

F.No.13-328/2023-Vig
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
[VIGILANCE CELL]

Ansari Nagar, New Delhi-110029

Dated: 14 OCT 2025

OFFICE MEMORANDUM

Subject: Observance of Vigilance Awareness Week during the year, 2025 (27th October 2025 to 2nd November, 2025)

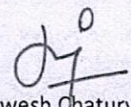
The Central Vigilance Commission (CVC) vide their Circular No.025//VGL/047 dated 01.08.2025 has decided that "Vigilance Awareness Week" shall be observed this year from 27th October 2025 to 2nd November, 2025. This year the theme of Vigilance Awareness Week is "सतर्कता : हमारी साझा जिम्मेदारी; "Vigilance: Our Shared Responsibility". A copy of aforesaid circular of the Commission is enclosed here for reference.

2. In accordance with the instruction of the CVC, it has been decided to observe Vigilance Awareness Week in AIIMS, New Delhi from 27th October 2025 to 2nd November, 2025. The Vigilance Awareness Week would begin from 27th October, 2025 at 11:00 AM with a pledge which would be taken by all the employees of the Institute irrespective of their status. Details of other program/activities to be undertaken during the week will be intimated separately.

3. The Director, AIIMS, would administer the pledge to all the Officials/Staff/working in the Establishment Section (DO), Finance Division, Engineering Services Department, Academic Section, Estate Section, General Section, Store Section (DO), Security Department and the Director Wing at P.C. Block Foyer at 11:00 AM on 27.10.2025.

4. In view of above, all the controlling officer are requested to bring this to the notice of all the employees working under them and kindly ensure their presence at P.C. Block Foyer at 11:00 AM on 27th October 2025. Copy of the pledge is enclosed for the purpose.

Encl: As above.


(Vishwesh Chaturvedi)
Administrative Officer
Ph:-011-26593362
Email:vishwesh.aiims@gov.in

Distribution:-

1. The Addl. Director (Admn.)
2. The Dean (Academic)
3. The Registrar, AIIMS Staff,
4. The Associate Dean (Academic)
5. Dy. Secretary
6. The Sr. Financial Advisor
7. The Superintending Engineer
8. The Chief Administrative Officer
9. The Chief Security Officer
10. The Financial Advisor
11. The Dy. Chief Security Officer
12. The Stores Officer (DO)
13. The Sr. A.O./Admn. Officer General Section/Estate Section/Estt. Section(DO)/Faculty Cell/Rectt. Cell/Legal Cell/ SC-ST Cell/ACR Cell/RTI Cell/Grievance/Cordn.
14. Prof. In-charge, Computer Facility – with the request to kindly upload the same on Institute website.

Copy to the S.E with the request to kindly get the following arrangements made in the main foyer for the above program:-

1. Platform
2. Public Address System

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 27th October 2025 to 2nd 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

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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 30th November 2025 through the designated portal <https://qpr.cvc.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.

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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

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. 2. 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 & 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

Sl 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 (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 (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 (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 (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 1. 2. 3.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

Integrity 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.

फा.सं.13-328/2023-सतर्कता
अखिल भारतीय आयुर्विज्ञान संस्थान
[सतर्कता प्रकोष्ठ]

अंसारी नगर ,नई दिल्ली-110029

दिनांक:

कार्यालय जापन

विषय :वर्ष 2025(दिनांक 27 अक्टूबर 2025से 2नवंबर 2025) के दौरान सतर्कता जागरूकता सप्ताह के आयोजन संबंधी।

केंद्रीय सतर्कता आयोग)सीवीसी (ने दिनांक 01.08.2025 के अपने परिपत्र संख्या 025//सतर्कता/047 के द्वारा यह निर्णय लिया है कि इस वर्ष दिनांक 27अक्टूबर 2025से 2नवंबर ,2025 तक "सतर्कता जागरूकता सप्ताह "मनाया जाएगा। इस वर्ष सतर्कता जागरूकता सप्ताह का विषय "सतर्कता :हमारी साझा जिम्मेदारी" होगा। संदर्भ हेतु आयोग के उपर्युक्त परिपत्र की एक प्रति यहां संलग्न है।

2. सीवीसी के निर्देशानुसार ,एम्स ,नई दिल्ली में दिनांक 27अक्टूबर 2025से 2नवंबर , 2025 तक सतर्कता जागरूकता सप्ताह मनाने का निर्णय लिया गया है। सतर्कता जागरूकता सप्ताह की शुरुआत दिनांक 27 अक्टूबर ,2025 को प्रातः 11:00 बजे एक प्रतिज्ञा के साथ की जाएगी ,जो संस्थान के सभी कर्मचारियों द्वारा ग्रहण की जाएगी चाहे उनका पद कुछ भी हो। सप्ताह के दौरान आयोजित किए जाने वाले अन्य कार्यक्रम/गतिविधियों के विवरण की सूचना अलग से प्रदान की जाएगी।

3. निदेशक ,एम्स द्वारा स्थापना अनुभाग)नि.(का., वित्त प्रभाग ,इंजीनियरिंग सेवा विभाग , शैक्षिक अनुभाग ,संपदा अनुभाग ,सामान्य अनुभाग ,भण्डार अनुभाग)नि.(का., सुरक्षा विभाग एवं निदेशक विंग में कार्यरत सभी अधिकारियों/कर्मचारियों को दिनांक 27.10.2025 को पीसी ब्लॉक फ़ोयर में प्रातः 11:00 बजे शपथ दिलवाई जाएगी।

4. उपर्युक्त को ध्यान में रखते हुए, सभी नियंत्रणकर्ता अधिकारियों से अनुरोध किया जाता है कि वे अपने अधीन कार्यरत सभी कर्मचारियों को इससे अवगत करवाएं तथा दिनांक 27 अक्टूबर 2025को प्रातः 11:00 बजे पी.सी .ब्लॉक फॉयर में उनकी उपस्थिति सुनिश्चित करने की कृपा करें। इस उद्देश्य हेतु शपथ की प्रति संलग्न है।

संलग्नक :उपर्युक्तानुसार।

(विश्वेश चतुर्वेदी)
प्रशासनिक अधिकारी)सतर्कता(
फ़ोन:-011-26593362
ईमेल:vishwesh.aiims@gov.in

वितरण:-

1. अपर निदेशक)प्रशासन(
2. संकायाध्यक्ष) शैक्षिक(
3. कुलसचिव ,एम्स स्टाफ,
4. सह-संकायाध्यक्ष) शैक्षिक(
5. उप सचिव
6. वरिष्ठ वित्त सलाहकार
7. अधीक्षण अभियंता
8. मुख्य प्रशासनिक अधिकारी
9. मुख्य सुरक्षा अधिकारी
10. वित्त सलाहकार
11. उप मुख्य सुरक्षा अधिकारी
12. भण्डार अधिकारी)नि(.का.
13. वरिष्ठ प्रशासनिक अधिकारी/प्रशासनिक अधिकारी, सामान्य अनुभाग /संपदा अनुभाग /
स्थापना अनुभाग /(का.नि)संकाय प्रकोष्ठ /भर्ती प्रकोष्ठ/विधि प्रकोष्ठ/एससी-एसटी
प्रकोष्ठ/एसीआर प्रकोष्ठ/आरटीआई प्रकोष्ठ/शिकायत /समन्वय।
14. प्रभारी ,आचार्य-कंप्यूटर सुविधा -इसे संस्थान की वेबसाइट पर अपलोड करने के
अनुरोध सहित।

प्रतिलिपि:- अधीक्षण अभियंता -कृपया उपर्युक्त कार्यक्रम हेतु मुख्य फ़ोरम में निम्नलिखित व्यवस्थाएं करवाने के अनुरोध सहित:-

1. प्लेटफ़ॉर्म (मंच)
2. जन संबोधन व्यवस्था

फा.सं.13-328/2023-सतर्क.
अखिल भारतीय आयुर्विज्ञान संस्थान
(सतर्कता प्रकोष्ठ)

अंसारी नगर, नई दिल्ली-29
दिनांक:

कार्यालय जापन

विषय: वर्ष 2025 के दौरान सतर्कता जागरूकता सप्ताह (27 अक्टूबर 2025 से 2 नवंबर 2025 तक) मनाने संबंधी।

अधोहस्ताक्षरी को उपर्युक्त विषय पर केन्द्रीय सतर्कता आयोग, नई दिल्ली के दिनांक 01.08.2025 के परिपत्र सं. 025/सतर्कता/047 की प्रति को, एतदद्वारा, सूचना एवं अनुपालन हेतु अग्रेषित करने का निदेश हुआ है।

दिनांक 27 अक्टूबर 2025 से 2 नवंबर 2025 तक सतर्कता जागरूकता सप्ताह मनाया जाएगा। सतर्कता जागरूकता सप्ताह का आरंभ दिनांक 27 अक्टूबर 2025 को प्रातः 11:00 बजे एक शपथ के साथ होगा जिसे संस्थान के सभी अधिकारियों/कर्मचारियों को लेनी होगी चाहे उनका पद कुछ भी हो और यह शपथ इसे संबंधित केन्द्रों के प्रमुखगण/विभागाध्यक्षगण/विभिन्न कार्यालयों के प्रभारीगण/चिकित्सा अधीक्षक अथवा उस अवसर पर उपलब्ध वरिष्ठतम अधिकारी द्वारा दिलवाई जाएगी। इस वर्ष सतर्कता जागरूकता सप्ताह का विषय है “सतर्कता: हमारी साझा ज़िम्मेदारी”। इस वर्ष के लिए मुख्य बिंदु लंबित शिकायतों का निपटान, परिसंपत्ति प्रबंधन तथा डिजिटल पहल होंगे।

तदनुसार, सभी केन्द्रों से अनुरोध किया जाता है कि वे लंबित शिकायतों का शीघ्र निपटान करें तथा निवारक सतर्कता हेतु जांच एवं सतुलन सुनिश्चित करें। यह अनुरोध भी किया जाता है कि किसी भी शिकायत के संबंध में लंबित सूचना, यदि कोई हो, शीघ्र उपलब्ध कराई जाए।

संलग्नक: उपर्युक्तानुसार

(विश्वेश चतुर्वेदी)
प्रशासनिक अधिकारी (सतर्कता)
फोन: 011-26593362
ईमेल- vishwesh.aiims@gov.in

वितरण:

1. केन्द्रों के प्रमुखगण
2. चिकित्सा अधीक्षक
3. विभागाध्यक्षगण/अनुभागों/एककों के प्रभारीगण
4. प्रभारी आचार्य, कंप्यूटर सुविधा: इसे संस्थान की वेबसाइट पर अपलोड करने के अनुरोध सहित।

सूचना हेतु प्रतिलिपि:

निदेशक के प्रधान निजी सचिव/अपर निदेशक (प्रशासन)/संकायाध्यक्ष (शैक्षिक/अनुसंधान/परीक्षा) के निजी सचिव/उप-सचिव के निजी सचिव/मुख्य प्रशासनिक अधिकारी के वैयक्तिक सहायक।

संगठनों के लिए सत्यनिष्ठा प्रतिज्ञा

हमारा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है।

हमारा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्रों को एक साथ मिल कर कार्य करने की आवश्यकता है।

स्वयं को एक उदाहरण के रूप में प्रस्तुत करने तथा रक्षोपाय, सत्यनिष्ठा ढांचा तथा नीति-संहिता स्थापित करने के अपने उत्तरदायित्व को हम स्वीकार करते हैं ताकि यह सुनिश्चित हो सके कि हम किसी भी भ्रष्ट आचरण का हिस्सा नहीं हैं तथा भ्रष्टाचार के दृष्टांतों पर हम अत्यधिक सख्ती से कार्रवाई करते हैं।

हम मानते हैं कि भ्रष्टाचार उन्मूलन करने में तथा अपने कार्यों के सभी पहलुओं में सत्यनिष्ठा, पारदर्शिता तथा सुशासन के उच्चतम मानक बनाए रखने के लिए, एक संगठन होने के नाते हमें सामने से नेतृत्व करना होगा।

अतः हम प्रतिज्ञा करते हैं कि:

- हम नीतिपरक कार्य पद्धतियों को बढ़ावा देंगे तथा ईमानदारी और सत्यनिष्ठा की संस्कृति को प्रोत्साहन देंगे;
- हम ना तो रिश्वत देंगे और ना ही रिश्वत लेंगे;
- हम पारदर्शिता, जिम्मेवारी तथा निष्पक्षता पर आधारित निगमित सुशासन की प्रतिज्ञा करते हैं;
- हम कार्यों के संचालन में संबद्ध कानूनों, नियमावलियों तथा अनुपालन प्रक्रियाओं का पालन करेंगे;
- हम अपने सभी कर्मचारियों के लिए एक नीति-संहिता अपनाएँगे;
- हम अपने कर्मचारियों को उनके कर्तव्यों के ईमानदार निष्पादन के लिए, उनके कार्यों से संबद्ध नियमों, विनियमों आदि के बारे में सुग्राही बनाएँगे;
- हम शिकायतों तथा धोखाधड़ी संबंधी गतिविधियों की सूचना देने के लिए शिकायत निवारण तथा सूचना प्रदाता तंत्र प्रदान करेंगे;
- हम संबंधित पक्षों तथा समाज के अधिकारों एवं हितों का समग्र रूप से संरक्षण करेंगे।