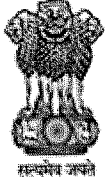


गोपनीय
CONFIDENTIAL



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



For Web circulation

No.Vig/Coord/Vigilance-Awareness-Week/2023/2477

Date: 20 SEP 2023

To,

All ACC (HQ)/ACC (Zone)/Director, PDNASS/ASD
All RPFC-I/II in charge of Regional Offices
All Deputy Director ZVD (NZ/EZ/SZ/WZ)

Sub: Observance of Vigilance Awareness Week 2023- Regarding

Ref: (i) CVC circular No. 08/09/23, dated 11.09.2023
(ii) Vig/Coord/Vigilance-Awareness-Week/2023/2113/2112/2111 dated 11.08.2023
(iii) Vigilance email to ZVDs dated 07.09.2023

Madam/Sir,

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

CVC vide its circular dated 11.09.2023 has decided to observe the Vigilance Awareness Week from 30th October 2023 to 5th November, 2023 with the theme –

“भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें”

“Say no to corruption; commit to the 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 30th October, 2023 at 11:00 AM.

The above-mentioned CVC circular dated 11.09.2023 is hereby endorsed to all the Zonal Offices/Regional Offices/Head Office/IS Division/PDNASS for observation of VAW 2023. 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, during Vigilance Awareness Week 2023, special emphasis may be given to engage the youth in various activities emphasizing the importance of integrity and ethics. All the staff, officers and stake holders of EPFO are requested to promote activities that involve the youth and foster an environment that reaffirms the importance of their involvement in the fight against corruption.

As a prelude to the VAW 2023, the CVC has also mandated a three months Vigilance Awareness Campaign from 16th August to 15th November 2023. In this regard, instructions have already been issued to all

concerned vide this office Letter Nos. Vig/Coord/Vigilance-Awareness-Week/2023 / 2113/2112/2111 dated 11.08.2023

A consolidated report on the various activities undertaken during VAW 2023 may be submitted to Vigilance HQ by respective ZOs/HO/PDNASS by 20th November, 2023 in the prescribed Annexures D (i) to D (vi) and Annexure F annexed in the OM dated 11.09.2023. The report is to be sent to the Vigilance HQ by email at vcc.vig@epfindia.gov.in in the prescribed Annexures of CVC circular positively.

(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.



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.....023/VGL/035.....

दिनांक / Dated.....11.09.2023.....

Circular No. 08/09/23

Sub: Observance of Vigilance Awareness week 2023.

Theme: “भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें”

“Say no to corruption; commit to the Nation”

Bringing transparency and accountability in governance remains one of the primary means to achieve all round development of the country. The Central Vigilance Commission, as the apex integrity organization of India, adopts different initiatives to strive towards ensuring integrity in public administration. 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 30th October to 5th November, 2023 with the following theme:**

“भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें”

“Say no to corruption; commit to the Nation”

2. The observance of Vigilance Awareness Week, 2023 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 **30th October, 2023 at 1100 hrs.**

3. 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, 2023 till 15th November, 2023)** in which following preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations:

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- Capacity Building programs,

- c. Identification and implementation of Systemic Improvement measures,
 - d. Leveraging of IT for complaint disposal,
 - e. Updation of Circulars / Guidelines / Manuals,
 - f. Disposal of complaints received before 30.06.23.
4. 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. A poster on PIDPI has been prepared and is available at **Annexure C**. The poster may be widely circulated and translated to regional languages, wherever feasible. You may prepare your own posters too.
5. Action taken report regarding the six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at **Annexures D (i) to D(vi)** by **8th December 2023 (Friday)**.
6. During Vigilance Awareness Week 2023, special emphasis may be given to engage the youth in various activities emphasizing the importance of integrity and ethics. Organizations should promote activities that involve the youth and foster an environment that re-affirms the importance of their involvement in the fight against corruption.
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 (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 E**.

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 attached by 8th December, 2023.**

11. This notification is also available on the Commission's website at 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 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- B**Integrity 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.



PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)

WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

VIGILANCE AWARENESS WEEK 2023

For more details visit
<https://www.cvc.gov.in>

Annexure – D(i)**PIDPI AWARENESS****Name of the Organization:****Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023**

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
 - a. Total number of regional offices of the organization?
 - b. How many such offices the poster was displayed in?
 - c. Number of languages the poster was translated into. Brief details.
 - d. Further remarks, if any.
3. Jingles / video / other media
 - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
 - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
 - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
 - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D(ii)**CAPACITY BUILDING****Name of the Organization:****Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Number of officials trained in ToT (Training of Trainers) capsule during the campaign period :-

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training,

2. No. of other officials trained during the campaign period :

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D(iii)**IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS****Name of the Organization:****Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023**

- A.** i) Number of vigilance cases of the past 05 years taken up for analysis
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B.** i) Brief details of Systemic Improvements suggested by Commission pending on 15th August 2023.
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (iv)**LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
 - b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (v)**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (vi)**DISPOSAL OF COMPLAINTS**

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 th August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 th November, 2023		

Annexure E**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”.

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.

Annexure F**Activity Report format on Vigilance Awareness Week-2023****Name of the Organisation:****1. INTEGRITY PLEDGE****Table a): 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

2. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION**Table a): Conduct of competitions**

Name of State	City / Place	Specify program (Debate / Elocution / Panel discussion etc.)	No. of participants	Remarks

Table b): Other Activities

Sl. No.	Activities	Details
1.	Distribution of Pamphlets / Banners	
2.	Conduct of Workshop / Sensitization programmes	
3.	Issue of Journal / Newsletter	
4.	Any other activities	

3. OUTREACH ACTIVITIES

Table a): 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
Total				

Table b): Involving students in Colleges

Name of State	Name of city / town / village	Name of College	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table c): "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 d) : 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

4. OTHER ACTIVITIES

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

5. 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

6. 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)