

GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
CHIEF VIGILANCE OFFICE
Goubert Avenue (Beach Road), Puducherry – 605 001
Tel: 0413 – 2233239; Website: <https://cvo.py.gov.in>; Email: vigil@py.gov.in

No. C.31011/06/ A2/ 2023-C.V.O./2763

Puducherry, dt. 22 AUG 2023

CIRCULAR

Sub: Observation of Vigilance Awareness Week 2023 – Conduct of preventive vigilance measures during campaign period from 16.08.2023 to 15.11.2023 – Reg.

- - - - -

The Central Vigilance Commission, New Delhi has communicated that observance of Vigilance Awareness Week remains one of the primary tools to preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. Hence, the Commission has instructed that the following Preventive Vigilance measures be taken up as focus area by all the Departments / organisations:-

- (a) Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution
- (b) 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 30.06.2023.

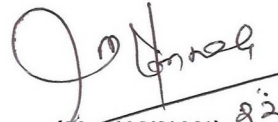
Copy of the brief description of the above said parameters is enclosed as Annexure-A

2. All Heads of Departments / Offices/ Regional Administrators / Chief Executives of Public Sector undertakings / Autonomous Bodies / Institutions etc. are instructed to conduct activities based on the above said parameters from 16/08/2023 to 15/11/2023 and ensure active participation by all concerned in this campaign to achieve significant outcomes.

3. Copy of the PIDPI poster received from the Commission is attached herewith, which may be displayed at all Offices.

4. All Heads of Departments / Offices/ Regional Administrators / Chief Executives of Public Sector undertakings / Autonomous Bodies / Institutions etc. shall furnish a report regarding the works undertaken on each of these parameters during the said period, as per Annexure C(i) to C(iv) to this Office on or before 30th November, 2023.

/ By order of Chief Vigilance Officer /


(M. KANNAN) 22.08.23

UNDER SECRETARY TO GOVERNMENT

Encl.: As stated.

To

1. All Secretaries/ Special Secretary to Govt., Puducherry.
2. The Collector, Karaikal.
3. All Secretariat Departments, Puducherry.
4. All Heads of Departments / Offices, Puducherry
5. All Chief Executives of Public Sector Undertakings/ Autonomous Bodies/ Institutions/ Local Bodies, Puducherry
6. Deputy Secretary to Govt, Chief Secretariat (Establishment), Puducherry - *for necessary action*.
7. Regional Administrators, Mahe / Yanam.

Copy to:

1. The Private Secretary to Hon'ble Lieutenant Governor, Puducherry.
2. The Private Secretary to Hon'ble Chief Minister, Puducherry.
3. The Private Secretary to Hon'ble Speaker, Puducherry Legislative Assembly Secretariat, Pdy.
4. The Secretary, Legislative Assembly Department, Puducherry.
5. The Private Secretaries to all Hon'ble Ministers, Puducherry.
6. The Private Secretary to Chief Secretary, Puducherry.

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at **Annexure B**. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

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:

- a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures.

4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.

All Ministries ./ Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.

6. DISPOSAL OF COMPLAINTS

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.

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

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, and
- d) Cyber hygiene and security.
- 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, and
- d) Cyber hygiene and security.
- e) IO/PO training,

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

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C(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

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 – C (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 – C (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		