

**Time Bound/By Email/Speed Post****F.No. C-31011/11/2023-VIGILANCE****Government of India****Ministry of Commerce & Industry****Department of Commerce****Vigilance Section****<https://commerce.gov.in>**

Room No. 425, Udyog Bhawan

New Delhi, Dated 18.10.2023

**OFFICE MEMORANDUM****Subject: Direction of CVC for Updation of Circulars / Guidelines / Manuals - Observance of Vigilance Awareness Week, 2023 -reg.**

The undersigned is directed to refer to this Division's earlier O.M. No. C-30011/3/2022-Vig dated 13.10.2022 forwarding therewith CVC's Circular No. 14/07/22 dated 11.07.2022 (copy enclosed) in which all CEOs and CVOs of Central Govt. organizations were advised to take necessary action to align their own procurement manuals/guidelines with the provision of updated manuals issued by Department of Expenditure. Department of Expenditure vide its OM dated 04.08.2022 and D/o Public Enterprises, vide their letter dated 10.08.2022 also advised the Ministries, Departments and Public Sector Enterprises to bring their procurement manuals/guidelines in sync with the updated manuals of Department of Expenditure, released on 01.07.2022.

2. The Pdf links of updated manuals of Department of Expenditure on (i) Procurement of Goods, (ii) Procurement of Works and (iii) Procurement of Consultancy & Other Services and Guidelines on Public Procurement are available on the website of the CVC and are also provided on the website of this Department of Commerce under section "Tender Guidelines".

3. Subsequently, this Division vide OM dated 14.8.2023 and 04.10.2023 forwarded copies of Commission Circulars dated 02.08.2023 and 11.09.2023 respectively for necessary action as per the directions of the CVC. The Commission has therein advised the organizations to undertake a three months' campaign (16<sup>th</sup> August 2023-15<sup>th</sup> November 2023) focusing on various preventive vigilance measures. One of the focus areas indicated by the Commission relates to "Updation of Circulars / Guidelines / Manuals".

4. Now the CVC vide Circular No. 16/09/23 (No. 023/VGL/084) dated 06.10.2023 has sought the status report, about updation / alignment of manuals of respective organizations, in line with DOE's updated manuals by 30.10.2023. A copy of CVC's Circular dated 06.10.2023 is enclosed which is self-explanatory, for taking further necessary action and strict compliance.

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5. All the Divisions and Organisations under the Department of Commerce are requested to take necessary action **for** Updation of Circulars / Guidelines / Manuals, as per direction of the CVC and comply with the direction strictly. The receipt of this communication may please be acknowledged. Further, an action taken report may also be furnished to this Department urgently.

Encl: As above

(K.C. Raju)

Under Secretary to the Government of India  
Telephone No. 23063916

To,

- i. All Divisional Heads in Department of Commerce - for compliance and to ensure furnishing of the status report concerned to their sections to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- ii. All Divisions in Department of Commerce - for compliance and furnishing the status report concerned to their Sections to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- iii. DG, DGFT - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- iv. DG, DGTR - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- v. DG, DGCIS - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- vi. Joint Secretary (SEZ), DoC and Heads/Vigilance / Administrative officers of all the SEZs - for taking necessary action in respect of all SEZs and furnishing the status report in respect of all SEZs, to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- vii. Joint Secretary, Supply Division - for compliance and furnishing the status report to Vigilance Division, DoC by 25.10.2023 for submission to CVC.
- viii. All the Heads/CMDs, CVOs, Part time CVOs, Vigilance Officers, Administrative Officers of all organisations concerned under Department of Commerce viz STC, MMTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA - for strict compliance and for submission of status report directly to CVC by 30.10.2023, under intimation to Vigilance Division, DoC.



Most Immediate

F.No.C-30011/3/2022-Vig.  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Vigilance Section  
<https://commerce.gov.in>

Room No. 425, Udyog Bhawan, New Delhi

Dated 13.10.2022

OFFICE MEMORANDUM

**Subject:- CVC Circular No.14/07/22 (No.22/CGL/032) dated 11.7.2022 regarding Updation of Manual on Procurements of Goods, Services, Works and Consultancy, etc – reg;**

The undersigned is directed to refer to this Division's OM of even number dated 29.07.2022 forwarding a copy of the CVC's Circular No. 14/07/22 dated 11.7.2022 on the subject cited above for strict compliance by all the Divisions concerned under the Department of Commerce. A copy of the said circular is once again forward herewith.

2. The CVC in the above Circular has stated that "Central Vigilance Commission and D/o. Expenditure have issued guidelines on public procurement from time to time. After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by D/o. Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o. Expenditure have updated and released (i) Manual on procurement of Goods; ii) Manual on procurement of Works; and iii) Manual on procurement of Consultancy & other services, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines".

3. All the Divisions and all organisations under the Department of Commerce may take note of the updated Manuals and bring the same to the notice of all authorities concerned, for strict compliance henceforth.

Encl: CVC Circular No.14/07/22 (No.22/CGL/032) dated 11.7.2022.

(K.C. Raju) 13/10/22  
Under Secretary to the Government of India

To,

- i) All Divisional Heads in Department of Commerce (ASs/JSs in DoC)
- ii) All Divisions in Department of Commerce
- iii) The Director General, DGFT
- iv) The Director General, DGTR
- v) The Director General, DGCIS
- vi) Supply Division, Dept of Commerce, Nirman Bhawan, New Delhi.
- vii) All the Heads, CVOs, Vigilance Officers, Authorities concerned with Procurement Matters of all organizations in/under Department of Commerce.

Copy for information to the Secretary, CVC (Kind Attn: Shri Rajiv Verma, Director).



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-110023

सं./No.....022/VGL/032

दिनांक / Dated.....11.07.2022

Circular No. 14/07/22

**Subject: Updation of Manual on Procurement of Goods, Services, Works and Consultancy, etc.**

Central Vigilance Commission and D/o Expenditure have issued guidelines on public procurement from time to time.

2. After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by D/o Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o Expenditure have updated and released i) *Manual on Procurement of Goods*; ii) *Manual on Procurement of Works*; and iii) *Manual on Procurement of Consultancy & Other Services*, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "Guidelines" and sub-head "Tender Guidelines".

3. The Commission has desired that all the Chief Vigilance Officers may take note of the updated Manuals and bring the same to the notice of Chief Executive/Management of their organisation, along with other authorities concerned, for strict compliance henceforth. An introductory note relating to updated Manuals, as quoted above, is enclosed for guidance and reference purpose.

  
(Rajiv Verma)  
Director

Encl: As above





To,

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/ Public Sector Financial Institutes/ Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Public Sector Financial Institutes/Autonomous Bodies etc.
- (iv) Website of CVC

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## Central Vigilance Commission

Central Vigilance Commission (CVC) has been issuing various guidelines on Public Procurement from time to time. So far, in all 72 number of circulars containing issue specific guidelines were issued and were also hosted on Commission's website.

2. Apart from the guidelines issued by CVC, Department of Expenditure (DoE), Government of India has also been issuing guidelines on public procurement including manuals on procurement of goods, works and consultancy & other services.
3. On other occasions, various other Organisations like NITI Aayog, D/o Promotion of Industry & Internal Trade have also issued guidelines on public procurement. CVC after deliberations with DoE and within the Organisations has come to logical conclusion that it would only be appropriate if public procurement guidelines are issued from D/o Expenditure. Due to multiple organizations issuing guidelines, procurement executives were facing problems in having a single authoritative source of reference.
4. DoE in collaboration with CVC has now updated (i) Manual on Procurement of Goods, (ii) Manual on Procurement of Works (iii) Manual on Procurement of Consultancy & Other Services, wherein all the CVC guidelines on public procurement have been merged.
5. These updated Manuals have been released by Cabinet Secretary in the office of Central Vigilance Commission on 1<sup>st</sup> July, 2022 in presence of CVC and Finance Secretary. Secretaries of various Ministries/Departments, Heads of PSUs/PSBs, officials of CVC, officials of DoE etc. were also present.
6. These updated Manuals of D/o Expenditure have been uploaded on the website of CVC and all the earlier guidelines of CVC on public procurement have been withdrawn. All the Organisations are required to update/align their procurement guidelines/manuals in line with the above Manuals of D/o Expenditure and upload them on their website at the earliest for easy access of their officials and other stakeholders.

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**Most Immediate/By Email/Speed Post/E-Office****F.No. C-31011/11/2023-VIGILANCE****Government of India****Ministry of Commerce & Industry****Department of Commerce****(Vigilance Section)****<https://commerce.gov.in>**

Room No. 425, Udyog Bhawan

New Delhi, Dated 14.08.2023

**OFFICE MEMORANDUM****Subject: Observance of Vigilance Awareness Week, 2023**

The undersigned is directed to forward herewith a copy of CVC's Circular No. 06/08/23 dated 02.08.2023 (No. 023/VGL/035/556449) and a subsequent communication dated 08.08.2023, which are self-explanatory, on the subject cited above for information and necessary compliance.

2. As a prelude to Vigilance Awareness Week 2023, CVC has directed to take up the following Preventive Vigilance measures as focus areas by all Minsitries/Departments/Organizations during the three-month campaign (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023):

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,
- f. Disposal of complaints received before 30.06.2023.

3. Accordingly, all Divisional Heads in Department of Commerce / All Heads and CVOs of PSUs, Commodity Boards, Attached/Subordinate offices / Autonomous organizations under the Department of Commerce are requested to take further necessary action immediately as per the directives of CVC as explained in the above mentioned circular dated 02.08.2023 and communication dated 08.08.2023 and submit the compliance report in the prescribed format by 20.11.2023, without fail.

4. The receipt of this communication may please be acknowledged immediately.  
Encl: As above

(K.C. Raju)

Under Secretary to the Government of India

To,

- i. All Divisional Heads in the Department of Commerce - for information and further necessary actions concerned to their sections.

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- ii. Director/Deputy Secretary/Under Secretary/Sections in the Department of Commerce – for information and further necessary actions concerned to their sections.
- iii. Joint Secretary, SEZ Division, Department of Commerce – for further necessary action in respect of all SEZs. It is requested to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- iv. DG, DGFT- for necessary action in respect of DGFT/all RAs. It is requested to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- v. DG, DGCIS, with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023
- vi. DG, DGTR – for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- vii. Joint Secretary, Supply Division – for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
- viii. All the Heads, CVOs and Vigilance Officers of all organizations under the administrative control of the Department of Commerce viz STC, MMTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA – For taking necessary action in respect of organization concerned. They are requested to forward the compliance report directly to the CVC with a copy endorsed to this Division by 20.11.2023.
- ix. E-office – for information of all under the Department of Commerce.
- x. The Secretary, CVC- for information.



सत्यमेव जयते

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-110023

सं./No. 023/VGL/035/55644 9

दिनांक / Dated. 02.08.2023

Circular No. 06/08/23

**Sub: Observance of Vigilance Awareness Week, 2023**

The Central Vigilance Commission adopts several strategies in 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 to uphold integrity in public governance. 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 2023 would be observed from **30<sup>th</sup> October 2023 – 5<sup>th</sup> November 2023**.

2. As a prelude to Vigilance Awareness Week 2023, the Commission has desired that all organizations may undertake a **three-month campaign (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023)** with the following Preventive Vigilance measures as focus areas:

- a. Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- b. Capacity Building programs,
- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,
- f. Disposal of complaints received before 30.06.23.

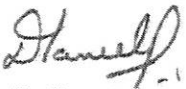
Brief description of the above 06 parameters is at **Annexure A** to this circular.

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3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign. Action taken report regarding the six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at Annexures C(i) to C(vi) by 8<sup>th</sup> December 2023(Friday).

4. Further instructions regarding the theme to be adopted and the activities to be undertaken during Vigilance Awareness Week 2023 will follow.

5. This information is also available on the Commission's website at <http://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



## ANNEXURE A

Description of Preventive Vigilance activities to be undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023

### 1. AWARENESS BUILDING ON PIDPI RESOLUTION

As per policy of Government of India, no action is to be taken on anonymous / pseudonymous complaints. However, if a complainant wishes to keep his identity confidential, there is a provision of filing complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.

With a view to popularize PIDPI Resolution, the following activities may be undertaken:

- a. All Ministries / Departments / Organizations may undertake awareness campaigns on PIDPI resolution;
- b. A poster on the provisions of PIDPI has been prepared and is attached at **Annexure B**. This may be displayed at all offices and translated into local languages, wherever deemed necessary;
- c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;
- d. Talks / seminars / public interactions / gram sabhas may be conducted clearly explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.

