

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(VIGILANCE BRANCH)

No. VG/1204/Misc.(58)/DD (Vig.)/DUSIB/2019/D- 958 Date: 25/10/19

Sub: Uploading of Circulars and information related to vigilance awareness on the official website of organization including Integrity pledge.

DUSIB has decided that this year the Vigilance Awareness Week would be observed from 28th October, 2019 to 02nd November, 2019 with the theme "Integrity – A way of life (ईमानदारी – एक जीवन शैली)" as per Circular No. 05/08/19 dated 02/08/2019 of Central Vigilance Commission on the above cited subject.

The observance of Vigilance Awareness Week would commence with the **Integrity pledge** (copy attached) by the employees of DUSIB on **28th October, 2019 at 11.00 a.m.** in all the office premises including branches/zones located at different locations in Delhi.

The CVC has advised to conduct activities relevant to the theme both within and outside their respective organizations, and to conduct outreach activities for public/citizens during the Vigilance Awareness Week.

Dy. Director (System) is, therefore, requested to upload the attached copies of circulars and information related to Vigilance Awareness Week, 2019 on the official website of organization including Integrity pledge.

Encl: as above.


Dy. Director (Vig.)

Dy. Director (System)/DUSIB



Telegraphic Address :
"SATARKTA: New Delhi

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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..... 019/VGI/029

दिनांक / Dated.....02.08.2019.....

Circular No. 05/08/19

Subject : Observance of Vigilance Awareness Week, 2019.

1. The Central Vigilance Commission has the mandate under the Central Vigilance Commission Act, 2003 to fight corruption and to ensure integrity in public administration. It is charged with monitoring all vigilance activities under the Central Government and advising various authorities in Central Government and organizations under it, in planning, executing and reviewing their vigilance work in order to bring out systemic improvement in governance. In addition, the Commission with its outreach activities also endeavours to create awareness amongst the common man, especially the youth, towards the policy of achieving transparency, accountability and corruption free governance.

2. Observance of Vigilance Awareness Week every year is part of the multi-pronged approach of the Commission where a key strategy is to encourage all stakeholders to collectively participate in the prevention of, and the fight against corruption and to raise public awareness regarding the existence, causes and gravity of and the threat posed by corruption. The Commission has decided that this year the Vigilance Awareness Week would be observed from 28th October to 2nd November, 2019 with the theme "Integrity- A way of life (ईमानदारी-एक जीवन शैली)".

3. Corruption can be defined as a dishonest or unethical conduct by a person entrusted with a position of authority, either to obtain benefits to oneself or to some other person. It is a global phenomenon, affecting all strata of society in some way or the other. Corruption undermines political development, democracy, economic development, the environment, people's health and much more. It is, therefore, imperative that the public must be sensitised and motivated towards efforts at weeding out corruption.

4. Though punishment and penal actions delivered quickly are effective deterrents to corruption, a lot more may be achieved by inspiring the young generation to lead a life that combines righteousness and honesty. The Commission has accordingly chosen "Integrity- A way of life (ईमानदारी-एक जीवन शैली)" as the main theme for Vigilance Awareness Week, 2019.

5. The observance of the Vigilance Awareness Week would commence with the Integrity Pledge (copy enclosed at Annexure 'A') by public servants in the Ministries/Departments/Central

Public Sector Enterprises (CPSEs)/Public Sector Banks (PSBs) and all other Organisations on 28th October, 2019 at 11.00 a.m.

6. All Organisations are also advised to conduct activities relevant to the theme both within and outside their respective organizations, and to conduct outreach activities for public/citizens as indicated below :

A. Activities to be conducted within the organization:

- A1. 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.
- A2. Conduct workshops/sensitization programmes for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.
- A3. Conduct various competition such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
- A4. Use organizational website for dissemination of employees/customer oriented information and to make available avenues for redressal of grievances.
- A5. Bring out special issue of journals/newsletters on vigilance issues, systemic improvements and good practices adopted for wider dissemination and awareness.
- A6. Distribute pamphlets/handouts on preventive activities, whistle blower mechanism and other anti-corruption measures.
- A7. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

B. Outreach activities for public/citizens:

- B1. The organisations may organise human chains in central locations in the concerned cities/ towns/villages which have been assigned to them as per Annexure 'C' & 'D', wherever feasible.
- B2. They may undertake activities such as walkathons/ marathons / cyclathons etc., and organise street plays, public functions etc. which have visibility and mass appeal across all strata of society.
- B3. Display of hoardings, banners, posters and distribution of handouts etc. at prominent locations/places in offices/ field units and also at places with public interface (eg. branches of Banks, Petrol Pumps, Railway Stations, Airports etc.).
- B4. Organize grievance redressal camps for citizens/customers by organisations having customer oriented services/ activities. Similarly, vendor meets may be organised wherever necessary. It is expected that such camps/meets are held by the organisation not only at headquarters but also at all appropriate field units.

