केन्द्रीय रेशम बोर्ड Central Silk Board
मूगा एरी रेशमकीट बीज संगठन
Muga Eri Silkworm Seed Organization
वस्त्र मंत्रालय Ministry of Textiles
भारत सरकार Govt. of India

सं:CSB/MSSO-7(13)/2009/VIG/Vol.V/ 1461 दिनांक Date:05.09.2021

परिपत्र Circular

विषय: सतर्कता जागरूकता सप्ताह, 2022 का पालन - निवारक सतर्कता उपायों सह हाउसकीपिंग गतिविधियों - सजस, 2022 के अग्रदूत के रूप में 3 महीने का अभियान (16 अगस्त, 2022 से 15 नवंबर, 2022) के संबंध में।

Sub: Observance of Vigilance Awareness Week, 2022 - Preventive Vigilance measures cum housekeeping activities - 3 months campaign (16th August, 2022 to 15th November, 2022) as a precursor to VAW, 2022 - Reg.

Please find enclosed herewith a copy of the Note No.CSB-1(8)/2000-Vig.Vol.IX dated 16.08.2022 along with its enclosures on the subject cited above, which is self explanatory for compliance.

In this regard, a Compliance Report regarding the works undertaken on each parameters in their respective Units during the period indicated in the circular may kindly be furnished to this office on or before 17.11.2022 so as to enable this office to submit the consolidated report to Central Office, Bangalore.

संलग्न Encl: यथोपरि As above.

Borpuzari 06/09/22

(डॉ. पी. बोरपुजारी Dr.P. Borpuzari)
बैज्ञानिक-डी व प्रमुख Scientist-D & Head

सेवा में To,

1. मूएरेबीसं, केरेबो, गुवाहाटी के सभी अधिकारियों/कर्मचारियों में परिचालनार्थ। For circulation among all the officers/officials of MESSO, CSB, Guwahati.
2. सभी प्रभारी अधिकारियों, पी3/पी4 बीज केन्द्रों- रोमपारा, हाहिम, नोंगपोह, नारायणपुर, कुबोलोंग, कोवबिल पाइलापूल, आदोकगिरि एवं तुरा, मेन्दीपथार / एरेबीउ केन्द्रों- होसुर/ रेबीउके (मूगा)- कलियाबारी, बोको, पी2 एबुबीफ, तोपटोली। All Officer Incharges of MSSO, P3/P4 Seed Stations- Rompara, Hahim, Nongpoh, Narayanpur, Kubolong, Kowabil, Pailapool, Adokgiri & Tura, Mendipather / ESSPCs- Hosur / SSPC(M)- Kaliabari, Boko, P2 Eri Basic Seed Farm, Topatoli.

केरेबो काम्पलेक्स, रेशम नगर, राज्यिक रेशम फार्म, डाकघर : खानापारा,
CSB Complex, Reshom Nagar, State Sericulture Farm, Post : Khanapara,
जिला कामरूप (महानगर), Dist.: Kamrup (Metro), गुवाहाटी Guwahati-781022
दूरभाष Telephone : 0361-2369707 (Gen), 0361-2369774 (Direct) फैक्स Fax: 0361-2369708
ईमेल : mssoguw.csb@nic.in/msdp2004@gmail.com web:http://www.msso.org.in

केन्द्रीय रेशम बोर्ड CENTRAL SILK BOARD

बेंगालूरु BENGALURU – 560 068

संNo: केरेबोCSB-1(8)/2000-सतर्कताVIG. खण्डVol. IX दिनांक Date : **16-08-2022**

नोट N O T E

Sub : Observance of Vigilance Awareness Week, 2022 – Preventative Vigilance measures cum housekeeping activities – 3 months campaign (16th August, 2022 to 15th November, 2022) as a precursor to VAW, 2022 – reg.

****

With reference to above, please find enclosed herewith a copy of the Letter No.M-6(1)/2022-Vig dated 29-07-2022 received from the Under Secretary, Govt. of India, Ministry of Textiles (Vigilance Section), Udyog Bhawan, New Delhi enclosing therewith Circular No.14/07/22 dated 25-07-2022 of Central Vigilance Commission, New Delhi on the above subject, which are self explanatory for **compliance**.

2) A Compliance Report regarding the works undertaken on each parameters in their respective Sections during the period indicated in the circular may kindly be furnished to Central Office on or before **25-11-2022**, so as to submit a consolidated Report to the Central Vigilance Commission/Ministry.

(एम्. महादेवा M. Mahadeva)
उप निदेशक (प्र)(सतर्कता)
Deputy Director (Admn)(Vig.)

सेवा में To

1) Scientist-D, SMOI, C.O., CSB, Bengaluru
2) Deputy Director(Finance), C.O., CSB, Bengaluru
3) Deputy Director(Comp), Coordination Section, CO, CSB, Bengaluru
4) Deputy Director(Computer), CO, CSB, Bengaluru
5) Deputy Director(Admn)(Vig), CO, CSB, Bengaluru
6) Assistant Director(A&A), E-II Section, CO, CSB, Bengaluru
7) Assistant Director (A&A), E-I Section, CO, CSB, Bengaluru

16/8

MOST IMMEDIATE/SPEED POST

F.No.M-6(1)/2022-Vig.
Government of India
Ministry of Textiles
(Vigilance Section)

Udyog Bhawan, New Delhi
29th July, 2022

To
All Heads of CPEs /PSUs /organizations (attached/ subordinate offices) under the Ministry of Textiles (through e. mail)

Subject: Observance of Vigilance Awareness Week, 2022 - Preventive Vigilance measures cum housekeeping activities - 3 month campaign (16 August, 2022 to 15 November, 2022) as a precursor to VAW, 2022 – reg

Sir / Madam,

I am directed to enclose herewith a copy of the Circular No.022/VGL/029 dated 25.07.2022 received from Central Vigilance Commission (CVC) regarding 'Observance of Vigilance Awareness Week 2022. CVC has decided that this year, the Vigilance Awareness Week would be observed from 31st October, 2022 being the birth anniversary of Sardar Vallabhbhai Patel, for which detailed guidelines would be issued in due course.

It has further been stated that there is need to focus on Preventive Vigilance measures on a continues basis throughout the year. Hence, as a precursor to Vigilance Week, 2022, the Commission has desired that following preventive Vigilance cum internal housekeeping activities be taken up as focus area by all the Ministries/Departments/Organization.

a) Property Management;
b) Management of Assets;
c) Record Management;
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 complaint outstanding as on 15.08.2022

2. As a 3 month's campaign, the exercise on above parameters will start from 16th August, 2022 to 15th November, 2022 and report regarding the works undertaken on each parameters during the period should be submitted by 9th December, 2022 as per prescribed format. It is, therefore, requested to comply with the directions of the CVC as contained in the above circular and send a report in the CVC's prescribed formats about the various activities as mentioned in the circular, during the 3 months campaign, directly to the CVC and preferably under intimation to Vigilance Division of the Ministry.

3. This issues with the approval of competent authority.

Yours faithfully,

(R S Meena)
Under Secretary to the Govt. of India

Encl. As above

Copy to:

1. CVO, NTC Ltd. / CVO, NIFT / CVO, CCI Ltd. / CVO, HHEC & CCIC.

Copy for information and compliance to:

1. JS(Admn.) / EA., Ministry of Textiles.

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023

सं. / No. 022/VGL/029

दिनांक / Dated 25.07.2022

Circular No. 14/07/22

Subject: Observance of Vigilance Awareness Week, 2022

Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16st August, 2022 to 15thNovember, 2022) - as a precursor to VAW 2022

The Commission is of the firm belief that the fight against corruption requires the active involvement of all stakeholders. One of the means towards achieving this end is through outreach measures that encourage the participation of all the citizens of the nation. The observance of Vigilance Awareness Week every year remains pivotal in promoting integrity by raising awareness regarding the importance of reiterating the commitment against corruption. The Commission has decided that this year's Vigilance Awareness Week would be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhbhai Patel. Detailed guidelines in this regard would be issued in due course.

2. It has been seen that there is a need to focus on Preventive Vigilance measures on a continuous basis throughout the year. Hence, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries / Departments / Organizations:

a) Property Management;
b) Management of Assets;
c) Record Management;
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.

Brief description of the above 06 parameters are given in **Annexure A** to this letter.

3. As a 3-month's campaign, the exercise on above parameters will start from 16th August 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9th December,2022 (Friday) as per format available at Annexures**B(1) to B(6).** All Ministries/Departments/ Organizations are requested to ensure active participation by all concerned in this campaign to achieve significant outcomes.

4. Further instructions, regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2022, will follow.

5. The details of above 3 months campaign on Preventive Vigilance cum housekeeping activities be conveyed to all departments / offices/ units of the organization latest by 5th August, 2022(Friday)positively for its effective implementation. Suitable mechanism to monitor the progress be also put in place.

(P. Daniel)
Secretary

Encl: As stated.

To,

i) The Cabinet Secretary of India
ii) The Secretaries of all Ministries/Departments of Government of India
iii) The Chief Secretaries of all Union Territories
iv) Director, CBI
v) Director of Enforcement
vi) Chief Executives of all CPSEs/Public Sector Banks/Public Sector Insurance Companies/Financial Institutions/Autonomous Organizations / Societies.
vii) All Chief Vigilance Officers in Ministries/Departments/CPSEs/ Public Sector Banks/Public Sector Insurance Companies/Financial Institutions Autonomous Organizations/ Societies

ANNEXURE A

Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16th August 2022 till 15th 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.

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.

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 onlinewhich 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 stepsbetakenimmediately 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 15th August 2022 at all levels of the organizations, should be attended to in a campaign mode to take to logical conclusion by 15th November 2022.

ANNEXURE B (1)

PROPERTY MANAGEMENT

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

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

NAME OF THE CVO
SIGNATURE & SEAL OF CVO

ANNEXURE B (2)

MANAGEMENT OF ASSETS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

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

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO

ANNEXURE B (3)

RECORD MANAGEMENT

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

1. Whether organizations have record retention/ preservation policy, including for e-records, as on 15th 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 for weeding out of old records.

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO

ANNEXURE B (d)

TECHNOLOGICAL INITIATIVES

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

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 friendlyonline platforms.

3. SECURITY OF E-PLATFORMS

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO

ANNEXURE B (5)

UPDATION OF GUIDELINES / CIRCULARS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

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

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO

ANNEXURE B (6)

DISPOSAL OF COMPLAINTS

Name of the Organization: _____

Reporting format for activities undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on following:

A. Complaints received from CVC office by CVO / organization for **Necessary Action.**

1. Number of complaints received by Chief Vigilance Officers/ concerned organizations from Central Vigilance Commission for **necessary action**, pending as on15th August 2022.

_____

2. Out of the above, the number of complaints pending for disposal as on 15th November.

_____

3. Of the complaints pending as on 15th August, 2022, in respect of complaints disposed of by 15th November, 2022, the number of complaints for which status has been updated in CVC's portal.

_____

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

1. Number of complaints received by Chief Vigilance Officers/ concerned organizations from various sources other than CVC pending as on 15th August 2022.

_____

2. Out of the above, the number of complaints pending for disposal as on 15th November 2022.

_____

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO