



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, भीकैजी कामा प्लेस, नई दिल्ली-110066  
Bhavishya Nidhi Bhawan, 14, Bhikaiji Cama Place, New Delhi-110066  
Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



For Web circulation

No.Vig/Coord/Vigilance-Awareness-Week/2025/3314

Date: 12 SEP 2025

To,

All ACC (HQ)/ACC (Zone)/Director, PDNASS/ASD  
All RPFC-I/II in charge of Regional Offices

**Sub: Observance of Vigilance Awareness Week 2025- Regarding****Ref:** (i) CVC circular No. 06/09/25, dated 10.09.2025

(ii) Vig/Coord/Vigilance-Awareness-Week/2025/2049, dated 12.08.2025

Madam/Sir,

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

CVC vide its circular dated 10.09.2025 has decided to observe the Vigilance Awareness Week from 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November, 2025 with the theme - "सतर्कता: हमारी साझा जिम्मेदारी" "Vigilance: Our Shared Responsibility"

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 27<sup>th</sup> October, 2025 at 11:00 AM.

The above-mentioned CVC circular dated 10.09.2025 is hereby endorsed to all the Zonal Offices/Regional Offices/Head Office/IS Division/PDNASS for observation of VAW 2025. A list of activities including outreach activities for public/citizen has also been suggested in the said CVC circular in point no. 4 & 5.

In this regard, Central Vigilance Commission has requested to conduct activities relevant to the theme to bring about maximum public participation. It is imperative that all organizations should conduct 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 2025 may be submitted to Vigilance HQ by respective ZOs/HO/PDNASS by 20<sup>th</sup> November, 2025. The report is to be sent to the Vigilance HQ by email at [vcc.vig@epfindia.gov.in](mailto:vcc.vig@epfindia.gov.in) in the prescribed 'Annexure D' of CVC circular.

(This issues with the approval of the CVO)

Yours faithfully,

Encl: As above

(Sunil Kumar Suman)

Addl. Central P F Commissioner (Vigilance)

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

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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. 025/VGL/047  
दिनांक / Dated 10/09/2025

Circular No. 06 /09/25

**Sub: Observance of Vigilance Awareness week 2025**

**Theme: "सतर्कता: हमारी साझा जिम्मेदारी"**  
**"Vigilance: Our Shared Responsibility"**

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31<sup>st</sup> October) falls. This year, the Commission has decided that Vigilance Awareness Week would be observed from 27<sup>th</sup> October to 2<sup>nd</sup> November, 2025 with the following theme:

**"सतर्कता: हमारी साझा जिम्मेदारी"**  
**"Vigilance: Our Shared Responsibility"**

2. The observance of Vigilance Awareness Week, 2025 would commence with taking of the integrity pledge (copy enclosed as **Annexure A**) by public servants in the Ministries/Departments/Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other organizations on 27<sup>th</sup> October, 2025 at 1100 hrs.

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

*Handwritten signature/initials in blue ink.*



4. Activities which may be conducted within the organizations include the following:
- Encourage employees to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website ([www.cvc.gov.in](http://www.cvc.gov.in)) and can be accessed by all.
  - Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.
  - Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to vigilance and fight against corruption.
  - Promote the concept of e-Integrity Pledge by persons with whom the organization deal.
  - Vigilance Study Circles may also conduct outreach and awareness programs.
5. Outreach activities for public / citizens may include the following:
- All Ministries / Departments / Organizations to 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 is enclosed as **Annexure A and B** respectively of this circular.
  - Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
  - 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. (X: @CVCIndia; Facebook: CVColIndia)
  - 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.
  - 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 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** of this circular.
6. Selected photographs / media clips may be sent to the Commission through email at [coord1-cvc@nic.in](mailto:coord1-cvc@nic.in). Photographs and media clips may be uploaded on departmental/ organizational websites.

*Taj*

7. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission in the format attached as **Annexure D** of this circular by **30<sup>th</sup> November, 2025**.

8. The Commission had earlier vide circular of even number dated 01.08.2025 issued instructions detailing a three-month campaign period (18<sup>th</sup> August, 2025 till 17<sup>th</sup> November, 2025) vide which following preventive vigilance measures were indicated as focus areas to be taken up by all the Ministries / Departments and Organizations and report to be submitted in prescribed format by 30<sup>th</sup> November, 2025:

- a. Disposal of pending complaints
- b. Disposal of pending cases
- c. Capacity Building programs
- d. Asset Management
- e. Digital initiatives

9. This notification is also available on the Commission's website at [www.cvc.gov.in](http://www.cvc.gov.in).

*Trishaljit* 10/9/23  
(Trishaljit Sethi)  
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, Directorate 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.

