



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.

(web-site: www.spmcil.com)

OBSERVANCE OF VIGILANCE AWARENESS WEEK 2009

In pursuance to CVC's directives, SPMCIL observed Vigilance Awareness Week from 3rd to 7th November 2009, to highlight effective preventive measures that need to be undertaken through system improvements & use of information technology such as effecting e-payment to vendors, suppliers etc, publishing complete details of tenders on websites, e-procurement, reverse auction & providing information of status of applications to citizens/public etc.

2. The Vigilance Awareness Week started on 03 November 2009 (F/N) with the administration of the 'Vigilance Pledge' at the corporate office to the officials by the Chairman and Managing Director. Simultaneously the pledge was administered to the officers, staff and workmen at all the nine units by the General Manager/Head of the Department or the sectional heads in their area of jurisdiction.

3. Some of the highlights of the activities taken up during the Vigilance Awareness Week are as follows:-

a) **Display of Banners**:-Banners were displayed at prominent places in the corporate office & Units.

b) **One day workshop**: - A one day workshop was organized on 04-11-2009 in the corporate office on various aspects of preventive Vigilance. Also presentations and discussions were scheduled on Procurement Manual, Accounting Manual and HR manual/policies etc. The workshop was spread in four session's viz. Preventive Vigilance by CVO, Procurement Manual by DGM (Mint), Accounting Manual by AM (Finance) and HR manual/policies by DGM (HR). All Assistant Managers from corporate office & executives from Noida unit participated in this workshop. A soft copy of the presentations given during the workshop is also uploaded on the website for the benefit of all employees of SPMCIL.



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c) **Essay writing competition:** - An essay writing competition was organized for all the officials (Executives and Non-Executives) on 05-11-2009 in the corporate office to suggest specific ways & measures for “Systems Improvement at work places in SPMCIL” that might lead to curb corruption/malpractice. The useful suggestions are being considered for further action as measures for improvement in the system. In all eight entries were received and the best evaluated entries were identified for special prizes.

d) **Quiz Competition:** - A Quiz competition was organized for all officials (Executives and Non-Executives) on 05-11-2009 in the corporate office keeping the main aspect of preventive vigilance in mind. In all nine officials participated in the competitions and prizes were given to the winners.

e) **Handbook of Do’s and Don’ts:-** A general guidelines containing list of Do’s and Don’ts of Vigilance in the form of a handbook was prepared and circulated to the officials of SPMCIL on the closing ceremony. A soft copy of the Handbook released is also uploaded on the website for the benefit of all employees of SPMCIL. A copy of Handbook titled ‘The Red Book- Do’s and Don’ts of Vigilance released is enclosed here with.

f) **Other Programmes:** - Various other programmes like painting/drawing competitions, speeches by eminent personalities, slogan writing competition, debate competition, vendors/suppliers meet etc were also organized in all the units of SPMCIL during the Vigilance Awareness Week. A unit wise activity undertaken in each units of SPMCIL is enclosed as Annexure A.

(S S BALANI)
Vigilance officer

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ANNEXURE A



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Details of unit Wise Activities/programmes undertaken in each Units of SPMCIL during Vigilance Awareness Week are as follows:-

S.N	NAME OF UNIT	ACTIVITIES/PROGRAMMES UNDERTAKEN
1	India Security Press, Nashik Road.	<ul style="list-style-type: none">• Display of Banner and selected slogans related with vigilance at prominent places.• A Seminar on various aspects of vigilance emphasizing on preventive vigilance.• Essay writing, Drawing & Slogan Competitions.
2	Currency Note Press, Nashik Road.	<ul style="list-style-type: none">• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.• Display of Banner at prominent places.• Essay writing & Debate Competitions.
3	Bank Note Press, Dewas	<ul style="list-style-type: none">• Essay writing, Debate & Slogan Competitions.• Display of Banner at prominent places.• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.
4	Security Printing Press, Hyderabad.	<ul style="list-style-type: none">• Display of Banner & slogans at prominent places.• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.• Essay writing, Slogan & Elocution Competitions.
5	Security Paper Mill, Hoshangabad.	<ul style="list-style-type: none">• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual,



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		<p>& HR manual/policies.</p> <ul style="list-style-type: none">• Display of Banner at prominent places.• Essay writing Competition.• Vendors/suppliers meet.
6	India Government Mint, Mumbai.	<ul style="list-style-type: none">• Essay writing Competition.• Display of Banner at prominent places.• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.• Vendors/suppliers meet.
7	India Government Mint, Kolkata.	<ul style="list-style-type: none">• Display of Banner at prominent places.• Essay writing Competition.
8	India Government Mint, Hyderabad.	<ul style="list-style-type: none">• Elocution Competition.• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.• Display of Banner at prominent places.
9	India Government Mint, Noida.	<ul style="list-style-type: none">• Display of Banner at prominent places.• One day workshop session covering various aspects viz. preventive vigilance, procurement manual, accounting manual, & HR manual/policies.• Essay writing Competition.

S S BALANI)
Vigilance officer

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