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कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE INSURANCE  
CORPORATION**  
(Ministry of Labour & Employment,  
Govt. of India)



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No. C-11/26/01/2025-Vig

Dated: 25/08/2025

## CIRCULAR

Sub: Observance of Vigilance Awareness Week, 2025

The Central Vigilance Commission (CVC) vide circular no. 04/08/25 dated 01.08.2025 has informed that Vigilance Awareness Week, 2025 will be observed from 27<sup>th</sup> October, 2025 to 02<sup>nd</sup> November, 2025 on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”

“Vigilance: Our Shared Responsibility”.

2. The Commission has advised all Ministries/Departments/Organizations to 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

3. The Central Vigilance Commission (CVC) circular is attached for kind information and necessary action.

Encl: As above

(Anurag Paliwal)  
Asst. Director (Vig.)

To

1. PPS to DG/FC/CVO
2. All Divisional Heads, ESIC Headquarters
3. All Zonal Insurance Commissioner/Zonal Medical Commissioner
4. Insurance Commissioner, NTA, ESIC

5. All Deans/Medical Superintendents of ESIC Medical, Dental & Nursing Colleges/  
ESICMHS and ESICHS
6. D(M)Delhi/D(M)Noida
7. All AC cum RDs/RDs/JDs (Incharge) of Regional Offices/Sub Regional Offices
8. Website Content Manager for uploading the same on the website
9. Rajbhasha Branch for translation
10. Guard File/Spare Copy.

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
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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://qpr.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.

**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

<b>Sl. No.</b>	<b>Particulars</b>	<b>Number</b>
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 PROGRAMS

#### (a) Initiative

A well-trained employee is an asset for any organization. A robust training system for employees is important for all organizations to succeed in its objective and functioning. The Commission intends to focus on capacity building of master trainers as well as other employees including completion of relevant courses on iGOT platform. All organizations may conduct structured training programs for (a) Training of Master Trainers and (b) Training of other executives and officials by the Master Trainers/ training institutes/ other resources on the following subject matters:

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

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

#### (b) Reporting format

**Name of the Organization:**

Table 5

<b>CAPACITY BUILDING PROGRAMS</b>				
<b>S.No.</b>	<b>Subject matter of Training</b>	<b>No of Master Trainers trained*</b>	<b>No of Employees trained including those trained by the Master Trainers</b>	<b>Total no. of Employees Trained</b>
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/>.



Table 6

<b>SI No</b>	<b>Name of the Course on iGOT</b>	<b>No. of Employees who have completed the course during the campaign period</b>

**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

<b>Sl No</b>	<b>Particulars of Review (Movable Assets)</b>	<b>Details</b>
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

<b>Sl No</b>	<b>Particulars</b>	<b>Information</b>
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**