**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 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 behaviour;
- To report any incident of corruption to the appropriate agency



**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.



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 meeting 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 integrity and fight against corruption followed by discussion. Anti-Corruption message in vernacular languages can also be displayed at the meeting.
2. Organize competitions like quiz, cartoon, slogans painting, rangoli, posters and walkathon / marathon / cyclothon 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 integrity and fight against corruption.

*Legend*

**Annexure-D**

**Activity Report Format on Vigilance Awareness Week-2025**

**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 organized	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated

13443

#### 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 along with 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)

*by 10*



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](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)



No.Vig./Coord/Vigilance-Awareness-Week/2025/2049

Date: 12 AUG 2025

To,

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

**Sub: Observance of Vigilance Awareness Week, 2025 - Regarding**

**Ref:** (i) CVC circular No. 04/08/25, dated 01.08.2025

Madam/Sir,

Kindly refer to the subject and the references captioned above.

The CVC vide its circular dated **01.08.2025** has decided that this year's Vigilance Awareness Week would be observed in the week starting from **27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025**, being the birth anniversary of Sardar Vallabhabhai Patel with the theme –

**"सतर्कता: हमारी साझा जिम्मेदारी"**

**"Vigilance: Our Shared Responsibility"**

As a precursor to Vigilance Awareness Week 2025, the commission has desired that all Organisations may undertake a **three-month campaign** from **18<sup>th</sup> August 2025 to 17<sup>th</sup> November 2025** on Preventive Vigilance activities with focus on following areas:

- Disposal of pending complaints
- Disposal of pending cases
- Capacity Building programs
- Asset Management
- Digital initiatives

In order to achieve the objectives of the 3 months Campaign, Field Offices may conduct the following activities during the Campaign period:

Sl. No.	VAW Activity
1.	Quiz Competition amongst Staff and Stakeholders
2.	Extempore Speech/Debates, etc.
3.	Skit/Drama at places with high footfall of stakeholders
4.	Essay Competition
5.	Making of Short Video Reels

**3574133/2025/VIGILANCE**

6.	Drawing /Poster Competitions in School/Colleges
7.	Marathon/Walkathon, etc.
8.	Any other activity to create awareness amongst the stakeholders.

A consolidated report along with Photographs on the activities undertaken during campaign VAW, 2025 may be submitted to Vigilance HQ by respective ZOs/HO/PDUNASS **by 20<sup>th</sup> November 2025**. The report is to be sent to the Vigilance HQ by email at **vcc.vig@epfindia.gov.in** positively.

(This issues with the approval of the CVO)

Yours faithfully,

Encl: As above



**(R W Syiem)**

Regional P F Commissioner-I (Vigilance)



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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  
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Block A, INA, New Delhi-110023  
025/VGL/047

सं./No.....

दिनांक / Dated..... 01.08.2025

Circular No. 04/08/25

Sub: Observance of Vigilance Awareness Week, 2025

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 for upholding integrity. 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 2025 would be observed from **27<sup>th</sup> October 2025** to **2<sup>nd</sup> November 2025** on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”

“Vigilance: Our Shared Responsibility”

2. The Commission advises that all organizations may undertake a **three-month campaign from 18th August 2025 to 17th November 2025** on Preventive Vigilance with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

*Asri*

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign period. Action taken report in respect of the five Preventive Vigilance initiatives to be taken during this campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November 2025 through the designated portal <https://qpr.cvc.gov.in/> only.

(Arti C. Srivastava)  
AS & Secretary-in-Charge

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, Directorate 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 (18th August to 17th November 2025) related to Vigilance Awareness Week 2025**

**1. DISPOSAL OF PENDING COMPLAINTS**

**(a) Initiative**

It is necessary to ensure that complaints are not kept pending and that they reach a logical conclusion within the prescribed timelines. All organizations may ensure that all complaints received on or before 30.06.2025 are disposed of during the campaign period.

**(b) Reporting format**

**Name of the Organization:**

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2025 pending as on 18.08.2025	
2.	Complaints received on or before 30.06.2025 disposed during the campaign period	
3.	Complaints received on or before 30.06.2025 and pending as on 17.11.2025	

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

## 2. DISPOSAL OF PENDING CASES

### a) Initiative

Delay in bringing vigilance cases to a logical conclusion is against the principles of natural justice and also defeats the very purpose of initiating disciplinary action. The Commission has also prescribed model timelines for investigation, implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA) and conclusion of disciplinary inquiries.

Further, implementing systemic improvements that address identified gaps will significantly enhance the efficacy in systems and processes. Advices related to systemic improvement which are pending for implementation should also be reviewed and decision taken for implementation in a time-bound manner.

