



# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

( स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था )  
(An Autonomous Institution Under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F-1-56/2011/NIOS/VIG/154

11<sup>th</sup> October, 2022

## CIRCULAR

### Subject: Observance of "Vigilance Awareness Week-2022"

Central Vigilance Commission vide its Circular no. 20/09/22 dated 08<sup>th</sup> September, 2022 has stated that to fight corruption and to exercise general superintendence over vigilance administration, Vigilance Awareness week is to be observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31<sup>st</sup> October) falls in. The commission has decided that this year Vigilance Awareness Week would be observed from 31<sup>st</sup> October, 2022 to 6<sup>th</sup> November, 2022 with the theme "भ्रष्टाचार मुक्त भारत - विकसित भारत" "Corruption free India for a developed Nation". In pursuance of the CVC's Circular, NIOS would be observing "Vigilance Awareness Week" with the Integrity Pledge (Copy enclosed at Annexure-A) by all officers/officials on 31<sup>st</sup> October, 2022 at 1100 hrs.

CVC has advised to conduct activities relevant to the theme that strives to bring about maximum public participation. All organization should conduct different outreach programme that aim to sensitize the public about the need for transparency and integrity in public governance.

Further, CVC has intimated that in a move towards inculcating the true spirit of participative vigilance, the commission had earlier issued instructions details, a three month campaign period (16<sup>th</sup> August, 2022 till 15<sup>th</sup> November, 2022) in which six different preventive vigilance measures were to be taken up as focus areas by all organizations. The different Preventive Vigilance cum internal housekeeping activities are to be taken up as focal areas by all the Ministries /Departments /organization includes the following:

- 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 focus customers /staff to be brought on online portal an intuition of steps for creating online platforms.
- e) Updation of guidelines /circulars /manuals wherever found necessary and
- i) Disposal of complaints outstanding as of 15/08/2022

The works undertaken on each of these parameters should be submitted as per format by 9<sup>th</sup> December, 2022 [Format 1(A-F)]

During the observance of Vigilance Awareness Week-2022, CVC has desired following activities to be conducted within the organizations:

- a. Employees may be encouraged to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (<https://www.cvc.gov.in>) and can be accessed by all.
- b. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.
- c. Vigilance study Circles may conduct different outreach and awareness programs.
- d. Conduct various competitions such as debates, quiz etc for the employees and their families on issues relating to anti-corruption.
- e. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

In pursuance of the CVC's Circular dated 08.09.2022, "Vigilance Awareness Week" will be observed at NIOS Headquarters and Regional Centres from 31<sup>st</sup> October to 6<sup>th</sup> November, 2022 and pledge shall be taken on 31<sup>st</sup> October, 2022 at 11:00 AM. Please ensure that all staff members may take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (<https://www.cvc.gov.in>).

A copy of CVC's Circular is enclosed alongwith annexure(s). All Departments and Regional Centres are requested to prepare a report on concerned points of the Format 1 (A-E) and Format -2 and submit it to Vigilance Cell on or before 15<sup>th</sup> November, 2022. Selected Photographs may also be sent by email to [vigilance@nios.ac.in](mailto: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), NIOS
- (4) PA (CPO) for kind information of the Chairperson, NIOS
- (5) SAP *with a request* to upload the Circular on NIOS website
- (6) Notice Board.

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 realize 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 behavior;
- To report any incident of corruption to the appropriate agency.

*Dhanraj*  
-1

**FORMAT 1A**

**PROPERTY MANAGEMENT**

Name of the Organization: \_\_\_\_\_

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> 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

**MANAGEMENT OF ASSETS**

Name of the Organization: \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> 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 & SEAL OF CVO

**RECORD MANAGEMENT**

**Name of the Organization:** \_\_\_\_\_

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

**Action Taken Report to be submitted on the following:**

1. Whether organization 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 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 & SEAL OF CVO**

**TECHNOLOGICAL INITIATIVES**

Name of the Organization: \_\_\_\_\_

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> 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-friendly online platforms

**3. SECURITY OF E-PLATFORMS:**

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

FORMAT 1E

**UPDATION OF GUIDELINES/ CIRCULARS**

**Name of the Organization: \_\_\_\_\_**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022**

**Action Taken Report to be submitted on the following:**

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

**NAME OF THE CVO  
SIGNATURE & SEAL OF CVO**



**DISPOSAL OF COMPLAINTS**

Name of the Organization: \_\_\_\_\_

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August - 15<sup>th</sup> November 2022) as a precursor to Vigilance Awareness Week 2022

Action Taken Report to be submitted on the following:

**A. Complaints received from CVC office by CVO / organization for necessary action**

1. Number of complaints received by Chief Vigilance Officers/ concerned organization 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 2022
3. Of the complaints pending as on 15<sup>th</sup> August 2022 in respect of complaints disposed off by 15<sup>th</sup> November 2022, the number of complaints for which status has been updated in CVC portal.

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

1. Number of complaints received by Chief Vigilance Officers / concerned organization 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

NAME OF THE CVO  
SIGNATURE & SEAL OF CVO

**Activity Report format on Vigilance Awareness Week-2022****Name of the Organisation:****A. INTEGRITY PLEDGE****Table-1: 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

**B. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION****Table-2: Conduct of competitions**

Name of State	City / Place	Specify program (Debate / Elocution / Panel discussion etc.)	Name of first two winners	No. of participants	Whether copy of award winning activities attached

**Table-3: Other Activities**

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

### C. ACTIVITIES OUTSIDE THE ORGANISATION

**Table-4: 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	Whether copy of award winning activities attached
Total					

**Table-5: Involving students in Colleges.**

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	Whether copy of award winning activities attached
Total					

**Table-6: "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-7: Seminars/Workshops**

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

**Table-8: Other activities**

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

**D. DETAILS OF PHOTOS ENCLOSED**

(Photos may kindly be sent alongwith 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

**E. 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)