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File No. VIG-CRCV/1/2025-Licensing |1041

Dated 25<sup>th</sup> 08.2025

**Circular**

This is with reference to Office Memorandum No. O.M. No. 31014/1/2025-VIGILANCE/11 dated 07<sup>th</sup> August,2025 received from Vigilance Section, Department of Commerce, Govt. of India with regard to observance of Vigilance Awareness Week-2025 with the preventive vigilance measures as focus area by all the Ministries/Departments/ Organisations for a 3 months campaign i.e. from 18<sup>th</sup> August, 2025 to 17<sup>th</sup> November, 2025 (copy enclosed). In this context, I am directed to request to initiate necessary action on the following areas as per the aforesaid Office Memorandum of Vigilance Commission:

1. Capacity Building Programs
2. Assets Management
3. Digital Initiatives

**Encl. as stated**

(Dr. Rishikesh Rai)  
Chief Vigilance Officer

**Distribution :**

The Executive Director, Tea Board, Coonoor	For necessary action and circulation amongst the offices under their jurisdiction.
The Executive Director, Tea Board, Guwahati	
The DDTD, Tea Board, Siliguri	
The SO (NWI) Tea Board, New Delhi	
In-Charge, Tea Board, Palampur	For necessary action
In-Charge, Tea Board, Mumbai	
All HODs of Tea Board	For necessary action please
P.S. to Dy. Chairman	For information please.
The Estate Officer, Tea Board	To display in the Board's Notice Board
IT Cell	With a request to upload in the Board's website

**Most Immediate/By Email/E-Office**

**F.No. C-31014/1/2025-VIGILANCE /11  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Vigilance Section  
<https://commerce.gov.in>**

Room No. 423, Udyog Bhawan  
New Delhi, Dated 07.08.2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to forward herewith a copy of CVC's Circular No. 04/08/25 (No. 025/VGL/047) dated 01.08.2025 (copy enclosed) on the subject cited above, which is self explanatory, for information and necessary compliance.

2. The Commission advised that all organizations may undertake a three-month campaign from 18<sup>th</sup> August 2025 to 17<sup>th</sup> November, 2025 on Preventive Vigilance with a focus on the following areas:

- i. Disposal of pending complaints
- ii. Disposal of pending cases
- iii. Capacity Building programs
- iv. Asset Management
- v. Digital initiatives

3. Accordingly, all Divisional Heads/Sections in the Department of Commerce/All Heads and CVOs of PSUs, Commodity Boards, Attached/Subordinate offices/ Autonomous organizations under the Department of Commerce are requested to take further necessary action immediately, in respect of their respective functions, as per the directives of CVC as explained in the above-mentioned circular dated 01.08.2025, and submit an Action Taken Report as directed by CVC, in the prescribed format, timely and without fail.

4. Attached and Subordinate offices of DoC viz DGFT, DGTR, DGCIS, Supply Division and all SEZs are requested to submit their compliance report in the prescribed format by 20.11.2025 to the Vigilance Division, DoC for onward submission to CVC.

5. All Autonomous organizations and PSUs 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 are requested to forward the compliance report directly to the CVC, and copy of the same may be endorsed to this Division, as per the timeline indicated by the CVC.

6. This matter may treated as most urgent. This issues with the approval of AS&CVO.

Encl: As above

*R.N. Prasad*  
(R.N. Prasad)

Under Secretary to the Government of India  
Telephone No. 23063916

To,

- i. All Divisional Heads / Sections 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 and 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 / Dir (Admn), DGTR
- vi. Joint Secretary, Supply Division
- vii. All the Heads, CMDs / CVOs / Vigilance Officers / Administrative 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 and for taking necessary action.
- ix. The Secretary, CVC- for information.

*Assured with copy  
8/8/25*

Telegraphic Address :  
"SATARKTA: New Delhi

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cenvigil@nic.in

Website  
www.cvc.nic.in

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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  
025/VGL/047

सं./No.....

दिनांक / Dated..... 01.08.2025

Circular No. 04/08/25

Sub: Observance of Vigilance Awareness Week, 2025

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 for upholding integrity. 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 2025 would be observed from 27<sup>th</sup> October 2025 to 2<sup>nd</sup> November 2025 on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”


“Vigilance: Our Shared Responsibility”

2. The Commission advises that all organizations may undertake a three-month campaign from 18th August 2025 to 17th November 2025 on Preventive Vigilance with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

*Asri*

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign period. Action taken report in respect of the five Preventive Vigilance initiatives to be taken during this 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 2025 through the designated portal <https://gpr.cvc.gov.in/> only.

  
(Arti C. Srivastava)  
AS & Secretary-in-Charge

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.

ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during the campaign period (18th August to 17th November 2025) related to Vigilance Awareness Week 2025

1. DISPOSAL OF PENDING COMPLAINTS

(a) Initiative

It is necessary to ensure that complaints are not kept pending and that they reach a logical conclusion within the prescribed timelines. All organizations may ensure that all complaints received on or before 30.06.2025 are disposed of during the campaign period.

