

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

No. VG/1204/115/Misc./DD/Vig./DUSIB/D- 885

Date: 22/8/22

Sub: Observance of Vigilance Awareness Week, 2022.

Preventive Vigilance measures cum housekeeping activities:

3 months campaign (16th August, 2022 to 15th November, 2022) -
as a precursor to VAW 2022.

Please find enclosed herewith copy of Central Vigilance Commission Circular No. 14/07/22 (No. 022/VGL/029) dated 25.07.2022 of Sh. P. Daniel, Secretary, Central Vigilance Commission, Satarkta Bhawan, G.P.O., Complex, Block-A, INA, New Delhi-110023 on the above cited subject.

CVC has directed that as a 3-month's campaign, the exercise on 06 parameters (mentioned in the CVC letter) will start from 16th August, 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9th December, 2022 as per format available at Annexures B(1) to B(6) and requested to ensure participation by all concerned in this campaign to achieve significant outcomes.

Further instructions, regarding theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

The CVC has sought report/information on Observance of Vigilance Awareness Week-2022 Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16th August to 15th November, 2022) as a precursor to VAW-2022 as per format (enclosed herewith). As such, you are requested to provide ATR/information as per enclosed format which relates to your branch on or before 21th November, 2022 to this office so that compliance report may be submitted to CVC accordingly.

This may please be treated on top priority being a time bound reference.

This issue with the approval of CVO/Member (Admn.)

Encl. As Above.

R. Singh
18/08/22
Director (Vig.)

CE-1/CE-2/CE(Elect.)

SE(Coord.)

All Directors

B&FO, DUSIB

Deputy Director (IT) to provide above information with request to upload this circular on DUSIB portal.

Sh. Deepthi - Prj

[Signature]
23.8.22

Diary No. 763
Date: 23/8/22
Computer Division (DUSIB)
Govt. of NCT of Delhi



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.....022/V.GI/029.....

दिनांक / Dated 25.07.2022.....

Circular No. 14/07/22

Subject: Observance of Vigilance Awareness Week, 2022

**Preventive Vigilance measures cum housekeeping activities: 3 months campaign
(16th August, 2022 to 15th November, 2022) - as a precursor to VAW 2022**

The Commission is of the firm belief that the fight against corruption requires the active involvement of all stakeholders. One of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. The observance of Vigilance Awareness Week every year remains pivotal in promoting integrity by raising awareness regarding the importance of reiterating the commitment against corruption. The Commission has decided that this year's Vigilance Awareness Week would be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhbhai Patel. Detailed guidelines in this regard would be issued in due course.

2. It has been seen that there is a need to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organizations:

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
 - Website Maintenance & updation;
 - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for creating online platform;
- e) Updation of guidelines / circulars / manuals wherever found necessary, and
- f) Disposal of complaints outstanding as of 15/08/2022.

Brief description of the above 06 parameters are given in **Annexure A** to this letter.

San Anand

25/7/22

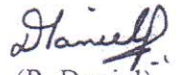
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3. As a 3-month's campaign, the exercise on above parameters will start from 16th August 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9th December, 2022 (Friday) as per format available at Annexures **B(1) to B(6)**. All Ministries/Departments/Organizations are requested to ensure active participation by all concerned in this campaign to achieve significant outcomes.

4. Further instructions, regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

5. The details of above 3 months campaign on Preventive Vigilance cum housekeeping activities be conveyed to all departments / offices/ units of the organization latest by 5th August, 2022 (Friday) positively for its effective implementation. Suitable mechanism to monitor the progress be also put in place.


(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



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ANNEXURE A

Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week, 2022

1. PROPERTY MANAGEMENT

It has been seen that a number of organizations possess a large number of land/properties. However, in many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. Towards this end, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out all the land/buildings owned by them and take action as listed below:
 - Wherever properties are owned by the organization, the ownership documents to be listed and verified. In case the properties are under lease, availability of the lease agreement to be verified.
 - Encroachments be identified and future action plan to be drawn for all such properties.
 - Properties not in use be identified and steps be taken for future course of action.

2. MANAGEMENT OF ASSETS

It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out old furniture, machinery / equipment and other such old and unused assets and make an inventory of all of them.
- b) Appropriate action be taken for the disposal of such unused assets as per their policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.

3. RECORD MANAGEMENT

Weeding out of old records and disposal of documents that have outlived their usage may be done periodically. The following points may be taken into consideration:

- a) Ministries/ Departments/ Organizations to examine whether a record retention policy, including electronic records, exists and if not, one may be prepared and adopted.



