

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



टेलिफैक्स: +91-135-2744064,  
Telefax: 2743331  
वेबसाइट: www.surveyofindia.gov.in  
Website: www.surveyofindia.gov.in  
ई-मेल: sgo.vigil soi@gov.in  
E-mail: sgo.vigil soi@gov.in



भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हथिबकला एस्टेट, डाक बॉक्स सं037  
Hathibarkala Estate, Post Office Box No.37  
देहरादून-248001 (उत्तराखण्ड), भारत  
Dehradun-248001 (Uttarakhand), India

संख्या विज-295 / 1009 (संग्रह-51)

दिनांक- 22 अगस्त, 2023

सेवामें,

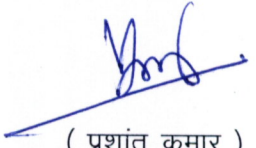
अपर महासर्वेक्षक: दक्षिणी क्षेत्र बैंगलौर/जी.आर.एफ. तथा भू-स्थानिक आंकड़ा विनिमय डिविजन, देहरादून/पश्चिमी क्षेत्र जयपुर/भारतीय सर्वेक्षण एवं मानचित्रण संसथान, हैदराबाद/पूर्वी क्षेत्र कोलकाता/उत्तरी क्षेत्र, चण्डीगढ़

विषय: दिनांक 16-08-2024 से 15-11-2024 तक सतर्कता जागरूकता अभियान 2024 मनाये जाने के सम्बन्ध में।

Please find enclosed herewith a copy of CVC's Circular Order No. 08/08/24 dated 01.08.2024 endorsed vide DST's letter No.C-31011/11/2024 -Vig dated 13.08.2024 on the subject mentioned above regarding 3 months campaign (16<sup>th</sup> August, 2024 to 15<sup>th</sup> November, 2024) on Preventive Vigilance measures as a prelude to Vigilance Awareness Week, 2024.

2. In terms of the Circular Order, certain activities have to be specifically taken up during the campaign period. Such activities are mentioned in point 1 to 5 in **Annexure 'A'** of the above mentioned Circular Order dated 01.08.2024. Further, the above activities may be taken up during the campaign period by all the Zones and GDs independently and thereafter a consolidated report from each zone is required to be sent to this office in the prescribed format at Annexure 'A' of the Circular Order dated 01.08.2024 through this office e-mail [sgo.vigil soi@gov.in](mailto:sgo.vigil soi@gov.in) latest by **21.11.2024** for further transmission to the DST please.

संलग्न : उपरोक्तानुसार।

  
( प्रशांत कुमार )  
उप-महासर्वेक्षक एवं  
सतर्कता अधिकारी

प्रतिलिपि:-

- 1- The Secretary to the Govt. Of India, Min. of Science & Tech, Department of Science & Technology, New Delhi with reference to their letter C-31011/11/2024-Vig. dated 13.08.2024 for information please. (Kind Attn.: Shri Anurag Devgan, Under Secretary)
- 2- Private Secretary to the Surveyor General of India for information.
- 3- स्थापना एवं लेखा अधिकारी (प्रशासन) को आवश्यक कार्यवाही हेतु।
- 4- वेबसाइट एडमिनिस्ट्रेटर, भारतीय सर्वेक्षण विभाग, देहरादून को इस अनुरोध के साथ प्रेषित है कि वे संलग्न सर्कुलर को वेबसाइट पर अपलोड करने की कृपा करें।

C-31011/11/2024-Vig.

भारत सरकार  
विज्ञान एवं प्रौद्योगिकी मंत्रालय  
विज्ञान एवं प्रौद्योगिकी विभाग  
सतर्कता इकाई  
\*\*\*\*

प्रौद्योगिकी भवन,  
न्यू महरौली रोड,  
नई दिल्ली-110016.  
दिनांक: 13 अगस्त, 2024.

To,

All Directors/Heads of Subordinate Offices  
and Aided Institutes under DST

**Sub: Observance of Vigilance Awareness Week (VAW), 2024-reg.**

Madam/Sir,

I am directed to enclose herewith a copy of Central Vigilance Commission's Circular No. 08/08/24 dated 01.08.2024 on the above cited subject regarding 03months campaign (16<sup>th</sup> August, 2024 to 15<sup>th</sup> November, 2024) on Preventive Vigilance Measures cum housekeeping activities as a precursor to VAW 2024 for compliance.

2. A report in the format prescribed for the purpose, available at Annexure 'A' of the Circular dated 01.08.2024, on the works accomplished on each of these parameters during the campaign period, should be submitted to the undersigned (soft copy only; email: vig-us-dst@gov.in) **by 15<sup>th</sup> November, 2024** positively for onward transmission to the CVC.
3. All part-time CVOs are requested to send their report directly to CVC along with a copy to CVO, DST.
4. This issues with the approval of competent authority.

संलग्न: उपरोक्तानुसार

भवदीया,  
अनुराग

(अनुराग देवगन)  
अवर सचिव

ईमेल: vig-us-dst@gov.in

Copy to:  
Part-time CVOs/VOs,  
Subordinate Institutes and Aided Institutes under DST

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24600200

फैक्स / Fax : 24651186



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.....024/VGL/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

*Daniel*

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 **30<sup>th</sup> 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:

<b>CAPACITY BUILDING PROGRAMS</b>			
<b>Period</b>	<b>Training name</b>	<b>No. of Employees Trained</b>	<b>Brief Description</b>
	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:

<b>Period</b>	<b>System Improvements implemented during the campaign period</b>	<b>System Improvements suggested during last 5 years but pending for implementation</b>
<b>16<sup>th</sup> August to 15<sup>th</sup> November, 2024</b>		

**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:**

<b>SL. No.</b>	<b>Particulars</b>	<b>Number</b>	<b>Remarks, if any</b>
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**