

दिनांक: 05 अगस्त, 2025

परिपत्र

विषय: सतर्कता जागरूकता सप्ताह, 2025 -के संबंध में

केंद्रीय सतर्कता आयोग ने निर्णय लिया है कि इस वर्ष सतर्कता जागरूकता सप्ताह 27 अक्टूबर, 2025 से शुरू होकर 02 नवंबर, 2025 तक चलेगा। इस वर्ष के सतर्कता जागरूकता सप्ताह का विषय " सतर्कता: हमारी साझा जिम्मेदारी" होगा।

2. केंद्रीय सतर्कता आयोग ने इच्छा व्यक्त की है कि सभी संगठन 18 अगस्त, 2025 से 17 नवंबर, 2025 तक निवारक सतर्कता पर तीन महीने का अभियान चला सकते हैं, जिसमें निम्नलिखित क्षेत्रों पर ध्यान केंद्रित किया जाएगा:

- क) लंबित शिकायतों का निपटान
- ख) लंबित मामलों का निपटान
- ग) क्षमता निर्माण कार्यक्रम
- घ) परिसंपत्ति प्रबंधन
- ङ) डिजिटल पहल

3. केन्द्रीय सतर्कता आयोग के परिपत्र संख्या 04/08/25 (सं. 025/VGL/047) दिनांक 01 अगस्त, 2025 की एक प्रति उपरोक्त संबंध में जारी किए गए संलग्नक के साथ अवलोकन और मार्गदर्शन के लिए संलग्न है।

4. सभी परिसर निदेशकों से अनुरोध है कि वे सभी कर्मचारियों और अधिकारियों के लिए निकटवर्ती केंद्र सरकार प्रशिक्षण संस्थानों/शैक्षणिक संस्थानों के सहयोग से आचरण नियमों, साइबर स्वच्छता, व्यवहार परिवर्तन, प्रशासनिक और क्रय मामलों पर प्रशिक्षण कार्यक्रम आयोजित करें। इसके अतिरिक्त, परिसर सभी कर्मचारियों के लिए अपना वार्षिक प्रशिक्षण कैलेंडर भी तैयार करें।

5. जैसा कि आप जानते हैं कि उपरोक्त फोकस क्षेत्रों पर एक रिपोर्ट केन्द्रीय सतर्कता आयोग को भेजने की आवश्यकता है अतः यह अनुरोध किया जाता है कि आयोग के परिपत्र दिनांक 01 अगस्त, 2025 के साथ संलग्न प्रारूप अनुलग्नक "ए" में उपरोक्त फोकस क्षेत्रों पर रिपोर्ट MSWord प्रारूप में दिनांक 21 नवंबर, 2025 तक इस कार्यालय को अवश्य भेजे।

इसे महानिदेशक, निफ्ट के अनुमोदन से जारी किया जाता है।

  
(दीपिका लोहिया अरन)  
मुख्य सतर्कता अधिकारी

संलग्नक: उपरोक्त अनुसार

प्रति:

- i. सभी निफ्ट परिसरों के परिसर निदेशक
- ii. निदेशक (मुख्यालय)-निफ्ट मुख्यालय
- iii. रजिस्ट्रार, निफ्ट मुख्यालय
- iv. सभी निफ्ट परिसरों के डीवीओ
- v. निदेशक आईटी, निफ्ट एचओ - इस परिपत्र को निफ्ट की वेबसाइट पर अपलोड करने के अनुरोध के साथ

No. 1455(01)/ NIFT-HO/ Vig/ 2025/ 1238.  
National Institute of Fashion Technology  
Vigilance Department  
Hauz Khas, New Delhi-110016

Date: 05 August, 2025

**CIRCULAR**

**Subject: Observance of Vigilance Awareness Week, 2025 - reg**

The Central Vigilance Commission has decided that this year's Vigilance Awareness Week will be starting from 27<sup>th</sup> October, 2025 to 2<sup>nd</sup> November, 2025. The theme of this year's Vigilance Awareness Week 2025 will be "सतर्कता: हमारी साझा जिम्मेदारी/ **Vigilance: Our Shared Responsibility**".

2. The Central Vigilance Commission has desired that all organizations may undertake a **three-month campaign from 18<sup>th</sup> August, 2025 to 17<sup>th</sup> November, 2025** on Preventive Vigilance with focus on following areas:

- a) Disposal of pending complaints
- b) Disposal of pending cases
- c) Capacity Building programs
- d) Asset Management
- e) Digital initiatives

3. A copy of the CVC's Circular No. 04/08/25 (No. 025/VGL/047) dated 1<sup>st</sup> August, 2025 along with its enclosure issued in the above connection is enclosed for perusal and guidance.

4. All Campus Directors are requested to arrange training programmes on conduct rules, cyber hygiene, Attitudinal change, administrative and purchase matters, in collaboration with nearby Central Government Training Institute/Academics for all staff and officers. Additionally Campuses may draw their annual training calendar for all employees.

