

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](mailto:vigil@py.gov.in)

No. C.31011/06/ A2/ 2024-C.V.O./2866

Puducherry, dt. 20.08.2024

CIRCULAR

Sub: Observance of Vigilance Awareness Week 2024 – Conduct of preventive vigilance measures during campaign period from 16.08.2024 to 15.11.2024 – 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. The Commission has decided to conduct Vigilance Awareness Week 2024 from 28.10.2024 to 3.11.2024 on the theme – “**Culture of Integrity for Nation’s Prosperity**”.

2. As a prelude to Vigilance Awareness Week 2024, the Commission has instructed to undertake a three-month campaign from 16<sup>th</sup> August 2024 to 15<sup>th</sup> November 2024 on Preventive Vigilance with focus area on following areas:-

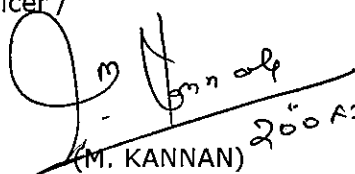
- (a) Capacity Building programs
- (b) Identification and implementation of Systemic Improvement measures
- (c) Up-dation of Circulars / Guidelines / Manuals.
- (d) Disposal of complaints received before 30.06.2024
- (e) Dynamic Digital Presence

Copy of the description of the above said activities is enclosed as Annexure-A.

3. All Heads of Departments / Offices / Regional Administrators / Chief Executives of Public Sector undertakings / Autonomous Bodies / Institutions etc. are instructed to conduct the above said Preventive Vigilance activities from 16-08-2024 to 15-11-2024 and ensure active participation by all concerned in this campaign to achieve significant outcomes.

4. All Heads of Departments / Offices/ Regional Administrators / Chief Executives of Public Sector undertakings / Autonomous Bodies / Institutions etc. shall furnish a report in the reporting format prescribed by the Commission in the Annexure-A regarding the activities undertaken on each of above said parameters during the said period, to this Office on or before 22nd November, 2024.

/ By order of Chief Vigilance Officer /

  
(M. KANNAN) 20.08.24  
UNDER SECRETARY TO GOVERNMENT

Encl.: As stated.

To

1. Development Commissioner -cum- Secretary / Commissioners -cum- Secretaries/ Secretaries to Govt., Puducherry.
2. The Collector, Karaikal.
3. All Secretariat Departments, Puducherry.
4. All Heads of Departments / Offices, Government of Puducherry.
5. Deputy Secretary to Govt., Chief Secretariat (Establishment), Puducherry
6. Regional Administrators, Mahe / Yanam.
7. All Chief Executives of Public Sector Undertakings/ Autonomous Bodies/ Institutions/ Local Bodies, Puducherry.
8. Under Secretary (AR Wing), Chief Secretariat, Puducherry.

Copy to:-

1. The 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, 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

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:

<b>CAPACITY BUILDING PROGRAMS</b>			
<b>Period</b>	<b>Training name</b>	<b>No. of Employees Trained</b>	<b>Brief Description</b>
	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 <sup>th</sup> August to 15 <sup>th</sup> 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**