

CIDCO/CVO/2018/SAP-057

05.10.2018

Sub.: MINUTES OF MEETING
Ref :- Observance of Vigilance Awareness Week-2018 in CIDCO.

A meeting was called on the referred matter under the Chairmanship of ADG & CVO, CIDCO on 05.10.2018 at 02.45 pm to discuss the various activities, events to be conducted during the period announced by the Central Vigilance Commission for observance of Vigilance Awareness Week, 2018 i.e., from 20.10.2018 to 03.11.2018.. For the above meeting following CIDCO Officers & officials were present.

1. Dr. B. S. Baviskar, Chief Health Officer,
2. Shri. Santosh Palshikar, Personnel Officer-I representative of Manager (Personnel),
3. Social Service Officer,
4. Asst. Public Relation Officer,
5. Administrator (Security),
6. Vigilance team,
7. Development Officer (Library),
8. Office Assistant (Housekeeping).

During the above meeting the following issues/activities/events were discussed in length and it was decided to fix the role and responsibility of the following CIDCO officers and officials in the following manner :

Sr. No.	Events	Concerned officers/officials	Role & Responsibility
1.	Integrity pledge (verbally) & Integrity pledge (online) taking ceremony as per guidelines of CVC	OSD to CVO	1. Make arrangement of mic, sound system, etc.
2.	INTER COLLEGE / SCHOOL COMPETITION FOR ESSAY WRITING on the given topic with words maximum limit 2000 & 3500 for school & college students respectively either in Marathi or English language:- “भ्रष्टाचार मिटवा - नवीन भारताची निर्मिती करा” “Eradicate Corruption- Build a New India ” (one thought) 1 st Prize :- Rs. 5000/- 2 nd Prize :-Rs. 3000/- (Competition during period	SSO & team	1. Collect the running Essay winner trophy from the Schools/Colleges of winner and runner up of last year. 2. Co-ordinate with the various Schools/Colleges in Navi Mumbai with the event given to conduct & ask them to submit best 2 essays on given topic to CSSO office during period from 12.10.2018 to 22.10.2018. 3. Essays received from schools /colleges send to Evaluation Committee for evaluation on or

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	<i>from 12.10.2018 to 22.10.2018)</i>		before 23.10.2018 and get result on or before 26.10.2018. 4. Result obtained from Evaluation Committee submit to OSD to CVO on or before 29.10.2018 confidentially.
	Committee for evaluation of Essays received from various schools (FOR INTER COLLEGES/ SCHOOLS)	Committee consisting of following officials : MTS-III, Consultant (DE), I/c. Sr. Planner (North), T.E.(HQ & SP), CAO	1. The Committee shall evaluate the Essays submitted by CSSO office and to finalize the best two essays on or before 26.10.2018 and send to SSO confidentially.
3.	INTER DEPARTMENT COMPETITION FOR ESSAY WRITING on the given topic with words limit of 3500 for staff of CIDCO either in Marathi or English language:- “ भ्रष्टाचार मिटवा - नवीन भारताची निर्मिती करा ” “ Eradicate Corruption- Build a New India ” (one thought) 1 st Prize :- Rs. 5000/- 2 nd Prize :-Rs. 3000/- <i>(Competition during period from 12.10.2018 to 22.10.2018)</i>	SSO & team	1. Co-ordinate with the various HODs of CIDCO with the event given to conduct in their departments & submit best 2 essays on given topic from their departments to CSSO office during period from 12.10.2018 to 22.10.2018. 2. Essays received from various departments send to Evaluation Committee for evaluation on or before 23.10.2018 and get result on or before 26.10.2018. 3. Result obtained from Evaluation Committee submit to OSD to CVO on or before 29.10.2018 confidentially.
	Committee for evaluation of Essays received from various departments (FOR INTER DEPARTMENT)	Committee consisting of following officials : MTS-III, Consultant (DE), I/c. Sr. Planner (North), T.E.(HQ & SP), CAO	1. The Committee shall evaluate the Essays sent by CSSO office and to finalize the best two essays on or before 26.10.2018 and send to SSO confidentially.
4.	INTER DEPARTMENT COMPETITION FOR SLOGAN WRITING on the topic related to stop corruption with 50 maximum words limit	CE(NM)	1. Co-ordinate with the all HODs of CIDCO with the event given to conduct in their departments & submit best 2 slogans on the

	for staff of CIDCO either in Marathi or English language. 1 st Prize :- Rs. 2000/- 2 nd Prize :-Rs. 1000/- (Competition during period from 12.10.2018 to 22.10.2018)		given topic from their departments to CE(NM) office during period from 12.10.2018 to 22.10.2018. 2. Slogans received from various departments send to Evaluation Committee for evaluation on or before 23.10.2018 and get result on or before 26.10.2018. 3. Result obtained from Evaluation Committee & all received entries submit to OSD to CVO on or before 29.10.2018 confidentially.
	Committee for evaluation of Slogans obtained from various departments	Committee consisting of following officials : M(P), M(TS-II), CLSO(Raigad), M(Rehab), VIO-III	1. The Committee shall evaluate the slogans sent by CE(NM) office and finalize the best two slogans and send to CE(NM) office confidentially on or before 26.10.2018.
5.	INTER DEPARTMENT COMPETITION FOR MAKING POSTER/ BANNER/ CARTOON/ PAINTING with social message to stop corruption competition (Handmade). 1 st Prize :- Rs. 5000/- 2 nd Prize :-Rs. 3000/- (Competition during period from 12.10.2018 to 22.10.2018)	CAP ACP(NM)	1. Co-ordinate with the all HODs of CIDCO with the event given to conduct in their departments & submit best 2 Poster/ Banner/ Cartoon/ Painting on the given topic from their departments to CAP office during period from 12.10.2018 to 22.10.2018. 2. Poster/ Banner/ Cartoon/ Painting received from various departments send to Evaluation Committee for evaluation on or before 23.10.2018 and get result on or before 26.10.2018. 3. Result obtained from Evaluation Committee & all received entries submit to OSD to CVO on or before 29.10.2018 confidentially.
	Committee for evaluation of Poster/ Banner/ Cartoon/ Painting received from various departments.	Committee consisting of following officials : CE(SP), Adl CE(Metro), Sr.	1. The Committee shall evaluate the Poster/ Banner/ Cartoon/ Painting sent by CAP office and finalize the

		Statistician, M(Sys), VIO-II	best two Poster/ Banner/ Cartoon/ Painting and send to CAP office confidentially on or before 26.10.2018.
6.	INTER DEPARTMENT SIGNATURE CAMPAIGN with social message in the form of picture or words about CIDCO against corruption. 1 st Prize :- Rs. 3000/- 2 nd Prize :-Rs. 2000/- <i>(Competition during period from 12.10.2018 to 22.10.2018)</i>	CE(NMIA)	<ol style="list-style-type: none"> 1. Call 2 laminated group photographs (Portrait size) of all staff along with their HODs of concern department along with signature plaque (standard size) of social message with signatures of staff from all departments from 12.10.2018 to 22.10.2018. 4. Photographs received from all departments one send to ACP(NAINA) till 29.10.2018 for exhibition purpose and other send to evaluation Committee for evaluation on or before 23.10.2018 and get result on or before 26.10.2018. 2. Result obtained from Evaluation Committee & all received entries submit to OSD to CVO on or before 29.10.2018 confidentially .
	Committee for evaluation of signature plaques received from various departments.	Committee consisting of following officials : MM-I, SE(Elct), VIO-IV, SP(BP), CCUC	1. The Committee shall evaluate the Poster/ Banner/ Cartoon/ Painting sent by CE(NMIA) office and finalize the best two Poster/ Banner/ Cartoon/ Painting and send to CE(NMIA) office confidentially on or before 26.10.2018.
7.	EXHIBITION of entries received in the inter department competitions of (i) SLOGAN WRITING, (ii) MAKING OF POSTER/ BANNER/ CARTOON/ PAINTING & (iii) SIGNATURE CAMPAIGN <i>(Exhibition on 02.11.2018 at 7th floor in front of Auditorium from 11.00 am to 5.30 pm)</i>	ACP(NAINA)	<ol style="list-style-type: none"> 1. Arrangement of Exhibition on 02.11.2018 at 7th floor in front of Auditorium from 11.00 am to 5.30 pm 2. Call all entries of Slogans, poster/ banner/cartoon/ painting & Signature plaque from OSD to CVO till 31.10.2018 for exhibition


			3. Send back all received entries to respective departments to display in their department offices at prominent places for a year.
8.	INTER DEPARTMENT QUIZ CONTEST (on i. Current Affairs, ii. General knowledge & iii. about CIDCO, MRTP Act, CIDCO Service Regulations, RTI Act) <i>(on 01.11.2018 at 7th floor in front of Auditorium from 11.00 am to 01.00 pm)</i>	DO (Lib)	1. Call objective questions on the given subjects with answer confidentially from expert committee on or before 23.10.2018. 2. Sort questions according to each round of quiz contest from available data received from experts and submit to OSD to CVO with answers confidentially in a sealed envelope on or before 26.10.2018.
	Organizing Committee for Quiz contest.	Committee consisting of following officials :- DO (Lib), PRO, CLSO(Thane), MTS-I & DEO	1. Conduct two quiz contests of 3 teams consisting of 3 members each at a time on 01.11.2018 between 11.00 am to 01.00 pm at Auditorium by calling sorted questions in sealed envelope from OSD to CVO.
9.	SPEECH OF VC & MD, CVO & GUEST, CONCLUDING CEREMONY WITH PRIZE DISTRIBUTION on stage at Auditorium, 7 th floor, CIDCO Bhawan <i>on 02.11.2018 between 03.00 pm to 05.30 pm</i>	PRO OSD to CVO, PO-I	To conduct ceremony with prize distribution 1. Arrangement of good speaker for the closing ceremony of Vigilance Awareness Week, 2018 on 02.11.2018 between 3.00 pm to 4.30 pm with theme "भ्रष्टाचार मिटवा - नवीन भारताची निर्मिती करा" "Eradicate Corruption-Build a New India " 2. Purchase of Trophies for events
10.	INTER SCHOOL/ COLLEGE STREET PLAY PERFORMANCE by students of schools /colleges on the various locations in Navi Mumbai. (Minimum 4 team) <i>between 30th Oct. 2018 to 1st Nov. 2018.</i>	OSD to CVO, PO-I & Vigilance team	1. Co-ordinate with ITM & MES school/college of Kharghar & Panvel respectively and Don Bosco, Sr. School at Nerul about this event. 2. Purchase T-shirt, caps & button batches

		VIO-I & Adm. (Security)	<ol style="list-style-type: none"> 1. Make available the best locations in Navi Mumbai for Street play for three days to make this event more successful. 2. Obtain police permission from Navi Mumbai police for Street Play performed by Schools/Colleges in NMMC, PMC and CIDCO (south) area. 3. Provide Security arrangements during street play (30th Oct. 2018 to 1st Nov. 2018)
		M(P)	1. Arrangement of 4 tourist vehicles & 4 departmental vehicles for the students for 3 days (30.10.2018 to 01.11.2018) for street play
		PO-I, VIO-III & OA (Vigilance)	1. Arrangement of snacks (biscuits, real, & fruity), water, lunch, photographer and other required facilities for three days (30.10.2018 to 01.11.2018) for street play.
		CHO	1. Arrangement of 4 nos. of First aid boxes as well as medical support, if required for 4 days during street plays at various location in Navi Mumbai & during street plays performance at Auditorium
		PRO	1. Arrangement of Video Shoot/ Photographer for street play activity at locations & for street play performance at stage (30 th Oct. 2018 to 1 st Nov. 2018)
11.	One day Workshop/ training for employees on the theme given by the Central Vigilance Commission or as decided by CIDCO on 29.10.2018 from	CS	1.Co-ordinate with the reputed Management Academy / Institution to fix the schedule for the above training and suggest name of Trainer.

	10.30 am to 1.00 pm at Conference hall, 2 nd floor, CIDCO Bhawan.	OSD to CVO	1. Intimation to the employees of CIDCO, and other required support for this training.
		PRO	1. Arrangement of Video Shoot/ Photographer for this workshop on 29.10.2018.
12.	Display of banners, posters, pamphlets, handouts on Preventive Vigilance Activities as per the norms methodology followed by State Anti-Corruption (during 29.10.2018 to 03.11.2018)	ADO (DE) & Const. (DE)	1. Print banners, flex, Standee's and arrangement of all other require material for the event after taking approval of CVO with the help of PRO.
		VIO-I, Adm(Security)	1. Display of banners, posters, pamphlets, handouts on Preventive Vigilance Activities on or before 26.10.2018 in Nodal Offices, major Railway Stations in Navi Mumbai/ major Chowks with daily huge crowd gathering/ assembling in Navi Mumbai/ in various Schools & Colleges
		CFO	1. Display of banners, posters, pamphlets, handouts on Preventive Vigilance Activities on or before 26.10.2018 at all Fire Stations
		PRO	1. Take approval of CVO on the Soft copy of pamphlets, handouts, TV slides, etc before finalizing for publication & then print it.
13.	Large & wide publicity for Vigilance Awareness week-2018 and Web Link to create awareness among the peoples / Society. (during 29.10.2018 to 03.11.2018)	PRO	1. Make arrangement of Large & wide publicity for Vigilance Web Link to create awareness among the people / Society. 2. Printing of pamphlets and handouts. 3. Display of TV slides on Vigilance Awareness Week in CIDCO Bhavan.

14.	Temporary installation of <i>Dakshta Booths (Vigilance Camps /Stalls)</i> along with <i>Dakshta Doots (Volunteers)</i> and display of banners/posters and distribute pamphlets/ handouts to visitors at CIDCO Bhawan, Raigad Bhawan, Fire Stations, Nodal/ site offices in Navi Mumbai, New Town offices to create awareness about Vigilance awareness Week between them and to collect their complaints/ grievances, if any <i>during 29.10.2018 to 02.11.2018.</i>	ADO(DE)	1. Arrangement of this event at CIDCO Bhawan,
		MM-II	2. Arrangement of this event at Raigad Bhawan,
		CFO	3. Arrangement of this event at Fire Stations,
		Concern SE	4. Arrangement of this event at Nodal/ site offices in Navi Mumbai,
		CA(NT)	5. Arrangement of this event at New Town offices,
15.	Participation of non - govt. organization, corporate in private sector, medical institutions, service organizations in the local areas by distributing banners, posters, pamphlets, handouts on Anti-Corruption and wide publicity. <i>(during 29.10.2018 to 03.11.2018)</i>	CFO, VIO-I & ADM (SC).	1. Distribute banners, posters, pamphlets, handouts on Anti-Corruption and wide publicity.

The Draft minutes is hereby submitted for approval of ADG & CVO. Please may be approved with or without modification. After the due approval the same will be circulated to the CIDCO officers & officials for immediate necessary action as assigned to them to enable CIDCO to make this event with grand success.


CVO


OSD to CVO