

पूर्वोत्तर रेलवे
NORTH EASTERN RAILWAY

कार्यालय
महाप्रबन्धक/सतर्कता
गोरखपुर- 273012



Office of the
General Manager (Vig)
Gorakhpur - 273012

सं. जेड/विज/10/29/सतर्कता जागरूकता सप्ताह/2022

दिनांक: 04.08.2022

सभी प्रमुख विभागाध्यक्ष
पूर्वोत्तर रेलवे, गोरखपुर ।
मंरेप्र०/पूउरे०,
इज्जतनगर, लखनऊ जं. एवं वाराणसी ।

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

विषय:- Observance of Vigilance Awareness Week, 2022

संदर्भ:- (i) अध्यक्ष रेलवे बोर्ड, नई दिल्ली का पत्र सं. 2022/V-1/CVC/5/1

दिनांक 02.08.2022 एवं EDV(Engg.)RB's NDLS letter No.

2022/V-1/CVC/5/1 दिनांक 28.07.2022

(ii) CVC/NDLS letter's No.022/VGL/029 dt. 25-07-2022

हमें हर्ष है कि हम इस वर्ष "आजादी का अमृत महोत्सव" के रूप में आजादी की 75वीं वर्षगांठ मना रहे हैं । प्रत्येक वर्ष की भाँति इस वर्ष भी सतर्कता जागरूकता सप्ताह सरदार वल्लभ भाई पटेल के जन्मोत्सव के उपलक्ष्य में 31 अक्टूबर/2022 से मनाये जाने हेतु केन्द्रीय सतर्कता आयोग ने निर्देश जारी किया है । इसे दृष्टिगत रखते हुए आयोग ने दिनांक 16 अगस्त 2022 से 15 नवम्बर 2022 तक "निवारक सतर्कता एवं हाउसकीपिंग क्रियाकलापों" के परिप्रेक्ष्य में 3 माह का एक विशेष अभियान चलाने का निर्णय लिया है ।

केन्द्रीय सतर्कता आयोग का पूर्ण विश्वास है कि भ्रष्टाचार पर प्रभावी अंकुश हेतु सभी के सम्मिलित प्रयासों की आवश्यकता है । इसी क्रम में आयोग का मानना है कि सतर्कता निवारक विषय पर पूरे वर्ष अनवरत रूप से जागरूकता कार्यक्रम चलाये जाने की आवश्यकता है । अतः "Preventive Vigilance measures cum housekeeping activities" तीन माह (16 अगस्त/2022 से 15 नवम्बर/2022) चलाये जाने हेतु निम्नलिखित गतिविधियों को सम्पादित किया जाना वांछित है :-

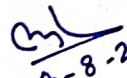
- Property Management;
- Management of Assets;

- 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.

यहां यह उल्लेखनीय है कि अध्यक्ष एवं मुख्य कार्यकारी अधिकारी, रेलवे बोर्ड, नई दिल्ली ने भी इस सम्बन्ध में सभी रेल कर्मियों से अपने कार्यों में सत्यनिष्ठा, पारदर्शिता एवं उत्तरदायित्व जैसे मूल्यों के संवर्धन पर बल देते हुए केन्द्रीय सतर्कता आयोग द्वारा निर्देशित उपरोक्त तीन माह के विशेष अभियान को एक कार्ययोजना बनाकर कार्यान्वित किये जाने की अपेक्षा की है, जिसके परिणामस्वरूप उक्त अभियान के उद्देश्यों की प्राप्ति स्पष्ट रूप से परिलक्षित हो ।

अतः उपरोक्त के सम्बन्ध में केन्द्रीय सतर्कता आयोग के पत्र द्वारा भेजे गए Annexures B(1) to B(6) संलग्न किये जा रहे हैं । सफलतापूर्वक उक्त अभियान चलाकर कृपया वांछित विवरण संलग्न Annexures पर इस कार्यालय को दिनांक 20.11.2022 तक उपलब्ध करायें ताकि रेलवे बोर्ड भेजा जा सके । साथ ही इन गतिविधियों के पर्यवेक्षण एवं सफल संचालन हेतु प्रत्येक मण्डल/विभाग द्वारा एक नोडल अधिकारी नामित किया जाना भी अपेक्षित है ।

संलग्नक/यथोपरि


4-8-2022
(डी० के० सिंह)

वरिष्ठ उप महाप्रबन्धक



D.O. No.2022/V-1/CVC/5/1

My Dear General Manager,

The Central Vigilance Commission observes the Vigilance Awareness Week every Year to promote integrity and probity in Public life, generate public awareness and to publicize the adverse impact of corruption. This year, the Vigilance Awareness Week would be observed in the week starting from 31st October 2022, being the birth anniversary of Sardar Vallabhbhai Patel. During this year as a precursor to VAW-2022, CVC has emphasized on certain preventive vigilance cum internal Housekeeping activities as a focus area and asked to initiate a 03 month's campaign starting from 16th August 2022 to 15 November, 2022 by each of the organization. In this connection, your attention is also drawn to EDV(E)'s letter dated 28/07/2022 detailing guidelines of CVC circulated vide circular No.14/7/22 of dated 25/07/2022.

