



प्रभाग
DIVISION



दि स्टेट ट्रेडिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड
(भारत सरकार का उद्यम)
THE STATE TRADING CORPORATION OF INDIA LTD.
(A Govt. of India Enterprise)

VIGILANCE DIVISION
CIRCULAR

F. No. STC/CO/VIG/01221/2021

Dated: 12.08.2022

Sub : Observance of Vigilance Awareness Week, 2022, with emphasis on Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16th August, 2022 to 15th November, 2022 as precursor to VAW 2022 reg-

Ref: (i)CVC's Circular No. 14/07/22 dated 25.07.2022 on observance of Vigilance Awareness Week 2022,
(ii)Dept. of Commerce – Doc's OM No. F. No C-31011/16/2022- Vig dated 29.07.2022.

In continuation to Vigilance Division email dated 09.08.2022 on the captioned matter, CVC vide its Circular NO. 14/07/22 dated 25.07.2022 communicated for observance of Vigilance Awareness Week -2022 (VAW-2022) commencing for the week starting from 31st October 2022 being the birth anniversary of Sardar Vallabhbhai Patel with special emphasis on preventive Vigilance measures and housekeeping activities. The Commission has further decided that as a precursor to Vigilance Awareness Week, 2022, activities as prescribed by CVC on Preventive Vigilance cum Internal Housekeeping shall be undertaken as focus areas.

2. CVC also gave instruction vide captioned circular **that a 3 –month's campaign as an exercise on the following six parameters shall be undertaken by all the Ministries/Departments/Organizations which will commence from 16th August, 2022 till 15th November, 2022.** Accordingly, all the Divisional heads are requested to ensure vigorous participation including the Branch/ R.Os under their respective jurisdiction, in the activities prescribed by CVC and submit the reports on the works undertaken during 3 months precursor campaign to Vigilance Division., CO. Dept. of Commerce also reiterated the instructions issued by CVC on VAW-2022 vide its OM dated 29.7.2022 stating that immediate necessary action be taken by all PSU's under its administrative purview.

3. As per CVC circular, the following activities are to be undertaken by concerned Divisions without fail for consolidating the outcome of three months campaign (commencing from 16.8.2022 to 15.11.2022):

| No | Focus Area prescribed by CVC for undertaking in 3 month's Campaign (16.08.2022 to 15.11.2022s) | Activities to be Undertaken By |
|----|--|--|
| 1. | Property Management (ref. to Point No.1 of Annexure A to CVC circular dt.25.7.2022) | Asset Utilization Division |
| 2. | Management of Assets (ref. to Point No.1 of Annexure-A to CVC circular dt.25.7.2022) | Asset Utilization Division |
| 3. | Record Management (ref. to Point No.1 of Annexure-A to CVC circular dt.25.7.2022) | Concerned Divisional Heads at CO, Agra Branch/R.Os |

पंजीकृत कार्यालय : जवाहर व्यापार भवन, टॉलस्टॉय मार्ग, नई दिल्ली-110001 / Regd. Office : Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001

कॉर्पोरेट पहचान संख्या/Corporate Identity No. : L74899DL1956GOI002674


दूरभाष/Telephone : 011-23313177 फ़ैक्स/Fax : 011-23701123, 23701191 ई-मेल/E-mail : co@stclimited.co.in वेबसाइट/Website : www.stclimited.co.in

“हिन्दी में प्राप्त पत्रों का स्वागत है।”

| | | |
|----|--|---|
| 4. | Technological Initiatives : Website Maintenance & updation Identification of new areas for service delivery for Customers/staff to be brought on online portal and initiation of steps for creating online platform. | MSD Division |
| 5. | Updation of guidelines /circulars /manual wherever found necessary | Personnel Division/ Trading Divisions/ MSD Division/ Finance Division |
| 6. | Disposal of complaints outstanding as on 15/08/2022 | Vigilance Division |

4. During three months campaign commencing from 16.8.2022 the action on above 06 (six) parameters, as per the brief prescribed at Annexure-A (point No.1 to 6) to CVC Circular dated 25.7.2022, shall be undertaken by all the Divisional Heads as applicable to them by drawing out a plan comprising a schedule of actions. A copy of schedule of action drawn be sent to Vigilance Division by 18.08.2022. Vigilance Division shall monitor the progress being undertaken at respective locations to ensure the compliances under VAW-22 are being actively taken up by all concerned Divisional Heads and after the 3 month should submit the reports on the work undertaken in the prescribed formats annexed with the CVC circular dated 25.7.2022 (Annexure: B(1) to Annexure: B(6)).

5. All the reports on works undertaken shall be submitted to Vigilance Division, along with documents with prior approval of Divisional Heads, for further consolidation in Vigilance Division and submission of same to Central Vigilance Commission (CVC) and Dept. of Commerce(DoC). The progress reports of respective Divisions should reach Vigilance Division on or before 20th November, 2022. This is a mandatory compliance set by CVC and therefore all concerned are requested to accord priority for ensuring compliance without fail.


 (Bir Singh Negi)
 Chief Vigilance Officer

Encl:

(i) CVC Circular No. 14/07/22 dated 25.07.2022 along with Annexure-A (point No.1 to 6) and Annexure-B1 to B6.

(ii) Dept. of Commerce-DoC's OM No. FNo.C-31011/16/2022-Vig dated 29.7.2022

To :

1. ES to Director (Finance)
2. All Divisional Heads (Trading Divisions, Personnel Division, MSD, Finance Division, AUD)
3. Circular File- Vig. Division , CO