

GOVERNMENT OF PUDUCHERRY  
CONFIDENTIAL AND CABINET DEPARTMENT  
CHIEF VIGILANCE OFFICE

No. C.31011/11/2022-C.V.O.) 2148

Puducherry, dt. 08.08.2022

CIRCULAR

Sub: Observance of Vigilance Awareness Week, 2022 - Conduct of preventive vigilance measures -cum- housekeeping activities from 16.08.2022 to 15.11.2022 - Reg.

The Central Vigilance Commission, New Delhi communicated that fight against corruption requires the active involvement of all stakeholders and one of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. Hence, the Commission has instructed to focus on Preventive Vigilance measures on continuous basis throughout the year. As a precursor to the Vigilance Awareness Week 2022, the Commission has instructed that the following Preventive Vigilance -cum- Housekeeping activities be taken up as focus area by all the Departments / Organisations :-

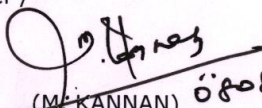
- (a) Property Management;
- (b) Management of Assets;
- (c) Record managements;
- (d) Technological initiatives comprising two parameters:
  - Website Maintenance & updation;
  - Identification of new areas for service delivery for customers / staff to be brought on online portal and initiation of steps for creating online platform;
- (e) Updation of guidelines/ circulars / manuals wherever found necessary; and
- (f) Disposal of complaints outstanding as of 15/08/2022.

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

2. All Heads of Departments/ Offices/ Regional Administrators of Mahe / Yanam/ Chief Executives of Public Sector undertakings and Autonomous Bodies/ Institutions etc. are instructed to conduct exercise on the above said parameters from 16/08/2022 to 15/11/2022 and ensure active participation by all concerned in this campaign to achieve significant outcomes.

3. A report regarding the works undertaken on each of these parameters during the said period, shall be furnished to this Office as per the Proforme Annexure B(1) to B(6) on fortnightly basis. A consolidated report in Annexure B(1) to B(6) shall be furnished by all Departments by 30<sup>th</sup> November 2022.

/ By Order of Chief Vigilance Officer /

  
(M. KANNAN) 080822  
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. The Regional Administrators, Mahe & Yanam.

Copy to:

1. The Private Secretary to Hon'ble Chief Minister, Puducherry.
2. The Private Secretary to Hon'ble Lieutenant Governor, Puducherry.
3. The Private Secretary to Hon'ble Speaker, Puducherry Legislative Assembly Secretariat, Puducherry.
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

Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16<sup>th</sup> August 2022 till 15<sup>th</sup> November, 2022) as a precursor to Vigilance Awareness Week, 2022

### 1. PROPERTY MANAGEMENT

It has been seen that a number of organizations possess a large number of land/properties. However, in many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. Towards this end, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out all the land/buildings owned by them and take action as listed below:
  - Wherever properties are owned by the organization, the ownership documents to be listed and verified. In case the properties are under lease, availability of the lease agreement to be verified.
  - Encroachments be identified and future action plan to be drawn for all such properties.
  - Properties not in use be identified and steps be taken for future course of action.

### 2. MANAGEMENT OF ASSETS

It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out old furniture, machinery / equipment and other such old and unused assets and make an inventory of all of them.
- b) Appropriate action be taken for the disposal of such unused assets as per their policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.

### 3. RECORD MANAGEMENT

Weeding out of old records and disposal of documents that have outlived their usage may be done periodically. The following points may be taken into consideration:

- a) Ministries/ Departments/ Organizations to examine whether a record retention policy, including electronic records, exists and if not, one may be prepared and adopted.



ANNEXURE A

- b) The existing old records to be weeded out as per extant policy during the campaign period.
- c) Proper system be also ensured for record maintenance, so that records can be easily retrieved, as and when required.

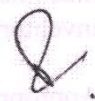
**4. TECHNOLOGICAL INITIATIVES**

**A.WEBSITE MAINTENANCE AND UPDATION (FOR CONTROLLING / HEAD OFFICE MAINTAINING WEBSITE)**

People/customers visit the website for seeking details/ information and therefore all organizations should be prompt in regular updation of their website to cover all important and relevant aspects as and when they take place.

The following action plan be taken up:

- a) To address these issues, a proper system be developed by assigning responsibilities to departments concerned for regularly visiting the website by the officials of concerned departments and required inputs be given to the webmaster with due approval for modification / deletion / updation as the case may be.
- b) A system of submission of monthly compliance certificate by each and every department, who are concerned with the website updation, may be introduced for submission to the specified departments wherein confirmation to be given by all concerned departments that all contents pertaining to their department in the website have been duly updated during the month.
- c) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.



RECORD MANAGEMENT

Ministry/ Departments/ Organizations to identify and list out old furniture, machinery, equipment and other such old and unused assets and make an inventory of all of them.

Appropriate action be taken for the disposal of such unused assets as per their policy.

Requisite measures also to be undertaken to keep the premises neat and clean.