### 2. CAPACITY BUILDING

Training of officials to impart necessary competency and skill is necessary in order to ensure smooth and effective functioning. All Ministries / Departments may ensure that extensive training is given to the officials in the following five thematic areas :

- a. Role of IO/PO in conducting inquiries,
- b. Public procurement,
- c. Ethics and governance,
- d. Systems and Procedures of the organization, and
- e. Cyber hygiene and security.

During the 3-month campaign period, select officials (master trainers) may be trained extensively by experts in the field, and these officials may subsequently be utilized as resource persons for imparting in-house training.

### **3. IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

Preventive Vigilance initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, the following action plan may be taken up:

- a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures.

### **4. LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.

All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).

### **5. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:**

In continuation of earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.

### **6. DISPOSAL OF COMPLAINTS**

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.23 may be disposed of.

## **PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)**



### **WHAT IS PIDPI?**

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

### **HOW IS PIDPI COMPLAINT FILED?**

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

### **GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL**

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

**VIGILANCE AWARENESS WEEK 2023**

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



**PIDPI AWARENESS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
  - a. Total number of regional offices of the organization?
  - b. How many such offices the poster was displayed in?
  - c. Number of languages the poster was translated into. Brief details.
  - d. Further remarks, if any.
3. Jingles / video / other media
  - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
  - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
  - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
  - b. Further remarks, if any.

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

**CAPACITY BUILDING**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Number of officials trained in ToT ( Training of Trainers) capsule during the campaign period :-

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

2. No. of other officials trained during the campaign period :

- a) Procurement,
- b) Ethics and governance,
- c) Systems and Procedures of the organization, and
- d) Cyber hygiene and security.
- e) IO/PO training,

3. Brief details of training conducted during the campaign period :-

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

- A. i) Number of vigilance cases of the past 05 years taken up for analysis  
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.  
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15<sup>th</sup> August 2023.  
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



**LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
- b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – C (vi)

DISPOSAL OF COMPLAINTS

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> November, 2023		



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. 08.8.2023.....


**CENTRAL VIGILANCE COMMISSION**

**Subject : Observance of Vigilance Awareness Week, 2023 -regarding.**

This is in reference to this office circular bearing No. 06/08/23 dated 2.8.2023 regarding preventive vigilance measures cum housekeeping activities to be taken up in the 3 months campaign from 16<sup>th</sup> August 2023 till 15<sup>th</sup> November, 2023 as a prelude to Vigilance Awareness Week 2023.

2. It is requested that due care may be taken to ensure that the instructions of the Commission and the various measures enumerated in it are brought to the knowledge of the Secretary / CMD / Head of the Organization and Action Plan is discussed. Chief Vigilance Officers may also ensure that instructions regarding the three-month campaign period (16<sup>th</sup> August, 2023 till 15<sup>th</sup> November, 2023) are disseminated to all offices / units immediately.

3. The CVO may prepare a draft action plan for their respective organizations. The Commission will hold a meeting with the CVOs shortly regarding preparedness of organizations in the implementation of six Preventive Vigilance measures that have been selected as focus areas for Vigilance Awareness Week 2023.

  
(P. Daniel)  
Secretary

To :

All Chief Vigilance Officers



**Most Immediate/By Email/Speed Post/TOP PRIORITY****F.No. C-31011/11/2023-VIGILANCE****Government of India****Ministry of Commerce & Industry****Department of Commerce****Vigilance Section****<https://commerce.gov.in>**

Room No. 425, Udyog Bhawan  
New Delhi, Dated 04.10.2023

**OFFICE MEMORANDUM**

**Subject: Observance of Vigilance Awareness Week,  
2023 from 30.10.2023 to 05.11.2023-reg.**

The undersigned is directed to forward herewith a copy of CVC's Circular No. 08/09/23 dated 11.09.2023 (No. 023/VGL/035) on the subject cited above, for information and necessary compliance. As per the directives of CVC, observance of Vigilance Awareness Week-2023 from **30.10.2023 to 05.11.2023** should commence with the **Integrity Pledge** by public servants in Ministries/Departments/Central Public Sector Enterprises/Public Sector Banks and all other organisations on **30.10.2023 at 1100 hrs.**

2. CVC has also desired to conduct various activities like e-pledge taking by visiting CVC's website, conduct of workshops/sensitization programs for employees and other stake holders on policies/procedures of the organisation and on preventive vigilance measures, different outreach and awareness programmes by Vigilance Study Circles, conduct of competitions such as debates, quiz etc. for employees and their families on issues relating to anti-corruption, taking of e-Integrity pledge by persons with whom the organisation deals with etc. and other outreach activities for public/citizens etc.

