



केन्द्रीय विद्यालय संगठन KENDRIYA VIDYALAYA SANGATHAN

Under Ministry of Education, Govt of India

क्षेत्रीयकार्यालय – हैदराबाद/ Regional Office – Hyderabad

पिकेट, सिकंदराबाद / Picket, SECUNDERABAD- 500 009

TEL. NOS. 040-27845649 [DC] 27847249 [AO] 27840122 (AC)

E-mail: dchyderabad@yahoo.com Website: <https://rohyderabad.kvs.gov.in>



फ़ा. सं.21029/केविसं (है.सं)/2023-24/ 20010-88

दिनांक: 21.08.2023

प्राचार्य
सभी केन्द्रीय विद्यालय
हैदराबाद संभाग

विषय: सतर्कता जागरूकता सप्ताह – 2023 का पालन – के संबंध में
संदर्भ: केन्द्रीय विद्यालय संगठन (मु) से प्राप्त पत्र संख्या 11059/iii/2023-केविसं (सतर्कता) 4586-4591 दिनांक 08.08.2023

महोदया/महोदय,

With reference to the subject cited above, please find enclosed herewith the letter dated 08.08.2023 received from the Joint Commissioner (Acad) & CVO, KVS for information and necessary action. You are requested to observe the three month campaign (16th August 2023 – 15th November 2023) in your Vidyalaya as per the instructions given by Central Vigilance Commisison. The report of the three month campaign on observance of Vigilance Awareness Week – 2023 from the KV may be sent to this office in the format prescribed by CVC in Annexure –C (i) to C (vi) latest by 09.11.2023 positively for furnishing the same to KVS HQ on item.

It is also directed to send the report in MS Excel format and signed copy as well for onwared transmission to KVS HQ and also ensure that in no case, the report on three month Campaign (16th August 2023 – 15th November 2023) under observance of Vigilance Awareness Week – 2023 be sent to KVS HQ directly by any of the Kendriya Vidyalaya.

भवदीय

मं० २५११५
(डा० डी० सन्जुनाथ)
उप० प्र०
२१/०८/२३

संलग्नक: यथोपरि
प्रतिलिपि:

1. All the Assistant Commissioners, KVS RO Hyderabad for information.
2. The Finance Officer, KVS RO Hyderabad for information.
3. The Section Officer, KVS RO Hyderabad for information.



ई-मेल/स्पीड पोस्ट
केन्द्रीय विद्यालय संगठन(मुख्यालय)
18 सांस्थागत क्षेत्र शहीद जीत सिंह मार्ग,
नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN(HQ)
18, Institutional Area,
Shaheed Jeet Singh Marg,
New Delhi-110016.
Tel.: 26858570 Fax 26514179
Website: www.kvsangathan.nic.in

श्रीमती जायता
दप
8/8/23

क.11059/iii/2023-केविसं (सतर्कता) / 4586 - 4591

दिनांक: 08 अगस्त 2023

उपायुक्त/ निदेशक,
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय/आंचलिक एवं प्रशिक्षण संस्थान

विषय : - सतर्कता जागरूकता सप्ताह -2023 का पालन

महोदया / महोदय,

Adm. Head
M. J. Singh

Kind attention is invited to the Secretary, Central Vigilance Commission, New Delhi Circular No.023/VGL/035/556449 dated 02-08-2023 (Copy enclosed) thereby notifying the Vigilance Awareness Week for the year 2023 would be observed from 30-10-2023 (Monday) to 05-11-2023 (Sunday).

The salient points of the above CVC Circular are given hereunder:-

"The Commission has desired that all organizations may undertake a three month campaign (16th August 2023-15th November 2023) with the following Preventive Vigilance measures as focus areas:-

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- Capacity Building Programs,
- Identification and implementation of Systemic Improvement measures,
- Leveraging of IT for complaint disposal,
- Updation of Circulars/ Guidelines/ Manuals,
- Disposal of complaints received before 30.06.2023.

The Deputy Commissioners/Directors of all the Regional Offices/ZIETs are requested to observe the above three month campaign (16th August 2023-15th November 2023) both in the Regional office/ZIET and all Kendriya Vidyalayas under his/her jurisdiction as per the instructions given by Central Vigilance Commission. The report of the three month campaign on observance of Vigilance Awareness Week-2023 from the ZIET/Regional Office and all the Kendriya Vidyalayas under its jurisdiction may be compiled by each ZIET/Regional Office concerned and a consolidated report may be sent in the format prescribed by CVC in Annexure - 'C (i) to C (vi) latest by 10-11-2023 positively for furnishing the same to the Commission in time.

It may be ensured that in no case, the report on three month campaign (16th August 2023-15th November 2023) under observance of Vigilance Awareness Week-2023 be sent to this office directly by any Kendriya Vidyalaya. The Principals may be directed to send the requisite information to the Deputy Commissioner of the Regional Office concerned who may compile the information in Annexure C (i) to C (vi) as devised by CVC in MS Excel format and send the same to this office by e-mail: acvigilancekvs@gmail.com.

