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No. MCHA- 11011/5/2023-MCHA (Eoffice file)
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Admn.I Section)

Dated: 19.10.2023

CIRCULAR

Subject: Observance of Vigilance Awareness Week. 2023-reg.

The undersigned is directed to enclose herewith the Central Vigilance Commission, Circular No. 023/VGL/035/556448 dated 02.08.2023 on the subject cited above. This year also, the NIHFV would observe Vigilance Awareness Week, in the week starting from 30th October 2023 -5th November 2023, being the birth anniversary of Sardar Vallabhai Patel.

As a prelude to Vigilance Awareness Week 2023, a three month campaign starts from 16th August, 2023 to 15th November, 2023 with the following Preventive Vigilance Measures as focus areas may be undertaken by the organizations departments of this Ministry.

- 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 30.6.2023.

As a 3-months campaign, the exercise on above parameters will start from 16th August 2023 -15th November, 2023.

Annexure-A that enlists the activities to be undertaken during the campaign period, along with the time schedule, is attached herewith for perusal and further necessary action by concerned department/officers.

This issues with the approval of the Director.

Encl: Annexure-A.
Copy to:-

1. All HODs/Faculty Incharge/Sectional Heads/Unit Incharge
2. SPA to Director/Dean/DD(A)
3. I/c Computer Centre-for uploading on the website of the NIHFV.


In-Charge (Admn. I)

Link officer

Annexure-A

Sl.No.	Activities to be undertaken during the campaign period	Details of Activities	Action to be taken within the specified time period	Time scheduled for campaign period
a)	Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution.	A. Awareness campaign: on PIDPI resolution; B. Display of posters on PIDPI, wherever deemed necessary;	Vigilance Officer	16 th August 2023 to 15 th November, 2023.
b)	Capacity Building	a) Role of IO/PO in conducting inquiries,	Dr. Rajesh Kumar	2.30pm to 3pm 3 November, 23
		b) Public procurement.	Vikas (Store)	3 pm to 3.30 pm 3 November, 23
		c) Ethic and governance,	Prof. Dhiraj Shah (Director)	3.30 pm to 4 pm 3 November, 23
		d) Systems and Procedures of the organizations, and	Prof. V.K. Tiwari (Dean)	4 pm to 4.30 pm 3 November, 23
		e) Cyber hygiene and security	CHI	4.30 pm to 5 pm 3 November, 23
c)	Identification and Implementation of systematic Improvements	a. Identify common corruption prone areas of the last 05 years and initiate/implement	Vigilance Officer	16 th August 2023 to 15 th November,

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		systemic improvements to tackle the same.		2023. 03 November, 2023.
d)	Leveraging of IT for complaint disposal	Timely disposal and monitoring of complaints. To achieve this, web portals, apps and other IT initiative can be utilized.	Vigilance Officer	16 th August 2023 to 15 th November, 2023.
e)	Updation of guidelines/circular/manuals	a. Take steps to update their guidelines/circulars intermittently.	I/c Computer	16 th August 2023 to 15 th November, 2023.
f)	Disposal of complaints outstanding as of 30/6/23	a. Timely disposal of complaints	Prof. V.K. Tiwari, Staff Grievance Officer and Administration Section.	30/10/23