



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F-1-56/2011/NIOS/VIG|12

23rd October, 2020

CIRCULAR

Subject: Observance of "Vigilance Awareness Week-2020"

Central Vigilance Commission vide its Circular no. 09/09/2020 dated 09th September, 2020 has decided for observance of "Vigilance Awareness Week" from 27th October to 2nd November, 2020 with the theme "सतर्क भारत, समृद्ध भारत –**Satark Bharat, Samridhh Bharat(Vigilance India, Prosperous India)**". In pursuance of the CVC's Circular, NIOS would be observing "Vigilance Awareness Week" with the Integrity Pledge (Copy enclosed at Annexure-B and C). It is advised to conduct activities relevant to the theme both within and outside the Regional Centre and to conduct outreach activities for public as indicated below:

Activities to be conducted within Organisation:

1. Taking of Integrity Pledge by all employees. Employees may be encouraged to take e-pledge by visiting the website. Those who take the pledge verbally be advised to record it through website. The online "Integrity Pledge" is available on CVC website www.cvc.nic.in / "pledge.cvc.nic.in". Those who take the pledge verbally may be advised to record it through the website.
2. Conduct of workshops/sensitization programme for employees and other stake holders on policies/procedures of the organization and preventive vigilance measures.
3. Use organizational website for dissemination of employees/customer oriented information and to make available avenues for redressal of grievance.
4. The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organization.
5. Conduct various competitions such as debates, quiz etc for the employees and their families on issues relating to anti-corruption.
6. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

Outreach activities for public:

1. Display of hoarding /banners at prominent locations/places at NIOS Headquarters and Regional Centres.
2. Promote the concept of e-Integrity Pledge by persons with whom the NIOS deals with i.e. AIs, AVIs, AAs.
3. Extensive use may be made of social media platforms, bulk SMS/E-mail, Whatsapp, electronic and print medi etc. for spreading awareness.

4. Organize grievance redressal camps for citizen/customers by organizations having customer oriented services/activities. Similarly, vendor meets may be organized wherever necessary, preferably through online mode.
5. Organizations may conduct various outreach activities for dissemination of anti corruption message and stressing the necessity of vigilant India as essential for a prosperous India. Online modes to be extensively used.

CVC has also advised all organizations to adhere to extant Covid-19 prevention guidelines at all locations and events issued from time to time by competent authority.

In addition, all the organizations should strictly adhere to the economy measures issued by the Ministry of Finance vide the Department of Expenditure OM no. 7(2) E. Coord/2020 dated 04.09.2020.

In pursuance of the CVC's Circular dated 08.09.2020, "Vigilance Awareness Week" will be observed at NIOS Headquarters and Regional Centres from 27th October to 2nd November, 2020 and pledge will be taken on 27th October, 2020 at 11:00 AM.

A copy of indicative list of areas/activities which are to be taken up in campaign mode as part of Vigilance Awareness week 2020 is enclosed herewith at **Annexure-A**. All Departments and Regional Centres are requested to prepare a report on concerned points of the list and submit it to Vigilance Cell. Selected Photographs may also be sent by email to vigilance@nios.ac.in.


(S. Vijaya Kumar)
Chief Vigilance Officer

Distribution

- (1) All the Head of Departments, NIOS
- (2) All Regional Directors, NIOS Regional Centres
- (3) Joint Director(CBC) *with a request to take necessary action on point no.2 of "Activities to be conducted within organization"*
- (4) Assistant Director(CMO) for kind information of the Chairman, NIOS
- (5) SAP *with a request to take necessary action on point no.4 and 5 of "Outreach activities for public" and also with a request to upload the Circular on NIOS website*
- (6) Notice Board.

Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020

(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020)

- 1. Land management (title of land, property, encroachment issues etc.)**
 - (a) Does the organization possess revenue documents / records for the land(s) under its control ?
 - (b) How much land is under encroachment and at what locations ?
 - (c) Steps being taken to combat encroachment ?
 - (d) Any other initiative ?

- 2. Allotment of houses / quarters and related issues**
 - (a) Does the organization use IT application for allotment of houses ?
 - (b) Does the organisation possess a house allotment policy ?
 - (c) Is house allotment being done as per prescribed policy ?
 - (d) Is there any illegal occupation of houses, if any and what action is being taken ?
 - (e) Any other issue ?

- 3. Payments and other benefits to persons working in outsourced services in the organisation**
 - (a) Whether the organisation possesses prescribed norms for outsourcing ?
 - (b) If yes, are these norms adhered to ?
 - (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
 - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
 - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
 - (f) Whether the vendors are adhering to norms prescribed by the organization ?
 - (g) Any other special initiative regarding outsourcing ?

- 4. Management of Assets**
 - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) is being done as per extant rules strictly.
 - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) may be given

- 5. Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020
Complaints pending over one year old to be disposed by 31.10.2020

Other items pending with CVOs

- (a) Status of complaints received from other sources
- (b) Status of complaints sent by CVC for NA

6. Vigilance cases pending for further clarification to the CVC

Cases to be disposed by 31.10.2020

7. Major penalty proceedings

Proceedings pending over six months old to be finalized by 31.10.2020

8. Minor Penalty proceedings

Proceedings over six months old to be finalized by 15.10.2020

Proceedings over one year old to be finalized by 31.10.2020

9. CTE inspections

Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020

10. Preventive vigilance measures undertaken by the CVOs

- (a) Inspections
 - (b) Training programmes / workshops including E-training / Online training
 - (c) Whether Annual Property Returns submitted by all officers
 - (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
 - (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
 - (h) Is the organization digitizing / plans to digitize old records
11. If the Organisation runs Schools, Hospitals etc.- Whether prescribed policy for management is adhered to.

12. Gender sensitization issues

- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
- (b) Percentage of representation of women at all levels in the Organization
- (c) Whether awareness regarding gender issues is being created in the Organisation

13. Leveraging Technology — IT usage and E-governance

- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
- (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

14. Scrutiny of Audit Reports

15. Updation of Rules, Regulations and guidelines

- (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy/ Banning of Business Dealing Policy, etc.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

16. Systems improvements undertaken (brief description within 100 words)
Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.



Integrity Pledge for Citizens

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.



Integrity Pledge for Organisations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country. We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organisation, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitise our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.