

No.C.31011/06/A3/2025-CVO
GOVERNMENT OF PUDUCHERRY
CONFIDENTIAL AND CABINET DEPARTMENT
CHIEF VIGILANCE OFFICE
CHIEF SECRETARIAT

Puducherry, the 13/10/2025

CIRCULAR

Sub: CVO - Observance of Vigilance Awareness Week,
2025 – Preventive Vigilance Measures during
Campaign period - Reg.

Central Vigilance Commission, New Delhi has directed this administration to observe "Vigilance Awareness Week" from 27/10/2025 to 02/11/2025 with the theme – **Vigilance: Our Shared Responsibility**. As a prelude to Vigilance Awareness Week, the Commission has instructed to undertake a three-month campaign period (18/08/2025 till 17/11/2025), wherein the following **preventive vigilance measures** were indicated as focus areas :

- i) Disposal of pending complaints
- ii) Disposal of pending cases
- iii) Capacity Building programmes
- iv) Asset Management
- v) Digital initiatives.

A copy of the description of the above said activities is enclosed in Annexure "A".

2. All Heads of Departments / Offices / Regional Administrators / Chief Executives of PSUs / Autonomous bodies / Institutions of this administration are instructed to conduct Preventive Vigilance activities on each of the above said parameters during the campaign period and ensure active participation by all concerned to achieve significant outcomes. A report in the format prescribed by the Commission (Annexure-A) shall be furnished to this office on or before 20/11/2025.

3. As a part of this programme, an **Integrity Pledge** in English, Tamil, Malayalam and Telugu, which is appended herewith (Annexure-B) shall be taken by all Public servants on **27/10/2025** at 11.00 hrs. and would be administered by the Head of Departments or the Senior most official available on the occasion, in all offices of the Administration including subordinates and attached offices, PSUs, Autonomous bodies and Institutions.

4. The Commission has recommended the following activities which may be conducted within the organizations :

- i) Encourage employees to take Online Integrity Pledge by visiting the CVC website(www.cvc.gov.in).
- ii) Conduct workshops/sensitization programs for employees and other stake holders on policies / procedure of the organization and on preventive vigilance measures.
- iii) Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to vigilance and fight against corruption.
- iv) Promote the concept of e-Integrity Pledge by persons with whom organization deal.

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5. The Commission has recommended the following outreach activities for public/citizens that may be conducted by the Departments:

- i) To publicize Integrity Pledge amongst all employees, their families, vendors/suppliers / contractors / stake holders, students etc. to elicit wider participation.
- ii) To undertake activities such as Walkathons, Marathons, Street Plays etc. which have visibility and mass appeal across all strata of Society.
- iii) Extensive use of Social Media platforms, bulk SMS/e-Mails, Whatsapp etc. for spreading awareness by tagging the Social media handles of CVC (X: @CVCIndia; Facebook:CVCofIndia).
- iv) Organise grievance redressal camps for citizens/customers by Organisations having customer-oriented activities. Similarly, vendor meets may be organized wherever necessary through online mode or otherwise, whichever is more feasible.
- v) Organise "Awareness Gram Sabhas" for dissemination of information regarding menace of corruption and the different measures that the public can undertake to redress it, such as complaints portals etc. Indicative list of activities which can be conducted in this connection is given in the annexure.

6. A report in the format prescribed by the Commission (Annexure - C) shall be furnished to this office on or before 20/11/2025.

/ By Order of the Chief Vigilance Officer /

(V. JAISANKAR)
UNDER SECRETARY TO GOVT.

Encl: As stated.

To

- i) The Development Commissioner-cum-Secretary/Commissioners-cum-Secretaries/ Secretaries to Govt.
- ii) The District Collector, Karaikal.
- iii) All Secretariat Departments, Puducherry.
- iv) All Heads of Departments, Puducherry.
- v) The Joint Secretary to Govt., Chief Secretariat (Establishment), Puducherry.
- vi) The Regional Administrators of Mahe / Yanam.
- vii) All Chief Executives of PSUs / Autonomous bodies / Institutions / Local bodies
- viii) The Under Secretary to Govt. (AR Wing), Chief Secretariat, Puducherry.

Copy to:

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

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during the campaign period (18th August to 17th November 2025) related to Vigilance Awareness Week 2025

1. DISPOSAL OF PENDING COMPLAINTS

(a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach a logical conclusion within the prescribed timelines. All organizations may ensure that all complaints received on or before 30.06.2025 are disposed of during the campaign period.

