

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA
मुख्य कार्यालय/Head Office
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली-110066
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066
Website: www.epfindia.gov.in, www.epfindia.nic.in



No.Vig./Coord/Vigilance-Awareness-Week/2022/2466

Date: 22 SEP 2022

To,

All ACC (HQ)/ACC (Zone)/Director, PDNASS/Divisional Heads in Head Office
All RPFC-I/II in charge of Regional Offices

Sub: Observance of Vigilance Awareness Week 2022- Regarding

Ref: (i) CVC circular No. 20/09/22, dated 08-09-2022

(ii) Vig./Coord/Vigilance-Awareness-Week/2022/2033, dated 05.08.2022

Madam/Sir,

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

CVC vide its circular dated 08.09.2022 has decided to observe the Vigilance Awareness Week from **31st October 2022 to 6th November, 2022** with the theme - **“भ्रष्टाचार मुक्त भारत - विकसित भारत” ; “Corruption free India for a developed Nation”**

The observance of the Vigilance Awareness Week would commence with Integrity Pledge (copy enclosed at Annexure B) by all staff and officers of EPFO on **31st October, 2022 at 11:00 AM.**

The above-mentioned CVC circular dated 08.09.2022 is hereby endorsed to all the Zonal Offices/Regional Offices/Head Office/IS division/PDNASS for observance of VAW 2022. A list of activities including outreach activities for public/citizen has also been suggested in the said CVC circular in point no. 7 & 8.

In this regard, all the staff, officers and stake holders of EPFO are requested to conduct activities relevant to the theme that strives to bring about maximum public participation. It is imperative that all field offices should conduct different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

A consolidated report on the various activities done during VAW will be submitted to Vigilance HQ by respective ZOs/HO/ PDNASS **by 22nd November, 2022.** The report is to be sent to the Vigilance HQ by email at vcc.vig@epfindia.gov.in in the **prescribed format 2** of CVC circular.

(This issues with the approval of the CVO.)

Encl: As above

Yours faithfully,

(Kavitha N George)

Addl. Central P F Commissioner (Vigilance)

Copy to: Web-admn is requested to upload on EPFO website.

456735/2022/VIGILANCE

Put up.
05-09-2022
Accy



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/VGL/029

दिनांक / Dated..... 08.09.22

Circular No. 20/09/22

Sub: Observance of Vigilance Awareness week 2022.

Theme: "भ्रष्टाचार मुक्त भारत - विकसित भारत"
"Corruption free India for a developed Nation"

1. The Central Vigilance Commission is the apex integrity institution with the mandate to fight corruption and to exercise general superintendence over vigilance administration. The Commission employs a multi-pronged approach to combating corruption which incorporates preventive, punitive and participative vigilance measures. An efficient and forward-looking vigilance administration fosters robust systems of governance that proactively proposes structural remedies that minimizes the possibility of corrupt practices. As an endeavor to foster an environment that instills a sense of integrity amongst the citizens of the country, the Commission encourages different stakeholders to collectively participate in different anti-corruption measures through different awareness programs.

2. Vigilance Awareness Week is one of the tools of the Commission in increasing public awareness about the perils of corruption. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls in. The Commission has decided that this year **Vigilance Awareness Week would be observed from 31st October to 6th November, 2022 with the following theme:**

" भ्रष्टाचार मुक्त भारत - विकसित भारत"
"Corruption free India for a developed Nation"

3. The observance of Vigilance Awareness Week, 2022 would commence with the taking of the integrity pledge (copy enclosed at the **Annexure A**) by public servants in the Ministries / Departments / Central Public Sector Enterprises (CPSEs) / Public Sector Banks (PSBs) and all other organizations on **31st October, 2022 at 1100 hrs.**

Handwritten signature

RC/2022/1-1
09/09/22
RC-11 G-nd

4. In a move towards inculcating the true spirit of participative vigilance, the Commission had earlier issued instructions detailing a **three-month campaign period (16th August, 2022 till 15th November, 2022)** in which six different preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations. The different Preventive Vigilance cum internal housekeeping activities to be taken up as focal areas by all the Ministries / Departments / Organizations include the following:

- 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.

5. It is being seen that different organizations are carrying out various activities in the focus areas enumerated above and it is desired that the same continues till the end of the campaign period. The works undertaken on each of these parameters should be submitted as per format by 9th December 2022. The format is reproduced as **Format 1 (A – F)** for the easy perusal of all.

6. All organizations are advised to conduct activities relevant to the theme that strives to bring about maximum public participation. It is imperative that all organizations should conduct different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

7. Activities to be conducted within the organizations may include the following:

- a. Employees may be encouraged to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (<https://www.cvc.gov.in>) and can be accessed by all.

- b. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.

- c. Vigilance Study Circles may conduct different outreach and awareness programs.

- d. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

- e. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

8. Outreach activities for public / citizens may include the following:



a. All Ministries / Departments / Organizations shall publicize Integrity Pledge amongst all employees, their families, vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation. Integrity pledge for citizens and organizations enclosed at **Annexure A and B**.

b. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.

c. Extensive use of social media platforms, bulk SMS / e-mails, WhatsApp etc. for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (Twitter: @CVCIndia; Facebook: CVCofIndia)

d. Organize grievance redressal camps for citizens / customers by organizations having customer-oriented activities. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.

e. Organize "Awareness Gram Sabhas" for dissemination of information regarding the menace of corruption and the different measures that the public can undertake to redress it, such as complaint portals, etc. As per past practice, Public Sector Banks need to conduct "Awareness Gram Sabhas" at the Branch level in at least two Gram Panchayats. Other organizations may also organize wherever possible. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at **Annexure C**.

9. Selected Photographs / Media clips may be sent to the Commission by email at the address coord1-cvc@nic.in. Photographs and Media clips may be uploaded on departmental / organizational websites.

10. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission as per **Format 2** by 9th December, 2022.

11. This notification 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.

Dhanu

Annexure AIntegrity 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 realize 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 behavior;
- To report any incident of corruption to the appropriate agency.



Annexure- BIntegrity Pledge for Organizations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

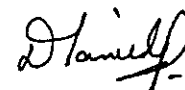
We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

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 Organization, 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 sensitize 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.



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

Requisite norms and guidelines regarding Covid-19 prevention may be followed, wherever applicable.

FORMAT 1A**PROPERTY MANAGEMENT****Name of the Organization: _____****Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022****Action Taken Report to be submitted on the following:**

1. Details of land / properties for which requisite ownership document / lease agreement are not available and steps taken/proposed to rectify the situation.
2. Details of land / properties which are not in use and action plan thereof.
3. Details of land / properties which have been encroached upon and action plan thereof

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1B**MANAGEMENT OF ASSETS****Name of the Organization: _____**

**Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness
Week 2022**

Action Taken Report to be submitted on the following:

1. Confirmation by CVO that instructions for disposal of unused assets to various units / offices within the organization has been issued.

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1C**RECORD MANAGEMENT****Name of the Organization:** _____**Reporting format for activities undertaken during campaign period (16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022****Action Taken Report to be submitted on the following:**

1. Whether organization have record retention / preservation policy, including for e-records, as on 15th August, 2022.
2. If no, then date on which record retention / preservation policy, including e-records, has been framed and issued.
3. Brief report on action taken during the campaign period for weeding out of old records.

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1D**TECHNOLOGICAL INITIATIVES**

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August - 15th November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. WEBSITE UPDATION:

- a. Regular Maintenance and updation of website
- b. System introduced for updation and review of website

2. ONLINE SERVICES:

Initiatives on creation of user-friendly online platforms

3. SECURITY OF E-PLATFORMS:

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1E**UPDATION OF GUIDELINES/ CIRCULARS****Name of the Organization: _____**

**Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness
Week 2022**

Action Taken Report to be submitted on the following:

1. Details of Updation of guidelines / circulars / manuals carried out during the campaign period

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 1F**DISPOSAL OF COMPLAINTS**

Name of the Organization: _____

Reporting format for activities undertaken during campaign period
(16th August - 15th November 2022) as a precursor to Vigilance Awareness
Week 2022

Action Taken Report to be submitted on the following:

**A. Complaints received from CVC office by CVO / organization for
necessary action**

1. Number of complaints received by Chief Vigilance Officers/ concerned organization from Central Vigilance Commission for necessary action, pending as on 15th August 2022
2. Out of the above, the number of complaints pending for disposal as on 15th November 2022
3. Of the complaints pending as on 15th August 2022 in respect of complaints disposed off by 15th November 2022, the number of complaints for which status has been updated in CVC portal.

**B. Complaints received directly by the CVO / Organization from
sources other than CVC**

1. Number of complaints received by Chief Vigilance Officers / concerned organization from various sources other than CVC, pending as on 15th August 2022
2. Out of the above, the number of complaints pending for disposal as on 15th November 2022

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

FORMAT 2**Activity Report format on Vigilance Awareness Week-2022****Name of the Organisation:****A. INTEGRITY PLEDGE****Table-1: Integrity Pledge**

Total no. of employees who have undertaken e-pledge	Total no. of customers who have undertaken e-pledge	Total no. of citizen 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.)	Name of first two winners	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 Workshop / Sensitization programmes	
3.	Issue of Journal / Newsletter	
4.	Any other activities	

C. ACTIVITIES OUTSIDE THE ORGANISATION**Table-4: 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 involved	Whether copy of award winning activities attached
Total					

Table-5: Involving students in Colleges.

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 involved	Whether copy of award winning activities attached
Total					

Table-6: "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-7: 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

Table-8: Other activities

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

D. DETAILS OF PHOTOS ENCLOSED

(Photos may kindly be sent alongwith captions and also place & date of event)

Name of the activities held	No. of Photos	Whether photos are sent in soft copy or hard copy	If in soft copy, number of CDs attached

E. ANY OTHER RELEVANT INFORMATION, IF ANY:

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



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EMPLOYEES' PROVIDENT FUND ORGANISATION
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Website: www.epfindia.gov.in, www.epfindia.nic.in



VIGILANCE DIVISION

No.Vig./Coord/Vigilance-Awareness-Week/2022/

Date:

10 5 AUG 2022

To,

All ACC (HQ)/ACC (Zone)/Director, PDNASS/Divisional Heads in Head Office
All RPFC-I/II in charge of Regional Offices

Sub: Observance of Vigilance Awareness Week 2022- Regarding

Ref: CVC circular No. 14/07/22 - Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16th August, 2022 to 15th November, 2022) – as a precursor to VAW 2022.

Madam/Sir,

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

CVC vide its circular dated 25.07.2022 has decided that this year's Vigilance Awareness Week will be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhabhai Patel.

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:

- Property Management;
- Management of Assets;
- Record Management;
- 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;
- Updation of guidelines/circular/manuals wherever found necessary, and
- Disposal of complaints outstanding as of 15.08.2022.

The above-mentioned CVC circular dated 25.07.2022 is hereby endorsed to all the Zonal Offices/Regional Offices/Head Office/IS division/PDNASS for observation/implementation of VAW 2022.

The format for reporting by Divisions/Regional Offices and Zonal Offices will follow.

(This issues with the approval of the CVO)

Yours faithfully,

Encl: As above

(Kavitha N George)
Addl. Central P F Commissioner (Vigilance)