



कर्मचारी राज्या बीमा निगम
শ্রম এবং রোজগার মন্ত্রণালয়, ভারত সরকার
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



উপ ক্ষেত্রীয় কার্যালয়, ব্যারাকপুর
জি.বি. ব্লক, প্লট-৬, সেক্টর-III, সল্ট লেক, কলকাতা-৭০০০৯৭
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GB. BLOCK, PLOT-6, SECTOR-III, SALT LAKE, KOLKATA-700097
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No.:C-11012/36/2024-ADMIN

Date: 22-10-2024

CIRCULAR**Subject:** Observance of Vigilance Awareness Week, 2024 from 28th October to 3rd November, 2024.

Pursuant to the directions received from the Central Vigilance Commission through ESIC Hqrs' Office letter no. C-11/26/01/2024-Vig.-Part(1) dated 15-10-2024 along with the CVC Circular dated 28-08-2024 (copy attached herewith) regarding above subject matter, the Competent Authority has kindly directed the following activities to be undertaken by all the Controlling Officers under SRO-Barrackpore towards observing the Vigilance Awareness Week 2024.

S/N	Name of Activities/Programs	Details of Activities/Programs	Responsible Controlling Units/Officers	Sanctioned Expenditure (in Rs.)
Activities to be conducted in ESIC				
1	Take online e-pledge	All the employees are to be directed to take Integrity Pledge (e-Pledge) by visiting the CVC website (www.cvc.gov.in) at 11:00 AM on 28th October 2024	All the Branch Officers and Branch Managers are directed to encourage all the subordinate employees to take online e-Pledge and also to send branch/branch office wise data in prescribed proforma (Pt. no. 1 of Annexure-D)	NIL
2	Conduct of Workshop	Two Workshops are to be organized at Dum Dum BO and Shyamnagar BO in two cluster basis. 1. Dum DUM BO including Baranagar, Barasat, Belghoria, S/Belghoria, Khardah, Paniahti, Kamarhati & Titagarh BOs 2. Shyamnagar BO including Hazinagar, Authpur, Jagatdal, Garifa, Naihati, Kalyani, Kankinara & Bhatpara BOs	Branch Managers of Dum Dum BO and Shyamnagar BO are directed to organize the Workshops at 3:00 PM on 30th October 2024 and also to submit detailed report in prescribed proforma (Table-d in Pt. no. 3 of Annexure-D) along with photographs	Rs. 2000/- for Dum Dum BO and Shyamnagar BO each
3	Conduct of various Competitions	Various competitions like debates, quizzes etc. for the employees and their family members on issues relating to anti-corruption are to organized under SRO-Barrackpore	Rajbhasha Shakha (OL Branch) is directed to organize a debates/quizzes/elocution competition at SRO (at Conference Hall) at 3:30 PM on 29-10-2024) and also to send a detailed report in prescribed proforma (Table-a in Pt. no. 2 of Annexure-	Rs. 2000/- (for refreshments & prizes)

			D) along with photographs	
4	Promote/publicize the concept of e-Integrity Pledge	The concept of e-Integrity Pledge is to be publicized through different social media platforms, bulk SMS/E-mails, WhatsApp and etc.	ICT Branch, SRO-BKP is directed to publicize the concept of e-Integrity Pledge through Social Media Platforms, bulk SMS/E-mails & ESIC SRO-BKP Website	NIL
Outreach Activities for public/citizens				
1	Organize "Grievance Redressal Camp"	"Grievance Redressal Camp" is to be organized under SRO-Barrackpore for the IPs and other stakeholders during the Vigilance Awareness Week (VAW)	All the Branch Managers are directed to organize "Grievance Redressal Camps" at their respective Branch Offices during the VAW from 28-10-2024 to 03-11-2024 and also to send a detailed report.	NIL
Miscellaneous				
1	Making and Distribution of Banners and Pamphlets	Banners and Pamphlets are to be prepared regarding- 1. Promote/publicize the concept of e-Integrity Pledge 2. Conduct of Workshops on ESIC policies/schemes 3. Grievance Redressal Camp	The General Branch, SRO-Barrackpore is directed to arrange all the Banners & Pamphlets and also to distribute them to all the concerned branches/branch offices	18 (for 18 BOs)+2(for Dum Dum & Shyamnagar BO)+2 (for SRO)=22 Banners (size-6*4') and 60 Pamphlets (size-1*1.5')
2	Upload relevant Photographs & Media Clips	Photographs & Media Clips relating to the observance of VAW 2024 are to be uploaded in the departmental website	ICT Branch is directed to upload relevant Photographs & Media Clips in the SRO-Barrackpore website	NIL

The necessary compliance reports (along with relevant photographs and media clips) on the observance of "Vigilance Awareness Week (VAW) 2024", as directed above, are to be sent to this end by 8th November 2024 positively for onward sending to the ESIC Hqrs' Office.

(for) BO(ADMIN)
SRO-BKP, ESIC

Copy to,

1. All the Branch Manager / Branch Officers
2. PA cell to the JD(I/C)
3. The General Branch, with the request to print & distribute the banners & pamphlets as directed above
4. The Rajbhasha Shakha for Hindi version
5. Notice Board



मुख्यालय
Headquarters
पंचदीप भवन सी०आई०जी रोड, नई दिल्ली-110002
PANCHDEEP BHAWAN, C.I.G. MARG, NEW DELHI-110 002
Phone: 011-23604700 Email : dir-gen@esic.nic.in
Website : www.esic.nic.in / www.esic.in

C-11/26/01/2024-Vig.-Part(1)
/2024

Dated: /

To,

1. All Addl. Commissioner/Regional Directors, Regional Director(I/c), Regional Offices
2. All Directors/Jt. Director I/c/ Deputy Director I/c, Sub-Regional Offices/ Divisional Offices/NTA
3. Directors (Medical) Delhi/Noida
4. All Deans, ESIC Medical/Dental/Paramedical Colleges
5. All Medical Superintendents, ESIC Hospitals/ Model Hospitals/ Super Speciality Hospitals
6. Dy. Director (E-V), Hqrs. Office, ESI Corporation

Subject: Observance of Vigilance Awareness Week, 2024 from 28th October to 3rd November, 2024.

Sir/Madam,

(1) The Central Vigilance Commission vide its Circular No. 09/08/24 issued with letter reference no. 024/VGL/081-38615 dated 28.08.2024 (copy enclosed) has decided that the 'Vigilance Awareness Week, 2024' shall be observed this year from 28th October to 3rd November, 2024. A copy of aforesaid letter of the Commission, along with its enclosure is forwarded herewith.

(2) This year, the theme of observing Vigilance Awareness Week is "Culture of Integrity for Nation's Prosperity (सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि)". The Central Vigilance Commission, as the apex integrity and vigilance institution of the country, endeavors to promote integrity, transparency and accountability in public life. One of the primary objectives of the Central Vigilance Commission is to create public awareness against corruption and observance of Vigilance Awareness Week every year is one such measure for achieving this objective.

(3) The observance of the Vigilance Awareness Week would commence with the taking of the Integrity Pledge (copy enclosed at Annexure-A) by the officers and staff of the Corporation on 28.10.2024 at 11.00 A.M.

(4) In a move towards inculcating the true spirit of participative vigilance, the

Commission had earlier issued instructions detailing a three-month campaign period (16.08.2024 to 15.11.2024) in which five different preventive vigilance measures were to be taken up as focus areas by the Organization. The different Preventive Vigilance cum internal housekeeping activities to be taken up as focal areas include the following:

- a. Capacity Building programs
- b. Identification and implementation of Systemic Improvement measures
- c. Up-dation of Circulars/Guidelines/Manuals
- d. Disposal of complaints received before 30.06.2024.
- e. Dynamic Digital Presence

(5) All offices/hospitals are advised to conduct activities relevant to the theme, both within and outside their respective offices/hospitals, and to conduct outreach activities for public/citizens.

(6) Activities to be conducted within the ESIC may include the following:

- a. 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.
- b. To conduct workshops/sensitization programs for employees and other stake holders on policies/procedures of the organization and on Preventive Vigilance measures.
- c. To conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
- d. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.
- e. Vigilance Study Circles may also conduct outreach and awareness programs.

(7) Outreach activities for public/citizens:

- a. The Offices/Hospitals 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. The Offices/hospitals may undertake activities such as walkathons, marathons, street plays etc. which have visibility and mass appeal across all strata of society.
- c. Extensive use may be made of social media platforms, bulk SMS/E-mails, WhatsApp etc. for spreading awareness.
- d. To organize Grievance Redressal camps for citizens/customers by Organizations for Insured Persons (IPs). Similarly, other stakeholders meet may be organized wherever necessary, preferably through online mode.
- e. To organize "Awareness Gram Sabhas", wherever possible, 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. Indicative list of activities which can be conducted as part of "Awareness Gram Sabhas" is at Annexure-C.

(8) It is expected of all the offices 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 be conducted before or after the Vigilance Awareness Week.

(9) The CVC has also advised that photographs and media clips may be uploaded on departmental / organisational websites and social media accounts. Hence, copy of photographs and media clips may be forwarded to this office for uploading the same on ESIC website.

On conclusion of the Vigilance Awareness Week, a complete report as per the formats enclosed at Annexure D shall be sent by 14.11.2024 via e-mail only (at the address *vigilance-hq@esic.nic.in*) positively, so as to enable this office to compile and submit the report to the CVC timely.

This is issued with the approval of the Competent Authority.

Yours Faithfully,

Encl: As stated

Anurag Paliwal
Assistant Director(Vigilance)

Copy to:

1. PPS to D.G/F.C/I.C./M.C/C.E.
2. All Zonal Vigilance Officers/Zonal Departmental Enquiry Officers.
3. PR Branch, Hqrs. Office for uploading on ESIC Website and creating a link/hyperlink for e-pledge at par with CVC.

Asst. Director (Vigilance)



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. 024/VGL/081-38615

दिनांक / Dated. 28.08.2024

Circular No. 09/08/24

Sub: Observance of Vigilance Awareness week 2024.

**Theme: "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"**

Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31st October) falls in. The Commission has decided that this year Vigilance Awareness Week would be observed from **28th October to 3rd November, 2024** with the following theme:

**"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"**

2. The observance of Vigilance Awareness Week, 2024 would commence with the 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 **28th October, 2024 at 1100 hrs.**

3. All organizations are advised to conduct activities relevant to the theme that strives 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.

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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 anti-corruption.
- d. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.
- 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 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 are enclosed as **Annexure A and B** 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. (Twitter: @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 need 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.

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, 2024**.

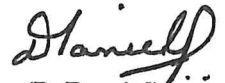
8. The Commission had earlier vide our circular of even number dated 01.08.2024 issued instructions detailing a **three-month campaign period (16th August, 2024 till 15th November, 2024)** vide which following preventive vigilance measures were indicated as focus areas to be



taken up by all the Ministries / Departments and Organizations and report to be submitted in prescribed format by **30th November, 2024** :

- a. Capacity Building programs
- b. Identification and implementation of Systemic Improvement measures
- c. Up-dation of Circulars / Guidelines / Manuals
- d. Disposal of complaints received before 30.06.24
- e. Dynamic Digital Presence

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


(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.

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

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.

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 theme of Anti-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 the theme of Anti-Corruption.

Activity Report Format on Vigilance Awareness Week-2024**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	

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

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 alongwith 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)