



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
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दिनांक 02.11.2016
Date: 02.11.2016

परिपत्र संख्या 20/16/Circular No. 20/16

विषय/ Sub: सतर्कता जागरूकता सप्ताह, 2016 का पालन एवं ई-शपथ/Observing
Vigilance Awareness Week, 2016 and e-Pledge.

केन्द्रीय सतर्कता आयोग के दिनांक 28.10.2016 के परिपत्र जिसके द्वारा यह अनुरोध किया गया है कि प्रतिज्ञा लेने के लिए 'सत्यनिष्ठा प्रतिज्ञा' के हाइपरलिंक को संगठन की वेबसाइट पर नागरिकों/जनता के व्यापक पहुँच हेतु दिया जाए, को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है। तथाकथित हाइपरलिंक एसपीएमसीआईएल की वेबसाइट के होमपेज पर उपलब्ध है।

A copy of circular dated 28.10.2016 issued by the Central Vigilance Commission wherein commission has requested that a hyperlink of the "Integrity Pledge" be provided on the website of the organization to enable wider access for citizens/public to take the pledge is circulated herewith for information and necessary action. The said hyperlink has been enabled on the home page of website of SPMCIL.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

S. B. BEHERA
02/11/16

(शशिभूषण बेहेरा)/(S. B. BEHERA)

उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,

टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill,

भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.

2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).

3. मुख्य वित्तीय अधिकारी/Chief Financial Officer.

4. अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।/
Addl. GM/Dy. CVO/CM/Mgr (CHO).

5. उप महाप्रबंधक (सू.प्रौ.)/DGM (IT).

6. सभी सतर्कता अधिकारी/All Vigilance Officials.

7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
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सं./No.....016/VGL/030.....

दिनांक / Dated....28.10.2016.....

Circular No. 13/10/2016

Subject:- Observance of Vigilance Awareness Week, 2016 and e-Pledge.

As you are aware, the Central Vigilance Commission is observing Vigilance Awareness Week from 31st October to 5th November 2016. The theme for this year is "Public participation in Promoting Integrity and Eradicating Corruption". In this regard, the Commission has envisaged a concept of "Integrity Pledge" to enlist support and commitment of the citizens and organizations for upholding the highest standards of ethical conduct, honesty and integrity. As such there are two Integrity Pledges, one for the citizens and the other for corporates/entities/firms etc. especially in the private sector.

2. The "Integrity Pledges" will be available as e-pledges from 31st October 2016 onwards and can be accessed on the Commission's website <http://www.cvc.nic.in> or can also be accessed directly at <https://pledge.cvc.nic.in>. The Home page shows option for taking the pledge either "as a citizen" or "as an organization". By clicking menu driven buttons and filling up some basic information, the pledge can be taken by the citizen or by the organization. A certificate acknowledging and appreciating the commitment made by the citizen/organization would be made available at the email and even for downloading.

3. As there would be lack of web access to the public especially in the remote areas, a provision of "mass pledge" has also been made. For this purpose CVOs of Banks/CPSUs other Organisations etc. can upload details of the citizens taking the "mass pledge" for which a Standard Operating Procedure (SOP) has been prepared and attached for guidance.

4. It is requested that efforts be made to reach out to citizens and organizations including students, government servants, their families, general public and to encourage them to take the "Integrity Pledge". I would also request that a hyperlink of the "Integrity Pledge" be provided on the website of your Ministry/Department/Bank/CPSU/Organisation and other offices to enable wider access for citizens/public to take the pledge.

5. Your support to this initiative would go a long way in larger participation of citizens/public in the cause of anti-corruption.

Nilam Sawhney

(Nilam Sawhney)
Secretary

Central Vigilance Commission

Enclosure : As above.

To

All Chief Vigilance Officers

**MASS INTEGRITY PLEDGE BY CITIZENS
GRAM SABHAS AND ACTIVITIES IN COLLEGES / SCHOOLS etc.**

**STANDARD OPERATING PROCEDURE (SOP) FOR FILLING AND PREPARING
DATA SHEET**

For Chief Vigilance Officers of Banks/Organisations

- a. CVOs to send the **master excel sheet** received by them in e-mail to all their field offices/units etc. wherever mass pledge is to be undertaken through their representatives.
- b. CVOs to advise representatives to follow instructions listed below at 1-5.
- c. CVOs on receipt of filled up excel sheets from the individual field units/offices, **are to save** the excel sheets **as CSV** (Comma Separated Values) formats only so as to enable uploading the generated CSV file on the given URL <https://pledge.cvc.nic.in/?type=mass-pledge> after logging in with your mobile numbers and One Time Password (OTP) to be sent to your mobile.
- d. CVOs are advised to upload CSV files separately (in multiple times) received from their field offices.
- e. Only those CVOs whose mobile number is available with the Commission would be able to upload the mass pledge. In case any CVO's mobile number has changed, it may kindly be informed immediately to the Commission, **by return mail.**

For Representatives at field level where mass pledges are being taken

1. The Excel sheet contains macros, so while opening the attached excel sheet make sure to enable macros i.e., Enable editing and then Enable content. The Excel sheet would work in Excel 2003 onwards.
2. All the fields of a particular record/row are to be filled mandatorily and no field should be left blank other than email id and mobile number (which are optional) of the pledge taker.
3. Please carefully check before saving that there are no blank cells/non-filled entries for a particular record/row. All rows with non-filled entries would be deleted/not considered while saving the data in CSV file.
4. It is strictly advised not to tamper the CSV file.
5. One excel sheet can be used for 500 entries only. A separate sheet needs to be used for entries exceeding 500.
6. Filled up excel sheets to be e-mailed to the CVOs/CVO's office.