cum house keeping activities during a three-months campaign (16th August 2023 – 15th November, 2023) as a precursor to Vigilance Awareness Week, 2023. Apart from other focus areas, the Ministries / Departments have been advised to organize Capacity Building Programs during the above three months duration. The purpose of the programs is to train the officials to impart necessary competency and develop skill for smooth and effective functioning of the organization.

During the campaign period, training on the following topics/ areas will be organized in coordination with CSIR-HRDC:

- a. Role of IO/PO in conducting Inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization,
- e. Cyber hygiene and security
- f. CCS (Conduct) Rules, 1964
- g. RTI Act, 2005

- h. Grievance Redressal Mechanism of CSIR
- i. Promotion policy of Scientific and Non-Scientific staff of CSIR
- j. Lecture on POSH Act, 2013 and Internal Complaints Committee (ICC)

CSIR-HRDC will organize the above trainings through video conferencing. Link for each programme shall be shared by CSIR-HRDC to all the CSIR Labs/Instts. well in advance.

Accordingly, all labs are requested to nominate a master trainer from the laboratory who will attend the above trainings and he/she will subsequently impart regular in-house training to the staff members of CSIR laboratory. The official to be nominated as master trainer should have adequate experience/knowledge of working in the domain. Further, arrangements for display for above online trainings may be made in Auditoriums/Conference Halls for wider dissemination. All the employees of your lab may be encouraged to attend the above trainings. Record of number of officials trained during the above trainings may be maintained and the same may be indicated in the report of Vigilance Awareness Week, 2023.

Further, following activities may be undertaken by CSIR labs/Instts. for preventive vigilance at laboratory level during the campaign period (16th August 2023 – 15th November, 2023).

1. AWARENESS BUILDING ABOUT PUBLIC INTEREST DISCLOSURE AND PROTECTION OF INFORMERS (PIDPI) RESOLUTION.

- i. Coloured Poster of 3x2” ft. size or large may be prominently displayed in bilingual and vernacular language (if applicable) at locations like Entrance Gate of Main Building, Cafeteria, Reception, Guest House, Hostel, Dispensary, Lift entrance, Market complex in the campus, Recreation Hall, Auditorium etc. and any other location as deemed appropriate in CSIR lab.
- ii. Workshop may be organized for sensitizing all the employees, vendors, Research Scholars, Contractual workers, etc. on PIDPI Resolution. Invitation may also be sent to vendors for attending the workshop in CSIR labs.
- iii. Awareness workshop on PIDPI Resolution may be organized for residents of CSIR colonies by Retired Civil Servant/eminant expert conversant with the topic.
- iv. “Nukkad Natak” on PIDPI Resolution may be held in CSIR colonies for sensitizing the employees and their family members.
- v. A video /Jingle on PIDPI Resolution of 2-3 minutes may be prepared and displayed in LEDs in reception area/prominent areas for dissemination of PIDPI provisions. The video may be dubbed in vernacular language (if applicable).
- vi. Gram Sabhas may be organized by CSIR labs by constituting teams or nominating officials well versed with the PIDPI Resolution.

vii. Awareness workshop on PIDPI Resolution may also be held in schools functioning within the campus of CSIR laboratories (wherever applicable).

viii. In addition to the above activities, CSIR Labs/Institutes may organize any other vigilance awareness activities like essay writing competition, slogan writing, quiz, walkathon etc. as deemed appropriate at lab level and provide such information in the Vigilance Awareness Week Report.

2. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

i. Inputs may be provided by CSIR labs on best practices/best systems adopted by the labs for efficient functioning and transparency during the last five years.

ii. Further, more systemic improvement measures may be explored for adoption during the campaign period. Data of such new initiatives may be reported in the Vigilance Awareness Week report. The CVC website/CVC Circulars may be seen for reference and implementation in CSIR labs.

3. UPDATION OF CIRCULARS/GUIDELINES/MANUALS

i. All CSIR labs may review the existing Circulars/Delegation of Powers/Channel of submission in processes/Charter adopted and displayed in respective website of CSIR lab for updation during the campaign period.

ii. IT security systems may be reviewed for prevention against cyber threats.

4. CSIR Labs/Instts. may take up housekeeping activities in office premises as well as residential area during the three months campaign.

The CVC Circular No. 06/08/23 dated 02/08/2023 is enclosed for kind information. It is requested that the above activities may be carried out with full enthusiasm and action taken report on all the activities may be furnished to Vigilance Division, CSIR Hqrs. by 24th November, 2023 in the prescribed Annexure C (i) to C(vi).

भवदीय/Yours faithfully,


(Roop Kishor)

Encl :as above

प्रतिलिपि/Copy to:

1. सीएसआईआर वेबसाइट/CSIR website
2. कार्यालय प्रति/Office copy



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. 023/VGL/035/556448

दिनांक / Dated 02.08.2023

Circular No . 06/08/23

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:

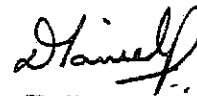
- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,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

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

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.

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>

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

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

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 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 – 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		