



File No: EIC/ADMN/VIG/77026/2019 - 112

Date: 11.08.2023

CIRCULAR

Subject: Observance of Vigilance Awareness Week 2023 with focus on Preventive Vigilance measures: 3 months campaign (16th August, 2023 to 15th November, 2023) as prelude to VAW 2023 - reg.

Reference: (i) CVC circular no 06/08/23 dated 2nd August 2023 along with the Annexure A, B & C.
(ii) CVC's letter No. 022/VGL/029 dated 08.08.2023

This is in reference to CVC's Circular number 06/08/23 dated 2nd August 2023 wherein commission has decided to observe Vigilance Awareness Week from 30th October 2023 to 5th November 2023 to commemorate the birth week of Sardar Vallabhbhai Patel. The Commission has further desired that as a prelude to Vigilance Awareness Week 2023, activities as prescribed by CVC on Preventive Vigilance shall be undertaken as focus areas.

2. CVC has desired vide captioned circular(s) that a 3-month's campaign as an exercise on the following six parameters shall be undertaken by all the Ministries/ Departments/ Organizations which will commence from 16th August, 2023 till 15th November, 2023. Accordingly, EIC/EIAs are requested to ensure vigorous participation in the activities prescribed by CVC and submit the report on the actions undertaken during 3 months precursor campaign to Vigilance Division.

3. As per CVC circular, the following activities are to be undertaken by the EIC/EIAs without fail for consolidating the outcome of three months campaign commencing from 16.08.2023 to 15.11.2023):

S. No.	Description of Preventive Vigilance activities to be undertaken during campaign period (16 th August,2023 to 15 th November,2023)	Activities to be undertaken by
1	AWARENESS BUILDING ON PIDPI RESOLUTION (Refer to Point No.1 of Annexure A, Annexure-B and Annexure C(i) of CVC circular dated 02.08.2023)	Vigilance Section & Admin Section, EIC
2	CAPACITY BUILDING (Refer to Point No.2 of Annexure A and Annexure C(ii) of CVC circular dated 02.08.2023)	Admin Section, EIC & In-charges of EIAs (Delhi/ Kolkata/ Mumbai/ Chennai/ Kochi)
3	IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS (Refer to Point No. 3 of Annexure A and Annexure C(iii) of CVC circular dated 02.08.2023)	Vigilance Section, EIC & In-charges of EIAs (Delhi/ Kolkata/ Mumbai/ Chennai/ Kochi)
4	LEVERAGING OF IT FOR COMPLAINT DISPOSAL (Refer to Point No. 4 of Annexure A & Annexure C(iv) of CVC circular dated 02.08.2023)	Admin Section, EIC

5	UPDATION OF CIRCULARS/ GUIDELINES/ MANUALS (Refer to Point No. 5 of Annexure A & Annexure C(v) to CVC circular dt.02.08.2023)	Admin Section, EIC & In-charges of EIAs (Delhi/ Kolkata/ Mumbai/ Chennai/ Kochi)
6	DISPOSAL OF COMPLAINTS (Refer to Point No.6 of Annexure A & Annexure C(vi) to CVC circular dt.)02.08.2023)	Vigilance Section, & Administration Section

4. During this campaign, the action on above 06 (six) parameters, as per the brief description available at Annexure-A (point No. 1 to 6) of CVC Circular dated 02.08.2023, shall be undertaken by all the EIC/EIAs as applicable to them by drawing out a plan comprising a schedule of actions. After 3 months of this campaign, concerned section of EIC/ In-Charges of EIAs should submit the reports on the work undertaken in the prescribed formats annexed with the CVC circular dated 02.08.2023 (Annexure: C(i) to Annexure: C(vi).

5. All the activities undertaken shall be submitted to Vigilance Section, EIC along with the supporting documents for further consolidation and submission to Central Vigilance Commission (CVC). The Action taken reports of respective Divisions should reach Vigilance Section, EIC **on or before 20th November, 2023.**

This is with the approval of CVO, EIC

Sachin Panwar
(Vigilance Officer)

Encl: As above

Copy to:

- (i) The Director (I&QC), Export Inspection Council, New Delhi-110023
- (ii) The Additional Director, Export Inspection Council, New Delhi-110023
- (iii) Joint Director, EIC for implementation of actions as applicable and dissemination to all employees of EIC.
- (iv) In-Charge of EIAs (Delhi/Kolkata/Mumbai/Chennai/Kochi) for implementation of actions as applicable and dissemination to all employees of EIAs.
- (v) Computer Section, EIC for uploading on website.