B5. Extensive use may be made of social media platforms, bulk SMS/E-mail, Whatsapp, electronic and print media etc. for spreading awareness.

B6. 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 'A' & 'B'). 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.

The online "Integrity Pledge" is available on the CVC's website <http://www.cvc.nic.in> and can also be accessed through the hyperlink provided by the Ministries/Departments/Organisations.

B7. Stressing creation of awareness of the ill-effects of corruption amongst school and college students, the Commission desires that special efforts may be made by each field unit/branch of every Organisation/CPSE to reach out to students in at least 3 schools and 3 colleges.

In this regard, various activities such as lectures, panel discussions, debates, quiz, essay writing, slogans/elocution/cartoon/poster competitions on moral values, ethics, good governance practices etc. may be organized so as to generate healthy debate on the ill effects and prevention of corruption and for ensuring active participation of students of schools/colleges/professional colleges. In order to ensure wide coverage of cities/towns across the country, it is proposed that the various organizations along with field units/branches may conduct outreach activities in schools and colleges in the cities/towns as indicated at Annexure 'C' and 'D'.

B8. Activities conducted in schools and colleges need to be sustained over a period of time to ensure that ethical values are ingrained permanently in the minds of the younger generation. All organizations may therefore, encourage establishment of 'Integrity Clubs' in schools and colleges as children are the future assets of the country and it is important to cultivate moral values in them.

B9. Organise "Awareness Gram Sabhas" for dissemination of awareness in Gram Panchayats (in rural and semi-urban areas) to sensitise citizens on the ill-effects of corruption. As past practice, Public Sector Banks need to conduct "Awareness Gram Sabhas" at branch level in at least two Gram Panchayats. Other organizations may also organise "Awareness Gram Sabhas" wherever possible. While organising Gram Sabhas and seminars, the participation of non-government organisations, corporates in the private sector, other institutions, service organisations and participation of public in the area may be ensured.

In this regard, the CVOs of PSBs along with the CMD or his nominee may hold a meeting/ video conference with the Heads of their Circle and Regional Offices, Branch Managers, Vigilance Managers and Vigilance Officers to finalise action plans for conducting "Awareness Gram Sabhas" and to monitor the same. The Head of the Regional Office (or of the circle if there are no Regional Offices) may function as the Nodal Officer for successful implementation of this activity by the branches under their jurisdiction. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at Annexure 'E'.

- B10. While in the rural and semi-urban areas "Awareness Gram Sabhas" would suffice, in the urban areas, public can be engaged in discussion about corruption by organising "Seminars/Workshops". Hence, all Organizations are requested to hold at least one such seminar at their headquarters/regional offices.

Similarly, PSBs may also ensure that their branches located at block headquarters and district headquarters organize such seminars at each block and at each district headquarters. For this purpose the various bank branches at block and district level may like to coordinate their activities with each other.

- B11. Vigilance Study Circles may also participate actively in the VAW by conducting any or all of the outreach activities.

7. The Commission expects all organizations to conduct various activities with zeal and enthusiasm to achieve the Commission's objective to eliminate corruption in public life. Although all activities need to be conducted during the Vigilance Awareness Week, however, in case of exigencies/ school holidays etc., the same can be conducted before or after the Vigilance Awareness Week.
8. 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 'F' by 30th November, 2019.
9. Selected Photographs / Media clips may be sent to the Commission by email at the address smedia-cvc@gov.in . Photographs and Media clips may be uploaded on departmental / organisational websites and social media accounts using the hashtag #vigilanceweek2019. These may also be tagged to the CVC's social media accounts @cvcindia (Twitter) and @cvcofindia (Facebook).
10. This notification is also available on the Commission's website at <http://www/cvc/nic.in>



(Anindo Majumdar)
Secretary

Encl: As stated.

To

- (i) 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
- (v) The Chief Election Commissioner, Election Commission
- (vi) Chief Executives of all CPSEs/Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ Societies.
- (vii) All Chief Vigilance Officers in Ministries / Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organisations/ 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 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.

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", however it is mandatory to organize a meeting as indicated at point (1) below.