(b) Reporting format

Name of the Organization:

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2025 pending as on 18.08.2025	
2.	Complaints received on or before 30.06.2025 disposed during the campaign period	
3.	Complaints received on or before 30.06.2025 and pending as on 17.11.2025	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. **DISPOSAL OF PENDING CASES**

a) **Initiative**

Delay in bringing vigilance cases to a logical conclusion is against the principles of natural justice and also defeats the very purpose of initiating disciplinary action. The Commission has also prescribed model timelines for investigation, implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA) and conclusion of disciplinary inquiries.

Further, implementing systemic improvements that address identified gaps will significantly enhance the efficacy in systems and processes. Advices related to systemic improvement which are pending for implementation should also be reviewed and decision taken for implementation in a time-bound manner.

Also, the timely submission of reply to the outstanding CTE paras is essential for taking corrective actions during execution of contract, enabling the organization for effecting immediate recovery from contractors/suppliers, ensuring accountability of officials for omission and commission of actions, etc. Therefore, it is of utmost importance that the replies are furnished on observations of the CTEO in a time-bound manner.

In this regard, all organizations may ensure:

- (i) Timely implementation of FSA and SSA
- (ii) Timely completion of departmental inquiries (DI) by the Inquiry Officer (IO)/ Inquiry Authority (IA)
- (iii) Implementation of pending Systemic Improvements
- (iv) Compliance on outstanding CTE Paras

b) **Reporting format**

Name of the Organization:

Table 2

Sl No	Particulars	Pending as on 18.08.2025 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented/ completed during the campaign period * (Nos.)		Pending as on 17.11.2025 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								
3	DI								

[\*including such cases which are falling due as per prescribed timelines during the campaign period]

Table 3

SI No	Particulars	Pending as on 18.08.2025 (Nos.)		Implemented/ completed during the campaign period (Nos.)		Brief Summary of each	Pending as on 17.11.2025 (Nos.)	
		CVC	CVO	CVC	CVO		CVC	CVO
1	Systemic Improvements					1. 2. 3.		

Table 4

SI No	Particulars	Pending as on 18.08.2025 (Nos.)	Cases falling due during the campaign period (Nos.)	Report submitted to CTEO during the campaign period (Nos.)	Pending as on 17.11.2025 (Nos.)
1	CTE Paras				

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. CAPACITY BUILDING PROGRAM

(a) Initiative

RAMS

A well-trained employee is an asset for employees is important for all organization Commission intends to focus on capacity employees including completion of relevant may conduct structured training programs for of other executives and officials by the Master the following subject matters:

any organization. A robust training system for s to succeed in its objective and functioning. The y building of master trainers as well as other nt courses on iGOT platform. All organizations or (a) Training of Master Trainers and (b) Training er Trainers/ training institutes/ other resources on

- (i) Investigation & report
- (ii) Framing of Chargesheet
- (iii) Conducting CTE type Intensive Exa

In addition, organizations may also identify examinations such as Ethics, Conduct Rules, Integrity Procurement and encourage employees to y courses available on iGOT on topics / themes period. 7, Attitudinal Change, Cyber Hygiene, Public

to complete these courses during the campaign

(b) Reporting format

Name of the Organization:

Table 5

CAPACITY BUILDING PROGRAM				
S.No.	Subject matter of Training	No of Master Trainers trained*	S	
			No of Employees trained including those trained by the Master Trainers	Total no. of Employees Trained
1	Investigation & Report			
2	Framing of Chargesheet			
3	Conducting CTE Type Intensive Examinations			

\*List of master trainers (name, address, contact number, email ID, subject matter) to be uploaded by the organizations at <https://qpr.cvc.gov.in/>.

contact number, email ID, subject matter) to be <https://qpr.cvc.gov.in/>.

Table 6

Sl No	Name of the Course on iGOT	No. of Employees who have completed the course during the campaign period

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

#### 4. ASSET MANAGEMENT

##### (a) Initiative

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

- (i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules
- (ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed
- (iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

- (i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules
- (ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

##### (b) Reporting format

**Name of the Organization:**

Table 7

Sl No	Particulars of Review (Fixed assets)	Details
1	Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan proposed to rectify the situation
2	In case of property under lease, whether lease agreements are available and periodically reviewed	
3	Whether encroachments have been identified and future plan of action drawn for such properties	(i) Details of review undertaken during the campaign period and outcome thereof (ii) Details of land/ properties which have been encroached upon and action plan proposed to rectify the situation

Table 8

Sl No	Particulars of Review (Movable Assets)	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof  (ii)Details of action plan proposed for reconciliation which could not be done in the campaign period to be given
2	Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules	(i) Details of review undertaken during the campaign period and outcome thereof  (ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

5. **DIGITAL INITIATIVES**

(a) **Initiative**

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular updation of their website for greater transparency and better service delivery. In this regard, the following actions are to be taken up during the campaign period:

- i) All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information. Further, all organizations may ensure submission of periodic compliance certificate with respect to website updation to specified authority / NIC.
- ii) All organizations to identify new areas of digital services to customers/ stakeholders.

(b) **Reporting Format**

**Name of the Organization:**

Table 9

Sl No	Particulars	Information
1	Provision for regular updation and maintenance of websites and submission of periodic compliance certificate with respect to website updation to the specified authority / NIC	Details of action taken during the campaign period
2	Identification of new areas of digital services to customers/ stakeholders was carried out and implemented	Details may be provided 1. 2. 3.

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**