



चाय बोर्ड भारत **TEA BOARD INDIA**

14, बी. टी. एम. सारणी (ब्रेबोर्न रोड), कोलकाता 700001

14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001

वाणिज्य एवं उद्योग मंत्रालय के अंतर्गत, वाणिज्य विभाग, भारत सरकार

Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India

www.teaboard.gov.in

File No. VIG-CRCV/1/2025

Dated: 24.10.2025

CIRCULAR

This is with reference to the Office Memorandum No. C-31014/1/2025-VIGILANCE/2 dated 01.10.2025 received from Vigilance Section, Department of Commerce, Ministry of Commerce & Industry, Govt. of India with regard to observance of Vigilance Awareness Week-2025 (copy enclosed).

As per the directives of CVC, observance of Vigilance Awareness Week-2025 from 27.10.2025 to 02.11.2025 should commence with the **Integrity Pledge** by public servants in Ministries/Departments/Central Public Sector Enterprises/Public Sector Banks and all other organisations on **27.10.2025 at 11.00 hrs.**

In this regard, CVC has advised all the Organisations to conduct various activities like taking e-pledge by visiting CVC's website, conduct of workshops/sensitization programmes for employees and other stakeholders on policies/procedures of the Organisation and on preventive vigilance measures, different outreach and awareness programmes by Vigilance Study Circles, conduct of competitions such as debates, quiz etc. for employees and their families on issues relating to anti-corruption, taking of e-Integrity pledge by persons with whom the organisation deals with etc. and other outreach activities.

In view of the above, all officers/officials/staff of Tea Board, Head Office are requested to take the Integrity Pledge on 27.10.2025 (Monday) at 11.00 hrs at Board Room (8th Floor). All officers/officials/staff of Tea Board, Head Office are also requested to attend the workshop/sensitization programme after taking the Integrity Pledge on 27.10.2025 (Monday) at Board Room (8th Floor).

All HoDs are requested to intimate all officials working under them about the contents of this Circular.

Encl. as stated

(Dr. Rishikesh Rai)
Secretary In-charge

Distribution :

All HODs of Tea Board, Kolkata (except Dy. Chairman)	For necessary action please.
P.A to Dy. Chairman	For information please.
Estate Officer, Tea Board	To display in the Board's Notice Board
IT Cell	With a request to upload in the Board's website
I/C Tea Room	To arrange for tea and snacks for 70 persons on 27.10.2025 (Monday) at Board Room (8th Floor)

Most Immediate/By Email/Reminder

F.No. C-31014/1/2025-VIGILANCE /2

Government of India
Ministry of Commerce & Industry
Department of Commerce
Vigilance Section
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan
New Delhi, Dated 01.10.2025

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week, 2025 – reg.

The undersigned is directed to refer to Vigilance Division, DoC's O.M. of even number dated 15.09.2025 (copy enclosed), wherein a copy of CVC's Circular No. 06/09/25 (No. 025/VGL/047) dated 10.09.2025, which is self-explanatory on the subject cited above, has been forwarded for information and necessary compliance. In this regard, it is once again requested to take necessary action as per directives of CVC, in connection with the various activities to be undertaken during Vigilance Awareness Week, 2025 from 27th October, 2025 to 02nd November, 2025 and furnish the Action Taken Report, as desired by CVC, in the prescribed format, without fail.

Encl: As above



(R.N. Prasad)

Under Secretary to the Government of India
Telephone No. 23063916

To,

- i. All Divisional Heads in the Department of Commerce - for information and further necessary actions concerned to their sections.
- ii. Additional Secretary & DG, DGFT- for necessary action in respect of DGFT/all RAs.
- iii. Joint Secretary, SEZ Division, Department of Commerce – for further necessary action in respect of all SEZs.
- iv. DG, DGCIS
- v. DG, DGTR
- vi. Deputy Secretary, Supply Division
- vii. All the Heads, CVOs and Vigilance Officers of all organizations under the administrative control of the Department of Commerce viz STC, MMTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA
- viii. E-office – for information of all under the Department of Commerce.
- ix. The Secretary, CVC- for information.
- x. IIPM, Bengaluru

Most Immediate/By Email/E-Office

F.No. C-31014/1/2025-VIGILANCE/4
Government of India
Ministry of Commerce & Industry
Department of Commerce
Vigilance Section
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan
New Delhi, Dated 15 .09.2025

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week, 2025 from 27th October, 2025 to 2nd November, 2025 – reg.

The undersigned is directed to forward herewith a copy of CVC's Circular No. 06/09/25 dated 10.09.2025 (No. 025/VGL/047) on the subject cited above for information and necessary compliance. As per the directives of CVC, observance of Vigilance Awareness Week-2025 from 27.10.2025 to 02.11.2025 should commence with the **Integrity Pledge** by public servants in Ministries/Departments/Central Public Sector Enterprises/Public Sector Banks and all other organisations on **27.10.2025 at 1100 hrs.**

2. In this regard, CVC has advised all the Organisations to conduct various activities like taking e-pledge by visiting CVC's website, conduct of workshops/sensitization programs for employees and other stake holders on policies/procedures of the Organisation and on preventive vigilance measures, different outreach and awareness programmes by the Vigilance Study Circles, conduct of competitions such as debates, quiz etc. for employees and their families on issues relating to anti-corruption, taking of e-Integrity pledge by persons with whom the organisation deals with etc. and other outreach activities. CVC has also directed to send a report on the observance of Vigilance Awareness Week to CVC in the format attached as Annexure D of aforesaid circular by **30th November, 2025.**

3. It is further mentioned that in addition to the above the this Division's O.M. of even number dated 07.08.2025 was forwarded therewith the directions of CVC issued *vide* Circular dated 01.08.2024, detailing a three-month campaign period (18th August, 2025 till 17th November, 2025) in which five different preventive vigilance measures such as Disposal of Pending Complaints, Disposal of pending cases, Capacity Building program, Asset Management, Digital Initiatives, has to be undertaken by all the Ministries/Departments and Organisations.

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4. All the Organizations under DoC are requested to observe Vigilance Awareness Week-2025 as per the directives of CVC and submit an Action taken/ Compliance Report, as prescribed manner.

5. In this regard, all the Attached, Subordinate Offices of DoC viz O/o DGFT, O/o DGTR, DGCIS, Supply Division and all the SEZs are requested to submit the the compliance report, in the prescribed format, by **20.11.2025** to the Vigilance Division, DoC.

6. Further, all Autonomous organizations/PSUs under the administrative control of the Department of Commerce viz STC, MMTTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA, IIPM are requested to forward the action taken/ compliance report directly to the CVC, as directed, with a copy endorsed to the Vigilance Division.

7. This issues with the approval of AS & CVO.

Encl: As above



(R.N. Prasad)

Under Secretary to the Government of India
Telephone No. 23063916

To,

- i. All Divisional Heads in the Department of Commerce - for information and further necessary actions concerned to their sections.
- ii. Additional Secretary & DG, DGFT- for necessary action in respect of DGFT/all RAs.
- iii. Joint Secretary, SEZ Division, Department of Commerce – for further necessary action in respect of all SEZs.
- iv. DG, DGCIS
- v. DG, DGTR
- vi. Deputy Secretary, Supply Division
- vii. All the Heads, CVOs and Vigilance Officers of all organizations under the administrative control of the Department of Commerce viz STC, MMTTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA
- viii. E-office – for information of all under the Department of Commerce.
- ix. The Secretary, CVC- for information.
- x. IIPM, Bengaluru

Telegraphic Address :
"SATARKTA: New Delhi"

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011-24600200

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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.....
10/09/2025
दिनांक / Dated.....

Circular No. 06 /09/25

Sub: Observance of Vigilance Awareness week 2025

**Theme: "सतर्कता: हमारी साझा जिम्मेदारी"
"Vigilance: Our Shared Responsibility"**

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls. This year, the Commission has decided that Vigilance Awareness Week would be observed from 27th October to 2nd November, 2025 with the following theme:

**"सतर्कता: हमारी साझा जिम्मेदारी"
"Vigilance: Our Shared Responsibility"**

2. The observance of Vigilance Awareness Week, 2025 would commence with taking of the integrity pledge (copy enclosed as Annexure A) by public servants in the Ministries/Departments/Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other organizations on 27th October, 2025 at 1100 hrs.

3. All organizations are advised to conduct activities relevant to the theme to bring about maximum public participation. It is imperative that all organizations should conduct outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance.

10/9/25

4. Activities which may be conducted within the organizations include the following:
 - a. Encourage employees to take e-pledge by visiting the website. Online "Integrity Pledge" is available at CVC's website (www.cvc.gov.in) and can be accessed by all.
 - b. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on preventive vigilance measures.
 - c. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to vigilance and fight against corruption.
 - d. Promote the concept of e-Integrity Pledge by persons with whom the organization deal.
 - e. Vigilance Study Circles may also conduct outreach and awareness programs.

5. Outreach activities for public / citizens may include the following:
 - a. All Ministries / Departments / Organizations to publicize Integrity Pledge amongst all employees, their families, vendors / suppliers / contractors/ stake holders, students etc. to elicit wider participation. Integrity Pledge for citizens and organizations is enclosed as Annexure A and B respectively of this circular.
 - b. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
 - c. Extensive use of social media platforms, bulk SMS / e-mails, WhatsApp etc. for spreading awareness. For different social media related initiatives, the social media handles of the Central Vigilance Commission may be tagged. (X: @CVCIndia; Facebook: CVCofIndia)
 - d. Organize grievance redressal camps for citizens/ customers by Organizations having customer-oriented activities. Similarly, vendor meets may be organized wherever necessary, through online mode or otherwise, whichever is more feasible.
 - e. Organize "Awareness Gram Sabhas" for dissemination of information regarding the menace of corruption and the different measures that the public can undertake to redress it, such as complaint portals, etc. As per past practice, Public Sector Banks to conduct "Awareness Gram Sabhas" at the Branch level in at least two Gram Panchayats. Other organizations may also organize wherever possible. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at Annexure C of this circular.

6. Selected photographs / media clips may be sent to the Commission through email at coord1-cvc@nic.in. Photographs and media clips may be uploaded on departmental/ organizational websites.

12/11/21

7. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission in the format attached as Annexure D of this circular by 30th November, 2025.

8. The Commission had earlier vide circular of even number dated 01.08.2025 issued instructions detailing a three-month campaign period (18th August, 2025 till 17th November, 2025) vide which following preventive vigilance measures were indicated as focus areas to be taken up by all the Ministries / Departments and Organizations and report to be submitted in prescribed format by 30th November, 2025:

- a. Disposal of pending complaints
- b. Disposal of pending cases
- c. Capacity Building programs
- d. Asset Management
- e. Digital Initiatives

9. This notification is also available on the Commission's website at www.cvc.gov.in.

Trishaljit
(Trishaljit Sethi) 10/1/25
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, Directorate 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.

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 realize 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

Tejpal

Integrity Pledge for Organizations

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.

10/11

List of activities for conducting "Awareness Gram Sabhas" in rural and semi-urban areas:

The following is a list of indicative activities for conducting "Awareness Gram Sabhas":

1. Organize meeting in Gram Panchayats inviting all stake holders like the Sarpanch, members of Gram Panchayat, Self-Help Groups (SHGs), workers of MGNREGA, farmers, students, and citizens, Head of Gram Sabha / Sarpanch or any dignitary could be requested to deliver lecture on integrity and fight against corruption followed by discussion. Anti-Corruption message in vernacular languages can also be displayed at the meeting.
2. Organize competitions like quiz, cartoon, slogans painting, rangoli, posters and walkathon / marathon / cyclothon etc.
3. Organize Melas to give wide publicity to the produce / products of the SHGs as motivational tools for integrating them with awareness creation effort.
4. Organize evening Choupals / meetings in villages / panchayats during which short-plays / nautankies / kalajathas / folk songs / puppet shows, etc., can be organized focusing on integrity and fight against corruption.

Copy

Activity Report Format on Vigilance Awareness Week-2025

Name of the Organisation:

1. INTEGRITY PLEDGE

Table a): Integrity Pledge

Total no. of employees who have undertaken e-pledge	Total no. of customers who have undertaken e-pledge	Total no. of citizen who have undertaken e-pledge

2. ACTIVITIES / EVENTS ORGANISED WITHIN THE ORGANISATION

Table a): Conduct of competitions

Name of State	City/ Place	Specify program (Debate/ Elocution/ Panel Discussion etc.)	No. of participants	Remarks

Table b): Other Activities

Sl. No.	Activities	Details
1.	Distribution of Pamphlets/ Banners	
2.	Conduct of Workshop/ Sensitization programmes	
3.	Issue of Journal/ Newsletter	
4.	Any other activities	

A/11

3. OUTREACH ACTIVITIES

Table a): Involving students in Schools

Name of State	Name of city / town/ village	Name of school	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table b): Involving students in Colleges

Name of State	Name of city / town/ village	Name of college	Details of activities conducted (date of activities may also be mentioned)	No. of students involved
Total				

Table c): "Awareness Gram Sabhas"

Name of State	Name of city / town/ village	Name of Gram Panchayat where "Awareness Gram Sabha" is held	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated
Total				

Table d): Seminars/ Workshops

Name of State	Name of city / town/ village	No. of seminars/ Workshops organized	Details of activities conducted (date of activities may also be mentioned)	No. of public / citizens participated

19/11/13

4. OTHER ACTIVITIES

Sl. No.	Activities	Details
1.	Display of Banners/ Posters etc	
2.	No. of grievance redressal camps held	
3.	Use of Social Media	

5. DETAILS OF PHOTOS ENCLOSED

(Photos may kindly be sent along with captions and also place & date of event)

Name of the activities held	No. of Photos	Whether photos are sent in soft copy or hard copy	If in soft copy, number of CDs attached

6. ANY OTHER RELEVANT INFORMATION, IF ANY:

(Brief write up on the activities conducted during Vigilance Awareness Week, not more than 1000 words, may be attached in a separate sheet)

1/24/0