/51452/2023

3. The above is in addition to Vigilance Division, DoC's O.M. of even number dated 14.08.2023 circulating the instructions of CVC dated 02.08.2023 and 08.08.2023, detailing a three-month campaign period from 16<sup>th</sup> August, 2023 till 15<sup>th</sup> November, 2023, in which six different preventive vigilance measures such as awareness building about PIDPI resolution, capacity building programmes, identification and implementation of systemic improvement measures, leveraging of IT for complaint disposal, updation of circulars/guidelines/manuals and disposal of outstanding complaints, were to be taken up as focus areas by all the Ministries/Departments and organisations.
4. Accordingly, it is requested that Vigilance Awareness Week-2023 may be observed as per the directives of CVC and may submit the compliance report as prescribed, without fail.
5. Receipt of this communication may please be acknowledged.
6. This issues with approval of the competent authority.

Encl: As above

(K.C. Raju)

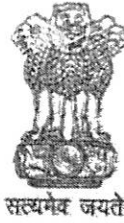
Under Secretary to the Government of India

Telephone No. 23063916

To,

- i. **All Divisional Heads in the Department of Commerce - for information and further necessary actions concerned to their Divisions/sections.**
- ii. **Director/Deputy Secretary/Under Secretary/Sections in the Department of Commerce - for information and further necessary actions concerned to their sections.**
- iii. **Joint Secretary, SEZ Division, Department of Commerce - for further necessary action in respect of all SEZs. It is requested to furnish the**

- compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC in respect of all SEZs.
- iv. DG, DGFT - for necessary action in respect of DGFT/all RAs. It is requested to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
  - v. DG, DGCIS, with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023
  - vi. DG, DGTR - for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
  - vii. Joint Secretary, Supply Division - for necessary action and with the request to furnish the compliance report in the prescribed formats, duly certified, to Vigilance Division/DoC, by 20.11.2023 for submission to CVC.
  - viii. All the Heads, CVOs and Vigilance Officers of all organizations under the administrative control of the Department of Commerce viz STC, MMTC, PEC, ITPO, ECGC, Spices Board, Tobacco Board, Rubber Board, Coffee Board, Tea Board, EIC, IIP, IIFT, APEDA, MPEDA - For taking necessary action in respect of organization concerned with them. They are also requested to forward the compliance report directly to the CVC with a copy endorsed to this Division.



**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-110023

सं./No. 023/VGL/035

दिनांक / Dated. 11.09.2023

Circular No. 08/09/23

**Sub: Observance of Vigilance Awareness week 2023.**

**Theme: "भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें"**

**"Say no to corruption; commit to the Nation"**

Bringing transparency and accountability in governance remains one of the primary means to achieve all round development of the country. The Central Vigilance Commission, as the apex integrity organization of India, adopts different initiatives to strive towards ensuring integrity in public administration. Vigilance Awareness Week is one of the tools of the Commission in increasing public awareness about the perils of corruption. Vigilance Awareness Week is observed every year during the week in which the birthday of Sardar Vallabhbhai Patel (31<sup>st</sup> October) falls in. The Commission has decided that this year Vigilance Awareness Week would be observed from 30<sup>th</sup> October to 5<sup>th</sup> November, 2023 with the following theme:

**"भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें"**

**"Say no to corruption; commit to the Nation"**

2. The observance of Vigilance Awareness Week, 2023 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 30<sup>th</sup> October, 2023 at 1100 hrs.

