

No.DD/VIG/VAW/624/2020-21/ 383
UT Administration of Dadra Nagar
Haveli and Daman and Diu,
Vigilance Department,
Secretariat, Moti Daman
Dated: 23/10/2020

To,
Secretary (Industries),
DNH & DD

**Sub: Observance of Vigilance Awareness Week, 2020 from 27th
October, 2020 to 2nd November, 2020 – regarding.**

Sir,

Kindly refer to this office Circular No. 09/09/2020 dated 08/09/2020 issued by the Additional Secretary, Central Vigilance Commission, New Delhi on the subject cited above (copy enclosed). In this regard, you are requested to kindly encourage all Industries and Corporations of Daman to take the two "Online Integrity Pledges" (Annexure A & B) as mentioned at para 7 (b) of the Circular, for enlisting support and commitment of the citizens, corporate, entities, firms etc.

An action taken report may kindly be provided to this office by 09/11/2020 for onward submission to the Central Vigilance Commission.

Yours faithfully,



(Gurpreet Singh)

Director-cum-Dy. Secretary (Vig.)

Encl: As above

5h

Annexure A

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

A/C

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

3h

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.