

No. C.31011/06/ A2/ 2023-C.V.O. / 3601

Puducherry, dt.

CIRCULAR

09 NOV 2023

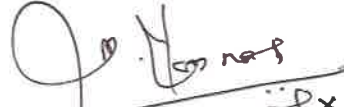
Sub: Observance of Vigilance Awareness Week 2023 – Instructions of the Chief Secretary -cum- Chief Vigilance Officer – Communicated – Reg.

As a part of the observance of Vigilance Awareness Week, 2023, a Workshop has been conducted under the Chairmanship of the Chief Secretary -cum- Chief Vigilance Officer, Puducherry. The Chief Secretary has instructed all the concerned Departments to ensure the following:-

- (1) Obtaining ISO 37001 Certification – Anti-Bribery Management System, within six months by all public dealing Departments / Offices.
- (2) Implementation of Bio-metric attendance immediately, and latest by 1st January 2024 in all Offices. Surprise attendance check to be automated by capturing geolocation of office boundaries. AR wing and Information Technology Departments to coordinate for finalising software for this.
- (3) Grievances received on LG Grievance portal, CPGRAMS and on Grievance Day to be disposed off mandatorily within 30 days. The Dash Board being launched by IT Department to depict pendencies and performance of various Departments on Public Grievances.
- (4) 100% clearance of complaints received before 30th June and furnishing compliance report to the Chief Vigilance Office by 15th November positively. In future, all the complaints must be positively disposed off within an outer limit of two months.
- (5) All mandatory e-services to be implemented within one month. Further, the services being offered by other UTs be also studied and efforts be made to have all services online within three months. J&K is offering 1050 services online, Delhi 452, while only 319 services are online in Puducherry.
- (6) Estate Officers of all Departments to ensure fortnightly inspections of all Government lands pertaining to their Departments to confirm that there is no encroachment. Any existing encroachment on Government lands be removed. These inspections should also be digitally monitored by geo location, time stamp of the visiting officer and digital photographs of lands taken at the time of inspection as a proof of no encroachment.
- (7) E-office to be fully operationalized within one month. All pending Daks prior to full operationalization of Dak through e-office be disposed off duly and a certificate to that effect be obtained in each Department.
- (8) All Secretaries and HoDs / Directors to undertake exercise to check if there are any areas of discretion not covered by guidelines and frame guidelines for any such uncovered area for fair, objective, and transparent exercise of authority.
- (9) Furnishing of reports on various activities conducted during Vigilance Awareness Week by 15th November to be ensured by all Departments.

2. All Heads of Departments shall comply with the above instructions and furnish a compliance report to this Office.

/ By order of Chief Vigilance Officer /


(M. KANNAN) 09/11/23

UNDER SECRETARY TO GOVERNMENT

To

1. Commissioners -cum- Secretaries to Government / Secretaries to Government / Special Secretary to Govt., Puducherry.
2. The Collector, Karaikal / Regional Administrator, Mahe / Yanam.
3. All Secretariat Departments, Puducherry.
4. All Heads of Departments / Offices, Puducherry.