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Appropriate action be taken for the disposal of such unused assets as per their policy.

Requisite measures also to be undertaken to keep the premises neat and clean.



**B. IDENTIFICATION OF NEW AREAS / SERVICES TO BE BROUGHT ON ONLINE PLATFORM AND INITIATION OF ACTION FOR CREATION OF ONLINE PORTAL(PERTAINS TO ACTION TO BE TAKEN AT HEAD OFFICE LEVEL).**

It is known that many organizations have brought many areas / services online which has helped a lot in eradication of corruption and at same time has brought efficiency in delivery of services with transparency.

However, still there is huge scope to identify more areas which can be brought on online portal for better, accurate and timely delivery of services.

During the campaign period, all organizations to identify such areas / activities which can be brought on online portal and necessary action to be initiated for the development of the portal.

All organization to take up the exercise during Campaign period on above parameters on Technological Initiatives to make them user friendly and secured.

(Many organizations have taken good steps on above two parameters. Websites/portals like that of RBI, MHA etc. can also be referred.)

**5. UPDATING OF GUIDELINES/ CIRCULARS**

Many organizations have not taken steps to update their guidelines/circulars and intermittently, several circulars have been issued. In absence of updated guidelines/circulars, it becomes difficult for the staff/ customers to know the latest instructions/guidelines which leads to delay or mistakes.

During the campaign period, all organizations should make efforts in identifying the areas where such updation is required and necessary steps be taken immediately for the same.

**6. DISPOSAL OF COMPLAINTS**

Timely disposal of complaints is of paramount importance. However, if complaints are kept pending for long without reaching a logical conclusion the genuine complainant feels frustrated and the staff, if guilty, continues to get protection. At the same time, if the staff is not guilty, they continue to suffer if the complaints are kept pending for long without arriving at a logical conclusion.

It is found that in many organizations, complaints sent for **necessary action** by the Commission/ received by the organization directly remained unattended for long. As such, the complaints sent from the Commission to the Chief Vigilance Officers/ Organizations for **necessary action** and complaints received directly by the Organizations from various sources, should be taken up as per Complaint Handling Policy and all complaints of above nature, pending as on 15<sup>th</sup> August 2022 at all levels of the organizations, should be attended to in a campaign mode to take to logical conclusion by 15<sup>th</sup> November 2022.

8.

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ANNEXURE B(1)  
PROPERTY MANAGEMENT

Name of the Department / \_\_\_\_\_  
Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

1. Details of land / properties for which requisite ownership document/ lease agreement are not available and steps taken / proposed to rectify the situation.
2. Details of land / properties which are not in use and action plan thereof.
3. Details of land / properties which have been encroached upon and action plan thereof.

Signature & Seal of  
Head of Department

ANNEXURE B(2)

MANAGEMENT OF ASSETS

Name of the Department /

Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

1. Confirmation by Head of Department that instructions for disposal of unused assets of various units / offices within the organization has been issued.

Signature & Seal of  
Head of Department

ANNEXURE B(3)

RECORD MANAGEMENT

Name of the Department /  
Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

1. Whether Department / Organisation have record retention / preservation policy, including for e-records, as on 15<sup>th</sup> August, 2022.
2. If no, then date on which record retention / preservation policy, including for e-records has been framed and issued.
3. Brief report on action taken during the campaign period (i.e., 16<sup>th</sup> August 2022 to 15<sup>th</sup> November, 2022) for weeding out of old records.

Signature & Seal of  
Head of Department

ANNEXURE B(4)

TECHNOLOGICAL INITIATIVES

Name of the Department /  
Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

1. WEBSITE UPDATION:
  - (a) Regular maintenance and updation of website.
  - (b) System introduced for updation and review of website.
2. ONLINE SERVICES:

Initiatives on creation of user friendly online platforms.
3. SECURITY OF E-PLATFORMS

Signature & Seal of  
Head of Department

Signature & Seal of  
Head of Department



ANNEXURE B(5)

ANNEXURE B(5)

UPDATION OF GUIDELINES / CIRCULARS

Name of the Department / \_\_\_\_\_  
Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

Details of updation of guidelines / circulars / manuals carried out during the campaign period.

Signature & Seal of  
Head of Department

Signature & Seal of  
Head of Department

ANNEXURE B(6)

PROPERTY MANAGEMENT

Name of the Department /  
Organisation / Institute: \_\_\_\_\_

Action taken report to be submitted on the following:

A. Complaint received from CVC office by Department / Organization for **necessary action.**

1. Number of Complaints received from CVC by concerned Department / Organisations from Central Vigilance Commission for **necessary action**, pending as on 15<sup>th</sup> August 2022.
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November.

B. Complaint received directly by the CVO / Organization from sources other than CVC.

1. Number of Complaints received by the Head of Department / Organisations from various sources other than CVC pending as on 15<sup>th</sup> August 2022.
2. Out of the above, the number of complaints pending for disposal as on 15<sup>th</sup> November, 2022.

Signature & Seal of  
Head of Department