

RITES LTD, Vigilance Cell
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NO. RITES/CO/VIG/VAW/2016

Dt. 03.11.2016

Sub: - Mass E-pledge to be administered by all SBU's during Vigilance Awareness Week-2016.

Ref.-CVC letter no.016/VGL/030 dt. 28.10.2016

CVC vide referred letter has requested that efforts be made to reach out to citizens and organizations including students, government servants, their families, general public and to encourage them to take the "Integrity Pledge". Therefore a link on home page of RITES website and also under Vigilance Corner on RITES website has been created to take e-pledge. It is therefore requested that SBU head may please advise all employees under their control and all their Vendors/Contractors to take the E-pledge accordingly.

For employees posted in remote areas where there is lack internet facility, a provision of "mass pledge" has also been made. For this purpose SBU head's are required to download the excel file uploaded under Vigilance corner on RITES website. Details of such employees be filled in excel file and to be sent to Vigilance Cell at vigilance@rites.com.


3/11/2016
(Rakesh Kapoor)

GGM/Vigilance

Distribution:-

All SBU heads

Copy to: CMD, CVO, DP, DT, DF.

**MASS INTEGRITY PLEDGE BY CITIZENS
GRAM SABHAS AND ACTIVITIES IN COLLEGES / SCHOOLS etc.**

**STANDARD OPERATING PROCEDURE (SOP) FOR FILLING AND PREPARING
DATA SHEET**

For Chief Vigilance Officers of Banks/Organisations

- a. CVOs to send the **master excel sheet** received by them in e-mail to all their field offices/units etc. wherever mass pledge is to be undertaken through their representatives.
- b. CVOs to advise representatives to follow instructions listed below at 1-5.
- c. CVOs on receipt of filled up excel sheets from the individual field units/offices, **are to save** the excel sheets **as CSV** (Comma Separated Values) formats only so as to enable uploading the generated CSV file on the given URL <https://pledge.cvc.nic.in/?type=mass-pledge> after logging in with your mobile numbers and One Time Password (OTP) to be sent to your mobile.
- d. CVOs are advised to upload CSV files separately (in multiple times) received from their field offices.
- e. Only those CVOs whose mobile number is available with the Commission would be able to upload the mass pledge. In case any CVO's mobile number has changed, it may kindly be informed immediately to the Commission, **by return mail.**

For Representatives at field level where mass pledges are being taken

1. The Excel sheet contains macros, so while opening the attached excel sheet make sure to enable macros i.e., Enable editing and then Enable content. The Excel sheet would work in Excel 2003 onwards.
2. All the fields of a particular record/row are to be filled mandatorily and no field should be left blank other than email id and mobile number (which are optional) of the pledge taker.
3. Please carefully check before saving that there are no blank cells/non-filled entries for a particular record/row. All rows with non-filled entries would be deleted/not considered while saving the data in CSV file.
4. It is strictly advised not to tamper the CSV file.
5. One excel sheet can be used for 500 entries only. A separate sheet needs to be used for entries exceeding 500.
6. Filled up excel sheets to be e-mailed to the CVOs/CVO's office.