5. As you are aware that a report on the above focus areas is required to be sent to CVC in the format attached as **Annexure "A"** of the Commission's circular dated 1<sup>st</sup> August, 2025, therefore, it is requested to send a report on above mentioned focus areas to this office positively by 21<sup>st</sup> November, 2025 in MSWord format.

This issues with the approval of Director-General, NIFT.

(Hindi version will follow)



(Deepika Lohia Aran)  
Chief Vigilance Officer

**Encl.: As above.**

**Copy to:**

- i. Campus Directors of all NIFT Campuses
- ii. Director (Head Office)-NIFT HO
- iii. Registrar, NIFT HO
- iv. DVOs of all NIFT Campuses
- v. Director IT, NIFT HO – With the request to upload this circular on the NIFT Website

Telegraphic Address :  
"SATARKTA: New Delhi

E-Mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
011-24600200

फैक्स / Fax :  
011-24651186



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  
025/VGL/047

सं./No.....

दिनांक / Dated..... 01.08.2025

Circular No. 04/08/25

Sub: Observance of Vigilance Awareness Week, 2025

The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of '**Vigilance Awareness Week**' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone for upholding integrity. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2025 would be observed from **27<sup>th</sup> October 2025** to **2<sup>nd</sup> November 2025** on the following theme:

“सतर्कता: हमारी साझा जिम्मेदारी”

“Vigilance: Our Shared Responsibility”


2. The Commission advises that all organizations may undertake a **three-month campaign from 18th August 2025 to 17th November 2025** on Preventive Vigilance with focus on following areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity Building programs
- (iv) Asset Management
- (v) Digital initiatives

*Asri*

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3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the campaign period. Action taken report in respect of the five Preventive Vigilance initiatives to be taken during this campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November 2025 through the designated portal <https://cpvevc.gov.in/> only.

  
(Arti C. Srivastava)  
AS & Secretary-in-Charge

Encl: As stated

To,

- i) The Cabinet Secretary of India
- ii) The Secretaries of all Ministries/ Departments of Government of India
- iii) The Chief Secretaries of all Union Territories
- iv) Director, CBI
- v) Director, Directorate of Enforcement
- vi) Chief Executives of all CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
- vii) All Chief Vigilance Officers in Ministries/ Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.

**ANNEXURE A**

**Description of Preventive Vigilance activities to be undertaken during the campaign period (18th August to 17th November 2025) related to Vigilance Awareness Week 2025**

**1. DISPOSAL OF PENDING COMPLAINTS**

**(a) Initiative**

It is necessary to ensure that complaints are not kept pending and that they reach a logical conclusion within the prescribed timelines. All organizations may ensure that all complaints received on or before 30.06.2025 are disposed of during the campaign period.

**(b) Reporting format**

**Name of the Organization:**

Table 1

| Sl. No. | Particulars   | Number |
|---------|---|--------|
| 1.      | Complaints received on or before 30.06.2025 pending as on 18.08.2025            |        |
| 2.      | Complaints received on or before 30.06.2025 disposed during the campaign period |        |
| 3.      | Complaints received on or before 30.06.2025 and pending as on 17.11.2025        |        |

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

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## 2. DISPOSAL OF PENDING CASES

### a) Initiative

Delay in bringing vigilance cases to a logical conclusion is against the principles of natural justice and also defeats the very purpose of initiating disciplinary action. The Commission has also prescribed model timelines for investigation, implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA) and conclusion of disciplinary inquiries.

Further, implementing systemic improvements that address identified gaps will significantly enhance the efficacy in systems and processes. Advices related to systemic improvement which are pending for implementation should also be reviewed and decision taken for implementation in a time-bound manner.

Also, the timely submission of reply to the outstanding CTE paras is essential for taking corrective actions during execution of contract, enabling the organization for effecting immediate recovery from contractors/suppliers, ensuring accountability of officials for omission and commission of actions, etc. Therefore, it is of utmost importance that the replies are furnished on observations of the CTEO in a time-bound manner.

In this regard, all organizations may ensure:

- (i) Timely implementation of FSA and SSA
- (ii) Timely completion of departmental inquiries (DI) by the Inquiry Officer (IO)/ Inquiry Authority (IA)
- (iii) Implementation of pending Systemic Improvements
- (iv) Compliance on outstanding CTE Paras

### b) Reporting format

#### **Name of the Organization:**

Table 2

| Sl No | Particulars | Pending as on 18.08.2025 (Nos.) |         | Cases falling due during the campaign period (Nos.) |         | Implemented/ completed during the campaign period * (Nos.) |         | Pending as on 17.11.2025 (Nos.) |         |
|-------|-------------|---------------------------------|---------|---|---------|--|---------|---------------------------------|---------|
|       |             | CVC                             | Non-CVC | CVC   | Non-CVC | CVC  | Non-CVC | CVC                             | Non-CVC |
| 1     | FSA         |                                 |         |   |         |  |         |                                 |         |
| 2     | SSA         |                                 |         |   |         |  |         |                                 |         |
| 3     | DI          |                                 |         |   |         |  |         |                                 |         |

[\*including such cases which are falling due as per prescribed timelines during the campaign period]

Table 3

| Sl No | Particulars           | Pending as on 18.08.2025 (Nos.) |     | Implemented/ completed during the campaign period (Nos.) |     | Brief Summary of each | Pending as on 17.11.2025 (Nos.) |     |
|-------|-----------------------|---------------------------------|-----|--|-----|-----------------------|---------------------------------|-----|
|       |                       | CVC                             | CVO | CVC  | CVO |                       | CVC                             | CVO |
| 1     | Systemic Improvements |                                 |     |  |     | 1.<br>2.<br>3.        |                                 |     |

Table 4

| Sl No | Particulars | Pending as on 18.08.2025 (Nos.) | Cases falling due during the campaign period (Nos.) | Report submitted to CTEO during the campaign period (Nos.) | Pending as on 17.11.2025 (Nos.) |
|-------|-------------|---------------------------------|---|--|---------------------------------|
| 1     | CTE Paras   |                                 |   |  |                                 |

NAME OF THE CVO

SIGNATURE &amp; SEAL OF CVO

### 3. CAPACITY BUILDING PROGRAMS

#### (a) Initiative

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

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

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

#### (b) Reporting format

**Name of the Organization:**

Table 5

| CAPACITY BUILDING PROGRAMS |  |                                |  |                                |
|----------------------------|--|--------------------------------|--|--------------------------------|
| S.No.                      | Subject matter of Training                 | No of Master Trainers trained* | No of Employees trained including those trained by the Master Trainers | Total no. of Employees Trained |
| 1                          | Investigation & Report                     |                                |  |                                |
| 2                          | Framing of Chargesheet                     |                                |  |                                |
| 3                          | Conducting CTE Type Intensive Examinations |                                |  |                                |

\*List of master trainers (name, address, contact number, email ID, subject matter) to be uploaded by the organizations at <https://qpr.cvc.gov.in/>.

Table 6

| SI No | Name of the Course on iGOT | No. of Employees who have completed the course during the campaign period |
|-------|----------------------------|---|
|       |                            |   |

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

#### 4. ASSET MANAGEMENT

##### (a) Initiative

A number of organizations possess a large number of **fixed assets** like land/ properties. In many cases, either the ownership documents or lease agreements are not available, property is not in use or encroachments have taken place. During the campaign period, organizations may review the following:

- (i) whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules
- (ii) in case of property under lease, whether valid lease agreements are available and periodically reviewed
- (iii) whether encroachments have been identified and future plan of action drawn for such properties.

In respect of **movable assets**, many offices have a number of old, unused or condemned assets which affect the cleanliness of the working environment. During the campaign period, organizations may review the following:

- (i) whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is being maintained as per extant rules
- (ii) whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules.

##### (b) Reporting format

**Name of the Organization:**

Table 7

| Sl No | Particulars of Review (Fixed assets)  | Details  |
|-------|---|--|
| 1     | Whether documents in respect of the properties owned by the organizations have been properly documented, verified and digitized as per extant rules | (i) Details of review undertaken during the campaign period and outcome thereof<br>(ii) Details of land/properties for which requisite ownership document/lease agreement are not available, and action plan proposed to rectify the situation |
| 2     | In case of property under lease, whether lease agreements are available and periodically reviewed   |  |
| 3     | Whether encroachments have been identified and future plan of action drawn for such properties  | (i) Details of review undertaken during the campaign period and outcome thereof<br>(ii) Details of land/ properties which have been encroached upon and action plan proposed to rectify the situation  |

Table 8

| Sl No | Particulars of Review (Movable Assets)  | Details   |
|-------|---|---|
| 1     | Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) and physical assets are reconciled as per extant rules | (i) Details of review undertaken during the campaign period and outcome thereof<br><br>(ii)Details of action plan proposed for reconciliation which could not be done in the campaign period to be given  |
| 2     | Whether identification of obsolete items/ assets has been done and their disposal carried out as per extant rules                                       | (i) Details of review undertaken during the campaign period and outcome thereof<br><br>(ii) Details of assets due for disposal as per extant rules and pending for disposal at the end of campaign period. Action proposed for disposal of the same to be given |

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

5. **DIGITAL INITIATIVES**

(a) **Initiative**

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular updation of their website for greater transparency and better service delivery. In this regard, the following actions are to be taken up during the campaign period:

- i) All organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information. Further, all organizations may ensure submission of periodic compliance certificate with respect to website updation to specified authority / NIC.
- ii) All organizations to identify new areas of digital services to customers/ stakeholders.

(b) **Reporting Format**

**Name of the Organization:**

Table 9

| Sl No | Particulars  | Information  |
|-------|--|--|
| 1     | Provision for regular updation and maintenance of websites and submission of periodic compliance certificate with respect to website updation to the specified authority / NIC | Details of action taken during the campaign period |
| 2     | Identification of new areas of digital services to customers/ stakeholders was carried out and implemented   | Details may be provided<br>1.<br>2.<br>3.          |

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**