



वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited

(A Mini Ratna Company) (A Subsidiary of Coal India Ltd)
Regd Office : Coal Estate, Civil Lines, Nagpur – 440 001 (MS)

Office of the Chief Vigilance Officer

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संदर्भसंख्या/Ref.No.:वेकोलि/सतर्कता/रन/2021/ **1035**

दिनांक / Date : 13.09.2021

प्रति,

VAW-2021

All Area General Managers &
GM CWS Tadali

विषय: Observance of Vigilance Awareness Week 2021

संदर्भ: CVC circular no 15/09/2021 vide reference no 020/VGL/045 dated 01.09.2021

महोदय,

1. As vigilance awareness week has been observed in the past, this year also commission has decided that the vigilance awareness week-2021 with the theme "Independent India @75: Self Reliance with Integrity; स्वतंत्र भारत @ 75 "सत्यनिष्ठा से आत्मनिर्भरता". A copy of the circular is enclosed as **Annexure-1**, for reference.
2. As mentioned in the aforesaid circular about the activities to be carried out on the occasion of Vigilance Awareness Week the same may be planned accordingly. Action plan of the activities to be carried out during the VAW-2021 at your Area may be shared with this office latest by 20.09.2021. It is to be noted that in case of exigencies/holidays etc, the activities as planned can also be conducted before or after the Vigilance Awareness Week.
3. Apart from the other activities, the commission desires to focus on internal (housekeeping) activities, which are to be taken up in the campaign mode as part of the Vigilance Awareness Week. You are requested to share the progress report in the past year along with the detailed statements pertaining to internal housekeeping activities in the prescribed format enclosed as **Annexure-2**, latest by 20.09.2021.
4. Posters depicting provisions under PIDPI resolution as well as related information, as desired by the commission, require to be displayed in all the establishments of your Area. (Both in Hindi & English), the same is enclosed as **Annexure-3**, for reference.
5. The inaugural program of VAW-2021 would be conducted on 26.10.2021 at WCL HQ, wherein the pledge will be taken by all present along with other activities will be carried out. Similarly, all areas shall also conduct the inaugural ceremony of VAW-2021.
6. Employees may be encouraged to take e-pledge by visiting the website. Online " Integrity Pledge" is available at WCL & CVC's website and can be accessed by all.

7. A report on the observance of the week may be sent as per the prescribed format enclosed as **Annexure-4**, latest by 03.11.2021.
8. Further, you are requested to nominate a nodal officer for VAW from your area for future coordination.

It is therefore requested that all concerned may suitably be advised to take the points/guidelines circulated as a campaign mode, for doing needful and provide the factual report and Action plan as mentioned in sl no 3 and sl no. 4 respectively on time.

This is for your information and further needful, please.

भवदीय/Yours Sincerely

Linia-9.2
13.09.2021
महाप्रबंधक(खनन)/सतर्कता
वेकोलि, नागपुर

Copy to:

CVO, WCL- For kind information, please.



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..... 021/VGL/045

दिनांक / Dated..... 01.09.2021

Circular No. 15/09/21

Sub: Observance of Vigilance Awareness week 2021.

1. In a move towards commemorating 75 years of India's Independence which falls on August 15, 2022, Central Vigilance Commission in carrying out its duty as the apex anti-corruption body in the country, reaffirms its resolve to fight corruption and ensure integrity in public life to usher in a new era of a self-reliant India. In recognition of this momentous stage in India's journey, the Commission has decided that this year Vigilance Awareness Week would be observed from 26th October to 1st November, 2021 with the theme **"Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"**.
2. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls. Observance of Vigilance Awareness Week is one of the tools used by the Commission to bring together all stakeholders to collectively participate in the prevention of, and the fight against corruption and to raise public awareness regarding the existence, causes and gravity of and the threat posed by corruption. During this week, all organizations are encouraged to bring together all their employees, create awareness regarding common issues related to vigilance and create an atmosphere motivated towards weeding out corruption and unethical practices.
3. Though punishment and penal actions delivered quickly are effective deterrents to corruption, the spirit behind the observation of Vigilance Awareness Week is to sensitize the public against the menace of corruption. All organizations should strive to drive home the idea that the fight against corruption is a collective fight involving everyone. It is

therefore imperative that the public must be motivated to fight against corruption if India is to succeed in its goal towards achieving self-reliance with integrity.

4. The observance of Vigilance Awareness Week would commence with the taking of the integrity pledge (copy enclosed at the **Annexure A**) by public servants in the Ministries/ Departments/ Central Public Sector Enterprises (CPSEs)/ Public Sector Banks (PSBs) and all other organizations on 26th October, 2021 at 1100 hrs.
5. All organizations are advised to strictly adhere to extant Covid-19 prevention guidelines at all locations and events issued from time to time by the competent authority. In addition, all the organizations should strictly adhere to the economy measures issued by Ministry of Finance vide Department of Expenditure OM no. 7(2)E. Coord/2020 dated 04.09.2020
6. All organizations are advised to conduct activities relevant to the theme, both within and outside their respective organizations, and to conduct outreach activities for public/citizens.
7. Activities to be conducted within the organizations may include the following:
 - a. In continuation of activities taken up during Vigilance Awareness Week, 2020, the Commission desires that all organizations focus on internal (housekeeping) activities. The indicative list for these activities as well as the format in which response is to be given is enclosed (**Annexure C**).
 - b. Employees may be encouraged 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.
 - c. **The Commission has desired to spread awareness and campaign about "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)". Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure D). A drive may be undertaken to spread awareness regarding the provisions under the PIPDI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.**
 - d. Conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.
 - e. Use organizational website for dissemination of employees/ customer-oriented information and to make available avenues for redressal of grievances.

f. The systemic improvements and good practices adopted for wider dissemination and awareness may be displayed on the website of the concerned organizations.

g. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.

h. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

8. Outreach activities for public/citizens:

a. All Ministries/Departments/Organizations shall 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 enclosed at **Annexure A and B**.

b. **Wide publicity may be given to "Complaints under PIDPI (Public Interest Disclosure and Protection of Informers)". Two posters in this regard have been prepared and may be displayed at all offices of the organization (Annexure D). A drive may be undertaken to spread awareness regarding the provisions under the PIPDI resolution as well as all related information. Both posters should be placed together and should be translated to local languages, wherever required.**

c. Organizations may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.

d. Extensive use of social media platforms, bulk SMS/ e-mails, WhatsApp etc. for spreading awareness.

e. 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.

f. Organizations may conduct various outreach activities for dissemination of anti-corruption messages and stressing the vision of a Vigilant India who is moving towards self-reliance with integrity. Online modes may be extensively used, wherever required.

g. Organize "Awareness Gram Sabhas" for dissemination of awareness in Gram Panchayats to sensitize citizens on the ill effects of Corruption. As per past practice, Public Sector Banks need to conduct "Awareness Gram Sabhas" at the Branch level in atleast 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 E**.

9. The two months, September and October, 2021 may be observed as a “Special Clearance Campaign” to clear all outstanding Further Information cases (FI), Implementation of First Stage and Second Stage Advices (FSAs and SSAs), Investigation and reports (I&Rs), Factual Reports (FRs), Complaints (PIDPI), Complaints (Non-PIDPI), Prosecution Sanctions, Departmental Inquiries (DIs) and Comments Awaited on CBI reports (CAs), in respect of all organizations and departments.

A report may be submitted as per format at Annexure F to the Commission.

10. Vigilance study circles may also participate actively in the Vigilance Awareness Week by conducting any or all the outreach activities keeping in view Covid-19 guidelines as well as economy measures mentioned in para 5.

11. The Commission expects all organizations to conduct various activities with zeal and enthusiasm to achieve the objective to eliminate corruption in public life. Although all activities need to be conducted during the Vigilance Awareness Week, however, in case of exigencies/holidays etc., the same can also be conducted before or after the Vigilance Awareness Week.

12. Selected Photographs/ Media clips may be sent to the Commission by email at the address coord1-cvc@nic.in. Photographs and Media clips may be uploaded on departmental / organizational websites.

13. A report on the observance of the Week may be sent by all Ministries/Departments/ Organizations to Central Vigilance Commission as per the format enclosed at Annexure C, F and G by 30th November, 2021.

14. This notification is also available on the Commission’s website at <http://www.cvc.gov.in>.



(P. Daniel)

Additional 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 states/ Union Territories
- iv) The Comptroller & Auditor General of India
- v) The Chairman, Union Public Service Commission
- vi) The Chief Election Commissioner, Election Commission of India
- vii) Chief Executives of all CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
- viii) 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 behavior;
- To report any incident of corruption to the appropriate agency.

Annexure- 2

Reporting Format

Internal (House Keeping) Activities for Vigilance Awareness Week-2021

(Only Statistical/ quantified information or Yes/ No etc to be filled up under head' Info and detailed statements to be annexed)

1. Land management

Sl No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
1.	Does the organisation possess revenue documents/ records for the land(s) under its control?	Yes/No		
2.	How much land is under encroachment and at what locations		
3.	Steps being taken to combat encroachments?	Yes/ No		
4.	Any other initiatives?			

2. Allotment of houses / quarters and related issues

Sl No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
1.	Does the organization use IT application for allotment of houses?	Yes/No		
2.	Does the organization possess a house allotment policy?	Yes/No		
3.	Is House allotment being done as per prescribed policy?	Yes/No		
4.	Is there any illegal occupation of houses, if any and what action has been taken	Yes/No		
5.	Any other issue?			

3. Payments and other benefits to persons working in outsourcing services in the organizations.

SI No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
1.	Whether the organization possesses prescribed norms for outsourcing?	Yes/ No		
2.	If yes, are these norms adhered to?	Yes/ No		
3.	Whether payment of salaries /wages is paid through bank account by the contractor	Yes/ No		
4.	Whether other statutory dues (PF, Medical benefits etc.) are being given on time?	Yes/ No		
5.	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management	Yes/ No		
6.	Whether the vendors are adhering to the norms prescribed by the organization?	Yes/ No		
7.	Any other special initiative regarding outsourcing?			

4. Management of Assets

SI No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
1.	Whether condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) is being done as per extant rules strictly	Yes/No		
2.	Date of last condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) may be given	Date		

6. If the organisation runs schools, Hospital etc.- Whether prescribed policy for management is adhered to. – Yes/ No.

7. Gender sensitization issues

Sl No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
a.	Has the organization constituted prescribed committees for harassment of women at the work place? If yes date of last meeting held.	Yes/No		Date
b.	Percentage of representation of women at all levels in the organization%		
c.	Whether awareness regarding gender issues is being created in the organization	Yes/No		

8. Leveraging Technology- IT usage and E-governance

Sl No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
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).	Yes/No		
b.	Whether information system audit is done regularly for IT based applications running in the organization. Date of last information system Audit may be given?	Yes/No		Date

10. Updation of Rules, Regulations and guidelines

Sl No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
a.	Whether organization	Yes/No		Dates

	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 organization made rules for retired officials? If yes Furnish Date	Yes/No		Date

11. System improvements undertaken (brief description with in 100 words)

SI No	Particulars	Info	Progress in the past one year	Remarks (Annex Details)
a.	Description of System Improvement works/initiatives done may be given in 50 words for each work/ initiatives and not more than 100 words in total for all works			

(Signature of Area General Manger)



PUBLIC INTEREST DISCLOSURE AND PROTECTION
OF INFORMER RESOLUTION, 2004 (PIDPI)

IS THERE CORRUPTION AROUND YOU? LODGE A COMPLAINT UNDER PIDPI.

YOUR IDENTITY SHALL BE KEPT
CONFIDENTIAL

A VIGILANCE AWARENESS WEEK 2021 INITIATIVE

SEND COMPLAINTS IN WRITING TO:
The Secretary, Central Vigilance Commission
Satarkta Bhavan , Block-A
GPO Complex , INA
New Delhi - 110 023

(MARK THE ENVELOPE AS "PIDPI". COMPLAINTS SHOULD ONLY BE
AGAINST CENTRAL GOVERNMENT EMPLOYEES, INCLUDING PSUs, PSBs
AND UTs etc.)



PIDPI COMPLAINTS: WHAT ARE THEY? & WHEN SHOULD YOU MAKE THEM?

1

Complaints made under Public Interest Disclosure and Protection of Informers Resolution are termed as PIDPI complaints

2

If any complaint is made under PIDPI, the identity of the complainant is kept confidential

3

The complaint should be addressed to the Secretary, Central Vigilance Commission and envelope should be marked as "PIDPI"

4

Only complaints against Central Government officials (including PSBs, PSUs and UTs) will be taken into cognizance

5

For more details visit
<http://www.cvc.gov.in>.

A VIGILANCE AWARENESS WEEK
2021 INITIATIVE

* Both posters should be placed together.

Activity Report format on Vigilance Awareness Week-2021

Name of the Organisation:

A. INTEGRITY PLEDGE**Table-1: 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

B. ACTIVITIES/EVENTS ORGANISED WITHIN THE ORGANISATION**Table-2: Conduct of competitions**

Name of State	City/Place	Specify program (Debate/Elocution/Panel discussion etc.)	Name of first two winners	No. of participants	Whether copy of award winning activities attached

Table-3: Other Activities

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

C. ACTIVITIES OUTSIDE THE ORGANISATION**Table-4: 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	Whether copy of award winning activities attached
Total					

Table-5: Involving students in Colleges.

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	Whether copy of award winning activities attached
Total					

Table-6: "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-7: Seminars/Workshops

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

Table-8: Other activities

Sl. No	Activities	Details
1.	Display of Banners/Posters etc	

2.	No. of grievance redressal camps held	
3.	Use of Social Media	

D. DETAILS OF PHOTOS ENCLOSED

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

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

E. ANY OTHER RELEVANT INFORMATION, IF ANY:

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