

Office of Principal General Manager (Elect.),
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Janpath, New Delhi- 110001
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MOST URGENT

No. BSNLCO-EW/14(12)/1/2020-Elect.works

Dated: 12.08.2022

To

The CGMs
BSNL.

Subject: Observance of Vigilance Awareness Week-2022.

Reference: Jt.GM(Vig-I) CO letter no. 24-11/2021-VA-02 dated 01.08.2022.

Please refer to above letter and CVC circular No.14/7/22 (021/VGL/029) dated 25.07.2022 (copy enclosed) on subject matter, the following activities to be taken up as a focus area under Operation Samundra Manthan.

Management of Assets:


“It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) To identify and list out old furniture, machinery/ equipment/ staff car and other such old and unused assets/ vehicles and make an inventory of all of them.
- b) Appropriate action to be taken for the disposal of such unused assets as per extant rules/ policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.”

The above instructions are to be widely circulated to all units/offices of your circle and special attention is required for disposal of the items which are physically present but not entered/available in ERP.

This has the approval of CGM (EW).

Encl: As above


(Pramod Sheel)
AGM (Elect)

Copy to:

1. Jt. GM(Vig.-I) CO ND for information.
2. All Nodal Officer OSM.

No. 24-11/2022-VA-02

Dated : 01-08-2022

To

CGM (EW),
(Project OSM)
BSNL Corporate Office,
Room No. 8, IR Hall, Eastern Court,
New Delhi -110001.

Sub: Observance of Vigilance Awareness Week-2022.

Kindly find enclosed CVC circular No. 14/07/22 (021/VGL/029) dated 25.07.2022 vide which the Commission has conveyed that as a precursor to Vigilance Awareness Week 2022, following Preventive Vigilance cum internal housekeeping activities to be taken up as focus areas by all the Ministries / Departments / Organizations in a 3 month campaign starting from **16th August 2022 till 15th November, 2022.**

- (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.

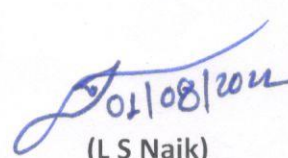
The Commission has also sought reports regarding the works undertaken on each of these parameters as per format available at Annexures B(1) to B(6).

In view of the aforesaid CVC directions, it is requested to conduct Preventive Vigilance cum internal housekeeping activity pertaining to your section as briefed in **Annexure A (Activity No. 2)** and submit compliance report for the parameter "**Management of Assets**" as per format **Annexure B(2)** of CVC letter to this office positively before 30.11.2022.

In addition to this, as per directions of CVC, an interim monthly report may also be submitted to this office on 15.09.2022 & 15.10.2022 followed by final report before 30.11.2022.

This is issued with the approval of CVO BSNL.

Encl : As above


(L S Naik)
Jt. GM (Vigilance-I)



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/VGL/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.

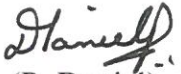
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3. As a 3-month's campaign, the exercise on above parameters will start from 16th August 2022 till 15th November, 2022. Report regarding the works undertaken on each of these parameters during this period should be submitted by 9th December, 2022 (Friday)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



ANNEXURE A

Preventive Vigilance cum Housekeeping activities to be undertaken during campaign period (16th August 2022 till 15th November, 2022) as a precursor to Vigilance Awareness Week, 2022

1. PROPERTY MANAGEMENT

It has been seen that a number of organizations possess a large number of land/properties. However, in many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. Towards this end, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out all the land/buildings owned by them and take action as listed below:
 - Wherever properties are owned by the organization, the ownership documents to be listed and verified. In case the properties are under lease, availability of the lease agreement to be verified.
 - Encroachments be identified and future action plan to be drawn for all such properties.
 - Properties not in use be identified and steps be taken for future course of action.

2. MANAGEMENT OF ASSETS

It has been seen that some offices have a number of old, unused or condemned assets which affects the cleanliness of the working environment. To maintain a professional working space, the following areas of concern may be looked into:

- a) Ministries/ Departments/ Organizations to identify and list out old furniture, machinery / equipment and other such old and unused assets and make an inventory of all of them.
- b) Appropriate action be taken for the disposal of such unused assets as per their policy.
- c) Requisite measures also to be undertaken to keep the premises neat and clean.

3. RECORD MANAGEMENT

Weeding out of old records and disposal of documents that have outlived their usage may be done periodically. The following points may be taken into consideration:

- a) Ministries/ Departments/ Organizations to examine whether a record retention policy, including electronic records, exists and if not, one may be prepared and adopted.

