

संख्या:- 1(229)/VAW/2021-vig

दिनांक – 07/09/2026

कार्यालय ज्ञापन

विषय: तीन माह के निवारक सतर्कता अभियान एवं सतर्कता जागरूकता सप्ताह, 2026 के आयोजन के संबंध में - कार्य योजना।

संदर्भ: सीएसआईआर पत्र संख्या 15-6(88)/2025-O&M (Vig.) दिनांक 11.08.2026 (प्रतिलिपि संलग्न)। उपरोक्त के संदर्भ में, निदेशक, सीएसआईआर-निस्पर ने संस्थान में तीन माह का निवारक सतर्कता अभियान दिनांक 17.08.2026 से 16.11.2026 तक तथा सतर्कता जागरूकता सप्ताह, 2026 दिनांक 26.10.2026 से 01.11.2026 तक आयोजित करने का सहर्ष अनुमोदन प्रदान किया है।

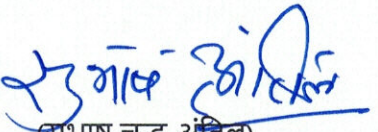
उक्त अभियान के दौरान संबंधित अनुभागों/प्रभागों द्वारा निम्नलिखित प्रमुख क्षेत्रों एवं गतिविधियों पर कार्रवाई अपेक्षित है:-

S.No.	Focus Area	Action to be taken during the Campaign
1.	क्षमता निर्माण कार्यक्रम (Capacity building programme)	सतर्कता अनुभाग द्वारा निम्नलिखित व्याख्यान/कार्यक्रम आयोजित किए जाएंगे: (i) "Preventive Vigilance and Ethical Practices" तथा "Conduct Rules and Conflict of Interest" विषयों पर व्याख्यान; (ii) "Public Procurement" विषय पर व्याख्यान; (iii) "GeM- new features and functionalities" विषय पर व्याख्यान/सत्र; (iv) "Integrity pledge". (v) "Preventive Vigilance" विषय पर नुक्कड़ नाटक; (vi) "IT & Cyber Security and Cyber Hygiene" विषय पर व्याख्यान;
2.	डिजिटल पहल (Digital initiatives)	आईटी प्रमुख (Head, IT) द्वारा सीएसआईआर पत्र दिनांक 11.08.2026 में उल्लिखित पहलुओं की समीक्षा की जाएगी तथा इस संबंध में रिपोर्ट सतर्कता अनुभाग को प्रस्तुत की जाएगी।
3.	अनुबंध प्रबंधन (Contract Management)	सामान्य अनुभाग (General Section) तथा भंडार एवं क्रय अनुभाग (Store & Purchase Section) द्वारा सीएसआईआर पत्र दिनांक 11.08.2026 में उल्लिखित अनुबंध प्रबंधन संबंधी पहलुओं

		की समीक्षा की जाएगी तथा इस संबंध में रिपोर्ट सतर्कता अनुभाग को प्रस्तुत की जाएगी।
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नोट -

- 1. कार्रवाई रिपोर्ट (Action Taken Report):** सभी संबंधित अनुभाग/प्रभाग उन्हें सौंपे गए कार्यों के संबंध में आवश्यक कार्रवाई करेंगे तथा की गई कार्रवाई/प्रगति और संबंधित गतिविधियों की स्थिति दर्शाते हुए कार्रवाई रिपोर्ट (ATR) 17.11.2026 तक सतर्कता अनुभाग को प्रस्तुत करेंगे।
- 2. क्षमता निर्माण कार्यक्रम एवं सतर्कता जागरूकता सप्ताह** के अंतर्गत आयोजित किए जाने वाले व्याख्यानो/कार्यक्रमों एवं अन्य गतिविधियों की तिथियां, कार्यक्रम-सारणी, स्थान एवं अन्य विवरण समयानुसार पृथक रूप से सूचित किए जाएंगे।
- 3. सभी संबंधित अनुभाग/प्रभागों से अनुरोध है कि तीन माह के निवारक सतर्कता अभियान एवं सतर्कता जागरूकता सप्ताह, 2026** के सफल आयोजन में शामिल होने के लिए अपने अधीनस्थ स्टाफ सदस्यों को प्रेरित करेंगे।


 (सुभाष चन्द्र अंतिल)
 प्रशासन नियंत्रक

संलग्न - सी.एस.आई.आर प्रत्रांक सं. 15-6(88)/2025-O&M (Vig.) दिनांक 11.08.2026

प्रतिलिपि :

1. निजी सचिव, निदेशक
2. निजी सचिव, प्रशासन नियंत्रक
3. सभी अनुभाग प्रमुख
4. भंडार एवं क्रय अधिकारी
5. वित्त एवं लेखा अधिकारी
6. हेड आई.टी - डिजिटल पहल (Digital Initiative) हेतु
7. दोनों परिसरों के सूचना पट्ट पर प्रदर्शित करने हेतु
8. आई.टी. अनुभाग - NIScPR की वेबसाइट पर अपलोड करने हेतु



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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

संख्या

No. 15-6(88)/2025-O&M(Vig.) Dated: August 11, 2026

प्रेषक

From

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer

To

The Directors/Heads of all the CSIR National Instts./Labs.

Subject: Observance of Vigilance Awareness Week, 2026 – regarding.

I am to refer to the Central Vigilance Commission (CVC), Circular No. 04/08/26 dated 03.08.2026(copy attached), regarding observance of Vigilance Awareness Week, 2026 from 26.10.2026 to 01.11.2026 on the following theme:

“सत्यनिष्ठा से समृद्धि”
“Probity for Prosperity”

2. The CVC has also advised all Ministries/Departments/Organizations to undertake a three-month Preventive Vigilance Campaign from 17.08.2026 to 16.11.2026, with focus on the following five areas:

- Disposal of pending complaints;
- Disposal of pending cases;
- Capacity building programmes;
- Digital initiatives; and
- Contract management.

3. In pursuance of the above CVC guidelines, all CSIR Laboratories/Institutes/Centres are requested to observe Vigilance Awareness Week, 2026 in a meaningful and purposeful manner and undertake the prescribed Preventive Vigilance activities during the campaign period.

4. The following activities may, inter alia, be undertaken by all CSIR Laboratories/Institutes/Centres:

(i) Disposal of pending complaints

- Review all pending vigilance complaints and take appropriate action for their disposal within the prescribed timelines.

- Particular emphasis may be given to complaints received on or before 30.06.2026, so that all such complaints are reviewed and disposed of, wherever feasible, in accordance with the extant guidelines.

(ii) Disposal of pending vigilance/disciplinary cases

- Undertake a comprehensive review of pending vigilance/disciplinary cases.
- Ensure expeditious processing and disposal of such cases within the prescribed timelines.
- Review cases where First Stage Advice (FSA) and/or Second Stage Advice (SSA) of the CVC is pending implementation and ensure timely compliance with the advice, wherever applicable.
- Appropriate monitoring mechanism may be put in place for preventing avoidable delays in disciplinary proceedings.

(iii) Capacity building

CSIR Laboratories/Institutes may organize suitable training/familiarization programmes for officers and employees on, inter alia:

- IT & Cyber Security and Cyber Hygiene;
- Public Procurement;
- GeM – new features and functionalities;
- Conduct Rules and Conflict of Interest; and
- Preventive Vigilance and ethical practices.

Preventive vigilance modules may also be suitably incorporated in induction training and mid-career training programmes, wherever feasible.

(iv) Digital initiatives

- Review the existing digital infrastructure and identify additional services/processes which can be brought into digital mode.
- Promote digitization of records and processes with a view to enhancing transparency, efficiency and accountability.
- Review and strengthen digital systems for management of inventory/assets, wherever applicable.
- Identify processes involving manual intervention which may be simplified, automated or brought under appropriate digital monitoring mechanisms.

(v) Contract management

- Review all contracts due for completion/closure and ensure their timely closure after fulfilment of all contractual obligations.
- Ensure proper reconciliation of materials, supplies, services and payments before closure of contracts.
- Pending issues relating to completion certificates, security deposits, recoveries, final payments, reconciliation, etc., may be reviewed and resolved expeditiously.
- Appropriate measures may be taken to strengthen contract monitoring and prevent recurrence of deficiencies.

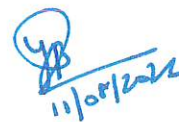
5. The Directors/Heads of CSIR Laboratories/Institutes/Centres are requested to personally oversee the observance of Vigilance Awareness Week, 2026 as well as the Preventive Vigilance

Campaign and ensure active participation of officers and employees. The activities undertaken should be meaningful, result-oriented and aimed at promoting transparency, integrity, accountability and ethical conduct in the organization.

6. The Laboratories/Institutes/Centres may also undertake suitable activities such as awareness programmes, lectures, workshops, quizzes, essay/poster competitions, integrity pledges and other appropriate initiatives, as considered suitable, to create greater awareness among employees and stakeholders regarding the importance of probity and ethical conduct.

7. The CVC has prescribed reporting formats in respect of the above five focus areas and has required the Action Taken Report (ATR) to be submitted by the CVO by 30.11.2026 through the designated portal. Accordingly, all CSIR Laboratories/Institutes/Centres are requested to furnish the requisite information/data regarding the activities undertaken and action taken under the five focus areas to the Vigilance Division, CSIR Headquarters, after the campaign period but not later than 20th November 2026 may be communicated separately, so as to enable timely consolidation and submission of the ATR to the CVC.

8. The Laboratories/Institutes/Centres are requested to ensure that the activities undertaken during the Preventive Vigilance Campaign and Vigilance Awareness Week are properly documented and the requisite records/reports are maintained for consolidation and future reference.



(Yogendra Pratap Singh)
Chief Vigilance Officer, CSIR

Copy to:

1. The Joint Secretary(Admn),CSIR Hqrs.
2. Sr. COA/COA/AO of all the CSIR National Labs/Instts.
3. Sr. DS(CO), CSIR Hqrs and Sr DS, CSIR Complex
4. IT Division, CSIR, for placing it on the CSIR website



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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Block A, INA, New Delhi-110023

सं./No.....026/VGL/030

दिनांक / Dated.....03.08.2026....

Circular No.04/08/26

Sub: Observance of Vigilance Awareness Week, 2026

The Central Vigilance Commission observes the 'Vigilance Awareness Week' every year with the aim of fostering awareness and promote integrity and transparency in public administration through awareness programmes and preventive vigilance initiatives. The Vigilance Awareness Week is observed every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Vigilance Awareness Week 2026 would be observed from 26th October 2026 to 1st November 2026, on the following theme:

“सत्यनिष्ठा से समृद्धि”

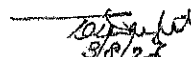
“Probity for Prosperity”

2. In this regard, the Commission advises that all organizations undertake a **three month preventive vigilance campaign from 17th August 2026 to 16th November 2026** with focus on the following five areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity building programs
- (iv) Digital initiatives
- (v) Contract management

3. All Ministries / Departments / Organizations may ensure active participation by all concerned so that noteworthy results during the campaign period can be achieved.

4. 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 **30th November 2026** through the designated portal <https://qpr.cvc.gov.in/> only.


(Trishanjit Selhi)
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, 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

Preventive Vigilance activities to be undertaken during the campaign period (17th August to 16th November 2026) related to Vigilance Awareness Week 2026

1. DISPOSAL OF PENDING COMPLAINTS

(a) Initiative

It is necessary to ensure that complaints are not kept pending and are brought to a logical conclusion within the prescribed timelines. All organizations may ensure that complaints received on or before 30.06.2026 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 30.06.2026 and pending as on 17.08.2026	
2.	Complaints received on or before 30.06.2026 and disposed during the campaign period	
3.	Complaints received on or before 30.06.2026 and pending as on 16.11.2026	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. DISPOSAL OF PENDING CASES

a) Initiative

The Commission has prescribed model timelines for implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA).

In this regard, all organizations may ensure timely implementation of pending FSA and SSA.

b) Reporting format

Name of the Organization:

Table 2

Sl No	Particulars	Pending as on 17.08.2026 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented during the campaign period * (Nos.)		Pending as on 16.11.2026 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								

[*including such cases which are due to be implemented as per the prescribed timelines, during the campaign period]

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. CAPACITY BUILDING PROGRAMS

(a) Initiative

A well-trained employee is an asset for any organization. Therefore, a robust training system for employees is important for organizations to succeed in their goals. As such, organizations may encourage employees to complete courses on following topics, **online as well as in offline mode**, during the campaign period:

- (i) IT & Cyber Security and Cyber Hygiene
- (ii) Public Procurement
- (iii) GeM- New Features and Functionalities
- (iv) Conduct Rules and Conflict of Interest

Further, Commission recognizes the need for institutionalization of preventive vigilance component in training programmes such as Induction and Mid-career training programmes. The indicative preventive vigilance modules for the same are hosted on the CVC website (<https://www.cvc.gov.in/trainingmaterial>). Organizations are encouraged to review their existing Induction and Mid-Career training programmes and ensure formulation and inclusion of preventive vigilance modules in Induction and Mid-Career Training Programmes for their employees.

For Vigilance Functionaries

Commission has issued Master Circulars on 11 topics and also brought out Vigilance Manual 2026 on 27.07.2026. Organizations shall ensure that appropriate familiarization programs are conducted for the vigilance functionaries in respect of the said Master Circulars and Vigilance Manual.

For Banks and Financial Institutions

Advisory Board for Banking and Financial Frauds (ABBFF) has prepared a report on “Modus Operandi and Root Cause Analysis of Frauds” (inclusive of 20 case studies). A copy of the report is available on Commission’s website (<https://www.cvc.gov.in/trainingmaterial>). ABBFF has observed that lack of proper training in credit appraisal and credit monitoring is one of the reasons for occurrence of frauds. Public Sector Banks and Financial Institutions may hold training programmes for emphasizing these aspects through these case studies.

(b) Reporting format

Name of the Organization:

Table 3

SI No [1]	Particulars of Training Program [2]	Total no of officers/ officials trained [3]	No of officers/ officials trained on iGOT out of Col [3] [4]
1	IT & Cyber Security and Cyber Hygiene		
2	Public Procurement		
3	GeM- New Features and Functionalities		
4	Conduct Rules and Conflict of Interest		

Table 4

SI No	Name of the specific course on iGOT w.r.t Table 3 above	No of employees who have completed the course during the campaign period

Table 5

SI No	Particulars	Details
1	Whether organization has institutionalized Induction Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Induction Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 6

Sl no	Particulars	Details
1	Whether organization has institutionalized Mid-Career Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Mid-Career Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 7

Sl No	Particulars of Capacity Building program for vigilance functionaries	Total no of vigilance functionaries in the organization	No of vigilance functionaries who have attended the familiarization program
1	Master Circulars and Vigilance Manual 2026		

Table 8

Sl No	Particulars of Training Program	Total no of officials trained in the organization
1	Modus -operandi and root cause analysis of Frauds (including the 20 case studies)	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

4. **DIGITAL INITIATIVES**

(a) **Initiative**

Onboarding of Organizations on Probity Portal

A dedicated online portal (<https://probity.dopt.gov.in>) was made for obtaining the data from all the Ministries/Departments/Autonomous Organizations etc in respect of certain areas including number of major and minor penalty disciplinary proceedings. It is desired that all Central Public Sector Enterprises (CPSEs) should be onboarded on the portal and requisite details of departmental inquiry proceedings should be uploaded and updated on the same.

Optimal Use of the existing IT/ Digital Facilities

Organizations are using technology for creating IT/ digital facilities and platforms for various internal processes of the organizations like e-HRMS or similar platforms. It is essential that these facilities/ platforms are utilized optimally. Organizations may review the extent of the utilization of the existing digital infrastructure and endeavor to bring additional services/ processes/ activities in digital mode. Some examples are digitization of service records, processing of claims, increased use of e-HRMS or similar platforms by organizations.

Digitization and Management of Inventory

A number of organizations possess a large number of movable assets/ inventories. During the campaign period, organizations may review whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized and endeavor to digitize the same.

(b) **Reporting format**

Name of the Organization:

Table 9

Sl No	Particulars	Details
1	Whether organization has been onboarded on the Probity Portal during the campaign period	Yes/No If No, reasons thereof
2	Whether all details of the pending disciplinary inquiry cases have been uploaded on the portal	Yes/ No If No reasons thereof

Table 10

SI No	Particulars	Details
1	Additional services/ processes made digital using: (a) e-HRMS 2.0 (b) Any other similar platform specific to the organization (name may be given)	A. Existing services at the commencement of the campaign period 1. 2. 3. B. Additional Services digitized during the campaign period 1. 2. 3.

*Brief Note on each of the additional services digitized in not more than 100 words each may be provided.

Table 11

SI No	Particulars	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized	Yes/ No If No, reasons thereof

*Brief Note on major initiatives taken in this area during the campaign period may be provided in not more than 200 words

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

5. **CONTRACT MANAGEMENT**

(a) **Initiative**

A contract shall stand closed upon (i) successful performance of all obligations by both parties including completion of warranty / defect liability obligations and final payment; or (ii) termination of contract and settlements after that, if any.

At the time of closure of contract, it should be ensured that materials' reconciliation, payment reconciliation and / or reconciliation with user department, as per terms & conditions of contract should be done across departments of the organization involved in execution of that contract.

(b) **Reporting Format**

Name of the Organization:

Table 12

Sl No	Particulars	Information
1	Number of contracts due for closure but not yet closed at the commencement of the campaign period	
2	Number of such contracts closed during campaign period as per extant provisions (out of 1 above)	
3	Number of such contracts due for closure but not closed at the end of the campaign period	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO