No. Vig/Coord/Vigilance-Awareness-Week/2020/1284

Date – 19 OCT 2020

To

Director (PDNASS)/ACC(HQ)(Zone)/
ACC(Zone)/ACC(ASD)/
RPFC-I/II(RO)

Subject - Observance of Vigilance Awareness Week 2020 - reg

Ref - CVC circular No. 09/09/2020 dated 08.09.2020

Madam/Sir,

Kindly refer to the above stated subject and the reference circular mentioned above and enclosed herewith.

2. CVC vide its circular dated 08.09.2020 has decided to observe the Vigilance Awareness Week from 27th October to 2nd November 2020 with the theme – “Satark Bharat, Samriddh Bharat” (Vigilant India, Prosperous India).

3. The observance of the Vigilance Awareness Week would commence with the Integrity Pledge (copy enclosed) by all staff and officers of EPFO on 27th October 2020 at 11:00 AM. CVC had advised to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and to strictly adhere to the economy measures issued by Ministry of Finance vide Departmental of Expenditure OM No. 7(2)E.Coord/2020 dated 04.09.2020.

4. The above mentioned CVC circular dated 08.09.2020 is hereby endorsed to all the ZOs/ROs/PDNASS for observation of VAW 2020. A list of activities including outreach activities for public/citizen has also been suggested in the said CVC circular. The ZOs/ROs/PDNASS are further advised that selected photographs/media clips of the activities may be uploaded on social media accounts using the hash tag #vigilanceweek2020 and may be tagged to EPFO’s official twitter and facebook accounts.
5. In addition to the above, the following activities are mandated by Vigilance HQ with the approval of CPFC for the participation of all ZO/RO/DO/HO/PDNASS for observance of VAW 2020 -

5.1 The focus area related to **Payment and other benefits to persons working in outsourced services in the organization** (from the indicative list provided by CVC) is to be taken up in campaign mode as part of VAW-2020. All ZOs/HO/PDNASS will send a consolidated compliance report for the offices in their jurisdiction along with the submission of final VAW report. The focus area will consist of following check points -
   a. **Whether the organization 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?**

5.2 **Video making Competition at All India Level** - Calling for short videos explaining a specific provision or facilities related to three categories - (a) Members (b) Employer and (c) Pensioner - which help in creating awareness among the stakeholders. The competition will be open to all the Staff/officials/officers of EPFO wherein each ZO will send its one best entry in each of the above three categories to the Vigilance HQ where the best 3 entries in each category will be selected. Winner entries will be uploaded and featured on official EPFO Youtube Channel and other social media platforms of EPFO. The video duration will be up to 2 minutes and content of the video can be in Hindi or English. The one best entry in each category will be sent by the zones to Vig HQ not later than **27th October 2020**. The entries will be sent to Vigilance HQ through the whatsapp group, for which each zone is advised to nominate a responsible officer and send his name, designation & mobile number at vcc.vig@epfindia.gov.in latest by **21.10.2020** with subject **[VAW WhatsApp group]**

5.3 **Creative making Competition at All India Level** - Calling for new creative like images, sketches and cartoons etc explaining the specific provision or features of schemes related to two categories - a) Members (including Pensioners) (b) Employer which help in creating awareness among the stakeholders. A substantial improvement in existing creative which are circulated on official social media account of EPFO can also be attempted. The competition will be open to all the Staff/officials/officers of EPFO wherein each ZO will send its one best entry in each of the above two categories to the Vigilance HQ where the best 3 entries in each category will be selected. Winner entries will be uploaded and featured on official EPFO Social Media platforms. The Zonal entries should be emailed at vcc.vig@epfindia.gov.in not later than **28th October 2020** with the
subject [VAW 2020 Creative]. The file format should be JPG which should have sufficient resolution and size to be uploaded on social media platforms. The content of the poster can be in Hindi or English.

5.4 FAQs Competition at All India Level: Calling for the FAQs on relevant provisions/facilities related to two categories - a) Members (including Pensioners) and b) Employers which help in creating awareness among the stakeholders. The FAQ should cover the maximum aspects of specific provision/feature along with relevant answers. A substantial improvement to the existing FAQs can also be made. The competition will be open to all the Staff/officials/officers of EPFO wherein each ZO will send its one best entry in each of the above two categories to the Vigilance HQ where the best 3 entries in each category will be selected. Winner entries will be suitably considered for official endorsement and publication on the EPFO website. The Zonal entries should be emailed at vcc.vig@epfindia.gov.in not later than 29th October 2020 with the subject [VAW 2020 FAQs] The FAQs can be in Hindi or English.

5.5 Case Study Competition at RO level: Each ZO will send one shortlisted write up on the new initiative/best practices adopted in last two years (Since Nov 2018 to Oct 2020) by any of the Regional Offices (RO)/District Office(DO) under its jurisdiction which has helped in containing corruption or prevention of fraud. Special consideration will be given to those entries which highlight if any fraudulent/corrupt practice was unearthed by concerned DOs/ROs/ZO using the preventive vigilance tools and subsequent corrective action taken by DOs/RO/ZO to prevent such instances. The best 3 entries at Vigilance HQ level will be considered to be made part of PDNASS training curriculum on Vigilance. The Zonal entries should be emailed at vcc.vig@epfindia.gov.in not later than 26th October 2020 with the subject [VAW 2020 Case Study]

6. A consolidated report on the various activities done during VAW will be submitted to Vigilance HQ by respective ZOs/HO/PDNASS by 5th Nov 2020. The report is to be sent to the Vigilance HQ by email at vcc.vig@epfindia.gov.in with the subject [VAW 2020 Final Report] in the format prescribed at Annexure A to this circular.

7. This issues with the approval of Chief Vigilance Officer.

Yours sincerely,

(Maruti Bhoyi)
Additional Central PF Commissioner(Vig)
Report Format

1. Name of the Zone/HO/PDNASS
2. Number of offices under its jurisdiction
   a. Regional Offices
   b. District Offices
   c. ZTIs
3. Total number of officers/officials who took Integrity pledge during VAW 2020
4. Report on the focus area related to Payment and other benefits to persons working in outsourced services in the organization -
   a. Whether the organization possesses prescribed norms for outsourcing?
      i. Yes/No
      ii. If yes please mention the references to the said norms.
   b. If yes, are these norms adhered to?
      i. Yes/No.
      ii. Is there any deviation noticed from these norms or has been brought to the knowledge of the concerned authorities? If yes, details thereof.
   c. Whether payment of salaries/wages is paid through bank account by the contractor? -
      i. Total number of contract staff -
      ii. Number of contract staff whose salaries/wages is being credited through bank account
      iii. Reason for not crediting the salaries/wages through the bank accounts, if any
   d. Whether other statutory dues (PF, medical benefits etc) are being given on time?
      i. Total number of contract staff agencies
      ii. Number of contract staff getting PF benefits
      iii. Number of contract staff getting medical benefits
      iv. Date of credit of statutory dues including PF dues for last 3 due months (July 2020 to September 2020) for the contract staff. Details may be mentioned agency wise.
      v. Are statutory dues including PF dues credited within the statutory time limits?
      vi. If no, the reasons thereof
   e. Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management?
      i. Yes/No
      ii. If yes - when was the last test check being done by the management and what were the findings.
      iii. If no - same may be conducted and reported during the VAW 2020
   f. Whether the vendors are adhering to norms prescribed by the organization?
      i. Yes/No
      ii. If No, what action is being taken by the concerned authorities?
iii. Is there any mechanism in place to check the same periodically?

9. Any other special initiative regarding outsourcing? (Mention briefly)

5. Report on Video making Competition
   1. Total number of Entries received in category - Members
   2. Total number of Entries received in category - Employer
   3. Total number of Entries received in category - Pensioner

6. Report on Creative making Competition
   1. Total number of Entries received in category - Members (including Pensioners)
   2. Total number of Entries received in category - Employer

7. Report on FAQs Competition
   1. Total number of Entries received in category - Members (including Pensioners)
   2. Total number of Entries received in category - Employer

8. Total number of entries received by ZO/PD/ASS/BO in Case Study Competition

9. Other Activities (in brief) and may also highlight any innovative activity taken up

10. Best 3 photographs/media clip of various activities
Circular No. 09/09/2020

Subject: Observance of Vigilance Awareness Week, 2020.

"सत्कर्म 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 "सत्कर्म 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 stakeholders 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

Encl: As stated.

To

(i) The Secretaries of all Ministries/Departments of Government of India

(P. Daniel)
Additional Secretary
(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.
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 organization 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 works 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 sensitis 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.