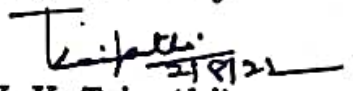
In this regard, I would like to mention here that there is a need of hour for all of us to maintain probity in public life, adhere to ethics and give utmost importance to maintaining value system. Fight against corruption requires all out efforts from every Railway employee as it is not possible to fight it successfully without complete commitment and devotion to work by each individual.

I would therefore request you all to formulate an action plan for 03 months campaign launched by CVC that would ensure the objective of promoting integrity, transparency and accountability in our working. I expect that the programmes undertaken and initiatives launched during the 03 months would lead to perceptible progress on the objectives of the campaign.

A report on the above should be sent to Vigilance Directorate by 30.11.2022 to apprise Central Vigilance Commission.

With best wishes,

Yours sincerely


(V. K. Tripathi)

General Manger
All Indian Railways

Copy to:

- (i) Director Generals-RDSO & NAIR
- (ii) CMDs/MDs-All PSUs
- (iii) Directors-IRICEN, IRITM, IRSET, IRMEE & IREEM- for similar action

Rail Bhawan, Raisina Road, New Delhi-110 001.

Tel.: 011-23384010, Fax : 011-23381453, Email : crb@rb.railnet.gov.in

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. . 2022/V-1/CVC/5/1

New Delhi, Dated, 28.07.2022

**The SDGMs/CVOs
All Zonal Railways/PUs**

**The CVOs
All PSUs**

**CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO**

**CAO/COFMOW
DMW/Patiala**

Sub.: Observance of Vigilance Awareness Week, 2022-Regarding Preventive Vigilance measures Cum Housekeeping Activities: 3 months campaign (16th August, 2022 to 15th November, 2022)- as a precursor to VAW 2022.

Ref.: Director/CVC's letter No. 022/VGL/029 dtd. 25.07.2022 (Circular No. 14/07/22) (Copy enclosed)

Please find enclosed herewith a copy of Central Vigilance Commission's letter no. 022/VGL/029 dated 25.07.2022 on the above mentioned subject. 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 by CVC later on. However, as a precursor to Vigilance Awareness Week 2022, the Commission has desired that the following Preventive Vigilance cum internal housekeeping activities may be taken up as focus areas for taking preventive vigilance measures by the organization:-

- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising ;
 - 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 of CVC's letter of dated 25/07/22. The inception of exercise on above parameters for 03 months campaign will start from 16th August 2022 to till 15th November, 2022. All ZRs/PUs/PSUs of Ministry of Railways are requested to ensure active participation by all concerned in this campaign to achieve significant outcomes.

All ZRs/PUs/PSUs are requested to send the details of above 3 months campaign on Preventive Vigilance cum housekeeping activities to all field units latest by 5th August, 2022 positively for its effective implementation by nominating a nodal officer by each of ZR's/PU's/PSU's, who will monitor the progress by developing a suitable mechanism. Details of the officer nominated for the purpose may be advised to Board's office through mail on email Id railwayboardvigilance1@gmail.com expeditiously.

A report regarding the works undertaken on each of these parameters during this period may be submitted to Board's office through mail on email Id railwayboardvigilance1@gmail.com by 30th November, 2022 as per format available at Annexures B(1) to B(6) of CVC's letter to furnish the information to CVC on time.

DA:As above

2021
28.07.22
(S M Pandey)
Exe. Dir. Vigilance(E)
Railway Board



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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
(16th August, 2022 to 15th November, 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:

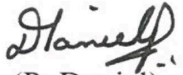
- a) Property Management;
- b) Management of Assets;
- c) Record Management;
- d) Technological Initiatives comprising two parameters:
 - Website Maintenance & updation;
 - Identification of new areas for service delivery for customers/staff to be brought on online portal and initiation of steps for 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 online which 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 steps be taken immediately 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.



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



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 (4)

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 friendly online platforms.

3. SECURITY OF E-PLATFORMS

NAME OF THE CVO
SIGNATURE AND SEAL OF THE CVO



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 on 15th 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