- (1) Organise 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) Organise competitions like quiz, cartoon, slogans, painting, rangoli, posters and walkathon/ marathon / cyclathon etc.
- (3) Organise Melas to give wide publicity to the produce/ products of the SHGs as motivational tools for integrating them with awareness creation effort.
- (4) Organise 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-2019

Name of the Organisation :

A. INTEGRITY PLEDGE

Table-1: Integrity Pledge

Total no. of employees who have undertaken e-pledge	Total no. of citizens who have undertaken e-pledge

B. ACTIVITIES/EVENTS ORGANISED WITHIN THE ORGANISATION

Table-2: Conduct of competitions

Name of State	City/Place	Specify program (Debate/Elocution/Panel discussion etc.)	No. of participants	Whether copy of award winning activities attached

Table-3: Other Activities

Sl. No.	Activities	Details
1.	Distribute Pamphlets/Banners	
2.	Conduct of Workshops/Sensitization programmes	
3.	Issue of Journals/Newsletters	
4.	Any other activities	

C. ACTIVITIES OUTSIDE THE ORGANISATION

Table 4: Mass contact /visibility activities

Sl. No	Activities	Details
1.	Human Chains	
2.	Marathons/ Awareness Walks/ Bicycle rallies etc.	
3.	Display of Banners/Posters etc	
4.	No. of Grievance Redressal camps held	
5.	Use of Social Media	
6.	Any Other Activity	

Table-5: 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 participated	Number of Integrity Clubs set up
Total					

Table-6: 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 participated	Number of Integrity Clubs set up
Total					

Table-7: "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-8: 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

D. PHOTOGRAPHS AND MASS MEDIA

1. Photos may kindly be sent along with captions and also place & date of event, preferably in soft copy.
2. Selected Photographs / Media clips may be sent to the Commission by email at the address smedia-cvc@gov.in.
3. Photographs and Media clips may be uploaded on departmental / organisational websites and social media accounts using the hashtag **#vigilanceweek2019**.
4. These may also be tagged to the CVC's social media accounts **@cvcindia** (Twitter) and **@cvcofindia** (Facebook).

E. ANY OTHER RELEVANT INFORMATION (optional):

(Brief write up on the activities conducted during Vigilance Awareness Week-2019, not more than in about 1000 words may be attached in a separate sheet)

सत्यनिष्ठा प्रतिज्ञा

मेरा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है। मेरा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिल कर कार्य करने की आवश्यकता है।

मेरा मानना है कि प्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिए।

अतः, मैं प्रतिज्ञा करता हूँ कि :-

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूँगा;
- ना तो रिश्वत लूँगा और ना ही रिश्वत दूँगा;
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करूँगा;
- जनहित में कार्य करूँगा;
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूँगा;
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेन्सी को दूँगा।

INTEGRITY PLEDGE

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.

44/c

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(VIGILANCE BRANCH)

No. D/ 671/DD (Vig.)/DUSIB/2016

Date: 26/07/2019

CIRCULAR

In order to streamline functioning and bring transparency in the department, a number of circulars on preventive measure or on improvement of the procedures have been issued from time to time by Vigilance and Administration. Emphasis has always been given to minimize the scope of lapses leading to vigilance action in various meetings held to sensitize officers/officials.

It has been observed that references are being marked to vigilance in a very casual manner without proper examination and comments on the issue by the Competent Officer of the concerned branch/section. This results in sheer waste of time /diversion to non-issues of vigilance and in some cases the appropriate action as required on the reference remained unattended.

There are instances, where the file is being marked directly to vigilance branch without the knowledge of CVO, DUSIB. A CVO heads the Vigilance Division of an organization and acts as an advisor to the Chief Executive in all matters pertaining to Vigilance. The Chief Vigilance Officers (CVOs) in the organization have been authorized to decide upon the existence of a vigilance angle in a particular case, at the time of registration of the complaint. Although formulation of a precise definition is not possible, generally such an angle could be perceptible in cases characterized by:

- (i) commission of criminal offences like demand and acceptance of illegal gratification, possession of disproportionate assets, forgery, cheating, abuse of official position with a view to obtaining pecuniary advantage for self or for any other person; or
- (ii) irregularities reflecting adversely on the integrity of the public servant; or
- (iii) lapses involving any of the following ;
 - (a) gross negligence;
 - (b) recklessness;
 - (c) failure to report to competent authorities, exercise of discretion/powers without or in excess of powers/jurisdiction;
 - (d) cause of undue loss or a concomitant gain to an individual or a set of individuals/a party or parties; and
 - (e) flagrant violation of systems and procedures

Evidently the time and mandate of vigilance branch is very important. It would be essential that while making references to vigilance branch officer concerned, who make the reference, should ensure that the issues are genuine and not malicious, vexatious or frivolous. It should be based on verifiable facts and involves Vigilance angle. The issues raised in the reference should not be biased or based on any personal grievances.

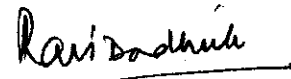
Contd. page 2..

Ravi Mishra

Therefore, while referring a case to Vigilance, the competent officer should ensure that the issue in hand is properly examined and then refer the case to Vigilance with a detailed back ground of the case, action taken by the branch and recommendations of the Branch Incharge for proper comprehension of the case.

All concerned are hereby advised to strictly adhere to above instructions/guidelines so as to avoid undue delay of appropriate action in the matter before being referred to Vigilance.

This issues with the approval of CEO, DUSIB.