(b) Reporting format

Name of the Organization:

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2025 pending as on 18.08.2025	
2.	Complaints received on or before 30.06.2025 disposed during the campaign period	
3.	Complaints received on or before 30.06.2025 and pending as on 17.11.2025	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. DISPOSAL OF PENDING CASES

a) Initiative

Delay in bringing vigilance cases to a logical conclusion is against the principles of natural justice and also defeats the very purpose of initiating disciplinary action. The Commission has also prescribed model timelines for investigation, implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA) and conclusion of disciplinary inquiries.

Further, implementing systemic improvements that address identified gaps will significantly enhance the efficacy in systems and processes. Advices related to systemic improvement which are pending for implementation should also be reviewed and decision taken for implementation in a time-bound manner.

Also, the timely submission of reply to the outstanding CTE paras is essential for taking corrective actions during execution of contract, enabling the organization for effecting immediate recovery from contractors/suppliers, ensuring accountability of officials for omission and commission of actions, etc. Therefore, it is of utmost importance that the replies are furnished on observations of the CTEO in a time-bound manner.

In this regard, all organizations may ensure:

- (i) Timely implementation of FSA and SSA
- (ii) Timely completion of departmental inquiries (DI) by the Inquiry Officer (IO)/ Inquiry Authority (IA)
- (iii) Implementation of pending Systemic Improvements
- (iv) Compliance on outstanding CTE Paras

b) Reporting format

Name of the Organization:

Table 2

Sl No	Particulars	Pending as on 18.08.2025 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented/ completed during the campaign period * (Nos.)		Pending as on 17.11.2025 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								
3	DI								

[*including such cases which are falling due as per prescribed timelines during the campaign period]

Table 3

SI No	Particulars	Pending as on 18.08.2025 (Nos.)		Implemented/ completed during the campaign period (Nos.)		Brief Summary of each	Pending as on 17.11.2025 (Nos.)	
		CVC	CVO	CVC	CVO		CVC	CVO
1	Systemic Improvements					1. 2. 3.		

Table 4

SI No	Particulars	Pending as on 18.08.2025 (Nos.)	Cases falling due during the campaign period (Nos.)	Report submitted to CTEO during the campaign period (Nos.)	Pending as on 17.11.2025 (Nos.)
1	CTE Paras				

NAME OF THE CVO

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3. **CAPACITY BUILDING PROGRAMS**

(a) **Initiative**

A well-trained employee is an asset for any organization. A robust training system for employees is important for all organizations to succeed in its objective and functioning. The Commission intends to focus on capacity building of master trainers as well as other employees including completion of relevant courses on iGOT platform. All organizations may conduct structured training programs for (a) Training of Master Trainers and (b) Training of other executives and officials by the Master Trainers/ training institutes/ other resources on the following subject matters:

- (i) Investigation & report
- (ii) Framing of Chargesheet
- (iii) Conducting CTE type Intensive Examinations

In addition, organizations may also identify courses available on iGOT on topics / themes such as Ethics, Conduct Rules, Integrity, Attitudinal Change, Cyber Hygiene, Public Procurement and encourage employees to complete these courses during the campaign period.

(b) **Reporting format**

Name of the Organization:

Table 5

CAPACITY BUILDING PROGRAMS				
S.No.	Subject matter of Training	No of Master Trainers trained*	No of Employees trained including those trained by the Master Trainers	Total no. of Employees Trained
1	Investigation & Report			
2	Framing of Chargesheet			
3	Conducting CTE Type Intensive Examinations			

*List of master trainers (name, address, contact number, email ID, subject matter) to be uploaded by the organizations at <https://qpr.cvc.gov.in/>.

Table 6

Sl No	Name of the Course on iGOT	No. of Employees who have completed the course during the campaign period

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4. **ASSET MANAGEMENT**

(a) **Initiative**

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

- (i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules
- (ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed
- (iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

- (i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules
- (ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

(b) **Reporting format**

Name of the Organization:

Table 7

Sl No	Particulars of Review (Fixed assets)	Details
1	Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan proposed to rectify the situation
2	In case of property under lease, whether lease agreements are available and periodically reviewed	
3	Whether encroachments have been identified and future plan of action drawn for such properties	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/ properties which have been encroached upon and action plan proposed to rectify the situation

Table 8

SI No	Particulars of Review (Movable Assets)	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii)Details of action plan proposed for reconciliation which could not be done in the campaign period to be given
2	Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given

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5. DIGITAL INITIATIVES

(a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular updation of their website for greater transparency and better service delivery. In this regard, the following actions are to be taken up during the campaign period:

- i) All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information. Further, all organizations may ensure submission of periodic compliance certificate with respect to website updation to specified authority / NIC.
- ii) All organizations to identify new areas of digital services to customers/ stakeholders.

