



कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE
ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204
Email-cdaguwomcell.dad@hub.nic.in



No. O&M/Trg/727/CGDA/iGOT/Vol-I

Dated: 02/09/2026

Circular No. 107

To

All SAOs of CDA Guwahati
All Sections and Sub-Offices of M.O. CDA Guwahati

Subject: Observance of Vigilance Awareness Week, 2026 –Reg.

Please find enclosed HQrs Office letter No. TD/3150/All RTCs/2026-27 dated 28.08.2026 on above subject. HQrs Office has directed all officers and staff to undertake the courses available on iGOT platform during the observance of Vigilance Awareness Week from 17th August to 16th November 2026. The same is attached in Annexure-A and Annexure-B of ibid HQrs Office letter.

All sections and sub-offices of Main Office under CDA Guwahati are requested to ensure wide circulation of this circular to the officers and staff under their administrative control so as to complete prescribed courses on iGOT as per guidelines mentioned in the HQrs Office letter.

A compliance report in this regard may please be forwarded to the O&M Cell at email ID **cdaguwomcell.dad@hub.nic.in** by 30th October 2026 for onward submission to HQrs Office.

CDA has seen.

Enclosures: As above.


(W Aotula Ozukum)
Asst. CDA



भारत सरकार | रक्षा मंत्रालय
GOVERNMENT OF INDIA | MINISTRY OF DEFENCE

रक्षा लेखा महानियंत्रक कार्यालय
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS
प्रशिक्षण प्रभाग (Training Division)

Ulan Batar Road (उलान बटार रोड), Delhi Cantt – 110010

Ph: 011-25665597 | E-mail: trgdiv-brar.cgda@nic.in

विकसित भारत
अभियान

1947 2047

No. TD/3150/All RTCs/2026-27

Date: 28.08.2026

To

- (1) All PCsDA/CsDA/PIFAs/IFAs
- (2) All Training Establishments

Subject: Observance of Vigilance Awareness Week, 2026 - Reg.

Reference: Central Vigilance Commission's circular No 04/08/2026 dated 03.08.2026 and HQrs letter No. AN/Vig/13006/2A/VAW/Vol.- II dated 14.08.2026

Kindly refer to Central Vigilance Commission Circular cited above issued vide HQrs letter No AN/Vig/13006/2A/VAW/Vol-II dated 14.08.2026 (Through CGDA website). In view of the directions contained in ibid circular of CVC, Competent Authority has directed that following action relating to Capacity Building Programs may be ensured by all Training Establishments/PCsDA/ CsDA/PIFAs/IFAs etc. during the three month campaign from **17th August to 16th November 2026.**

2. All the PCsDA/CsDA/PIFAs/IFAs/TEs are requested to conduct structured training programs for officers and staff serving under their organisation and also directed each and every employee to complete courses on following topics, in online mode during the campaign period. At least one course each should be undertaken by each employee under each category at Sl No 1 to 4 of Annexure-A.

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

3. Further, CVC emphasize the need for institutionalization of preventive vigilance component in training programmes such as Induction and Mid-Career Training Programmes. Hence, the courses mentioned at Sl.No.5 of Annexure-A may be added accordingly while conducting induction course by each RTCs and In-House Training Program by every Controller office. The confirmation in this regard may be forwarded to HQrs office.

4. All the PCsDA/CsDA/PIFAs/IFAs/TEs are requested to issue directions to all IDAS officers/SAOs/AAOs and staff to undertake the courses available on iGOT platform during the campaign period on the topics mentioned in Annexure-B attached.
5. Compliance report containing details of training undertaken by all the employees along with the details of programmes attended by every individual may be furnished by all the PCsDA/CsDA/PIFAs/IFAs/TEs in prescribed format on or before 17th November 2026 as per the details below.

(i) All PCsDA/CsDA/PIFAs/IFAs	As mentioned at Para 2 & 4 above
(ii) All PCsDA/CsDA	As mentioned at Para 3 (In-House Trg.)
(iii) All Training Establishments (including NADFM)	As mentioned at Para 2, 3 & 4 above

राहुल कराळे

(राहुल एकनाथ कराळे)

रक्षा लेखा वरिष्ठ उप महानियंत्रक

1. IT & Cyber Security and Cyber Hygiene.

	Course Name	Offering Institute
i	Information Security – Cyber Crimes, Data Security, Data Mining:	(NADT), National Academy of Direct Taxes (Beginner)
ii	Cyber Security Bridge Course	Sardar Vallabhbhai Patel National Police Academy (SVPNPA) (Beginner)
iii	Cyber Security (Basic Level)	IIT Madras (Beginner)

2. Public Procurement

	Course Name	Offering Institute
i	Public Procurement for Sustainable Development (Beginner)	Administrative Staff College of India
ii	Public Procurement of Goods (Advanced)	Department of Expenditure
iii	Direct and L1 Procurement on GeM (Beginner)	Mahatma Gandhi State Institute of Public Administration Punjab

3. GeM- New Features and Functionalities

	Course Name	Offering Institute
i	Government e-Market Place	Union Public Service Commission-UPSC
ii	Digital Transformation: Government e-Marketplace	National E-Governance Division (NEGD) MeitY Govt. of India
iii	Government e-Market place	Department of Expenditure (Beginner)
iv	Intermediate Level-2 Course for Buyers	GeM (Intermediate)

4. Conduct Rule and Conflict of Interest

	Course Name	Offering Institute
i	DOs and Dont's for Govt. Employees (Beginner)	ISTM

5. For addition in Induction and Mid-Career Training Programmes

	Course Name
i	Preventive Vigilance

Annexure-B

Courses to be undertaken (available on iGOT platform) during the campaign period from 17-08-2026 TO 16-11-2026

Rank	Course Name	Offering Institute
For Auditor / Senior Auditor	(i) Code of Conduct for Government Employees	ISTM
	(ii) COMMIT: Ethics and Values	CBC/DOPT
For AAO / SAO	(i) Conduct Rules	ISTM
	(ii) Preventive Vigilance	RAKNPA
For ACDA / DCDA	(i) Disciplinary Proceedings in Government	NADFM
	(ii) CCS and CCA Rules – Part II	ISTM
For JCDA / Addl.CDA Mostly Vigilance Officers	(i) Vigilance Clearance	ISTM
	(ii) Departmental Inquiry Procedure	CBI
For CDA and above	(i) Prevention of Corruption Act, 1988 (as amended in 2018)	CBI



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/VGL/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”

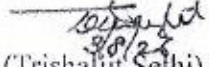
“Probity for Prosperity”

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

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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.


(Trishaljit 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

Sl 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

Sl 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

Sl 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.dopt.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

SI 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