



Government of Jammu & Kashmir
Directorate of Industries & Commerce, Kashmir

Sub: Observance of vigilance awareness week, 2023-schedule for the week thereof

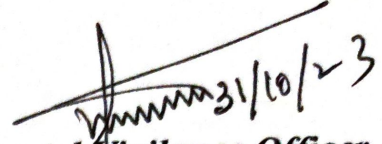
SCHEDULE

In pursuance to Circular No. 32 JK GAD of 2023 dated 27.10.2023, the details of events to be undertaken for observance of vigilance week in the Directorate Office shall be as per the schedule given below:

S.No	Date	Remarks								
1	30 th October 2023 Monday	Pledge ceremony (Already held)								
2	31 st October 2023 Tuesday	All employees of the Directorate shall take e-Pledge on the website- www.cvc.gov.in . Integrity certificates generated may be shared with Administration Section of the Directorate by 04.00 PM without any fail.								
3	01 st November 2023 Wednesday	Group discussion with the Staff in the Conference hall of this Directorate shall be conducted to discuss about the policies/ procedures of the government on preventive measures on corruption. In this regard, all employees of the Directorate shall attend the meeting in the Conference hall at 02:30 PM to 03:30 PM positively.								
4	02 nd November 2023 Thursday	Review of Complaints received in the Department. All the Officers of the Directorate shall review complaints, grievances received by their sections and to take immediate measures for their disposal. Report to this effect may be shared with the undersigned by 04:15 PM as per the format below: <table border="1" style="width: 100%;"><thead><tr><th>S.No</th><th>No. of Complaints/ grievances received</th><th>Number of complaints disposed of</th><th>Number of complaints pending.</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	S.No	No. of Complaints/ grievances received	Number of complaints disposed of	Number of complaints pending.				
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5	3 rd November 2023, Friday	Review of implementation of vigilance week in District Offices/ DICs shall be undertaken by the Directorate.								

6	4 th November, 2023 Saturday	Sensitization Programme with the employees of the Departments housed in Sanat Ghar stand scheduled with ACB officials. Formal meeting notice in this regard stand issued by the Directorate vide No.DI&C/Estt/ C-255 / 3230-35 dated 28.10.2023
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NO 1 DIRE/ESTT/C-255 VIII/3293-3308
Dtl 31-10-2023


31/10/23
Departmental Vigilance Officer,
Dte of Industries and Commerce,
Kashmir

Copy to the:

- a) General Manager DIC _____ (ALL) for information and with the request to kindly share schedule of respective DIC with this Directorate regarding activities proposed to be undertaken for observing vigilance week.
- b) All Officers (Mr./ Mrs _____) in the Directorate for information/ necessary action.
- c) Estate Officer, Direction Office for information/ making necessary arrangements in the Conference hall on the specified dates.
- d) All employees (Mr./ Mrs _____) in the Directorate for information.
- e) P.A to Director, I&C Kashmir for information of the Director.
- f) ~~I/e~~ Website with the directions to upload the photographs/ media clips on the Departmental website.