



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार )

मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301, (उ.प्र.)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office : Jalmarg Bhawan, A-13, Sector-1, Noida-201 301 (U.P.)

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

IWAI/HQ/Vig./74/2020

Dated:- 21.8.2023

### CIRCULAR

#### **Sub: - Observance of Vigilance Awareness Week-reg**

In pursuance to the Central Vigilance Commission circular no. No.023/VGL/035-556453 dated 02.08.2023 regarding Observance of Vigilance Awareness Week 2023. The commission has included a 03 months campaign as a prelude to the Vigilance Awareness Week 2023 commencing from 16.08.2023 to 15.11.2023 (Copy enclosed).

2. In light of the above, the Competent Authority has directed that :-

- All concerned at the Head Office, Regional Offices, and Sub-offices to undertake necessary preparations in alignment with the circular's provisions. To ensure a successful execution of the campaign and its related activities, please find attached a detailed list of duties and responsibilities (Annexure-A) that need to be carried out during this period.
- All Nodal Officers, as specified in the attached list of duties, to lead the efforts in implementing the identified activities and monitoring their progress across various parameters mentioned in the circular.
- Furthermore, in line with the reporting requirements, it is mandated that each office, including Regional and Sub-offices, compile a comprehensive report on the work accomplished under the identified activities during the campaign period and forward the same to the Nodal Officers at Head Office.
- The report of Head Office, duly incorporated with reports from respective Regional Offices and Sub-offices, should be submitted by the Nodal Officers at the Head Office to Vigilance Section by 18.11.2023.

This issues with the approval of the Competent Authority.

NEERAJ SINGH Digitally signed by NEERAJ SINGH  
Date: 2023.08.21 16:00:32 +05'30'

Assistant Secretary (Vig.)

E.mail: [nsingh@iwai.gov.in](mailto:nsingh@iwai.gov.in)

Phone No. 0120-2474050

Encl. As stated

#### **Copy to (By E-Mail):**

1. Chief Engineer & P.M (JMVP)/ Hy. Chief/ Dy. Secretary (P&C)/ CAO/ Director (M)/ Director (NER)/ Director (Tech.)/ Director (T&L) / Director (Hy.) / Director (Resi. & IT)/ Assistant Secretary (P&C)/ Assistant Secretary (L&H), IWAI, Noida.
2. Director, IWAI, Kolkata/ Patna / Kochi/ Guwahati/Patna/ Bhubaneshwar
3. Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Dibrugarh, Dhubri.
4. IT Cell – For uploading on IWAI Website
5. Hindi Cell – For Hindi Translation

#### **Copy for kind information to (By E-Mail):**

P.P.S./P.S./P.A. to Chairman/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Traffic & Logistics) / Secretary, IWAI, Noida.

Allocation of duties and responsibilities for Observance of Vigilance Awareness Week 2023 at IWAI Head Office/Regional Offices/Sub Offices

Sl. No	Activities	Sub Activities	Nodal Officer at (Head Office)	Nodal Officer at (Regional Offices)	Remarks
01	Awareness building about Public Interest Disclosure and Protection of Informers (PIDPI) Resolution	<p>a. All Ministries/ Departments/ Organizations may undertake awareness campaigns on PIDPI resolution;</p> <p>b. A poster on the provisions of PIDPI has been prepared and is attached at <b>Annexure B</b>. This may be displayed at all offices and translated into local languages, wherever deemed necessary;</p> <p>c. Organizations may consider preparing jingles / videos to convey information regarding PIDPI resolution in an attractive, and easy to understand manner;</p> <p>d. Talks / seminars / public interactions / gram sabhas may be conducted</p>	Sh. Neeraj Singh, Assistant Secretary (Vig)	Directors of Regional Offices	Annex-C (i)

		clearly explaining the provisions of PIDPI resolution, the correct procedure of filling a PIDPI complaint and the common pitfalls / mistakes made while filing PIDPI complaints.			
02	Capacity Building Programs	<p>Training of Officials on following:-</p> <p>a. Role of IO/PO in conducting inquiries,</p> <p>b. Public procurement</p> <p>c. Ethics and governance</p> <p>d. Systems and Procedures of the organization, and</p> <p>e. Cyber hygiene and security</p>	<p>Sh. Mayank Kumar, Director (IT)</p> <p>Sh. Ajay Kumar, AS (L&amp;H)</p> <p>Sh. Neeraj Singh, AS (Vig.)</p>	Directors of Regional Offices	Annex-C (ii)
03	Identification and implementation of systemic improvement measures	<p>a. All Ministries / Departments may analyze the cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic</p>	<p>Sh. Ajay Kumar AS (L&amp;H)</p> <p>Sh. Neeraj Singh, AS (Vig.)</p>	Directors of Regional Offices	Annex-C (iii)

		<p>improvements to tackle the same,</p> <p>b. The Commission has already advised systemic improvement measures in various cases. The organizations may make a special drive to implement these measures</p>			
04	Leveraging of IT for complaint disposal	<p>Timely disposal and monitoring of complaints is essential to ensure that illegal acts are identified and stopped at the right time. It also brings about a sense of trust in the complainant. To achieve this, web portals, apps and other IT initiatives can be utilized.</p> <p>All Ministries / Departments / Organizations should develop and implement online portals for receipt and tracking of complaints received by the CVOs (time frame for development of such portals to be indicated by them).</p>	<p>Sh. Mayank Kumar, Director (RE&amp;IT)</p> <p>Sh. Ajay Kumar AS (L&amp;H)</p> <p>Sh. Neeraj Singh, AS (Vig.)</p> <p>Sh. Santosh Rai, PCSA</p>	Directors of Regional Offices	Annex-C (iv)

05	Updating of guidelines/circulars/Manuals	all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure updation of the same.	Sh. Santosh Rai, PCSA  Sh. Ashok Kumar, Consultant (A&E)	Directors of Regional Offices	Annex-C (v)
06	Disposal of complaints received before Jun 2023	It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time period. All organizations may ensure that all complaints received on or before 30.06.2023 may be disposed of.	Sh. Ajay Kumar, AS (L&H) and Grievance cell  Sh. Neeraj Singh, AS (Vig)  Sh. Manoj Vats, Assistant	Directors of Regional Offices	Annex-C (vi)

- All nodal officers at Head Office to co-ordinate with Nodal Officers of Regional Offices to obtain the action taken report in the prescribed format annexed with the circular and submit the compiled data received from Regional Offices and sub offices under regional offices and Head Office in the prescribed format.

**NEERAJ  
SINGH**

Digitally signed by  
NEERAJ SINGH  
Date: 2023.08.21  
16:02:11 +05'30'