

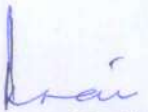


ASSAM UNIVERSITY : SILCHAR

NOTICE

In pursuance with OM No.C34013/03/2019-Vig dtd. 17th August,2022 issued by the Ministry of Education, Govt. of India and as conveyed vide CVC's circular No.14/07/22 dtd. 25.07.2022 (copy attached), the Central Vigilance Commission appealed to focus on Preventive Vigilance measures on a continuous basis through the year.

In view of the above, it is requested to all concerned to observe the Vigilance Awareness Week, 2022 following the guidelines as referred to above and a report may be submitted to undersigned by 20th November, 2022.


(Dr. P.K. Nath)
Registrar

No. AUR/21-1/2022

Dated 23rd Sept., 2022

Copy to:

1. PS to VC for kind information of the Vice-Chancellor.
2. All Deans of Schools / Heads of Deptt. for information and necessary action.
3. All Statutory Officers for information and necessary action.
4. All Centres / Sections for information and necessary action.
5. Director, Computer Centre for uploading in the University website.


Registrar

No.C.34013/03/2019-Vig.
Government of India
Ministry of Education
Department of Higher Education
Vigilance Section

Room No. 106-C, Shastri Bhawan
New Delhi, dated the 17th August, 2022

OFFICE MEMORANDUM

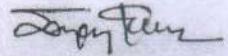
Sub : Preventive Vigilance measures cum housekeeping activities – 3 months campaign
(16th August, 2022 to 15th November, 2022 as a precursor to VAW 2022.

In continuation of Vigilance Branch's OM of even number dated 4th August, 2022 on the above mentioned subject, the undersigned is directed to draw attention towards CVC's appeal, as conveyed vide the circular No. 14/07/22 dated 25.07.2022 (copy enclosed) to focus on Preventive Vigilance measures on a continuous basis through the year.

2. As a precursor to Vigilance Awareness Week, 2022, the Commission has desired that preventive vigilance cum internal housekeeping activities be taken up as focus areas by all the Ministries/Departments/Organisations.

3. All the bureaus of this Ministry are, therefore, requested to take necessary action with regard to Record Management and Updation of guidelines and submit Action Taken Report (in enclosed proforma) to Vigilance Branch, positively by 20th November, 2022 for timely onward submission to Central Vigilance Commission.

Encl. : As above.


(Sanjay Kumar)
Under Secretary (Vig.)

To

All the Bureau Heads of D/HE and D/SE&L of Ministry of Education



सत्यमेव जयते

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/V.GL/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.

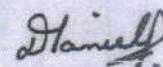
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3. As a 3-month's campaign, the exercise on above parameters will start from 16th August 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9th December, 2022 (Friday) 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



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

8.

ANNEXURE B (5)

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