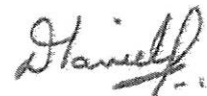
3. In a move towards inculcating the true spirit of participative vigilance, the Commission had earlier issued instructions detailing a three-month campaign period (16<sup>th</sup> August, 2023 till 15<sup>th</sup> November, 2023) in which following preventive vigilance measures were to be taken up as focus areas by all the Ministries / Departments and Organizations:

- Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution,
- Capacity Building programs,

*(Signature)*

- c. Identification and implementation of Systemic Improvement measures,
- d. Leveraging of IT for complaint disposal,
- e. Updation of Circulars / Guidelines / Manuals,
- f. Disposal of complaints received before 30.06.23.

4. 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 different outreach programs that aim to sensitize the public about the need for transparency and integrity in public governance. A poster on PIDPI has been prepared and is available at Annexure C. The poster may be widely circulated and translated to regional languages, wherever feasible. You may prepare your own posters too.
5. Action taken report regarding the six Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all to the Central Vigilance Commission as per the format enclosed at Annexures D (i) to D(vi) by 8<sup>th</sup> December 2023 (Friday).
6. During Vigilance Awareness Week 2023, special emphasis may be given to engage the youth in various activities emphasizing the importance of integrity and ethics. Organizations should promote activities that involve the youth and foster an environment that re-affirms the importance of their involvement in the fight against corruption.
7. Activities to be conducted within the organizations 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](http://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. Vigilance Study Circles may conduct different outreach and awareness programs.
  - d. Conduct various competitions such as debates, quiz etc. for the employees and their families on issues relating to anti-corruption.
  - e. Promote the concept of e-Integrity Pledge by persons with whom the organization deals with.

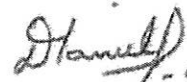




8. Outreach activities for public / citizens may include the following:

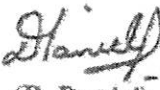
- a. All Ministries / Departments / Organizations shall publicize integrity Pledge amongst all employees, their families, vendors / suppliers / contractors / stake holders, students etc. to elicit wider participation. Integrity pledge for citizens and organizations enclosed at Annexure A and B.
- b. 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 E.

9. Selected Photographs / Media clips may be sent to the Commission by email at the address [coord1-cvc@nic.in](mailto:coord1-cvc@nic.in). Photographs and Media clips may be uploaded on departmental / organizational websites.



10. A report on the observance of Vigilance Awareness Week may be sent by all Ministries / Departments / Organizations to Central Vigilance Commission as per format attached by 8<sup>th</sup> December, 2023.

11. This notification is also available on the Commission's website at [www.cvc.gov.in](http://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

Annexure A

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- BIntegrity 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.

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



## WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

## HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should NOT be mentioned on the envelope but in the letter inside in a closed cover

## GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg. documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes
- Complaints where confirmation is not received are closed
- Anonymous / pseudonymous letters are not entertained

**VIGILANCE AWARENESS WEEK 2023**

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



Annexure – D(i)**PIDPI AWARENESS****Name of the Organization:****Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

1. What campaigns have been undertaken to spread awareness of PIDPI?
2. Display of PIDPI poster
  - a. Total number of regional offices of the organization?
  - b. How many such offices the poster was displayed in?
  - c. Number of languages the poster was translated into. Brief details.
  - d. Further remarks, if any.
3. Jingles / video / other media
  - a. Details of jingles / videos, etc used for dissemination of PIDPI provisions
  - b. Further remarks, if any.
4. Talks / seminars / public interactions / gram sabhas
  - a. Number of talks / seminars / public interactions / gram sabhas conducted explaining the provisions of PIDPI resolution, the correct procedure of filing a PIDPI complaint and common pitfalls/ mistakes made while filing PIDPI complaints.
  - b. Further remarks, if any.

**NAME OF THE CVO****SIGNATURE & SEAL OF CVO**

Annexure – D(ii)**CAPACITY BUILDING****Name of the Organization:****Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023****1. Number of officials trained in ToT ( Training of Trainers) capsule during the campaign period :-**

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training.

**2. No. of other officials trained during the campaign period :**

- a. Procurement,
- b. Ethics and governance,
- c. Systems and Procedures of the organization,
- d. Cyber hygiene and security and
- e. IO/PO training.

**3. Brief details of training conducted during the campaign period :-****NAME OF THE CVO****SIGNATURE & SEAL OF CVO**

Annexure – D(iii)**IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENTS**

**Name of the Organization:**

**Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023**

- A. i) Number of vigilance cases of the past 05 years taken up for analysis  
ii) Number of areas vulnerable to corruption detected on the basis of analysis. Brief details may be given.  
iii) Systemic improvements implemented to streamline vulnerable areas prone to corruption.
- B. i) Brief details of Systemic Improvements suggested by Commission pending on 15<sup>th</sup> August 2023.  
ii) Brief details of Systemic Improvements implemented during the campaign period.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (iv)**LEVERAGING OF IT FOR COMPLAINT DISPOSAL**

Name of the Organization:

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether online portals for receipt and tracking of complaints existed in the organization as on 31/7/23. If yes, brief details may be given.
2. Where no such portal is in existence, whether decision to create such a portal has been taken.

If yes,

- a. Details of such portal developed.
- b. If the portal is not yet operational, timeline by when the portal will be operational be given.
3. Brief details of any other initiatives

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Annexure – D (v)

**UPDATION OF CIRCULARS / GUIDELINES / MANUALS**

Name of the Organization:

Reporting format for activities undertaken during campaign period (16<sup>th</sup> August 2023 – 15<sup>th</sup> November 2023) as a precursor to Vigilance Awareness Week 2023

1. Whether guidelines / circulars and manual were updated during the campaign period?
2. Brief details may be given.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO



Annexure - D (vi)**DISPOSAL OF COMPLAINTS**

SL. No.	Particulars	Number	Remarks, if any
1.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> August, 2023		
2.	Complaints received on or before 30.06.23 disposed of during campaign period		
3.	Complaints received on or before 30.06.23 pending as on 15 <sup>th</sup> November, 2023		

Annexure EList 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 meetings 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 awareness against corruption followed by discussion. Anti-Corruption messages in vernacular languages can also be displayed at the meeting.
2. Organize competitions like quiz, cartoon, slogans, painting, rangoli, posters and walkathon / marathon / cyclathon 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.

Annexure FActivity Report format on Vigilance Awareness Week-2023

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 organised	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)



सत्यमेव जयते

**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-110023

सं./No. 023/VGL/084/6691

दिनांक / Dated. 06.10.2023

Circular No. 16/09/23

**Subject: Updation of Circulars/Guidelines/Manuals.**

- Reference :**
- (i) CVC Circular No. 14/07/22 dated 11.07.2022.
  - (ii) Department of Expenditure O.M. No. F.1/1/2021-PPD dated 04.08.2022.
  - (iii) Department of Public Enterprises Letter No. 7(4)/2017-Fin. dated 10.08.2022.
  - (iv) CVC Circular No. 06/08/23 dated 02.08.2023.
  - (v) CVC Circular No. 08/09/23 dated 11.09.2023.

The Commission vide its Circulars dated 02.08.2023 & 11.09.2023 has advised the organizations to undertake a three months' campaign (16<sup>th</sup> August 2023- 15<sup>th</sup> November 2023) focusing on various preventive vigilance measures. One of the focus areas indicated by the Commission relates to "Updation of Circulars / Guidelines / Manuals".

2. It may be noted that D/o Expenditure (DOE) in collaboration with the Central Vigilance Commission has updated and released the manuals on (i) Procurement of Goods, (ii) Procurement of Works and (iii) Procurement of Consultancy & Other Services.


3. Vide Commission's Circular No. 14/07/22 dated 11.07.2022, all CEOs and CVOs of Central Govt. organizations were advised to align their own procurement manuals/guidelines with the provisions of updated manuals issued by DOE. Later on, DOE vide its OM dated 04.08.2022 and D/o Public Enterprises (DPE), vide their letter dated 10.08.2022 also advised the ministries, departments and public sector enterprises to



bring their procurement manuals/guidelines in sync with the updated manuals of DOE, released on 01.07.2022.

4. The status report about updation/alignment of manuals of respective organisations, in line with DOE's updated manuals may be furnished to the Commission latest by 30.10.2023. In case of those organisations who have not yet updated their manuals, the target date by which it would be done, may also be intimated.

5 It may be noted for compliance.



(Rajiv Verma)  
Director

To,

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Public Sector Financial Institutes/Autonomous Bodies etc.
- (iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Public Sector Financial Institutes/Autonomous Bodies etc.
- (iv) Website of CVC