(b) Reporting Format

Name of the Organization:

Table 9

Sl No	Particulars	Information
1	Provision for regular updation and maintenance of websites and submission of periodic compliance certificate with respect to website updation to the specified authority / NIC	Details of action taken during the campaign period
2	Identification of new areas of digital services to customers/ stakeholders was carried out and implemented	Details may be provided 1. 2. 3.

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INTEGRITY PLEDGE

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behaviour;
- To report any incident of corruption to the appropriate agency.

நேர்மைக்கான உறுதிமொழி

நம் நாட்டின் பொருளாதாரம், அரசியல், சமூக முன்னேற்றத்திற்கு மிகப்பெரும் தடைகளில் ஒன்றாக ஊழல் இருக்கிறது என்பதை நான் நம்புகிறேன்.

அரசு, குடிமக்கள் மற்றும் தனியார் துறையில் உள்ள அனைவரும் ஊழலை அகற்ற ஒன்றிணைந்து பாடுபட வேண்டும் என நான் நம்புகிறேன்.

நாட்டின் ஒவ்வொரு குடிமகனும் எல்லா நேரங்களிலும் நாணயம், நேர்மை ஆகியவற்றின் உயர்ந்த தரத்தைக் கடைப்பிடிப்பது என உறுதியேற்பதுடன், அது குறித்து விழிப்புணர்வுடனும் இருப்பதோடு, ஊழலுக்கு எதிரான நடவடிக்கைகளை ஆதரிக்க வேண்டும் என்பதையும் நான் உணர்ந்திருக்கிறேன்.

எனவே, கீழ்க்கண்ட விஷயங்கள் குறித்து நான் உறுதி ஏற்கிறேன்:

- வாழ்க்கையின் எல்லா தருணங்களிலும் நேர்மையையும், சட்டத்தின் ஆட்சியையும் பின்பற்றுவேன்;
- எந்த சூழ்நிலையிலும் எவருக்கும் லஞ்சம் கொடுக்கவோ, வாங்கவோ மாட்டேன்;
- எமது கடமைகள் அனைத்தையும் நேர்மையாகவும், வெளிப்படையான வகையிலும் நிறைவேற்றுவேன்;
- பொது நலனுக்கு உகந்த வகையில் செயல்படுவேன்;
- தனிப்பட்ட நடத்தையில் நேர்மையை வெளிப்படுத்துவதில் முன்னுதாரணமாக விளங்குவேன்;
- எந்தவொரு ஊழல் நிகழ்வையும் அது தொடர்பான அமைப்பிற்குத் தெரிவிப்பேன்.

* * * * *

പ്രതിജ്ഞ

നമ്മുടെ രാജ്യത്തിന്റെ സാമ്പത്തിക, രാഷ്ട്രീയ, സാമൂഹിക പുരോഗതിയിൽ അഴിമതി ഒരു പ്രധാന തടസ്സമെന്ന് ഞാൻ വീശ്വസിക്കുന്നു.

സർക്കാറും, പൊതുജനങ്ങളും, സ്വകാര്യ മേഖലയും ഒന്നിച്ചു പ്രവർത്തിച്ചാൽ മാത്രമേ ആഴിമതി നിർമാർജ്ജനം ചെയ്യാൻ സാധിക്കുകയുള്ളൂ എന്ന് ഞാൻ വിശ്വസിക്കുന്നു.

അഴിമതിക്കെതിരെയുള്ള പോരാട്ടത്തെ പിന്തുണയ്ക്കാൻ ഓരോ പൗരനും എല്ലായ്പ്പോഴും ജാഗ്രതയും സത്യസന്ധതയും സമഗ്രതയും പാലിക്കണമെന്ന് ഞാൻ തിരിച്ചറിയുന്നു.

അതിനാൽ:-

- ജീവിതത്തിലുടനീളം സത്യസന്ധമായും നിയമവാഴ്ചയ്ക്ക് അനുചിതമായും പ്രവർത്തിക്കുമെന്നും,
- കൈക്കൂലി വാങ്ങുകയോ, നൽകുകയോ ചെയ്തില്ലെന്നും,
- എല്ലാ ചുമതലകളും സത്യസന്ധമായും സുതാര്യമായും നിർവ്വഹിക്കുമെന്നും,
- പൊതുതാൽപര്യത്തിനനുസരിച്ചു പ്രവർത്തിക്കുമെന്നും,
- ഏതെങ്കിലും അഴിമതി സംഭവങ്ങൾ അറിഞ്ഞാൽ ബന്ധപ്പെട്ട കാര്യాలയത്തെ അറിയിക്കുമെന്നും ഞാൻ ഇവിടെ പ്രതിജ്ഞ എടുക്കുന്നു.

సమగ్ రత ప్ రతః

మన దేశ ఆర్థిక, రాజకీయ మరియు సామాజిక మర్రోగతకొ అవనీతొ పరధాన అడ్డంకిగొ ఉందనొ నొను నమొముతునొనొను.

అవినీతి నిర్మూలించడానికి ప్రభుత్వం, పౌరులు మరియు ప్రైవేటు రంగం వంటి వారందరూ కలిసి పనిచేయాలి అవసరం ఉందని నోను నమ్ముతున్నాను.

వర్తమాన పరిస్థితులను అభ్యుదయంగా మార్చేందుకు సమయాల్లో నిజాయితీ
మరియు చైతన్యముతో యోగ్యత అభివృద్ధి వర్తమానాలకు కట్టుబడి ఉండాలని మరియు
అసంతృప్తికి వ్యతిరేకంగా హోరాహంకారము దూరమైన నీతిపూర్వకమైన కూటమి

- జీవోతంలలో అనోనో రంగొలలో నోబద్ధత మరొయు చట్టం నోయమాలను అనుసరోస్తాననో
- లంచం తోసుకోననో మరొయు ఇవ్వననో
- అనోనో పనులను నోజాయితోగొ మరొయు హారదర్శకంగా నోరవహాస్తాననో
- పోరజూ పోరయోజనాల కోసం పనోచోస్తాననో
- పోయకోతోగత పోరవర్తనలలో సమగోరతను పోరదర్శకోస్తా ఉదాహరణగా నోలుస్తాననో
- ఏ అనోనోతో సంఘటననైనా సంబంధిత ఏజాన్స్కో తొలీయజోస్తాననో
నోను పోరతోజో ఇ చోయుచునోనాను.

Annexure-DActivity Report Format on Vigilance Awareness Week-2025

Name of the Organisation:

1. INTEGRITY PLEDGE**Table a): Integrity Pledge**

Total no. of employees who have undertaken e-pledge	Total no. of customers who have undertaken e-pledge	Total no. of citizen who have undertaken e-pledge

2. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION**Table a): Conduct of competitions**

Name of State	City/ Place	Specify program (Debate/ Elocution/ Panel Discussion etc.)	No. of participants	Remarks

Table b): Other Activities

Sl. No.	Activities	Details
1 .	Distribution of Pamphlets/ Banners	
2.	Conduct of Workshop/ Sensitization programmes	
3.	Issue of Journal/ Newsletter	
4.	Any other activities	

3. OUTREACH ACTIVITIES

Table a): Involving students in Schools

Name of State	Name of city / town/ village	Name of school	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table b): Involving students in Colleges

Name of State	Name of city / town/ village	Name of college	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table c): "Awareness Gram Sabhas"

Name of State	Name of city / town/ village	Name of Gram Panchayat where "Awareness Gram Sabha" is held	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated
Total				

Table d): Seminars/ Workshops

Name of State	Name of city / town/ village	No. of seminars/ Workshops organized	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated

19443

4. OTHER ACTIVITIES

Sl. No.	Activities	Details
1.	Display of Banners/ Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

5. DETAILS OF PHOTOS ENCLOSED

(Photos may kindly be sent along with captions and also place & date of event)

Name of the activities held	No. of Photos	Whether photos are sent in soft copy or hard copy	If in soft copy, number of CDs attached

6. ANY OTHER RELEVANT INFORMATION, IF ANY:

(Brief write up on the activities conducted during Vigilance Awareness Week, not more than 1000 words, may be attached in a separate sheet)

byed