

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

No. VG/1204/79/Misc./Vig./DUSIB/2020/D-784

Date: 22/10/2020

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 27th October to 2nd November, 2020 with the theme "सतर्क भारत समृद्ध भारत - Satrak Bharat, Samriddh Bharat (Vigilant India, Prosperous India)" as per Circular No. 09/09/2020 dated 08/09/2020 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 **27th October, 2020 at 11.00 a.m.** in all the office premises including branches/zones located at different locations in Delhi. All the Sections / Divisions/Circles/Zonal Offices are advised to strictly adhere to extent Covid-19 prevention guidelines at all locations.

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, 2020 on the official website of organization including Integrity pledge.

Encl: as above.


Dy. Director (Vig.)

Dy. Director (System)/DUSIB

As upl.

23.10.2020

Sh. Deepthi

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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
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Block A, INA, New Delhi-110023

सं./No.....020/VGL/036/459673

दिनांक / Dated.....08.09.2020.....

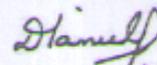
Circular No. 09/09/2020

Subject : Observance of Vigilance Awareness Week, 2020.
"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat
(Vigilant India, Prosperous India)".

1. The Central Vigilance Commission is an apex anti-corruption body mandated to fight corruption for ensuring integrity in administration. It is a statutory multi member Institution vested with the superintendence of vigilance administration in the Central Government and its organisations. Besides, overseeing integrity in public administration in the Central Government and the organisations under it, the Commission endeavours in its outreach measures to create awareness amongst civil society and the public at large towards the policy of achieving transparency, accountability and corruption free governance. The Commission is fully committed to implement the policy of "Zero Tolerance against Corruption".
2. The Commission has decided that this year the Vigilance Awareness Week would be observed from 27th October to 2nd November, 2020 with the theme "सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)".
3. The observance of the Vigilance Awareness Week would commence with the Integrity Pledge (copy enclosed at Annexure 'B) by public servants in the Ministries/ Departments/ Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other Organisations on 27th October, 2020 at 11.00 a.m.
4. All Organizations are advised to strictly adhere to extant Covid-19 prevention guidelines at all locations and events issued from time to time by the competent authority.

5. In addition, all the organisations should strictly adhere to the economy measures issued by the Ministry of Finance vide the Department of Expenditure OM No. 7(2)E. Coord/2020 dated 4.9.2020.
6. Activities to be conducted within the organization may include the following :
 - a) **The Commission desires that all organisations focus on internal (housekeeping) activities which are to be taken up in campaign mode as part of the Vigilance Awareness Week.** The guidelines for these activities are being circulated as an indicative list for the guidance of organisations (Annexure A). Other activities / items of work may be undertaken as per the felt need and priorities of various organisations.
 - b) 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.
 - c) Conduct workshops/sensitization programmes for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.
 - d) Use organizational website for dissemination of employees/ customer oriented information and to make available avenues for redressal of grievances.
 - e) The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organisations.
 - f) Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
 - g) Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.
7. Outreach activities for public/citizens:
 - a) 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 'B' & 'C'). 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.

- b) The online "Integrity Pledge" is available on the CVC's website <http://www.cvc.gov.in> and can also be accessed through the hyperlink provided by the Ministries/Departments/Organisations.
- c) Extensive use may be made of social media platforms, bulk SMS/E-mail, Whatsapp, electronic and print media etc. for spreading awareness.
- d) Organize grievance redressal camps for citizens/customers by organisations having customer oriented services/ activities. Similarly, vendor meets may be organised wherever necessary, preferably through online mode.
- e) Organisations may conduct various outreach activities for dissemination of anti corruption message and stressing the necessity of vigilant India as essential for a prosperous India. Online modes to be extensively used.
8. Vigilance Study Circles may also participate actively in the Vigilance Awareness Week by conducting any or all of the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned at para 4 and 5.
9. The Commission expects all organizations to conduct various activities with zeal and enthusiasm to achieve the objective to eliminate corruption in public life. Although all activities need to be conducted during the Vigilance Awareness Week, however, in case of exigencies/ holidays etc., the same can be conducted before or after the Vigilance Awareness Week.
10. 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 #vigilanceweek2020. These may also be tagged to the CVC's social media accounts @cvcindia (Twitter) and @cvcofindia (Facebook).
11. 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 'A' by 30th November, 2020.
12. This notification is also available on the Commission's website at <http://www.cvc.gov.in>



(P. Daniel)
Additional 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.

Annexure A

Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020

(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020)

- 1. Land management (title of land, property, encroachment issues etc.)**
 - (a) Does the organization possess revenue documents / records for the land(s) under its control ?
 - (b) How much land is under encroachment and at what locations ?
 - (c) Steps being taken to combat encroachment ?
 - (d) Any other initiative ?

- 2. Allotment of houses / quarters and related issues**
 - (a) Does the organization use IT application for allotment of houses ?
 - (b) Does the organisation possess a house allotment policy ?
 - (c) Is house allotment being done as per prescribed policy ?
 - (d) Is there any illegal occupation of houses, if any and what action is being taken ?
 - (e) Any other issue ?

- 3. Payments and other benefits to persons working in outsourced services in the organisation**
 - (a) Whether the organisation possesses prescribed norms for outsourcing ?
 - (b) If yes, are these norms adhered to ?
 - (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
 - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
 - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
 - (f) Whether the vendors are adhering to norms prescribed by the organization ?
 - (g) Any other special initiative regarding outsourcing ?

- 4. Management of Assets**
 - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) is being done as per extant rules strictly.
 - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) may be given

- 5. Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020
Complaints pending over one year old to be disposed by 31.10.2020

Other items pending with CVOs

- (a) Status of complaints received from other sources
 - (b) Status of complaints sent by CVC for NA
6. **Vigilance cases pending for further clarification to the CVC**
- Cases to be disposed by 31.10.2020
7. **Major penalty proceedings**
- Proceedings pending over six months old to be finalized by 31.10.2020
8. **Minor Penalty proceedings**
- Proceedings over six months old to be finalized by 15.10.2020
Proceedings over one year old to be finalized by 31.10.2020
9. **CTE inspections**
- Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020
10. **Preventive vigilance measures undertaken by the CVOs**
- (a) Inspections
 - (b) Training programmes / workshops including E-training / Online training
 - (c) Whether Annual Property Returns submitted by all officers
 - (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
 - (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
 - (h) Is the organization digitizing / plans to digitize old records
11. If the Organisation runs Schools, Hospitals etc.- Whether prescribed policy for management is adhered to.
12. **Gender sensitization issues**
- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
 - (b) Percentage of representation of women at all levels in the Organization
 - (c) Whether awareness regarding gender issues is being created in the Organisation
13. **Leveraging Technology — IT usage and E-governance**
- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
 - (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

14. **Scrutiny of Audit Reports**

15. **Updation of Rules, Regulations and guidelines**

- (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy/ Banning of Business Dealing Policy, etc.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

16. **Systems improvements undertaken (brief description within 100 words)**

Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.



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.

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।

34/-

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.

CIRCULAR

In order to streamline and improve the methods of functioning of different sections, the need of having a proper understanding and practice of provisions contained in the manual of office procedure has been emphasized time and again. Necessary advisory/circulars have been issued time to time. But, it has come to the notice of the undersigned that important papers/references /file marked to dealing assistants are not being submitted timely for the required action despite clear cut instructions on the receipt/file itself.

2. Therefore, it is essential that each section should maintain mandatory registers as prescribed in manual of office procedure which includes attendance register, dak register, file register (showing number, subject and date of opening of file), file movement register, section diary, register for complaint/VIP references etc. Each section head should refer to manual of office procedure and maintain relevant register with up-to date details.

