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COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

No.

प्रेषक 15-6(88)/2026-O&M/Vig

Confidential/Speed post/E-mail

From

Date 22.09.2026

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/ Heads of all the CSIR National Instt/Labs/Centres,

Sub.: Observance of Vigilance Awareness Week, 2026.

Sir/Madam,

Please refer our letter of even no. dt. 11.08.2026 (copy attached) vide which some information were conveyed to undertake a **three-month campaign (17th August 2026 –16th November 2026)** on Preventive Vigilance with focus on five areas as specified in the Central Vigilance Commission (CVC) Circular No. 04/08/26 dated 03.08.2026.(copy attached)

Further Commission has issued a Circular No. 05/09/26 dated 18.09.26 (copy attached).

In addition to programs/activities conveyed vide letter of even no. dt.11.08.26 the programs /activities as mentioned in the CVC Circular dt.18.09.26 should also be organized.

Directors/Heads of CSIR National Labs/Institutes/Centres may be requested to organize all the above activities (conveyed vide our letter dt. 11.08.26 and CVC Circular dt. 03.08.26 and being conveyed vide our letter dt. 22.09.26 & CVC Circular dt. 18.09.26) with full enthusiasm. Action taken report on all the activities may be furnished in the prescribed format as mentioned in **Annexure-“A”**(S.No.1 to 5) of CVC Circular No. 08.08.25 dt. 03.08.26 and **Annexure-“D”** of the CVC Circular No. 05.09.26 dt. 18.09.26 to CVO, CSIR by **20.11.26**.

This issues with the approval of CVO, CSIR.

Yours Faithfully,


(Raghubar Prasad)
Sr.SE(Vig)

Enclosure : As Above

Copy to:

1. The Joint Secretary (Admin.), CSIR Hqrs
2. Head, IT, CSIR – for placing the letter on CSIR Website
3. Sr. DS (CO) CSIR HQ and Sr.DS, CSIR Complex
4. Sr. CoA/CoA/AO of all the Labs/ Instt/ Centres
5. 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-10023

सं./No..... 026/VGL/030

दिनांक / Dated..... 18/09/2026

Circular No. 05/09/26

Sub: Observance of Vigilance Awareness week 2026

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls. This year, the Commission has decided that Vigilance Awareness Week would be observed from 26th October, 2026 to 1st November, 2026 with the following theme:

“सत्यनिष्ठा से समृद्धि”
“Probity for Prosperity”

2. The observance of Vigilance Awareness Week 2026 would commence with the taking of the integrity pledge (enclosed at Annexure A) by public servants in the Ministries/Departments/Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other organizations on 26th October, 2026 at 1100 hours.
3. Further, all organizations are advised to conduct activities relevant to the theme during the week and conduct outreach programs so as to sensitize the employees, stakeholders and the public about the need for transparency and integrity in governance.
4. Activities which may be conducted within the organizations include the following:
 - a. Encourage employees and their families to take the e-pledge by visiting the CVC's website (www.cvc.gov.in).
 - b. Conduct workshops/sensitization programs for employees and other stakeholders on policies/procedures of the organization and on preventive vigilance measures.
 - c. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to vigilance and fight against corruption.
 - d. Vigilance Study Circles may also conduct outreach and awareness programs.

5. Organizations may also conduct outreach activities for public / citizens such as the following:

- a. Publicise Integrity Pledge amongst persons with whom the organizations deal such as vendors/ suppliers / contractors/ stakeholders and also citizens/students etc. Integrity Pledge for individuals and organizations are enclosed as **Annexure A** and **B** respectively of this circular.
- b. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
- c. Extensive use of social media platforms, bulk SMS / e-mails, WhatsApp etc. for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (X: @CVCIndia; Facebook: CVCoIndia)
- d. Organizations having customer-oriented activities may organize grievance redressal camps for citizens/ customers. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.
- e. Organize "Awareness Gram Sabhas" for dissemination of information regarding the combating of corruption and the different measures available to public to redress it, such as complaint portals, etc. As per past practice, Public Sector Banks to conduct "Awareness Gram Sabhas" campaigns at the Branch level in at least two Gram Panchayats. Other organizations may also organize such awareness campaigns wherever possible. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at Annexure C of this circular.

6. Selected photographs / media clips may be sent to the Commission through email at coord1-cvc@nic.in. Photographs and media clips may also be uploaded on departmental/ organizational websites.

7. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission in the format attached as Annexure D of this circular by 30th November, 2026.

8. The Commission had earlier vide circular of even number dated 03.08.2026 issued instructions detailing a three-month campaign period (17th August, 2026 till 16th November, 2026) vide which following preventive vigilance measures were indicated as focus areas to be taken up by all the Ministries / Departments and Organizations and report to be submitted in prescribed format by 30th November, 2026:

- a. Disposal of pending complaints
- b. Disposal of pending cases

- c. Capacity Building programs
- d. Digital initiatives
- e. Contract management

9. This notification is also available on the Commission's website at www.cvc.gov.in.


(Trishaljit Sethi) 18/9/26
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, Directorate 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.

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 realize 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 Organizations

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 Organization, 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 sensitize 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.

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 meeting in Gram Panchayats inviting all stake holders like the Sarpanch, members of Gram Panchayat, Self-Help Groups (SHGs), workers enrolled under VB-G Ram G, farmers, students, and citizens. Head of Gram Sabha / Sarpanch or any dignitary could be requested to deliver lecture on integrity and fight against corruption followed by discussion. Anti-Corruption message in vernacular languages can also be displayed at the meeting.
2. Organize competitions like quiz, cartoon, slogans painting, rangoli, posters and walkathon / marathon / cyclothon 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 integrity and fight against corruption.

Activity Report Format on Vigilance Awareness Week-2026

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 who participated
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 who participated
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 participants
Total				

Table d): Seminars/ Workshops

Name of State	Name of city/ town/ village	No. of seminars/ Workshops organized	Details of activities conducted (date of activities may also be mentioned)	No. of participants
Total				

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 along with 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/Pen Drives 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)



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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

No. 15-6(88)/2025-O&M(Vig.)

Dated: August 11, 2026

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all the CSIR National Instts./Labs.

Subject: Observance of Vigilance Awareness Week, 2026 – regarding.

I am to refer to the Central Vigilance Commission (CVC), Circular No. 04/08/26 dated 03.08.2026(copy attached), regarding observance of Vigilance Awareness Week, 2026 from 26.10.2026 to 01.11.2026 on the following theme:

“सत्यनिष्ठा से समृद्धि”
“Probity for Prosperity”

2. The CVC has also advised all Ministries/Departments/Organizations to undertake a three-month Preventive Vigilance Campaign from 17.08.2026 to 16.11.2026, with focus on the following five areas:

- Disposal of pending complaints;
- Disposal of pending cases;
- Capacity building programmes;
- Digital initiatives; and
- Contract management.

3. In pursuance of the above CVC guidelines, all CSIR Laboratories/Institutes/Centres are requested to observe Vigilance Awareness Week, 2026 in a meaningful and purposeful manner and undertake the prescribed Preventive Vigilance activities during the campaign period.

4. The following activities may, inter alia, be undertaken by all CSIR Laboratories/Institutes/Centres:

(i) Disposal of pending complaints

- Review all pending vigilance complaints and take appropriate action for their disposal within the prescribed timelines.

- Particular emphasis may be given to complaints received on or before 30.06.2026, so that all such complaints are reviewed and disposed of, wherever feasible, in accordance with the extant guidelines.

(ii) Disposal of pending vigilance/disciplinary cases

- Undertake a comprehensive review of pending vigilance/disciplinary cases.
- Ensure expeditious processing and disposal of such cases within the prescribed timelines.
- Review cases where First Stage Advice (FSA) and/or Second Stage Advice (SSA) of the CVC is pending implementation and ensure timely compliance with the advice, wherever applicable.
- Appropriate monitoring mechanism may be put in place for preventing avoidable delays in disciplinary proceedings.

(iii) Capacity building

CSIR Laboratories/Institutes may organize suitable training/familiarization programmes for officers and employees on, inter alia:

- IT & Cyber Security and Cyber Hygiene;
- Public Procurement;
- GeM – new features and functionalities;
- Conduct Rules and Conflict of Interest; and
- Preventive Vigilance and ethical practices.

Preventive vigilance modules may also be suitably incorporated in induction training and mid-career training programmes, wherever feasible.

(iv) Digital initiatives

- Review the existing digital infrastructure and identify additional services/processes which can be brought into digital mode.
- Promote digitization of records and processes with a view to enhancing transparency, efficiency and accountability.
- Review and strengthen digital systems for management of inventory/assets, wherever applicable.
- Identify processes involving manual intervention which may be simplified, automated or brought under appropriate digital monitoring mechanisms.

(v) Contract management

- Review all contracts due for completion/closure and ensure their timely closure after fulfilment of all contractual obligations.
- Ensure proper reconciliation of materials, supplies, services and payments before closure of contracts.
- Pending issues relating to completion certificates, security deposits, recoveries, final payments, reconciliation, etc., may be reviewed and resolved expeditiously.
- Appropriate measures may be taken to strengthen contract monitoring and prevent recurrence of deficiencies.

5. The Directors/Heads of CSIR Laboratories/Institutes/Centres are requested to personally oversee the observance of Vigilance Awareness Week, 2026 as well as the Preventive Vigilance

Campaign and ensure active participation of officers and employees. The activities undertaken should be meaningful, result-oriented and aimed at promoting transparency, integrity, accountability and ethical conduct in the organization.

6. The Laboratories/Institutes/Centres may also undertake suitable activities such as awareness programmes, lectures, workshops, quizzes, essay/poster competitions, integrity pledges and other appropriate initiatives, as considered suitable, to create greater awareness among employees and stakeholders regarding the importance of probity and ethical conduct.

7. The CVC has prescribed reporting formats in respect of the above five focus areas and has required the Action Taken Report (ATR) to be submitted by the CVO by 30.11.2026 through the designated portal. Accordingly, all CSIR Laboratories/Institutes/Centres are requested to furnish the requisite information/data regarding the activities undertaken and action taken under the five focus areas to the Vigilance Division, CSIR Headquarters, after the campaign period but not later than 20th November 2026 may be communicated separately, so as to enable timely consolidation and submission of the ATR to the CVC.

8. The Laboratories/Institutes/Centres are requested to ensure that the activities undertaken during the Preventive Vigilance Campaign and Vigilance Awareness Week are properly documented and the requisite records/reports are maintained for consolidation and future reference.


11/05/2022

(Yogendra Pratap Singh)
Chief Vigilance Officer, CSIR

Copy to:

1. The Joint Secretary(Admn),CSIR Hqrs.
2. Sr. COA/COA/AO of all the CSIR National Labs/Instts.
3. Sr. DS(CO), CSIR Hqrs and Sr DS, CSIR Complex
4. IT Division, CSIR, for placing it on the CSIR website



सत्यमेव जयते



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-10023

सं./No..... 026/VGL/030

दिनांक / Dated.....03.08.2026....

Circular No.04/08/26

Sub: Observance of Vigilance Awareness Week, 2026

The Central Vigilance Commission observes the 'Vigilance Awareness Week' every year with the aim of fostering awareness and promote integrity and transparency in public administration through awareness programmes and preventive vigilance initiatives. The Vigilance Awareness Week is observed every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Vigilance Awareness Week 2026 would be observed from **26th October 2026 to 1st November 2026**, on the following theme:

“सत्यनिष्ठा से समृद्धि”

“Probity for Prosperity”

2. In this regard, the Commission advises that all organizations undertake a **three month preventive vigilance campaign from 17th August 2026 to 16th November 2026** with focus on the following five areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity building programs
- (iv) Digital initiatives
- (v) Contract management

[Handwritten Signature]

3. All Ministries / Departments / Organizations may ensure active participation by all concerned so that noteworthy results during the campaign period can be achieved.

4. Action taken report in respect of the five preventive vigilance initiatives to be taken during this campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by **30th November 2026** through the designated portal <https://qpr.cvc.gov.in/> only.


(Trishaljit Sethi)
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, Directorate 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

Preventive Vigilance activities to be undertaken during the campaign period (17th August to 16th November 2026) related to Vigilance Awareness Week 2026

1. DISPOSAL OF PENDING COMPLAINTS

(a) Initiative

It is necessary to ensure that complaints are not kept pending and are brought to a logical conclusion within the prescribed timelines. All organizations may ensure that complaints received on or before 30.06.2026 are disposed of during the campaign period.

(b) Reporting format

Name of the Organization:

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2026 and pending as on 17.08.2026	
2.	Complaints received on or before 30.06.2026 and disposed during the campaign period	
3.	Complaints received on or before 30.06.2026 and pending as on 16.11.2026	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. **DISPOSAL OF PENDING CASES**

a) **Initiative**

The Commission has prescribed model timelines for implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA).

In this regard, all organizations may ensure timely implementation of pending FSA and SSA.

b) **Reporting format**

Name of the Organization:

Table 2

Sl No	Particulars	Pending as on 17.08.2026 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented during the campaign period * (Nos.)		Pending as on 16.11.2026 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								

[*including such cases which are due to be implemented as per the prescribed timelines, during the campaign period]

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. CAPACITY BUILDING PROGRAMS

(a) Initiative

A well-trained employee is an asset for any organization. Therefore, a robust training system for employees is important for organizations to succeed in their goals. As such, organizations may encourage employees to complete courses on following topics, **online as well as in offline mode**, during the campaign period:

- (i) IT & Cyber Security and Cyber Hygiene
- (ii) Public Procurement
- (iii) GeM- New Features and Functionalities
- (iv) Conduct Rules and Conflict of Interest

Further, Commission recognizes the need for institutionalization of preventive vigilance component in training programmes such as Induction and Mid-career training programmes. The indicative preventive vigilance modules for the same are hosted on the CVC website (<https://www.cvc.gov.in/trainingmaterial>). Organizations are encouraged to review their existing Induction and Mid-Career training programmes and ensure formulation and inclusion of preventive vigilance modules in Induction and Mid-Career Training Programmes for their employees.

