



Vigilance Department
Corporate Headquarter

Ref No: AV/11/13/VAW/2020/२१२

Date: 12th October 2020

**Functional Directors
CEOs – AIESL/AIATSL/AASL/AICL/HCI
All Departmental Heads
Regional Directors N/E/W/S
Air India Limited**

Sub: Vigilance Awareness Week 2020- req.

Please find enclosed copy of Central Vigilance Commission's letter no. 020/VGL/036/457673 dated 08.09.2020 along with Integrity Pledge. The Commission has notified observance of Vigilance Awareness Week 2020 from **27.10.2020 to 02.11.2020** with the theme "**Satark Bharat Samriddh Bharat (Vigilant India, Prosperous India)**".

2. The Commission has also advised to strictly adhere to extant Covid-19 prevention guidelines issued from time to time by the competent authority as well as adherence to the economy measures issued by the Ministry of Finance vide OM No. 4-9-2020, while conducting the events.

3. Following activities are planned during the Vigilance Awareness Week 2020 in Air India and AI Subsidiary Companies:-

A. Activities to be conducted with-in the organization.

- (i) **Integrity Pledge:-**The observance of the Vigilance Awareness Week commences with the Integrity Pledge (**copy enclosed**), by all public servants on **27.10.2020 at 11. A.M.**. Senior most functionary would administer the pledge
- (ii) **Internal (Housekeeping) Activities:-**CVC has forwarded an indicative list for Internal Housekeeping Activities which can be undertaken by the departments/organizations (**Annexure A**). All Departmental Heads/RD in Air India and CEOs of the Subsidiary Companies must undertake activities/items of work depending on their priorities and need.



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All concerned are advised to submit a report of Internal House Keeping Activities/item of work under taken by them by 15.11.2020 for onward submission to CVC.

(iii) **Workshops / Sensitization Programmes:** Workshops / Sensitization Programmes have been planned in all regions for Sr. Executives/Employees of the organization on preventive vigilance measures. Regional Vigilance Heads are planning to conduct sessions by inviting expert faculty to speak on preventive vigilance in sync with theme of year "**Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)**" and on tender procedures. Sr. Executives/employees may be encouraged to participate in such events. Details of such events will be shared by Regional Vigilance Head of each region.

(iv) **Debates/Quiz:** All Regional Vigilance Heads have been advised to conduct any two activities for employees and their families at Air India Colonies as part of the outreach activities. Debates/quiz/drawing/essay/poem/rangoli writing competition would be conducted on the current Vigilance Theme- **Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)** and other issues relating to anti corruption measures. These activities witness whole hearted participation by children. Employees and their families may be encouraged to participate in such events.

Entries will preferably be invited through online mode/Drop Boxes. Winning entries with position I,II & III will be rewarded cash prizes along with certificates.

(v) **E-Integrity Pledge:** With a view to promote the concept of integrity in our daily lives, E-Integrity Pledge will be administered to all employees and stake holders. The pledge will be provided on Air India website and will be circulated through a domino message in the Air India mail. The Subsidiary Companies should also promote the pledge through their website/domino mail to connect to a CVC link for taking e-integrity pledge.

B, Out Reach Activities for Public & Citizens.

I. **Integrity Pledge:** Two separate Integrity Pledges, one for enlisting support and commitment of the citizens and other for corporate



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entities/firms etc (Annexure 'B' & 'C') will be provided through a link. The Subsidiary Companies should provide link for the pledge for compliance and wider participation.

E-pledge Kiosks will be set-up in City Booking Offices/ Airport Counters to encourage passengers/customers to take pledge and certificates will be issued to those who do it. Standees will be displayed at e-Pledge Kiosks and other prominent places.

- II. **Dissemination of Employee/Customer Oriented Information:-**All DHs/RDs of Air India and CEOs of Subsidiary Companies are advised to use organizational website for dissemination of employees/customer oriented information and to make available avenues for Redressal of grievances. You may also use website for creating awareness and systemic improvements along with suggestions for good practices. All concerned are advised to submit ATR by 16.11.2020 for onward submission to CVC.
- III. **Grievance Redressal Camps:** Commercial Director/ED-MMD of AI /CEOs of the Subsidiary Companies are advised to organize Grievance Redressal Camps for Citizens/Customer Oriented Services/Activities/Vendor Meets. The Commercial Department, AI and CEO Air India Express and Alliance Air should provide details of pending old passenger complaint/grievances and the approach to resolve the same. It is also advised that all such Redressal Camps/Vendor Meets may be preferably organized through the online mode or with minimum personal interface and an ATR be submitted by 16.11.2020.
- IV. **IVR Message:** Commercial Department of AI/AIE may run an IVR Message through the Call Centre during the call waiting period to promote the theme "**Satark Bharat, Samridh Bharat (Vigilant India, Prosperous India)**" for 02 days during the Vigilance Awareness Week. Further, It is also requested to send messages to FFP Members (bulk mail etc) for dissemination of anti corruption message and stressing the need of a Vigilant India as essential for Prosperous India during the Vigilance Week. Commercial Department may also check the feasibility of adding the vigilance theme of the year while printing the tickets as part of the outreach activities.



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V. **Social Media Platforms:** Social Media platforms and websites of AI/Subsidiary Companies (Twitter handle/FB Page/Instagram/Messaging) will be used for dissemination of anti corruption message stressing the need of a Vigilant India. All the activities planned and conducted during the week will be publicized and promoted on twitter handles and social media.

4. A half day seminar for the Sr. Executives, (GM & above of AI & Subsidiaries) is planned on 29.10.2020 at Banquet Hall, Centaur Hotel from 11.00 hrs to 13.00 hrs followed by lunch. Eminent speaker would be invited to address to the event. CMD, AI has given his consent to preside over the function. You requested to ensure maximum participation of all Delhi based Sr. Executives.

5. Activities proposed to be undertaken during the Vigilance Awareness Week may please be informed to this office by 19.10.2020 and ATR to be submitted by 16.11.2020 in the Proforma at **Annexure A**.


(Arti Bhatnagar)
Chief Vigilance Officer

Copy to:

RVH-ER/NR/SR/WR:- For information and necessary action

Indicative List of areas / activities which are to be taken up in campaign mode as part of Vigilance Awareness Week 2020

(All Organizations are directed to strictly adhere to extant Covid-19 prevention guidelines at all locations and events and the economy measures circulated by the Ministry of Finance vide Department of Expenditure OM No. 7(2)E Coord/2020 dated 4.9.2020)

1. **Land management (title of land, property, encroachment issues etc.)**
 - (a) Does the organization possess revenue documents / records for the land(s) under its control ?
 - (b) How much land is under encroachment and at what locations ?
 - (c) Steps being taken to combat encroachment ?
 - (d) Any other initiative ?
2. **Allotment of houses / quarters and related issues**
 - (a) Does the organization use IT application for allotment of houses ?
 - (b) Does the organisation possess a house allotment policy ?
 - (c) Is house allotment being done as per prescribed policy ?
 - (d) Is there any illegal occupation of houses, if any and what action is being taken ?
 - (e) Any other issue ?
3. **Payments and other benefits to persons working in outsourced services in the organisation**
 - (a) Whether the organisation possesses prescribed norms for outsourcing ?
 - (b) If yes, are these norms adhered to ?
 - (c) Whether payment of salaries / wages is paid through bank account by the contractor ?
 - (d) Whether other statutory dues (PF, medical benefits etc.) are being given on time ?
 - (e) Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management ?
 - (f) Whether the vendors are adhering to norms prescribed by the organization ?
 - (g) Any other special initiative regarding outsourcing ?
4. **Management of Assets**
 - (a) Whether condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) is being done as per extant rules strictly.
 - (b) Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) may be given
5. **Complaints pending for I&R as on 1.9.2020**

Complaints pending over six months old to be disposed by 15.10.2020
Complaints pending over one year old to be disposed by 31.10.2020

Other items pending with CVOs

- (a) Status of complaints received from other sources
- (b) Status of complaints sent by CVC for NA

6. Vigilance cases pending for further clarification to the CVC

Cases to be disposed by 31.10.2020

7. Major penalty proceedings

Proceedings pending over six months old to be finalized by 31.10.2020

8. Minor Penalty proceedings

Proceedings over six months old to be finalized by 15.10.2020

Proceedings over one year old to be finalized by 31.10.2020

9. CTE inspections

Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020

10. Preventive vigilance measures undertaken by the CVOs

- (a) Inspections
- (b) Training programmes / workshops including E-training / Online training
- (c) Whether Annual Property Returns submitted by all officers
- (f) Whether Organisation possesses Record Retention/ Preservation Policy? If so, date of last amendment
- (g) Whether records are being weeded out as per the extant Retention Policy of the Organisation
- (h) Is the organization digitizing / plans to digitize old records

11. If the Organisation runs Schools, Hospitals etc. - Whether prescribed policy for management is adhered to.

12. Gender sensitization issues

- (a) Has the Organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held
- (b) Percentage of representation of women at all levels in the Organization
- (c) Whether awareness regarding gender issues is being created in the Organisation

13. Leveraging Technology — IT usage and E-governance

- (a) New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (Each initiative may be described in about 50 words)
- (b) Whether **Information System Audit** is done regularly for IT based applications running in the Organisation. Date of last Information System Audit may be given

14. **Scrutiny of Audit Reports**

15. **Updation of Rules, Regulations and guidelines**

- (a) Whether Organisation regularly revises its instructions, rules and regulations. If yes, date of last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy, Promotion Policy, Fraud Prevention Policy/ Banning of Business Dealing Policy, etc.
- (b) Has the organisation made rules for retired officials ? If yes, furnish date

16. **Systems improvements undertaken (brief description within 100 words)**

Description of Systems Improvement works / initiatives done may be given in 50 words for each work / initiative and not more than 100 words in total for all works.
