

भारत सरकार / Government Of India
केंद्रीय प्रत्यक्ष कर बोर्ड / Central Board Of Direct Taxes
प्रशिक्षण निदेशालय / Directorate Of Training
डी ब्लॉक, एसपीएम सिविक सेंटर, नई दिल्ली-110002
/ D Block SPM Civic Centre, New Delhi-110002

e-File No.: T-11/266/2026-NADT/429

Date: 01st September, 2026

To

All Pr. Chief Commissioners of Income Tax (CCA)
All Pr. DGITs/DGITs of all Directorates

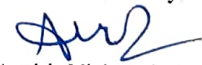
Subject: Completion of courses on iGOT Portal during the three-month Preventive Vigilance Campaign – reg.

Sir/Madam,

Kindly refer to the Central Vigilance Commission's Circular No. 04/08/2026 dated 03.08.2026 and letter of Additional DGIT (Vigilance) dated 14.08.2026 regarding observance of Vigilance Awareness Week, 2026 and observance of three-month Preventive Vigilance Campaign from **17th August 2026 to 16th November 2026**.

2. One of the key focus areas of this Campaign is **Capacity Building Programmes** for field formations. In this regard, an indicative list of courses covering various preventive vigilance-related subjects has been prepared and is enclosed as **Annexure-I**. The courses cover subjects such as Preventive Vigilance, Government e-Marketplace (GeM), Conduct Rules, Procurement of Goods and Services, CCS (CCA) Rules, Vigilance Clearances, Chargesheets under CCS (CCA) Rules, Information Security, Cyber Crimes, Data Security, etc.
3. In order to strengthen the capacity building and awareness of officers/officials on preventive vigilance matters, it is requested that **all officers/officials working under your jurisdiction may be directed to complete at least two courses from the courses listed in Annexure-I on the iGOT Karmayogi Portal during the Campaign period.**
4. You may kindly ensure wide dissemination of this initiative amongst all officers/officials under your administrative jurisdiction and encourage them to complete the requisite courses within the stipulated Campaign period.
5. The progress regarding completion of the courses may be monitored by Directorate of Training on Karmayogi Shiksha Path portal (KSP portal). Therefore, the onboarding of all officers/officials under your jurisdiction may be ensured on KSP portal.
6. This issues with the approval of the competent authority.

Yours Sincerely,



(Archit Vishvesha)

Deputy Director of Income Tax
Directorate of Training

Encl.: Annexure-I – Indicative list of courses for completion on iGOT Portal



Deputy Director of Income Tax
Directorate of Training

Annexure-I

S.No.	Name of Course	Content Provider
1	Preventive Vigilance	By Institute of Secretariat Training and Management
2	Sanction for Prosecution	
3	Consultation with UPSC in disciplinary cases	
4	Government e-Marketplace	
5	Conduct Rules	
6	Procurement of Goods and Services	
7	Conduct of Inquiry in Disciplinary matters	
8	CCS(CCA) Rules part-I- CCS CCA Rules- An Overview and Suspension	
9	CCS and CCA Rules Part-II	
10	Vigilance Clearances	
11	Chargesheet under CCS(CCA) Rules 1965	
12	Information Security- Cyber Crimes, Data Security, Data Mining	By National Academy of Direct Taxes



सत्यमेव जयते

आयकर महानिदेशालय (सतर्कता)

Directorate General of Income Tax (Vigilance)

द्वितीय तल, जवाहरलाल नेहरू स्टेडियम, नई दिल्ली- 110003

Second Floor, Jawaharlal Nehru Stadium, New Delhi- 110003

F. No. DGIT(Vig.)/HQ-5/Misc./3/2025-26/2807

Dated: /4.08.2026

To,

The Pr.DGIT, Training
Directorate of Training
D-Block, Civic Centre,
New Delhi-02

Madam,

Sub: Capacity Building Programs for all the field formations-reg.

Ref: Central Vigilance Commission's Circular No. 04/08/2026 dated 03.08.2026.

Kindly refer to the subject cited above.

2. Kindly find enclosed herewith CVCs Circular No. 04/08/26 dated 03.08.2026 on the subject cited above. This year the theme of observing Vigilance Awareness Week is "Probity for Prosperity". The Hon'ble CVC has advised that all organizations undertake a **three-month Preventive Vigilance Campaign from 17th August 2026 to 16th November 2026** with focus on five areas. Out of five areas, one pertains to Capacity Building Programs with focus on Capacity Building of field formations and MCTP/Induction Programs.

3. **Capacity Building Programs:** The Hon'ble CVC has suggested initiatives to be adopted by the Department with respect to capacity building programs for field formations. The CVC has suggested the employers may encourage employees to complete courses on following topics, **online as well as in offline mode**, during the campaign period:

- (i) IT & Cyber Security and Cyber Hygiene
- (ii) Public Procurement
- (iii) GeM- New Features and Functionalities
- (iv) Conduct Rules and Conflict of Interest

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3.1 In view of the above, an indicative list of courses has been prepared covering all the topics suggested by the Hon'ble CVC which is attached with this letter as Annexure-A. Hence, it is proposed that all the officers/officials may be encouraged to complete at least two courses mentioned in the Annexure-A during the **three-month Preventive Vigilance Campaign from 17th August 2026 to 16th November 2026**.

3.2 Further, it is recommended that with respect to courses on the topic of "IT & Cyber Security and Cyber Hygiene", requisite suggestions/inputs may also be sought from the DGIT(Systems) for Capacity Building of the field formations.

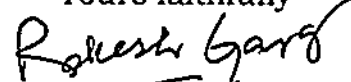
4. **MCTP and Induction Programs:** Further, the Commission recognizes the need for institutionalization of preventive vigilance component in training programmes such as Induction and Mid-career training programmes. The Commission also advised that the organizations are encouraged to review their existing Induction and Mid-Career Training Programmes (MCTP) and ensure formulation and inclusion of preventive vigilance modules in induction and Mid-Career Training Programmes for their employees. The indicative preventive vigilance modules for the same are hosted on the CVC website (<https://www.cvc.gov.in/trainingmaterial>).

4.1 In view of the above, it is suggested that the Preventive Vigilance Courses may be included in the Induction and Mid-career training programs in collaboration with the DTRTI and NADT. An indicative list of topics as recommended by the Hon'ble CVC is attached as **Annexure-B**.

5. This issues with the prior approval of the DGIT(Vig.)/CVO, CBDT.

Encl.: As above.

Yours faithfully



(Rakesh Garg)

Addition Director General (Vigilance)(HQ)-5

New Delhi

Annexure-A

Sl. No.	Name of Course	Content Provider
1	Preventive Vigilance	By Institute of Secretariat Training and Management
2	Sanction for Prosecution	
3	Consultation with UPSC in disciplinary cases	
4	Government E Marketplace	
5	Conduct Rules	
6	Procurement of Goods and Services	
7	Conduct of Inquiry in Disciplinary Matters	
8	CCS (CCA) Rules part I- CCS CCA Rules - An Overview and Suspension	
9	CCS and CCA Rules Part – II	
10	Vigilance Clearances	
11	Chargesheet under CCS(CCA) Rules 1965	
12	Information Security - Cyber Crimes, Data Security, Data Mining	By National Academy of Direct Taxes NADT



PROPOSED TOPICS FOR PREVENTIVE VIGILANCE MODULE DURING INDUCTION/ MID CAREER TRAINING

INDICATIVE LIST OF TOPICS

- **Preventive Vigilance "A Conceptual Framework":**
 - ✦ *Overview of Vigilance functions including evolution.*
 - ✦ *Punitive, Participative & Preventive Vigilance*
 - ✦ *Importance of Preventive Vigilance*
 - ✦ *Examples of best practices on Preventive Vigilance.*
- **Lecture on Procurement principles including General Financial Rules, e-procurement and Government e-Marketplace – Need for efficiency and transparency -with some examples**
- **Lecture on Audit – an overview, objective, types of audits etc. (if possible, with case study/example)**
- **Lecture on relevant DoP&T's Guidelines for preventive vigilance namely vigilance clearance, AIPR, rotational transfer etc, Reserve Bank of India Guidelines (for Banks only)/Department of Public Enterprises Guidelines (for CPSEs only)**
- **Lecture on Whistle Blower Mechanism**
 - ✦ Internal mechanism in every organization
 - ✦ Protection of Whistle Blower
 - ✦ Feedback on action taken
 - ✦ Use of technology
- **Lecture on Ethics**
 - ✦ Evolution over ages
 - ✦ Ethical Dilemma – case studies
 - ✦ Conflict of interest



PROPOSED TOPICS FOR PREVENTIVE VIGILANCE MODULE DURING INDUCTION/ MID CAREER TRAINING

➤ Lecture on Conduct Rules

- # Overview
- # Constitutional Basis
- # Major provisions – Central Civil Services Classification, Control and Appeal Rules (All India Service Rules/ Railway rules/any other relevant rules)

➤ Lecture on Complaint Handling System

➤ Lecture on E-Governance & Technology as an Enabler

- # Process Re-Engineering
- # Reducing Discretion
- # Leveraging technology
- # Cyber crime
- # Innovation

➤ In addition to the above, some group activities on any of the topics may be conducted. The modalities given below may be followed:

The organizer may divide the participants into groups and assign specific topics from above indicative list or any other topic specific to the organization for the groups to discuss on:

- (a) The Group may identify the bottlenecks in the vertical which make it vulnerable to corruption or lack of transparency and efficiency in implementation of schemes etc.
 - (b) Group may suggest preventive measures to plug the bottlenecks with timelines.
 - (c) Prepare a small power point presentation
- Groups to make a presentation about their topic before an Expert Panel.
 - Expert Panel to discuss the topic and also provide their general and specific comment on each group presentation and way forward

The above is only an indicative module. Organizations may modify to make it relevant as per their organizational requirements.



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-10023

सं./No..... 026/VGI/030

दिनांक / Dated.....03.08.2026....

Circular No.04/08/26

Sub: Observance of Vigilance Awareness Week, 2026

The Central Vigilance Commission observes the 'Vigilance Awareness Week' every year with the aim of fostering awareness and promote integrity and transparency in public administration through awareness programmes and preventive vigilance initiatives. The Vigilance Awareness Week is observed every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Vigilance Awareness Week 2026 would be observed from 26th October 2026 to 1st November 2026, on the following theme:

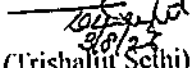
“सत्यनिष्ठा से समृद्धि”
“Probity for Prosperity”

2. In this regard, the Commission advises that all organizations undertake a three month preventive vigilance campaign from 17th August 2026 to 16th November 2026 with focus on the following five areas:

- (i) Disposal of pending complaints
- (ii) Disposal of pending cases
- (iii) Capacity building programs
- (iv) Digital initiatives
- (v) Contract management

3. All Ministries / Departments / Organizations may ensure active participation by all concerned so that noteworthy results during the campaign period can be achieved.

4. Action taken report in respect of the five preventive vigilance initiatives to be taken during this campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30th November 2026 through the designated portal <https://qpr.cvc.gov.in/> only.


(Trishanjit Sethi)
Secretary

Encl: As stated

To,

- i) The Cabinet Secretary of India
- ii) The Secretaries of all Ministries/ Departments of Government of India
- iii) The Chief Secretaries of all Union Territories
- iv) Director, CBI
- v) Director, Directorate of Enforcement
- vi) Chief Executives of all CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.
- vii) All Chief Vigilance Officers in Ministries/ Departments/ CPSEs/ Public Sector Banks/ Public Sector Insurance Companies/ Financial Institutions/ Autonomous Organizations/ Societies.

ANNEXURE A

Preventive Vigilance activities to be undertaken during the campaign period (17th August to 16th November 2026) related to Vigilance Awareness Week 2026

1. DISPOSAL OF PENDING COMPLAINTS

(a) Initiative

It is necessary to ensure that complaints are not kept pending and are brought to a logical conclusion within the prescribed timelines. All organizations may ensure that complaints received on or before 30.06.2026 are disposed of during the campaign period.

(b) Reporting format

Name of the Organization:

Table 1

Sl. No.	Particulars	Number
1.	Complaints received on or before 30.06.2026 and pending as on 17.08.2026	
2.	Complaints received on or before 30.06.2026 and disposed during the campaign period	
3.	Complaints received on or before 30.06.2026 and pending as on 16.11.2026	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

2. DISPOSAL OF PENDING CASES

a) Initiative

The Commission has prescribed model timelines for implementation of First Stage Advice (FSA)/ Second Stage Advice (SSA).

In this regard, all organizations may ensure timely implementation of pending FSA and SSA.

b) Reporting format

Name of the Organization:

Table 2

Sl No	Particulars	Pending as on 17.08.2026 (Nos.)		Cases falling due during the campaign period (Nos.)		Implemented during the campaign period * (Nos.)		Pending as on 16.11.2026 (Nos.)	
		CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC	CVC	Non-CVC
1	FSA								
2	SSA								

[*including such cases which are due to be implemented as per the prescribed timelines, during the campaign period]

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

3. CAPACITY BUILDING PROGRAMS

(a) Initiative

A well-trained employee is an asset for any organization. Therefore, a robust training system for employees is important for organizations to succeed in their goals. As such, organizations may encourage employees to complete courses on following topics, online as well as in offline mode, during the campaign period:

- (i) IT & Cyber Security and Cyber Hygiene
- (ii) Public Procurement
- (iii) GeM- New Features and Functionalities
- (iv) Conduct Rules and Conflict of Interest

Further, Commission recognizes the need for institutionalization of preventive vigilance component in training programmes such as Induction and Mid-career training programmes. The indicative preventive vigilance modules for the same are hosted on the CVC website (<https://www.cvc.gov.in/trainingmaterial>). Organizations are encouraged to review their existing Induction and Mid-Career training programmes and ensure formulation and inclusion of preventive vigilance modules in Induction and Mid-Career Training Programmes for their employees.

For Vigilance Functionaries

Commission has issued Master Circulars on 11 topics and also brought out Vigilance Manual 2026 on 27.07.2026. Organizations shall ensure that appropriate familiarization programs are conducted for the vigilance functionaries in respect of the said Master Circulars and Vigilance Manual.

For Banks and Financial Institutions

Advisory Board for Banking and Financial Frauds (ABBFF) has prepared a report on “Modus Operandi and Root Cause Analysis of Frauds” (inclusive of 20 case studies). A copy of the report is available on Commission’s website (<https://www.cvc.gov.in/trainingmaterial>). ABBFF has observed that lack of proper training in credit appraisal and credit monitoring is one of the reasons for occurrence of frauds. Public Sector Banks and Financial Institutions may hold training programmes for emphasizing these aspects through these case studies.

(b) Reporting format

Name of the Organization:

Table 3

SI No	Particulars of Training Program	Total no of officers/ officials trained	No of officers/ officials trained on iGOT out of Col [3]
[1]	[2]	[3]	[4]
1	IT & Cyber Security and Cyber Hygiene		
2	Public Procurement		
3	GeM- New Features and Functionalities		
4	Conduct Rules and Conflict of Interest		

Table 4

SI No	Name of the specific course on iGOT w.r.t Table 3 above	No of employees who have completed the course during the campaign period

Table 5

SI No	Particulars	Details
1	Whether organization has institutionalized Induction Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Induction Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 6

Sl no	Particulars	Details
1	Whether organization has institutionalized Mid-Career Training Programme for employees with preventive vigilance module at the commencement of the campaign period	Yes/ No
2	Whether organization has formulated Mid-Career Training Programme for employees with preventive vigilance module during the campaign period	Yes/ No If No, reasons thereof

Table 7

Sl No	Particulars of Capacity Building program for vigilance functionaries	Total no of vigilance functionaries in the organization	No of vigilance functionaries who have attended the familiarization program
1	Master Circulars and Vigilance Manual 2026		

Table 8

Sl No	Particulars of Training Program	Total no of officials trained in the organization
1	Modus -operandi and root cause analysis of Frauds (including the 20 case studies)	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

4. DIGITAL INITIATIVES

(a) Initiative

Onboarding of Organizations on Probity Portal

A dedicated online portal (<https://probity.dept.gov.in>) was made for obtaining the data from all the Ministries/Departments/Autonomous Organizations etc in respect of certain areas including number of major and minor penalty disciplinary proceedings. It is desired that all Central Public Sector Enterprises (CPSEs) should be onboarded on the portal and requisite details of departmental inquiry proceedings should be uploaded and updated on the same.

Optimal Use of the existing IT/ Digital Facilities

Organizations are using technology for creating IT/ digital facilities and platforms for various internal processes of the organizations like e-HRMS or similar platforms. It is essential that these facilities/ platforms are utilized optimally. Organizations may review the extent of the utilization of the existing digital infrastructure and endeavor to bring additional services/ processes/ activities in digital mode. Some examples are digitization of service records, processing of claims, increased use of e-HRMS or similar platforms by organizations.

Digitization and Management of Inventory

A number of organizations possess a large number of movable assets/ inventories. During the campaign period, organizations may review whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized and endeavor to digitize the same.

(b) Reporting format

Name of the Organization:

Table 9

Sl No	Particulars	Details
1	Whether organization has been onboarded on the Probity Portal during the campaign period	Yes/No If No, reasons thereof
2	Whether all details of the pending disciplinary inquiry cases have been uploaded on the portal	Yes/ No If No reasons thereof

Table 10

Sl No	Particulars	Details
1	Additional services/ processes made digital using: (a) e-HRMS 2.0 (b) Any other similar platform specific to the organization (name may be given)	A. Existing services at the commencement of the campaign period 1. 2. 3. B. Additional Services digitized during the campaign period 1. 2. 3.

*Brief Note on each of the additional services digitized in not more than 100 words each may be provided.

Table 11

Sl No	Particulars	Details
1	Whether inventory of assets (plant and machinery, office equipments, vehicles, sundry items etc) is digitized	Yes/ No If No, reasons thereof

*Brief Note on major initiatives taken in this area during the campaign period may be provided in not more than 200 words

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

5. CONTRACT MANAGEMENT

(a) Initiative

A contract shall stand closed upon (i) successful performance of all obligations by both parties including completion of warranty / defect liability obligations and final payment; or (ii) termination of contract and settlements after that, if any.

At the time of closure of contract, it should be ensured that materials' reconciliation, payment reconciliation and / or reconciliation with user department, as per terms & conditions of contract should be done across departments of the organization involved in execution of that contract.

(b) Reporting Format

Name of the Organization:

Table 12

Sl No	Particulars	Information
1	Number of contracts due for closure but not yet closed at the commencement of the campaign period	
2	Number of such contracts closed during campaign period as per extant provisions (out of 1 above)	
3	Number of such contracts due for closure but not closed at the end of the campaign period	

NAME OF THE CVO

SIGNATURE & SEAL OF CVO