

CSIR – National Botanical Research Institute, Lucknow

No. NBRI/VAW/2024-Vig

Dated 28.08.2024

OFFICE MEMORANDUM

Subject: Three-month campaign in r/o Vigilance Awareness Week - 2024

With reference to CSIR Circular No. 15-6(88)/2024-O&M dated 14.08.2024 (*Copy enclosed*) and CVC Circular No. 08/08/24 (S. No. 024/VGL/081/3647) dated 01.08.2024 (*Copy enclosed*), it is stated that CVC has emphasized to undertake a three month campaign on Preventive Vigilance with focus on the following activities which have been proposed to be undertaken during the said campaign: -

- A) Capacity Building Programmes
- B) Identification and Implementation of Systematic Improvement Measures
- C) Up-dation of Circulars/Guide-lines/Manuals
- D) Disposal of Complaints received before 30.06.2024
- E) Dynamic Digital Presence

The CSIR/CVC has issued detailed guidelines for carrying out the above activities during the campaign period which are required to be done earnestly.

Accordingly, the following officials are requested to peruse the guidelines given in the CSIR letter dated 14.08.2024 and CVC Circular dated 01.08.2024 and undertake the proposed activities as under:-

Concerned Officials	Proposed Activities
1. Dr. Suchi Srivastava Chairperson, ICC	In order to raise awareness about the relevant conduct rules specifically rule 3(C) of CCS(Conduct) Rule 1964 which pertains to Prohibition of Sexual Harassment of Working Women, the Chairperson, Internal Complaints Committee, CSIR-NBRI is requested to organize a training/lecture/talk on the prevention of Sexual Harassment of Women at Workplace and submit a report to this effect in the prescribed format annexed with this Office Memorandum.
2. Shri Ram Badal, SPO	SPO(Purchase) is requested to organize a training on procurement rules for the awareness of all employees and submit a report to this effect in the prescribed format annexed with this Office Memorandum.
3. HoDs	All concerned Heads of Divisions are requested to explore more systematic improvements measures that may be adopted in their respective divisions and submit a report to this effect in the prescribed format annexed with this Office Memorandum.
4. Section Officer (R&A)	To ensure that posting of officials on sensitive areas are being done as per Vigilance Guidelines.
5. Section Officer (Vigilance)	To ensure disposal of all complaints received before 30.06.2024 and submit a report to this effect in the prescribed format.

5. Head, ICT	To ensure that website is up-to-date and contain all proper and relevant information. Further, it must also be ensured that lab is following extant government guidelines for development and maintenance of website. Further, Head, ICT is requested to comply with the suggested action plan and submit a report to this effect in the prescribed format annexed with this Office Memorandum.
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The above officials are requested to undertake/organise the above activities with full enthusiasm. A duly signed, action taken report on the respective activities in the prescribed proforma as given in Annexure A (Sl. No 1 to 5) of the enclosed CVC circular is required to be submitted to the Vigilance Section latest by **16.11.2024 06:00 PM** so that the same could be forwarded to the CVO, CSIR, New Delhi within the prescribed time limit.

Signed by Pradip Kumar

Date: 20-08-2024 10:43:20

Controller of Administration

Copy to:-

1. Concerned Officials/Divisional/Sectional Heads
2. Director's Office
3. Head, ICT – with a request to upload this OM on the Institute's Website
4. Head, IPL – with a request to make this OM available on all notice boards.
5. PS to COA / AO
6. Office Copy



Phone : 23710519

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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या 15-6(88)/2024-O&M/Vig

No.

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

Confidential/Speed post

Date 14.08.2024

To The Directors/ Heads of all the CSIR National Instt/Labs/Centres,

Sub.: Observance of Vigilance Awareness Week, 2024.

Sir/Madam,

With reference to the Central Vigilance Commission (CVC) Circular No. 08/08/24 (No. 024/VGL/081/3647) dated 01.08.24 (copy attached), it is stated that CVC has emphasized that all organizations to undertake a **three-month campaign (16th August 2024 – 15th November 2024)** on Preventive Vigilance with focus on five areas as specified in the Circular No. 08/08/24 dated 01.08.2024. The Commission has given detailed guidelines for carrying out various activities during the three months campaign period which may be done earnestly during the period in your Lab/ Instt.

1. Capacity Building Programmes
2. Identification and Implementation of Systemic Improvement Measures
3. Up-dation of Circulars/Guide-lines/Manuals
4. Disposal of Complaints received before 30.06.24
5. Dynamic Digital Presence

1). Capacity Building Programmes

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 on key aspects of Preventive Vigilance. 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 organization
- iv. Cyber hygiene and security
- v. Procurement

In view of above all the CSIR labs will organize training programme for all employees in phased manner, if required, on above-mentioned topics at S.No. ii) Conduct Rules, iii.) Systems and procedures of organization & v.) Procurement at their own level and the topics mentioned at S. No.i) Ethics and Governance & iv) Cyber hygiene and security will be by CSIR-HRDC. The fresh inductees will be trained at CSIR-HRDC. All the employees of the CSIR labs may be encouraged to attend the above trainings. Record of no. of officials trained during the above trainings may be maintained and the same may be in the report of Vigilance Awareness Week (VAW-2024). All Labs will submit their action plan training by 21.08.2024 to CVO, CSIR.

2). Identification and Implementation of Systemic Improvement Measures

Preventive Vigilance Initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, more systemic improvement measures may be explored by CSIR Labs for adoption during the campaign period. Data of such new initiatives may be reported to the Vigilance Awareness Week report. Posting of officials on sensitive areas may be dealt as per Vigilance Guide-lines.

3). Updation of Circulars/Guidelines/Manuals:

All CSIR Labs may review the existing circulars/delegation of powers/channel of submission in process/Charter adopted and displayed on respective websites of CSIR Labs for updation during the campaign period.

4. Dynamic Digital Presence


Citizens/stakeholders visit the website seeking details/ information and therefore all CSIR Labs/CSIR-HQ 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), the following action plan is to be taken up during the campaign period. (All labs website updation plan by 25.08.2024)

- 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 from the same. Identification of above areas will be completed by all Labs/Instts./Units and the same will be informed to CVO,CSIR by 25.08.2024.

In addition to above 5 Preventive Vigilance Areas, Awareness activities- Essay writing, drawing competition, elocution contests, slogan writing, awareness in schools, labs contests & gram sabha, Nukkad Natak etc. and Use of social media for propagation of awareness has to be organized during VAW-2024.

Directors/Heads of CSIR National Labs/Institutes/Centers may be requested to organize the above activities with full enthusiasm. Action taken report on all the activities may be furnished in the prescribed format as mention in annexure-"A"(S.No.1 to 5) of the CVC Circular by 10.11.2024.

Yours Faithfully,



(Roop Kishor)
Chief Vigilance Officer

Enclosure : As Above

Copy to :

1. The Joint Secretary (Admin.), CSIR Hqrs
2. Head, IT, CSIR – for placing the letter on CSIR Website
3. Sr. DS (CO) CSIR HQ and Sr.DS, CSIR Complex
4. Sr. CoA/CoA/AO of all the Labs/ Instt/ Centres
5. Office Copy

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
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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-110023

सं./No.....024/V.G.L/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 30th 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:

CAPACITY BUILDING PROGRAMS			
Period	Training name	No. of Employees Trained	Brief Description
	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:

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

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:

SL. No.	Particulars	Number	Remarks, if any
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