For Vigilance Functionaries

Commission has issued Master Circulars on 11 topics and also brought out Vigilance Manual 2026 on 27.07.2026. Organizations shall ensure that appropriate familiarization programs are conducted for the vigilance functionaries in respect of the said Master Circulars and Vigilance Manual.

For Banks and Financial Institutions

Advisory Board for Banking and Financial Frauds (ABBFF) has prepared a report on “Modus Operandi and Root Cause Analysis of Frauds” (inclusive of 20 case studies). A copy of the report is available on Commission’s website (<https://www.cvc.gov.in/trainingmaterial>). ABBFF has observed that lack of proper training in credit appraisal and credit monitoring is one of the reasons for occurrence of frauds. Public Sector Banks and Financial Institutions may hold training programmes for emphasizing these aspects through these case studies.

(b) Reporting format

Name of the Organization:

Table 3

SI No [1]	Particulars of Training Program [2]	Total no of officers/ officials trained [3]	No of officers/ officials trained on iGOT out of Col [3] [4]
1	IT & Cyber Security and Cyber Hygiene		
2	Public Procurement		
3	GeM- New Features and Functionalities		
4	Conduct Rules and Conflict of Interest		

Table 4

SI No	Name of the specific course on iGOT w.r.t Table 3 above	No of employees who have completed the course during the campaign period

Table 5

SI No	Particulars	Details
1	Whether organization has institutionalized Induction Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Induction Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 6

Sl no	Particulars	Details
1	Whether organization has institutionalized Mid-Career Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Mid-Career Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 7

Sl No	Particulars of Capacity Building program for vigilance functionaries	Total no of vigilance functionaries in the organization	No of vigilance functionaries who have attended the familiarization program
1	Master Circulars and Vigilance Manual 2026		

Table 8

Sl No	Particulars of Training Program	Total no of officials trained in the organization
1	Modus -operandi and root cause analysis of Frauds (including the 20 case studies)	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

4. DIGITAL INITIATIVES

(a) Initiative

Onboarding of Organizations on Probity Portal

A dedicated online portal (<https://probity.dopt.gov.in>) was made for obtaining the data from all the Ministries/Departments/Autonomous Organizations etc in respect of certain areas including number of major and minor penalty disciplinary proceedings. It is desired that all Central Public Sector Enterprises (CPSEs) should be onboarded on the portal and requisite details of departmental inquiry proceedings should be uploaded and updated on the same.

Optimal Use of the existing IT/ Digital Facilities

Organizations are using technology for creating IT/ digital facilities and platforms for various internal processes of the organizations like e-HRMS or similar platforms. It is essential that these facilities/ platforms are utilized optimally. Organizations may review the extent of the utilization of the existing digital infrastructure and endeavor to bring additional services/ processes/ activities in digital mode. Some examples are digitization of service records, processing of claims, increased use of e-HRMS or similar platforms by organizations.

Digitization and Management of Inventory

A number of organizations possess a large number of movable assets/ inventories. During the campaign period, organizations may review whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized and endeavor to digitize the same.

(b) Reporting format

Name of the Organization:

Table 9

SI No	Particulars	Details
1	Whether organization has been onboarded on the Probity Portal during the campaign period	Yes/No If No, reasons thereof
2	Whether all details of the pending disciplinary inquiry cases have been uploaded on the portal	Yes/ No If No reasons thereof

Table 10

SI No	Particulars	Details
1	Additional services/ processes made digital using: (a) e-HRMS 2.0 (b) Any other similar platform specific to the organization (name may be given)	A. Existing services at the commencement of the campaign period 1. 2. 3. B. Additional Services digitized during the campaign period 1. 2. 3.

*Brief Note on each of the additional services digitized in not more than 100 words each may be provided.

Table 11

SI No	Particulars	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized	Yes/ No If No, reasons thereof

*Brief Note on major initiatives taken in this area during the campaign period may be provided in not more than 200 words

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

5. CONTRACT MANAGEMENT

(a) Initiative

A contract shall stand closed upon **(i)** successful performance of all obligations by both parties including completion of warranty / defect liability obligations and final payment; or **(ii)** termination of contract and settlements after that, if any.

At the time of closure of contract, it should be ensured that materials' reconciliation, payment reconciliation and / or reconciliation with user department, as per terms & conditions of contract should be done across departments of the organization involved in execution of that contract.

(b) Reporting Format

Name of the Organization:

Table 12

SI No	Particulars	Information
1	Number of contracts due for closure but not yet closed at the commencement of the campaign period	
2	Number of such contracts closed during campaign period as per extant provisions (out of 1 above)	
3	Number of such contracts due for closure but not closed at the end of the campaign period	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO