



## राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

वस्त्र मंत्रालय, भारत सरकार

सिडको औद्योगिक परिसर, ओमपोरा, बडगाम -191111, जम्मू कश्मीर

**National Institute of Fashion Technology**

Ministry of Textiles, Govt. of India

SIDCO Industrial Complex, Ompora, Budgam-191111, J & K

File: 16359/NIFT/Sgr/Admin/Vigilance/Correspondence/2024/3595

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### **Circular**

**Subject:** Guidelines on Transparency and Vigilance Compliance –reg.

The following points are issued to ensure adherence to transparency, accountability, and vigilance procedures at the workplace:

**1. Transparency at Workplace:**

All staff members, faculty, and officials must maintain transparency in all transactions, operations, and communications. Clear documentation and timely actions in accordance with NIFT and Vigilance procedures are mandatory.

**2. Complaint against Bribery:**

Any staff member experiencing or witnessing demands for bribes, gifts, or unethical transactions is encouraged to report the matter immediately to the Vigilance Division. Confidentiality of the complainant will be maintained.

**3. Complaints Against Agencies (Housekeeping, Security, and Outsourcing):**

- If any outsourced staff (housekeeping, security, etc.) or other personnel face non-payment of salaries, EPF contributions, or ESIC benefits, complaints must be directed to the Vigilance Division.
- Any agency or individual demanding money for these services must be reported promptly.

**4. Timely Clearing of Files and Communication:**

All staff, faculty, and officials must ensure that:

- DDFS files are cleared within the stipulated time period.
- CMS and emails are responded to promptly as per the prescribed NIFT and Vigilance guidelines.

This issues with the approval of the Competent Authority.



Sd/-  
**Deputy Vigilance Officer**  
**NIFT Srinagar**

Copy to (By mail):-

1. Director NIFT Srinagar, for favour of kind information.
2. All Staff/Faculties/Departments, NIFT Srinagar for compliance
3. Webmaster, NIFT Srinagar for upload in NIFT Srinagar website
4. Office File.