INDRAPRASTHA POWER GENERATION COMPANY LIMITED & PRAGATI POWER CORPORATION LIMITED (VIGILANCE DEPARTMENT) (HIMADRI, Rajghat Power House Office Complex, New Delhi -110 002)


CIRCULAR

Sub: Circulation of CVC’s circulars-regarding.

Please find enclosed the Circulars dated 14.07.2009, 05.06.2009, 11.08.2009, 01.07.2009 & 06.07.2009, issued by the Central Vigilance Commission, for compliance of the directions contained therein and for further circulation.

(RAJ K. SAXENA)
Chief Vigilance Officer

Encl: As above
To
All the Pr. Secretaries/Secretaries/HODs
Heads of Autonomous/Local Bodies,
Govt. of NCT of Delhi,
New Delhi.

Subject:- Forwarding of Central Vigilance Commission’s circulars-regarding.

Sir/Madam,

I am to forward herewith copies of the following circulars received from Central Vigilance Commission, Govt. of India for compliance as per directions contained therein:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Circular Number and dated</th>
<th>Subject</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>No. 17/7/09 dt. 14/7/2009</td>
<td>Posting of details on award of tenders/contracts on websites.</td>
<td>All the Departments are requested to get upload the information regularly on their departmental website year wise regarding post summary of details of contracts/purchases awarded to cover 75% of the value of the transaction without any further delay as per direction of CVC/GOI.</td>
</tr>
<tr>
<td>2.</td>
<td>No. 14/06/09 dt. 5/6/2009</td>
<td>Sensitizing the Public about corruption – display of standard Notice Board by the Departments/organizations-regarding.</td>
<td>All the Departments are requested to display the board at conspicuous places in English, Hindi and as well as in the vernacular language of the area as per the format given in the said circular along with the designation, complete address, telephones/fax no.s &amp; E-mail address of the HOD, CVO and SP, CBI as per direction of CVC/GOI.</td>
</tr>
<tr>
<td>3.</td>
<td>No. 22/08/09 dt. 11/8/2009</td>
<td>Adoption of Integrity Pact-Periodical – regarding.</td>
<td>---</td>
</tr>
<tr>
<td>4.</td>
<td>No. 15/7/09 dt. 17/7/2009</td>
<td>Access of the complaints to the CVOs-Instruction regarding.</td>
<td>---</td>
</tr>
<tr>
<td>5.</td>
<td>No. 16/7/09 dt. 6/7/2009</td>
<td>Foreign visits by Government Employees.</td>
<td>All the Departments are requested to get upload the information end of the January every year on the following format regarding foreign visits by the Government Employees working under their control on their departmental website. The said information is required to be forwarded to CVC/GOI at a short notice as and when required by the Commission.</td>
</tr>
</tbody>
</table>

The previous references as mentioned in the aforesaid circulars of CVC, GOI can be seen/download from the CVC website i.e. www.cvc.gov.in.

Yours faithfully,

(V.K.S. CHAUHAN)
JOINT SECRETARY (VIG)
Ph 23392210

End: As above.
Circular No. 14/6/09

Sub:- Sensitizing the Public about corruption - display of standard notice board by Departments/Organizations - reg.

Please refer to the Commission's circular No. 6(1) (g)/99 (4) dated 12.03.1999, Office Order Nos. 377/03 dated 17.07.2003 and 34/5/04 dated 14.05.2004 regarding 'Improving Vigilance Administration-Sensitizing the public about corruption'. According to these orders, all Departments/Organizations are required to prominently display a standard notice board in the reception area of each of their offices about the message of the Commission for not giving bribe to any official etc.

2. The Commission has reviewed the position and observes that some of the Departments/Organizations are not following the practice of displaying the notice boards. In order to improve vigilance administration and to sensitize the public, vendors, contractors and suppliers etc. having dealings with the respective Departments/Organizations, it is felt that such notice boards need to be displayed by each Department/Organization. Accordingly, all Departments/Organizations should display the board in the following format, in English, Hindi and as well as in the vernacular language of the area, as below:

"DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT, OR THE CHIEF VIGILANCE OFFICER/THE SUPERINTENDENT OF POLICE, CENTRAL BUREAU OF INVESTIGATION AND THE SECRETARY, CENTRAL VIGILANCE COMMISSION".

All complaints to the Central Vigilance Commission may be made in terms of its 'Complaint Handling Policy' which is available in public domain on the Commission's website i.e. www.cvc.gov.in. Complaints can also be lodged online on Commission’s website.
Circular No. 14/6/09

Sub:- Sensitizing the Public about corruption - display of standard notice board by Departments/Organizations - reg.

Please refer to the Commission’s circular No. 8(1) (g)/99 (4) dated 12.03.1999, Office Order Nos. 37/7/03 dated 17.07.2003 and 34/5/04 dated 14.05.2004 regarding ‘Improving Vigilance Administration-Sensitizing the public about corruption’. According to these orders, all Departments/Organizations are required to prominently display a standard notice board in the reception area of each of their offices about the message of the Commission for not giving bribe to any official etc.

2. The Commission has reviewed the position and observes that some of the Departments/Organizations are not following the practice of displaying the notice boards. In order to improve vigilance administration and to sensitize the public, vendors, contractors and suppliers etc. having dealings with the respective Departments/Organizations, it is felt that such notice boards need to be displayed by each Department/Organization. Accordingly, all Departments/Organizations should display the board in the following format, in English, Hindi and as well as in the vernacular language of the area, as below:

“DO NOT PAY BRIBES. IF ANYBODY OF THIS OFFICE ASKS FOR BRIBE OR IF YOU HAVE ANY INFORMATION ON CORRUPTION IN THIS OFFICE OR IF YOU ARE A VICTIM OF CORRUPTION IN THIS OFFICE, YOU CAN COMPLAIN TO THE HEAD OF THIS DEPARTMENT, OR THE CHIEF VIGILANCE OFFICER/THE SUPERINTENDENT OF POLICE, CENTRAL BUREAU OF INVESTIGATION AND THE SECRETARY, CENTRAL VIGILANCE COMMISSION”.

All complaints to the Central Vigilance Commission may be made in terms of its ‘Complaint Handling Policy’ which is available in public domain on the Commission’s website i.e. www.cvc.gov.in. Complaints can also be lodged online on Commission’s website.
CIRCULAR No.: 17/7/09

Subject: Posting of details on award of tenders/contracts on websites.

The Commission vide circulars dated 16.03.2005, 28.07.2005 and 18.04.2007 had directed all organisations to post on their websites a summary, every month, containing details of all the contracts/purchases made above a threshold value (to be fixed by the organisations) covering at least 60% of the value of the transactions every month to start with on a continuous basis. CVOs were required to monitor the progress and ensure that the requisite details were posted regularly on respective websites, and also to incorporate compliance status in their monthly report to the Commission.

2. On a review of the status of implementation by the organisations, it is observed that some organisations have not adhered to the instructions and implemented the same. Further, such information being posted on the websites are not being regularly updated on a continuous basis by certain organisations and, in some cases, the information published is disjointed and not as per the prescribed format laid down by the Commission. It is also seen that a few organisations have placed such information on restricted access through passwords to registered vendors/suppliers etc. which defeats the basic purpose of increasing transparency in administration.

3. The Commission, therefore, while reiterating its aforementioned instructions would direct all organisations/departments to strictly adhere and post summary of details of contracts/purchases awarded so as to cover 75% of the value of the transactions without any further delay. Any failure on the part of the organisations on this account would be viewed seriously by the Commission.

4. All Chief Vigilance Officers should reflect the compliance status in their monthly reports to the Commission after personally verifying the same.

(Shalini Darbari)
Director

To
All Secretaries of Ministries/Departments
All CEOs/Heads of Organisations
All Chief Vigilance Officers
3. In addition to above message to be displayed, the designation, complete address, telephone/fax nos. and E-mail address of the Head of the Department, Chief Vigilance Officer and SP, CBI may be displayed. In so far as the Commission is concerned, only the designation and address of the Secretary, CVC need to be displayed on the notice board.

4. All CVOs may note the above revised guidelines and furnish compliance report in the matter expeditiously.

[Signature]
(J. Vinod Kumar)
Under Secretary

All Chief Vigilance Officers
Circular No: 27/08/09

Subject: Adoption of Integrity Pact-Periodical regarding... 21/08/09

The Commission in its various circular has emphasized the necessity to adopt Integrity Pact (IP) in Government organisations in their major procurement activities. The Commission had also directed that in order to oversee the compliance of obligations under the Pact, by the parties concerned, Independent External Monitors (IEMs) should be nominated with the approval of the Commission, out of a panel of names proposed by an Organisation.

2. Further, the Commission vide its circular No. 10/5/09 dated 18.5.09 provided a review system for the CVOs wherein an internal assessment of the impact of Integrity Pact are to be carried out periodically and reported to the Commission. In this regard, it is clarified that such review should be on annual basis. The Organisation which has adopted Integrity Pact may report compliance of review system through monthly report.

3. This may be noted for future compliance.

(Salini Darbari)
Director

All Chief Vigilance Officers
Circular No. 15/07/09

Sub: Access of complaints to the CVOs- Instructions regarding.

Complaints containing information about corruption, malpractice or misconduct by public servants are received in a decentralized manner. CVOs receive complaints, also from many a decentralized location. According to the prevailing practice what is sent to the CVO from different decentralized locations entirely depends on the appreciation of ‘vigilance angle’ or otherwise by the officers controlling these decentralized locations. In such a system there is every chance that a complaint with a vigilance overtone may not be forwarded to the CVO, due to a lack of appreciation or for other bonafide reasons. This has also been revealed through the vigilance audit by the Commission in some organizations.

2. In order to have uniform practices and procedures in the handling and processing of complaints in an organisation/department, it is imperative that a ‘Complaint Handling Policy’ is laid down in all organisations/departments for receipt, handling and processing of all types of complaints/grievances from the public, contractors, vendors, suppliers etc. The policy should make it clear that any complaint/grievance received in the organisation/department by any functionary containing any element of alleged corruption, malpractices or misconduct etc., should necessarily be sent to the CVO of the organisation for scrutiny and action. All Departments/Organisations are, therefore, directed to put in place necessary policy and systems in this regard.

3. Para 3.2.2 of Chapter III of Vigilance Manual Volume-I (6th edition) prescribes that the CVO concerned may also devise and adopt such methods, as considered appropriate and fruitful in the context of nature of work handled in the organisation, for collecting intelligence about any malpractice and misconduct among the employees.

4. The Commission is of the view that all CVOs should, on a continuous basis, scrutinize the complaints, grievances etc., received by other divisions/units of the department/organisation concerned and ensure that issues/allegations involving vigilance angle if any, in such complaints are duly forwarded to them to be duly attended to by the Vigilance Department.

(Shalini Darbari)
Director

To
All Chief Vigilance Officers
Circular No. 16/07/09

Sub:- Foreign visits by Government employees.


2. The Commission had, vide its circular, dated 25/10/2004, directed the CVOs of all Organizations/Departments to furnish the lists of employees of their organizations, who had undertaken "private foreign visits" during the preceding calendar year, to the Commission by the end of January every year.

3. The matter has been re-examined in the Commission and it has been decided that, henceforth, the related information and the data bank in respect of employees of each organization would be maintained by the CVO of the organization concerned; in the format prescribed by the Commission, vide office order ibid above.

4. Further, the CVOs should inform the Commission, mandatorily every year by the end of February that the updated information along with all details are available with them. Such information would be made available to the Commission at a short notice, as and when required, by the CVOs concerned.

5. All CVOs may note for strict compliance.

(Shalini Darbari)
Director

All Chief Vigilance Officers