3. Regular inspection of office should be carried out by section head i.e. DD/EE/DCA/AO to ensure maintenance of these registers and these registers should be produced before the inspecting authorities as and when demanded. Further all section heads are directed to ensure that the staff working under them is attending the office on time.

4. They shall ensure that the references received in their section are properly scrutinized as per policy and there is no undue delay in disposal of the cases, and these are disposed off as per time schedule. VIP references/ PGMS references/ RTI should be given priority. The policies applicable to the respective section should be compiled and kept in a separate guard file folder and should also be put on DUSIB official website. Each section should also maintain a guard files for keeping important record.

5. It has been given to understand that few instances of non-compliance with respect to laid down procedures contained in the office procedures, have resulted in delay/serious lapses leading to disciplinary proceedings against the erring officials. One of the ways therefore, to ensure that the procedure laid down is being observed, is through periodical inspection of working of section. Surprise visit by the concerned Director and other senior officers to the branch concerned will be helpful in ensuring that the attendance is regular and that there is no pendency of work and that efficiency, neatness and tidiness are generally maintained.

In view of the above, it is hereby desired that all the branch heads and Senior Officer may conduct periodical inspection of branches under their control to ensure that the provisions contained in the manual of office procedure are being practiced intelligently and the required registers in accordance of office procedure are being maintained. The above instructions should be adhered to strictly by all concerned. Any laxity in this regard would be viewed seriously and appropriate action would be initiated for lapses noticed during the said surprise visit/inspection.

(AZIMUL HAQUE)
CHIEF VIGILANCE OFFICER,

All Sectional Heads

Copy for information to:

1. PS to CEO
2. Member (Admn/Finance/Engineering)
3. CE I/II/CE(Elect)
4. All Directors/SEs/B & FO
5. All Dy. Director/Executive Engineers
6. Office copy/Guard file.

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

No. D-274/Dy. Dir (Vig)/DUSIB/

Date: 15/10/2020

CIRCULAR

In order to restrict movement of undesirable persons and streamline the movement of visiting public, especially for the work related to the public dealing branches, necessary instructions & circulars on preventive measures have been issued from time to time by Vigilance branch. It has been emphasized time and again to maintain a visitor register by the Care taking branch at all the entry points and all branch heads are also directed to maintain entry register of visiting public in their respective branches at the level of AD to restrict movement of undesirable persons. These entry registers should mention visitor's name mobile number, purpose, if not the applicant then relation, time etc. Maintenance of these registers is mandatory for Land and Lease Sections, SUR and Allotment Sections, Property, SCP and all zones, divisions and branches dealing with vacant land/built up assets or cash, being sensitive branches.

During the visit by vigilance in public dealing branches, it was observed that either the register was not maintained or if entries are made in few branches, the same did not match with entries in the register maintained at the entry point by Care taking branch. Undesirable persons were also found loitering in the premises of DUSIB without any specific reasons despite strict instructions in this regard.

In order to restrict undesirable persons who may have functioning as tout or broker and also to minimize the personal interaction in public dealings, all the Heads of the divisions shall coordinate with staff and regularly monitor a visitor's register maintained by them.

It has further come to the notice of the undersigned that in order to ascertain certain facts of the case, the Vigilance seeks information from different branches of DUSIB. Despite having clear cut directions in this regard, the information sought is not being provided in time and on many occasion even after issue of repeated reminders, the required information/reply do not reach the vigilance branch resulting in undue delay of sensitive vigilance cases. Henceforth, all branch heads shall ensure timely submission of required information/record/reply to the Vigilance branch.

All concerned are hereby directed for strict compliance. Any laxity in this regard would be viewed seriously and appropriate action shall be initiated as per rules.



(AZIMUL HAQUE)
CHIEF VIGILANCE OFFICER,

All Sectional Heads

Copy for information to:

1. PS to CEO
2. Member (Admn/Finance/Engineering)
3. CE I/II/CE(Elect)
4. All Directors/SEs/B & FO
5. All Dy. Director/Executive Engineers
6. Office copy/Guard file.