**Chief Vigilance Officer,
DUSIB**

All concerned

Copy to:

PS to CEO, DUSIB,

49/c

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(VIGILANCE BRANCH)

No. VG/1202/3/Vig./DUSIB/2016-19/D-211

Date: 27/2/19

CIRCULAR

During surprise joint inspection by Administration and Vigilance few employees of DUSIB found in an inebriated state in the office premises during office hours. Higher Authorities have taken a serious view on it. Both tobacco and alcohol not only have long-ranging health hazard or dangerous effect on human life but also attract violation of CCS (Conduct rules).

Every Government Servant shall all the times observe certain do's and don'ts as provided in CCS (Conduct) Rules. Relevant rule in this regard is being reproduced.


"Rule 22. Consumption of intoxicating drinks and drugs A Government servant shall –

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- ¹³ [bb] Refrain from consuming any intoxicating drink or drug in a public place;
- (c) not appear in a public place in a state of intoxication;
- (d) not use any intoxicating drink or drug to excess. "

¹³ **Explanation:** For the purposes of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

In view of the above, it is hereby directed that all the branch heads and senior officers may conduct periodical inspection of branches under their control to ensure that the do's and don'ts as contained in CCS(Conduct) rules are being practised intelligently.

The above instructions should be adhered to strictly by all concerned. Any laxity in this regard would be viewed seriously and appropriate action shall be initiated for lapses noticed during the surprise inspection.


(Ravi Dadhich)
Chief Vigilance Officer,
DUSIB

1. CEO, DUSIB for kind information
2. Member (Admn.)/Finance
3. All Chief Engineers
4. All Suptdg. Engineers/ All Directors/B&FO
5. All Ex. Engineers/All Dy. Directors
6. Guard file
7. Office Copy

39/c

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(VIGILANCE BRANCH)

No. VG/1202/3/Vig./DUSIB/2016-19/D-210

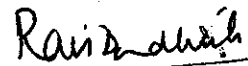
Date: 27/2/19

C I R C U L A R

Instances has been observed that no proper handing over / taking over takes place when an official is transferred from one section / seat to another section / seat leading to disciplinary proceedings against erring officials. The records which are being handed over to the charge taking official are not properly noted and maintained. As a result, it has been noticed, that some important papers / files are misplaced. It is absolutely necessary to keep and maintain the records in proper format and reconciled.

Henceforth, it is directed that in order to avoid vigilance actions for the lapses stated above, all officials taking over a new section / seat will take over the records from the relieving official under authentication and signature of the relieving official. Both officials, shall prepare the records of files/other papers being handed over / taken over and both official shall sign over list of files / papers being taken over / handed over. A copy of this will be maintained by each official. A copy be also given to the concerned sections Head. It will be primarily responsibility of the official taking over that all records are reconciled and properly taken over. If any record is being misplaced subsequently it will be the responsibility of the official taking over and it will be presumed that any record / file has been misplaced after the official has taken over. These instructions come into force with immediate effect.

All Sectional Heads shall ensure that the relieved official / relieving official have properly handed over the charge along with all the files etc.



(Ravi Dadhich)
Chief Vigilance Officer,
DUSIB

1. CEO, DUSIB for kind information
2. Member (Admn.)/Finance
3. All Chief Engineers
4. All Suptdg. Engineers/ All Directors/B&FO
5. All Ex. Engineers/All Dy. Directors
6. Guard file
7. Office Copy

38/c

Delhi Urban Shelter Improvement Board
Govt. of NCT of Delhi
(Vigilance Branch)

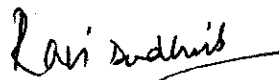
No. D-59/Dy.Dir (Vig)/DUSIB/2019

Date: 17/01/2019

CIRCULAR

It has come to the notice that some undesirable persons are loitering in the premises of DUSIB without any specific reasons. They are reported to be functioning as broker. In order to streamline the movement of public persons visiting public dealing branches, a visitor's register is being maintained by the Care Taking branch at all the entry points. All branch heads shall also ensure maintenance of entry register for visiting public in their respective branches to restrict unwanted entries. These registers should mention the name of visitor, mobile No., purpose, if not the applicant himself, then relation, time etc. The Land and lease sections, SUR and allotment sections, Property, SCP and all zones, divisions and branches dealing with vacant land/built up assets or dealing with cash are sensitive branches and maintenance of these registers is mandatory for them.

To ensure compliance, Senior Officers may conduct surprise visit. All concerned are hereby directed for strict compliance failing which appropriate action shall be initiated as per rules.


(Ravi Dadhich)
Chief Vigilance Officer

All DDs/EEs

Copy for information to:

1. PS to CEO
2. Member (Admn./finance)
3. Chief Engineer I/II/(Electrical)
4. All SEs/Directors
5. Guard file
6. Office copy