



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI,
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT
VIGILANCE BRANCH

MAHARANA PRATAP BUILDING, ISBT KASHMIRI GATE, DELHI-06

F.No.13(60)/DWCD/Vig./2022 11275-279

Dated: 3 SEP 2022

Sub: Preventive Vigilance measures cum housekeeping activities: 3 months campaign (16th August 2022 to 15th November 2022) as a precursor to Vigilance Awareness Week-2022.

As per the directions of the Central Vigilance Commission, Govt. of India conveyed by the Dte. of Vigilance, GNCTD vide their letter dated 12.08.2022, "**Preventive Vigilance measures cum housekeeping activities campaign as a precursor to Vigilance Awareness Week-2022**" is to be taken up from 16th August 2022 to 15th November 2022. In this regard, the following points have been identified for action and report during this period:-

1. Property Management :-

- a. Details of land/properties for which requisite ownership document/lease agreement are not available and steps taken/proposed to rectify the situation.
- b. Details of land/properties which are not in use and action plan thereof.
- c. Details of land/properties which have been encroached upon and action plan thereof.

[ESTATE BRANCH, DWCD]

2. Management of Assests :-

- a. Confirmation by CVO that instructions for disposal of unused assets to various units/offices within the organization has been issued.

[CARETAKING BRANCH, DWCD]

3. Record Management :-

- a. Whether organizations have record retention/preservation policy, including for e-records, as on 15th August 2022.
- b. If no, then date on which record retention/preservation policy, including for e-records, has been framed and issued.
- c. Brief report on action taken during the campaign period for weeding out old records.

[ALL DDs/ALL DISTRICT OFFICERS, DWCD]

4. Technological Initiatives :-

- i. Website Updation:
 - a. Regular Maintenance and updation of website.
 - b. System introduced for updation and review of website.
- ii. Online Services:
 - a. Initiatives on creation of user friendly online platforms.
- iii. Security of E-Platforms

[IT CELL/FAS BRANCH/LADLI]

5. *Updating of Guidelines/Circulars:*

Details of Updation of guidelines/circulars/manuals carried out during the campaign period.

[IT CELL/ADMN./CPU/ICDS/FAS/LADLI/WEC/ALL DO'S]

A report on the afore mentioned points is solicited from the concerned by 18th November 2022. Since, the information sought relates to the directions of the Hon'ble CVC and needs to be incorporated in the final report related to the Preventive Vigilance measures cum housekeeping activities: 3 months campaign as a precursor to Vigilance Awareness Week-2022, the time limit assigned may be adhered to.



(Jogender Singh)

Dy. Director (Vig.)

Dated:-

13 SEP 2022

F.No.13(60)/DWCD/Vig./2022 11275-279

1. All the District Officers/Deputy Directors of DWCD, GNCTD.
2. The System Analyst, DWCD (HQ) with the request to upload this circular at the official site of the department, on urgent basis.
3. OSD to Secretary, DWCD, GNCTD.
4. PA to Director, DWCD, GNCTD.
5. PA to Joint Director (Vig.), DWCD, GNCTD.