Also, the timely submission of reply to the outstanding CTE paras is essential for taking corrective actions during execution of contract, enabling the organization for effecting immediate recovery from contractors/suppliers, ensuring accountability of officials for omission and commission of actions, etc. Therefore, it is of utmost importance that the replies are furnished on observations of the CTEO in a time-bound manner.

In this regard, all organizations may ensure:

- (i) Timely implementation of FSA and SSA
- (ii) Timely completion of departmental inquiries (DI) by the Inquiry Officer (IO)/ Inquiry Authority (IA)
- (iii) Implementation of pending Systemic Improvements
- (iv) Compliance on outstanding CTE Paras

### b) Reporting format

**Name of the Organization:**

Table 2

Sl No	Particulars	Pending as on 18.08.2025 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented/ completed during the campaign period * (Nos.)		Pending as on 17.11.2025 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								
3	DI								

[\*including such cases which are falling due as per prescribed timelines during the campaign period]



Table 3

SI No	Particulars	Pending as on 18.08.2025 (Nos.)		Implemented/ completed during the campaign period (Nos.)		Brief Summary of each	Pending as on 17.11.2025 (Nos.)	
		CVC	CVO	CVC	CVO		CVC	CVO
1	Systemic Improvements					1. 2. 3.		

Table 4

SI No	Particulars	Pending as on 18.08.2025 (Nos.)	Cases falling due during the campaign period (Nos.)	Report submitted to CTEO during the campaign period (Nos.)	Pending as on 17.11.2025 (Nos.)
1	CTE Paras				

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

### 3. **CAPACITY BUILDING PROGRAMS**

#### (a) **Initiative**

A well-trained employee is an asset for any organization. A robust training system for employees is important for all organizations to succeed in its objective and functioning. The Commission intends to focus on capacity building of master trainers as well as other employees including completion of relevant courses on iGOT platform. All organizations may conduct structured training programs for (a) Training of Master Trainers and (b) Training of other executives and officials by the Master Trainers/ training institutes/ other resources on the following subject matters:

- (i) Investigation & report
- (ii) Framing of Chargesheet
- (iii) Conducting CTE type Intensive Examinations

In addition, organizations may also identify courses available on iGOT on topics / themes such as Ethics, Conduct Rules, Integrity, Attitudinal Change, Cyber Hygiene, Public Procurement and encourage employees to complete these courses during the campaign period.

#### (b) **Reporting format**

**Name of the Organization:**

Table 5

<b>CAPACITY BUILDING PROGRAMS</b>				
<b>S.No.</b>	<b>Subject matter of Training</b>	<b>No of Master Trainers trained*</b>	<b>No of Employees trained including those trained by the Master Trainers</b>	<b>Total no. of Employees Trained</b>
1	Investigation & Report			
2	Framing of Chargesheet			
3	Conducting CTE Type Intensive Examinations			

\*List of master trainers (name, address, contact number, email ID, subject matter) to be uploaded by the organizations at <https://qpr.cvc.gov.in/>.

Table 6

Sl No	Name of the Course on iGOT	No. of Employees who have completed the course during the campaign period

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

#### 4. ASSET MANAGEMENT

##### (a) Initiative

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

- (i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules
- (ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed
- (iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

- (i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules
- (ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

##### (b) Reporting format

**Name of the Organization:**

Table 7

Sl No	Particulars of Review (Fixed assets)	Details
1	Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan proposed to rectify the situation
2	In case of property under lease, whether lease agreements are available and periodically reviewed	
3	Whether encroachments have been identified and future plan of action drawn for such properties	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/ properties which have been encroached upon and action plan proposed to rectify the situation



Table 8

Sl No	Particulars of Review (Movable Assets)	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules	<p>(i) Details of review undertaken during the campaign period and outcome thereof</p> <p>(ii)Details of action plan proposed for reconciliation which could not be done in the campaign period to be given</p>
2	Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules	<p>(i) Details of review undertaken during the campaign period and outcome thereof</p> <p>(ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given</p>

NAME OF THE CVO

SIGNATURE &amp; SEAL OF CVO

## 5. **DIGITAL INITIATIVES**

### (a) **Initiative**

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular updation of their website for greater transparency and better service delivery. In this regard, the following actions are to be taken up during the campaign period:

- i) All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information. Further, all organizations may ensure submission of periodic compliance certificate with respect to website updation to specified authority / NIC.
- ii) All organizations to identify new areas of digital services to customers/ stakeholders.

### (b) **Reporting Format**

**Name of the Organization:**

Table 9

Sl No	Particulars	Information
1	Provision for regular updation and maintenance of websites and submission of periodic compliance certificate with respect to website updation to the specified authority / NIC	Details of action taken during the campaign period
2	Identification of new areas of digital services to customers/ stakeholders was carried out and implemented	Details may be provided 1. 2. 3.

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**