



सत्यमेव जयते

Directorate General of Income Tax (Vigilance)  
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F.No. DGIT (V)/HQ-5/Conference/2024-25/2892

Dated: 30.08.2024

To,

All Pr. Chief Commissioners of Income Tax/ Pr. Director General of Income Tax,  
All Chief Commissioners of Income Tax/ Director General of Income Tax  
The Additional Director General (Vig.), NZ, SZ, EZ, WZ

Madam/Sir,

**Sub: Observance of Vigilance Awareness Campaign-2024-reg.**  
**Ref: CVC Circular No. 08/08/24 dated 01.08.2024 (copy enclosed).**

Kindly refer to the above-mentioned subject.

2. Vide above referred Circular No. 08/08/24, the Commission has directed to observe three (03) months Vigilance Awareness Campaign from 16<sup>th</sup> August 2024 to 15<sup>th</sup> November 2024 on Preventive Vigilance with focus on following five (05) activity areas:

- a. Capacity Building programs
- b. Identification and implementation of Systematic Improvement measures
- c. Up-dation of Circulars/ Guidelines/ Manuals
- d. Disposal of complaints received before 30.06.2024
- e. Dynamic Digital Presence

3. In this regard, a meeting of all CVOs was held by CVC on 27.08.2024, which was attended by the CVO, CBDT also. During this meeting, certain actions/steps to be taken on the above-mentioned five activity areas have been decided to be observed by Income Tax Department during the three months campaign period. A copy of the desired activities to be undertaken by all the stakeholders including, Pr. DGIT (Trg.), DGIT (Systems), all PCCsIT, DGsIT, Zonal ADGs and NADT-RCs is enclosed herewith, with request to kindly observe the three months Vigilance Awareness Campaign with active participation by organising the activities relevant to your respective charges.

4. I am directed to request you to kindly send the Action Taken Report in this regard, at the end of the three months campaign period in the format provided as per Annexure-A attached with the CVC circular dated 01.08.2024.

5. I am further directed to request you to kindly share compilation of photos, one minute video clips and newspaper cutting of the relevant activities undertaken by your charge at the end of the campaign period with this Directorate, so that the same may be shared with CVC. Any other relevant activity (s) in addition to the aforesaid, is welcome.

6. This issues with the approval of Director General of Income Tax (Vig.), Delhi.

Yours faithfully,

**Encl: (i) CVC Circular No. 08/08/24  
(ii) Action Plan**

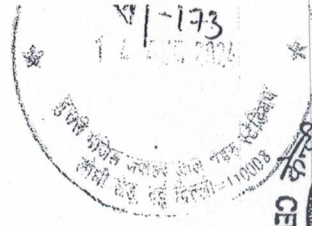
(Dr. Priyanka Singh)  
DDIT(Vig.)(Hq. & Coord.)  
O/o the DGIT(Vig.), New Delhi

Copy to:

- I. Web Manager, [irsofficersonline.gov.in](http://irsofficersonline.gov.in) with request to publish the above observance on website.
- II. ADG (Vig.), Hq-1, 2 & 3, New Delhi.

DDIT(Vig.)(Hq. & Coord.)  
O/o the DGIT(Vig.), New Delhi

अ. आ. नं. 11/13  
प्र. अ. आ. सहा. (स.) (मु-5)



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केंद्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
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सं./No.....024/VGL/081/36363

दिनांक / Dated.....01.08.2024.....

*Handwritten signature and date: 19/08/24*

Circular No. 08/08/24

Sub: Observance of Vigilance Awareness Week, 2024

The Central Vigilance Commission adopts several strategies for effective implementation of its mandate to fight corruption. Observance of 'Vigilance Awareness Week' remains one of the primary tools of preventive vigilance with the focus on building awareness and re-affirming the commitment of everyone to uphold integrity in public governance. The Central Vigilance Commission observes Vigilance Awareness Week every year in the week in which the birthday of Sardar Vallabhbhai Patel falls. This year, the Commission has decided that Vigilance Awareness Week 2024 would be observed from 28th October 2024 to 3rd November 2024 on the following theme:

“सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि”

“Culture of Integrity for Nation's Prosperity”

2. As a prelude to Vigilance Awareness Week 2024, the Commission has desired that all organizations may undertake a three-month campaign from 16th August 2024 (Friday) to 15th November 2024 (Friday) on Preventive Vigilance with focus on following areas:

- Capacity Building programs
- Identification and implementation of Systemic Improvement measures
- Up-dation of Circulars / Guidelines / Manuals
- Disposal of complaints received before 30.06.24
- Dynamic Digital Presence

3. All Ministries / Departments / Organizations may ensure active participation by all concerned to bring about noteworthy results during the Campaign. Action taken report regarding the five Preventive Vigilance measures that are to be taken up as focus areas during this three-month campaign period should be sent by all CVOs to the Central Vigilance Commission as per the format enclosed at Annexure 'A' by 30<sup>th</sup> November 2024.

4. This information is also available on the Commission's website at <https://www.cvc.gov.in>.

  
(P Daniel)  
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 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

Description of Preventive Vigilance activities to be undertaken during the campaign period (16th August to 15th November 2024) as a precursor to Vigilance Awareness Week 2024

1. CAPACITY BUILDING PROGRAMS

(a) Initiative

A robust training system for employees is important for any organization to succeed in its objective and functioning. The Commission intends to focus on capacity building of employees who have been newly recruited in the last few years on key aspects of Preventive Vigilance. All Ministries / Departments / Organizations may conduct structured training programme for fresh inductees. Refresher training programme may also be conducted for those who have completed ten or more years of service. A list of topics to be included under these training is as below:

- i) Ethics and governance
- ii) Conduct Rules
- iii) Systems and Procedures of the organization
- iv) Cyber hygiene and Security
- v) Procurement

(b) Reporting format

Name of the Organization:

No. of officials who have received training during the campaign period on the above topics may be provided in the following format:

| CAPACITY BUILDING PROGRAMS |                                      |                          |                   |
|----------------------------|--------------------------------------|--------------------------|-------------------|
| Period                     | Training name                        | No. of Employees Trained | Brief Description |
|                            | Fresh Inductees/<br>Refresher Course |                          |                   |
|                            |                                      |                          |                   |

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

IDENTIFICATION AND IMPLEMENTATION OF SYSTEMIC IMPROVEMENT MEASURES

(a) Initiative

Preventive Vigilance initiatives are key in taking a proactive approach against the menace of corruption. Towards this goal, the following action plan may be taken up:

- i. All Ministries / Departments may analyze the vigilance cases of the last 05 years to identify the common areas where corruption occurs and initiate / implement systemic improvements to tackle the same,
- ii. The Commission has already advised systemic improvement measures in various cases. The organizations may carry out a special drive to implement these measures.

(b) Reporting format

Name of the Organization:

i) Number of vigilance cases of the past 05 years taken up for analysis. Key areas vulnerable to corruption detected based on analysis and Systemic improvements identified and implemented /under implementation. Brief details may be given.

ii) Brief details of Systemic Improvements suggested by the Commission (pending as on 16th August 2024) and implemented during the campaign period in the following format:

| Period   | System Improvements implemented during the campaign period | System Improvements suggested during last 5 years but pending for implementation |
|--|--|--|
| 16 <sup>th</sup> August to 15 <sup>th</sup> November, 2024 |  |  |

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**3. UPDATION OF CIRCULARS / GUIDELINES / MANUALS:**

**(a) Initiative**

In continuation to earlier instructions, all organizations should work towards identifying circulars / guidelines / manuals which are required to be updated and take necessary steps to ensure up-dation of the same and posting of same on respective websites.

**(b) Reporting format**

**Name of the Organization:**

- i. Whether guidelines / circulars and manual were updated during the campaign period?
- ii. Brief details may be given.

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**

**4. DISPOSAL OF COMPLAINTS RECEIVED BEFORE 30.06.24**

**(a) Initiative**

It is necessary to ensure that complaints are not kept pending and that they reach the logical conclusion within the prescribed time. All organizations may ensure that all complaints received on or before 30.06.24 may be disposed of.

**(b) Reporting format**

**Name of the Organization:**

| SL. No. | Particulars   | Number | Remarks, if any |
|---------|---|--------|-----------------|
| 1.      | Complaints received on or before 30.06.24 pending as on 16.08.2024        |        |                 |
| 2.      | Complaints received on or before 30.06.24 disposed during campaign period |        |                 |
| 3.      | Complaints received on or before 30.06.24 pending as on 15.11. 2024       |        |                 |

**NAME OF THE CVO**

**SIGNATURE & SEAL OF CVO**



## 5. DYNAMIC DIGITAL PRESENCE

### (a) Initiative

Citizens / stakeholders visit the website seeking details / information and therefore all organizations should be prompt in regular up-dation of their website for greater transparency and better service delivery. The organizations should follow extant Government guidelines on development and maintenance of websites (like GIGW 3.0 / RBI's Master Circular on Customer Service in Banks / Security audit). In this regard, the following action plan is to be taken up during the campaign period:

- i) During the campaign period, all organizations must make efforts to ensure that their websites are updated and contain all proper and relevant information.
- ii) During the campaign period, all organizations to identify such areas / activities which can be brought on their existing website and necessary action taken for the same.
- iii) A proper system to be developed by assigning responsibilities to all designated administrators for regularly visiting the website and providing inputs to the webmaster with due approval for modification / deletion / up-dation.
- iv) A system of submission of periodic compliance certificate with respect to website up-dation to specified authority / NIC may be introduced by the department,

### b) Reporting format

Name of the Organization:

Regular maintenance and up-dation of website - Whether being done or not?

System introduced for up-dation and review of website.

Whether additional areas / activities / services brought online and if yes, details thereof.

NAME OF THE CVO

SIGNATURE & SEAL OF CVO

**Directorate of Vigilance, CBDT, New Delhi**

**Ref: CVC Circular No 08/08/24**

**Subject: Observance of Vigilance Awareness Campaign- 2024**

This is a comprehensive three-month campaign for Vigilance Awareness Activity, focusing on capacity building, systematic improvement measures, updating circulars/manuals/guidelines, disposing of complaints, and maintaining a dynamic digital presence. Here's a breakdown of each activity:

**Activity 1: Capacity Building Programme**

1.1 Inclusion of Courses on Preventive Vigilance as a part of Mandatory 50-hour training program for all officers during FY 2024-25 on 'Karmayogi' Platform.

**[Action: Pr. DGIT (Trg.)]**

1.2 In-house training sessions for new officers and staff posted in the Vigilance Directorate.

**[Action: Pr. ADG (Vig.), Hq-5]**

1.3 Training of the newly appointed IOs and POs.

**[Action: Pr. ADG (Vig.), Hq-5]**

1.4 Quarterly training sessions on Conduct Rules, Cyber hygiene and Procurement for younger officers and on Ethics and Governance for senior officers by each Pr. CCITs in association with NADT/DTRTIs.

**[Action: Pr. DGIT (Trg.),  
Pr. CCITs (CCA), ADG (Vig.), Zonal]**

**Activity 2: Systematic Improvement**

2.1 Analysis of vigilance cases from the last 5 years to identify lapses/mistakes resulting in departmental proceedings and to sensitize the officers and officials as preventive vigilance measure. Vigilance Directorate proposes to bring out booklets for making officers aware so as to avoid common mistakes pertaining to the critical areas of works in Income Tax Department.

**[Action: Zonal ADGs (Vig.)]**

**Activity 3: Updation of Circulars/Manuals/Guidelines**

3.1 Updation of 'Vigilance Hand Book for Officers dealing with Complaints of 'Group A and Group B officers'.

**[Action: Pr. ADG (Vig.), Hq-5]**

3.2 Launching of 'Vigilance Hand Book for Disciplinary Authorities' by circulating soft copy seeking suggestions, if any, before finally publishing.

**[Action: Pr. ADG (Vig.), South Zone]**

**Activity 4: Disposal of Complaints**

4.1 During the months of Vigilance Awareness Campaign special emphasis will be given to liquidation of Complaints and DPs. The targets for the same are as below:

| <b>Complaints received up to 30.06.2024</b> | <b>Complaints received from 30.06.2024 to 15.11.2024</b>     |
|---|--|
| To be Processed and finalized by 31.10.2024 | To be Processed and finalized within 90 days of its receipt. |

**[Action: ADG (Vig.), Hq.-1, 2 & 3]**

4.2 Quarterly review meetings by Zonal ADGs with Pr.CCITs to monitor pending vigilance cases.

**[Action: Zonal ADGs (Vig.)]**

**Activity 5: Dynamic Digital Presence**

5.1 Updation of Departmental websites incorporating latest changes in the Act, Rules, Procedures and SOPs and a certificate to be issued at the end of campaign period that website is updated in all aspects.

**Activity 6: Activities during Vigilance Awareness Week – 2024**

- 6.1 Taking Integrity Oath by all the officers and officials of the Department.
- 6.2 Drawing Competition/Poster making competition.
- 6.3 Slogan and Story writing.
- 6.4 Quiz/ Debate competition.
- 6.5 Essay writing competition.
- 6.6 Vigilance rallies and walks.
- 6.7 Outreach to various segments of the society sensitizing about Prevention of Corruption.
- 6.8 Social media campaign using Hashtag and Taglines.
- 6.9 Talks by eminent personalities: Invite eminent personalities to deliver talks on vigilance and anti-corruption.
- 6.10 Publishing relevant information and poster on Vigilance Awareness Week in leading National Dailies to sensitize public at large.

[Action: Pr. CCITs  
Zonal ADGs (Vig.)]