



राष्ट्रीय जल विकास अभिकरण  
जल शक्ति मंत्रालय, भारत सरकार  
(जल संसाधन, नदी विकास और गंगा संरक्षण विभाग)  
**National Water Development Agency**  
Ministry of Jal Shakti, Government of India  
(Department of Water Resources, River Development and Ganga Rejuvenation)

nwda.gov.in



**Email**

No. File No.7/1/2024-Vig./6455-91

Dated: 16 August, 2024

**Office Memorandum**

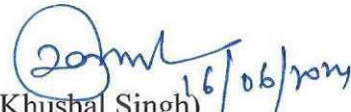
Subject: Three-month campaign (16th August, 2024 to 15th November, 2024) a prelude to Vigilance Awareness Week, 2024 to be observed from 28th October, 2024- 3<sup>rd</sup> November, 2024 reg.

The Central Vigilance Commission (CVC) Vide circular no. 08/08/24 dated 01.08.2024 and Ministry of Jal Shakti O.M.No. C-31018/2/2024-VIG dated 07.08.2024 (copy enclosed) has directed that the Preventive Vigilance Measures activities to be under taken up in the 3 months' campaign from 16<sup>th</sup> August, 2024 till 15<sup>th</sup> November, 2024. The following "Preventive Vigilance Measures" are required to be taken during the campaign from 16th August 2024 to 15<sup>th</sup> November, 2024.

- Capacity Building programs,
- Identification and implementation of Systemic Improvement measures,
- Up-dation of Circulars / Guidelines / Manuals,
- Disposal of complaints received before 30.06.24.
- Dynamic Digital Presence

Brief description of the above 05 parameters is attached at Annexure "A"

- Action plan and report thereof above regarding Five Preventive Vigilance measures are to be taken up as focus areas during three- month campaign should be sent by all office to this office as per the format enclosed at Annexure 'A' (1-5), by 20<sup>th</sup> November, 2024 positively.
- This issues with the approval of DG NWDA.

  
(Khushal Singh) 16/06/2024  
Deputy Director (Admn.)  
Phone: 011-26561046

Copy to: -

- Chief Engineer (North/South), NWDA, Lucknow/Hyderabad.
- Director (Tech.)/(Admn.)/(Fin.)/(Mdu), NWDA, Saket, New Delhi.
- Superintending Engineer (South/North), Palika Bhawan, New Delhi.
- All Superintending Engineer, Investigation Circles, NWDA.
- All Executive Engineer, Investigation Divisions, NWDA.
- Executive Engineer (Hq.), NWDA, Saket, New Delhi.
- Assistant Engineer, ISD, Jaipur/ Panna.

Copy for information to: -

- SPS to Director General, NWDA, New Delhi.
- PS to Chief Engineer (HQ), NWDA, New Delhi.
- Sh. Prashant Malik, Under Secretary (Vigilance), Ministry of Jal Shakti Department of Water Resources, RD & GR, Shram Shakti Bhawan, Rafi Marg, New Delhi-110001



No. C-31018/2/2024-VIG.  
Government of India  
Ministry of Jal Shakti  
(Dept. of Water Resources, River Development  
and Ganga Rejuvenation)

Shram Shakti Bhawan, Rafi Marg  
New Delhi dated 07-08-2024

OFFICE MEMORANDUM

**Sub: Three-month Campaign (16th August 2024-15th November 2024) as a prelude to Vigilance Awareness Week, 2024 to be observed from 28th October 2024-3rd November 2024 -regarding.**

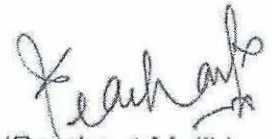
The undersigned is directed to inform that Central Vigilance Commission vide its circular No. 08/08/24 dated 1.08.2024 (copy enclosed) has notified that Preventive Vigilance Measures are to be taken up in the 3 months campaign from 16th August 2024 till 15th November 2024 as a prelude to Vigilance Awareness Week 2024. Following are the Preventive Vigilance Measures focus areas:-

- a. Capacity Building Programmes
- b. Identification and Implementation of Systematic Improvement Measures.
- c. Updation of Circulars/Guidelines/Manuals
- d. Disposal of Complaint received before 30.06.2024.
- e. Dynamic Digital Presence

2. Accordingly, all organizations are requested to take necessary actions as per instructions enumerated in enclosed CVC Circular.

3. A comprehensive report in the desired proforma available at **Annexures A (1) to A (5) of CVC Circular** on each of the sought parameters during this period may directly be submitted to CVC by 30th November, 2024.