भवदीय ,

ना रा मुदी

(एन0आर0 मुरली)

संयुक्त आयुक्त (शैक्षिक) एवं
मुख्य सतर्कता अधिकारी

संलग्न:- यथोपरि

प्रतिलिपि :-

- 1 All Officers and Sections at KVS (Hqrs) New Delhi for information and compliance.
- 2 The Secretary, Central Vigilance Commission, Satarkta Bhawan, GPO Complex, Block-A, INA, New Delhi.
- 3 The Under Secretary, Ministry of Education, UT-2 Section, Deptt. of School Education & Literacy, Shastri Bhawan, New Delhi for information.
- 4 The Incharge Officer, EDP Cell, KVS (HQ) with a request to upload the above letter with all enclosures on KVS Website under the head 'Observance of Vigilance Awareness Week-2023.
- 5 Guard file.



सत्यमेव जयते



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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

सं./No. 023/VGL/035/55644 9

दिनांक / Dated. 02.08.2023

Circular No. 06/08/23

Sub: Observance of Vigilance Awareness Week, 2023

The Central Vigilance Commission adopts several strategies in effective implementation of its mandate to fight corruption. Observance of Vigilance Awareness Week remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2023 would be observed from **30th October 2023 – 5th November 2023**.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three-month campaign (16th August 2023 – 15th November 2023)** with the following Preventive Vigilance measures as focus areas:

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,
- f. Disposal of complaints received before 30.06.23.

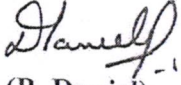
Brief description of the above 06 parameters is at **Annexure A** to this circular.

Handwritten Signature

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign. Action taken report regarding the six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at **Annexures C(i) to C(vi) by 8th December 2023(Friday)**.

4. Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.

5. This information is also available on the Commission's website at <http://www.cvc.gov.in>.


(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

Description of Preventive Vigilance activities to be undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at **Annexure B**. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

Preventive Vigilance initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, the following action plan may be taken up:

- a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures.

4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.

All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.

6. DISPOSAL OF COMPLAINTS

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.

PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)



WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

VIGILANCE AWARENESS WEEK 2023

For more details visit
<https://www.cvc.gov.in>

PIDPI AWARENESS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
 - a. Total number of regional offices of the organization?
 - b. How many such offices the poster was displayed in?
 - c. Number of languages the poster was translated into. Brief details.
 - d. Further remarks, if any.
3. Jingles / video / other media
 - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
 - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
 - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing / PIDPI complaints.
 - b. Further remarks, if any.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

CAPACITY BUILDING

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Number of officials trained in ToT (Training of Trainers) capsule during the campaign period :-

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

2. No. of other officials trained during the campaign period :

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

- A. i) Number of vigilance cases of the past 05 years taken up for analysis
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15th August 2023.
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

LEVERAGING OF IT FOR COMPLAINT DISPOSAL

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
 - b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

UPDATION OF CIRCULARS / GUIDELINES / MANUALS

Name of the Organization:

Reporting format for activities undertaken during campaign period (16th August 2023 – 15th November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (vi)

DISPOSAL OF COMPLAINTS

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 th August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 th November, 2023		

S. No.	Name of Region	Annexure - CII (PDS/AMBERKES)				Annexure - CIII (CAPACITY BUILDING)				Annexure - C (VI) (DISPOSAL OF COMPLAINTS)		
		Display of PDDI poster	Jingles / videos / other media	Talks / seminars / public interactions / gram sabhas	Number of officials trained in TOT (Training of Trainers) camps during the campaign period	No. of other officials trained during the campaign period	Number of areas where vigilance cases of corruption detected on the basis of the vigilance taken up for analysis	Number of areas where systemic improvements suggested on the basis of the vigilance taken up for analysis	Number of areas where systemic improvements suggested on the basis of the vigilance taken up for analysis	Whether guidelines and manuals were updated during the campaign period?	Complaints received on or before 30.06.23 disposed during campaign period	Complaints received on or before 30.06.23 pending as of 15 August, 2023
		What campaign have been undertaken to spread awareness of PDDI?	Details of jingles / videos etc used for dissemination of PDDI provisions	Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PDDI resolution, the correct procedure of filing a PDDI complaint and avenues available for filing PDDI complaints.	Ethics and governance Procurement Cyber hygiene and security Systems and Procedure of organization	Ethics and governance Procurement Cyber hygiene and security Systems and Procedure of organization	No. of other officials trained during the campaign period	Number of areas where vigilance cases of corruption detected on the basis of the vigilance taken up for analysis	Number of areas where systemic improvements suggested on the basis of the vigilance taken up for analysis	Whether guidelines and manuals were updated during the campaign period?	Complaints received on or before 30.06.23 pending as of 15 August, 2023	Complaints received on or before 30.06.23 pending as of 15 August, 2023