

F. No. 15-6/2017-VS

भारत सरकार/Government of India

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture & Farmers Welfare

कृषि एवं किसान कल्याण विभाग/Department of Agriculture & Farmers Welfare

वनस्पति, संरक्षण, संगरोध एवं संग्रह निदेशालय/ Directorate of Plant Protection, Quarantine & Storage

सतर्कता प्रभाग /Vigilance Section

प्रधान कार्यालय, एन.एच4-, फरीदाबाद 121001/Head Office, NH IV, Faridabad-121001

Dated: 18 .09.2024

CIRCULAR

SUBJECT: Observation of Vigilance Awareness Week, 2024 and undertake a Three-month Campaign on Preventive Vigilance – regarding.

It is brought to the notice of all the Officers and Officials of the Directorate that as per directions of Central Vigilance Commission, a three-month campaign from 16th August, 2024 to 15th November, 2024 is being undertaken on Preventive Vigilance measures on the five focal areas as mentioned in CVC's Circular as a prelude to Vigilance Awareness Week, 2024. **The Five focal points on which preventive vigilance activities to be undertaken, are mentioned below:-**

- a. Capacity Building Programs
- b. Identification and implementation Systemic Improvement measures
- c. Updating of Circulars/Guidelines/Manuals
- d. Disposal of complaints received before 30.06.2024
- e. Dynamic Digital Presence

2. Consequently, the following activities are to be carried out in the Headquarters/CIB&RC & CIL buildings of the Directorate of Plant Protection, Quarantine & Storage **during the campaign period (16th August to 15th November, 2024):-**

Sl. No.	Name of Preventive Vigilance Activities	Topics of the activity	Date & Venue of training	Name of Division/ Section/Cell to be conducted/taken the Trg./action
1.	Capacity Building Programs (For newly recruited employees as listed in Annexure)	a. Ethics & Governance b. Conduct Rules c. Systems & Procedures of the Organization d. Cyber hygiene & Security e. Procurement	Oct., 2024	US (Hqrs.)
2.	Identification and implementation Systemic Improvement measures	Analyze the Vig. Cases of last 05 years to identify the common areas where corruption occurs	---	VO/SO(Vig.)
3.	Updating of Circulars/Guidelines/Manuals	Identifying the Circulars/Guidelines/manuals which are required to be updated on the website of Dte.	---	IT Cell

4.	Disposal of complaints received before 30.06.2024	To ensure that complaints are logically concluded with the prescribed time.	---	VO/SO(Vig)
5.	Dynamic Digital Presence	To ensure that the website of Dte. is updated & contain all proper and relevant information	---	IT Cell

Further, Scheme-in-charges/Regional Officer-in-charges of all sub-offices of the Directorate is requested to ensure that active participation of all concerned is made to bring about noteworthy changes through the Campaign and also to observe the Vigilance Awareness Week from 28th October, 2024 to 3rd November, 2024 and a compliance report of the campaign & Vigilance Awareness Week may be sent to the undersigned latest by 15.11.2024 positively so that a consolidated report may be sent to AV Unit of DA&FW. A Copy of CVC Circular is also enclosed for ready reference.

Encls: As above.


(Dr. Sunita Pandey)
Vigilance Officer

To
All Officers and Officials of the Dte.of PPQ&S.

- Copy to:**
1. US (Hqrs.) for conducting a training programme for newly recruited employees posted at Headquarters on the topics mentioned at Sl.No.1 of the circular. Please inform the date & time for the same to Vigilance Section.
 2. US (AVU), DA&FW, Krishi Bhawan, New Delhi with reference to their letter No.31015/02/2024-AVU dated 08.08.2024.
 3. Scheme-in-charges & Regional Officer-in-charges of all sub-offices of the Directorate may ensure the compliance of the same as per CVC Circular dated 01.08.2024. The Posters for Vigilance Awareness Week, as and when received from AV Unit of DA&FW, will be immediately dispatched for display in the office premises.
 - ✓ 4. IT Cell of the Directorate for uploading the circular on the website of the Directorate and also ensure that necessary action in r/o Sl.No.3 &5 of circular may be strictly followed.

No.31015/02/2024-AVU

भारत सरकार /Government of India

कृषि एवं किसान कल्याण मंत्रालय /Ministry of Agriculture and Farmers Welfare
कृषि एवं किसान कल्याण विभाग /Department of Agriculture and Farmers Welfare
प्रशासनिक सतर्कता इकाई /Administrative Vigilance Unit

37/D, Krishi Bhawan, New Delhi
Dated the 8th August. 2024

To

**The Heads of all attached, Subordinate Office,
Authorities, Public Sector Undertakings, Autonomous Bodies
& Under the administrative jurisdiction under DA&FW**

**Subject: Observance of Vigilance Awareness Week during the year 2024
from 28th October to 3rd November 2024-: reg.**

Sir/Madam.

I am directed to forward herewith a copy of the Central Vigilance Commission's Circular No. 08/08/2024 (024/VGL/081) dated 01.08.2024 (Copy enclosed) on the subject cited above and to request all the concerned Divisions/Organizations to undertake a three-month campaign from 16th August 2024 to 15th November 2024 on Preventive Vigilance with focus on areas mentioned below:

- a. Capacity Building Programs
 - b. Identification and implementation of Systemic Improvement measures
 - c. Updation of Circulars/ Guidelines/ Manuals.
 - d. Disposal of complaints received before 30.06.2024
 - e. Dynamic Digital Presence
2. CVC has advised all Ministries/Department to ensure that active participation of all concerned is made to bring about noteworthy change through the campaign.
3. Divisions/Organizations under DA&FW are requested to furnish the Action Taken Report duly signed by respective CVOs/VOs of respective organisations in the prescribed format (Annexure-A) duly filled to this Department latest by 25th November, 2024 through e-mail at subodh.pankaj@nic.in or amilek.swami@nic.in.
4. CVC circular is also available at <https://www.cvc.gov.in>.

Encl: a/a

Yours faithfully.

Signed by Subodh Kumar
Pankaj

(Subodh Kumar Pankaj)
Under Secretary (AVU)

Copy to : All the Divisions dealing with respective organizations

27/11/2011
11:58 AM

Subject: [Illegible]
Reference: [Illegible]

[Illegible text]

[Illegible text]

- 1. [Illegible]
- 2. [Illegible]
- 3. [Illegible]
- 4. [Illegible]

[Illegible text]

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[Illegible text]

[Illegible text]

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



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.GL/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

D. Anand

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
16 th August to 15 th 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