Encl: as above



(Prashant Malik)

Under Secretary to the Government of India

Tel:23350131

e-mail: usvig-mowr@nic.in

To:

1. All heads of Organization under DoWR, RD & GR
2. All CVOs/VOs of the Organizations under DoWR, RD & GR
3. To be uploaded on the intra portal of the Department.



Telegraphic Address :  
"SATARKTA: New Delhi

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cenvigil@nic.in

Website  
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EPABX  
24600200

फैक्स / Fax : 24651186



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-110023

सं./No.....024/VGL/081/36147

दिनांक / Dated.....01.08.2024.....

Circular No. 08/08/24

Sub: Observance of Vigilance Awareness Week, 2024

The Central Vigilance Commission adopts several strategies for 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 2024 would be observed from 28th October 2024 to 3rd November 2024 on the following theme:

“सत्यनिहा की संस्कृति से राष्ट्र की समृद्धि”

“Culture of Integrity for Nation's Prosperity”

2. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:

- Capacity Building programs
- Identification and implementation of Systemic Improvement measures
- Up-dation of Circulars / Guidelines / Manuals
- Disposal of complaints received before 30.06.24
- Dynamic Digital Presence

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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 five Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November 2024.

4. This information is also available on the Commission's website at <https://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 the campaign period (16th August to 15th November 2024) as a precursor to Vigilance Awareness Week 2024

I. CAPACITY BUILDING PROGRAMS

(a) Initiative

A robust training system for employees is important for any organization to succeed in its objective and functioning. The Commission intends to focus on capacity building of employees who have been newly recruited in the last few years on key aspects of Preventive Vigilance. All Ministries / Departments / Organizations may conduct structured training programme for fresh inductees. Refresher training programme may also be conducted for those who have completed ten or more years of service. A list of topics to be included under these training is as below:

- i) Ethics and governance
- ii) Conduct Rules
- iii) Systems and Procedures of the organization
- iv) Cyber hygiene and Security
- v) Procurement

(b) Reporting format

Name of the Organization:

No. of officials who have received training during the campaign period on the above topics may be provided in the following format:

CAPACITY BUILDING PROGRAMS			
Period	Training name	No. of Employees Trained	Brief Description
	Fresh Inductees/ Refresher Course		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



## 2. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENT MEASURES

### (a) Initiative

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:

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

### (b) Reporting format

Name of the Organization:

i) Number of vigilance cases of the past 05 years taken up for analysis. Key areas vulnerable to corruption detected based on analysis and Systemic improvements identified and implemented /under implementation. Brief details may be given.

ii) Brief details of Systemic Improvements suggested by the Commission (pending as on 16th August 2024) and implemented during the campaign period in the following format:

Period	System Improvements implemented during the campaign period	System Improvements suggested during last 5 years but pending for implementation
16 <sup>th</sup> August to 15 <sup>th</sup> November, 2024		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:

(a) Initiative

In continuation to earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure up-dation of the same and posting of same on respective websites.

(b) Reporting format

Name of the Organization:

- i. Whether guidelines / circulars and manual were updated during the campaign period?
- ii. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

#### 4. DISPOSAL OF COMPLAINTS RECEIVED BEFORE 30.06.24

(a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time. All organizations may ensure that all complaints received on or before 30.06.24 may be disposed of.

(b) Reporting format

Name of the Organization:

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.24 pending as on 16.08.2024		
2.	Complaints received on or before 30.06.24 disposed during campaign period		
3.	Complaints received on or before 30.06.24 pending as on 15.11.2024		

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



## 5. DYNAMIC DIGITAL PRESENCE

### (a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular up-dation of their website for greater transparency and better service delivery. The organizations should follow extant Government guidelines on development and maintenance of websites (like GIGW 3.0 / RBI's Master Circular on Customer Service in Banks / Security audit). In this regard, the following action plan is to be taken up during the campaign period:

- i) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.
- ii) During the campaign period, all organizations to identify such areas / activities which can be brought on their existing website and necessary action taken for the same.
- iii) A proper system to be developed by assigning responsibilities to all designated administrators for regularly visiting the website and providing inputs to the webmaster with due approval for modification / deletion / up-dation.
- iv) A system of submission of periodic compliance certificate with respect to website up-dation to specified authority / NIC may be introduced by the department,

### b) Reporting format

Name of the Organization:

Regular maintenance and up-dation of website -Whether being done or not?

System introduced for up-dation and review of website.

Whether additional areas / activities / services brought online and if yes, details thereof.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO