VIGILANCE AWARENESS WEEK 2026 · PREVENTIVE VIGILANCE SERIES

Preventive Vigilance Manual

A ready reference for every employee

THEME

Probity for Prosperity

VIGILANCE AWARENESS WEEK

26 October – 1 November 2026

PREVENTIVE VIGILANCE CAMPAIGN

17 August – 16 November 2026

Based on Chapter VII, “Preventive & Participative Vigilance”, of the Central Vigilance Commission's Vigilance Manual 2026 (Ninth Edition), its Master Circulars of July 2026 and the CVC circulars for Vigilance Awareness Week 2026. Prepared October 2026.

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CHAPTER 01

What preventive vigilance means

The Vigilance Manual 2026 defines preventive vigilance as the adoption of a package of measures to improve systems and procedures to eliminate or significantly reduce corruption, promote transparency and ensure ease of doing business.

> **It is everyone's duty.** Preventive vigilance is a tool of management for good governance. The Manual says it is the duty of the management as a whole and not of the CVO alone; indeed, it is the duty of every official.

Systemic improvements made for preventive vigilance reduce corruption and also lead to better operational results. The Manual 2026 treats the subject in Chapter VII, now titled “Preventive & Participative Vigilance”, and is to be read with the Commission's Master Circulars.

Where it comes from

The Committee on Prevention of Corruption (Santhanam Committee, 1964) held that corruption cannot be eliminated or significantly reduced unless preventive measures are planned and implemented in a sustained and effective manner, and that the main effort must come from within each ministry or department. It named four major causes of corruption:

- Administrative delays
- Government taking on more regulatory functions than it could manage
- Scope for personal discretion in the exercise of powers
- Cumbersome procedures in matters that are important to citizens in their day-to-day affairs

Source: Vigilance Manual 2026, Foreword and Ch. VII, paras 7.1, 7.1.1 and 7.2 (pp. 139–141).

CHAPTER 02

Why corruption happens

The Manual 2026 states that corruption is not merely the failure of an individual; it is often a failure of the system, controls and organisation culture. Preventive vigilance aims to identify and address the root cause of corruption within the organisation. Common causes include:

- Excessive regulations and licensing
- Complicated rules and procedures
- Monopoly over delivery of goods, services etc.
- Lack of transparency
- Lack of accountability
- Excessive discretionary powers
- Poor regulatory framework
- Poor grievance redressal mechanism
- Very low rate of detection of corruption
- Lack of condemnation of corrupt practices by the public

- Absence of a formal system of inculcating values, ethics and integrity
- Inadequacy of regular, periodic and surprise checks
- Rigid bureaucratic framework and processes
- Lack of awareness about rules, laws, rights, duties and the procedure to lodge complaints

Source: Vigilance Manual 2026, Ch. VII, para 7.2.1 (p. 141).

CHAPTER 03

Corruption-prone areas

Potential areas of corruption are specific to each organisation, but the Manual lists broad areas common to all that need special attention.

Area	What the Manual says
Procurement	Ranges from store materials and services to infrastructure projects. One of the major corruption-prone areas in all organisations.
Sale of goods and services	Disposal of goods and services, the reverse of procurement, and allocation of scarce or precious natural resources.
Human resource management	Recruitment, promotion, transfer and posting are prone to manipulation and corruption.
Delivery of services to public	A potential area of corruption in major government organisations that deliver services.
Enforcement	Enforcement of Acts, Rules and Regulations, vulnerable mainly due to lack of citizen awareness and ineffective grievance redressal.
Public Sector Banks	Manage huge public funds where risk-taking is part of business; reckless or mala fide decisions cause unwarranted loss.

Organisations may also study known cases of corruption at regular intervals to identify areas prone to corruption and to establish sector-specific systemic improvements.

Source: Vigilance Manual 2026, Ch. VII, para 7.3 (pp. 141–142).

CHAPTER 04

Preventive vigilance measures

The Manual 2026 groups preventive vigilance measures under eleven heads.

Measure	What the Manual says
Simplification and standardisation	Eliminates discretion and arbitrariness. Identify discretion not governed by guidelines, review existing rules, and simplify forms and applications.

Measure	What the Manual says
Leveraging technology	e-procurement, e-payments, websites, CCTV at places of public dealing, GPS/RFID devices, GIS, analytical tools and computer-assisted audit. Automate to reduce interface between officials and citizens, with alerts and a response mechanism in online processes.
Business process re-engineering	Rethink and recreate processes to meet organisational objectives. It can also stop leakage of revenue.
Transparency	Removes the information gap between citizens and officials. The website should carry officials' contact details and all information useful to citizens.
Accountability	Clear accountability and assigned responsibility at each level, for efficiency and for effective punitive action in case of misconduct.
Control and supervision	Regular and surprise inspections, audit and reviews. Keep a list of points and areas prone to corruption, and hold structured interaction between vigilance and internal audit.
Early detection of misconduct	Brings damage to light, enables recouping of loss and controls further damage.
Time-bound punitive action	Disciplinary or criminal action soon after the misconduct, finalised in time, deters others. Delays embolden wrongdoers.
Infrastructure	Lack of accommodation, conveyance, utilities and similar facilities also induces corruption.
Capacity building and sensitisation	Regular training on duties, conduct rules and SOPs; lists of do's and don'ts; sharing where fraud was detected and best practices; a preventive vigilance module in induction and mid-career training.
Focused training programmes	Public procurement (with AJNIFM), induction for new CVOs, Inquiry and Presenting Officers, Preventive Forensics (NFSU, Gandhinagar) and vigilance administration (CBI Academy, Ghaziabad).

> **IT systems are not an end in themselves; they are the means to an end.** The Manual asks organisations to build alerts and a response mechanism into online processes, not just to digitise them.

Source: Vigilance Manual 2026, Ch. VII, para 7.4 (pp. 142–146).

CHAPTER 05

E-hygiene: a pillar of preventive vigilance NEW IN 2026

> **New in the 2026 Manual.** Digital platforms now underpin governance, finance and communication, and bring risks to data security, privacy and system integrity. The Manual sets out e-hygiene as a preventive vigilance tool for a safe digital ecosystem.

Measure	What to do
Password and authentication	Use digital signature, e-sign, OTP, multi-factor or biometric authentication, not just a user ID and password. Change passwords periodically and never share them.
Screen lock	Log the screen out automatically after a set idle time.
Device hygiene	Keep antivirus and security patches updated. Use only office-issued, encrypted USB drives. No unauthorised software, pirated content or third-party browsers and extensions.
Data hygiene	Encrypt data and keep reliable backups, stored securely and tested regularly.
Official email	Use only the organisation's email IDs (such as @gov.in or @nic.in) for official work, with sender details and contact numbers. Publish Who's Who on the website so receivers can verify.
Virtual meetings	Hold sensitive meetings on authorised platforms such as NIC Bharat VC or other secure networks.
Awareness	Role-based information security awareness for key staff, covering external and internal threats, and including vendors of e-services.
Capacity building	Regular training for key managerial and IT staff on vulnerabilities, security audit and robust IT infrastructure.
Periodic security audit	Audit all infrastructure and applications periodically and correct the risks found.
Audit trails	All IT systems should keep audit trails of user logins, access duration and time stamps.
Maker-checker	Mandatory in critical and sensitive processes, to reduce error, fraud and misuse of authority.

Organisations should strictly follow the guidelines of MeitY, MHA, NIC and other governing bodies issued from time to time.

Source: Vigilance Manual 2026, Ch. VII, para 7.11 (pp. 150–152).

CHAPTER 06

Managing conflict of interest

Conflict of interest flows from the principle of natural justice that no one should be a judge in their own case (nemo judex in causa sua). It occurs when an official's personal interests (family, friendships, financial or social) could compromise their judgement, decisions or actions at work. It leads to bias and reduces public trust in the impartiality of public functionaries.

It arises when an official handles a matter, as part of official duties, involving an outside organisation in which any of these has a financial interest:

- the official's spouse
- children and other relations
- a general partner
- an organisation in which the official serves as chief, officer, director, trustee, partner or employee
- a person or organisation with whom the official is negotiating or has an arrangement for prospective employment

Type	Meaning
Real conflict	The official participates personally and substantially in a matter that has a direct and predictable effect on a financial interest of the official or of any of the five above.
Apparent conflict	A reasonable person who knows the facts would question the official's impartiality, for example where a relative, a spouse's employer or a former employer is involved.

Conflict of interest is addressed in the conduct rules, such as the AIS (Conduct) Rules, 1968, CCS (Conduct) Rules, 1964, Railway Services (Conduct) Rules, 1966 and the CDA Rules of other organisations. Prompt action should be taken for violations.

Other safeguards listed in the Manual

- CVOs are normally appointed from outside the organisation and are not given operational duties with financial implications or vigilance sensitivity.
- CEOs of CPSEs, PSBs, PSICs and PSFIs are not given additional charge of vigilance units.
- Heads and members of oversight and regulatory bodies are ineligible for further government employment after leaving office.
- e-governance has been implemented widely to reduce discretion and conflict of interest.
- Officials holding sensitive posts are rotated at regular intervals.
- Every member of a Departmental Promotion Committee certifies, before the meeting, that no close relative is being considered and that they have no interest in any candidate.

Source: Vigilance Manual 2026, Ch. VII, para 7.13 (pp. 152–153).

CHAPTER 07

Integrity Pact and contract management

Integrity Pact

The Integrity Pact (IP) is an important tool of preventive vigilance, aimed at preventing corruption and ensuring integrity in public procurement. The Commission is the nodal authority for implementing IP in India. It addresses bribery and also other corrupt practices such as collusion and bid rigging.

- IP is a written agreement between the government organisation and all bidders, who agree to refrain from bribery, collusion and similar practices.

- It describes the sanctions that apply if the agreement is violated.
- It provides independent oversight: the Commission nominates Independent External Monitors (IEMs) to monitor its implementation.
- Detailed IP guidelines are issued separately by the Commission and are on www.cvc.gov.in.

Contract closure (VAW 2026 campaign)

A contract stands closed on successful performance of all obligations by both parties, including warranty or defect-liability obligations and final payment, or on termination and any settlement that follows. At closure, reconcile materials, payments and accounts with the user department across every department involved in execution.

Source: Vigilance Manual 2026, Ch. VII, para 7.12 (p. 152); CVC Circular No. 04/08/26 dated 03.08.2026, Annexure A, item 5.

CHAPTER 08

Sensitive posts and rotation

The Manual 2026 lists rotation of officials on sensitive posts among the safeguards against conflict of interest. The detailed rules are in Master Circular No. 09/MC/2026.

- **Identification:** the Chief Executive, in consultation with the CVO, identifies sensitive posts in the organisation.
- **Review:** the list is reviewed every three years, or earlier if needed.
- **Rotation:** officials are rotated from a sensitive post on completing three years there. No one is retained for an unduly long period on grounds of indispensability.
- **Post, not station:** the rule is transfer from the sensitive post. Station transfers follow the organisation's own transfer policy.
- **Reporting:** the CVO reports compliance in the online Quarterly Performance Report and reports non-implementation separately to the Secretary, CVC.

Source: Vigilance Manual 2026, Ch. VII, para 7.13(vi)(f); CVC Master Circular No. 09/MC/2026 dated 27.07.2026, paras 3–4.

CHAPTER 09

Public participation and the Integrity Pledge NEW IN 2026

The Manual 2026 adds participative vigilance to preventive vigilance. Quoting the Santhanam Committee, it notes that the fight against corruption will succeed only to the extent that a favourable social climate is created. Public participation helps by:

- encouraging ethical conduct of officials and organisations
- educating citizens about their rights and duties, and officials about rules and responsibilities, especially in welfare schemes
- acting as a watchdog that exposes wrongdoers and stands by honest officials
- acting as a feedback channel on grievance redressal
- giving institutional and moral support to those fighting corruption

- exhorting citizens and organisations to perform their lawful duties

The Manual names roles for the media, social media, educational institutions, intellectual, social and spiritual leaders, and civil society. If citizens are taught to say no to bribes, the supply side of corruption is stifled.

Integrity Pledge

The Commission's Integrity Pledge can be taken by citizens and by organisations at **https://pledge.mygov.in/cvc**.

- **Citizens** pledge to follow probity and the rule of law, neither take nor offer bribes, act with honesty and transparency in the public interest, and report corruption to the appropriate authority.
- **Organisations** pledge to neither offer nor accept bribes, practise good governance, adopt a code of ethics, sensitise employees, and provide grievance redressal and whistle-blower mechanisms.

The Manual also links integrity to the Fundamental Duties in Article 51A of the Constitution, observing that a natural corollary of those duties is a duty to be honest and to oppose corruption.

Outreach

Outreach includes the annual Vigilance Awareness Week, public outreach through field offices and educational institutions, “Awareness Gram Sabhas” at village panchayat level, debates and essay competitions in schools and colleges, seminars and workshops, and anti-corruption content in press and electronic media in Hindi, English and regional languages.

Source: Vigilance Manual 2026, Ch. VII, paras 7.5–7.9 (pp. 146–149).

CHAPTER 10

VAW 2026 campaign: five focus areas

For the three-month campaign from 17 August to 16 November 2026, the CVC has asked organisations to act in five areas.

Area	What is expected
Pending complaints	Dispose of complaints received on or before 30.06.2026 within the campaign period.
Pending cases	Implement pending First Stage and Second Stage Advice of the Commission within the model timelines.
Capacity building	Courses on IT & Cyber Security and Cyber Hygiene, Public Procurement, GeM features, and Conduct Rules and Conflict of Interest; preventive vigilance modules in induction and mid-career training; familiarisation of vigilance staff with the Master Circulars and the Vigilance Manual 2026.
Digital initiatives	Onboarding on the Probity Portal (probity.dopt.gov.in) with pending inquiry details; more services on e-HRMS or similar platforms; digitised inventory of assets.

Area	What is expected
Contract management	Close contracts that are due for closure, with materials and payment reconciliation complete.

Indicative preventive vigilance training modules are on the CVC website at www.cvc.gov.in/trainingmaterial.

Source: CVC Circular No. 04/08/26 dated 03.08.2026, Annexure A; CVC Circular No. 05/09/26 dated 18.09.2026.

CHAPTER 11

Employee self-check

A short checklist built from the chapters above. Tick what applies to you.

- ☐ I know whether my post is classed as sensitive, and how long I have held it.
- ☐ I declare any interest of mine, my family, my spouse's employer or a prospective employer, and step aside from that matter.
- ☐ I record reasons for discretionary decisions in the file.
- ☐ I use e-procurement, GeM and e-payment channels instead of manual routes.
- ☐ I use multi-factor login, lock my screen and never share my password.
- ☐ I use only my official email ID, office-issued USB drives and authorised platforms for sensitive meetings.
- ☐ Contracts I handle are closed with materials and payment reconciliation complete.
- ☐ I have completed, or enrolled in, at least one of the four campaign courses.
- ☐ I know how to lodge a complaint and a PIDPI (whistle-blower) complaint.
- ☐ I have taken the Integrity Pledge at pledge.mygov.in/cvc.

CHAPTER 12

Reporting corruption

Ordinary complaint

Lodge online at portal.cvc.gov.in or through “Lodge Complaint” on www.cvc.gov.in. A mobile number is required for OTP verification, and an SMS with the complaint reference number follows registration. Complaints may also be sent by letter to the Commission.

Whistle-blower complaint (PIDPI)

The Commission is the Designated Agency under the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution, 2004, to receive complaints alleging corruption against Central Government employees. If you want your identity kept secret, use this route.

1. Send it by post only. Complaints by email or through the portal are not accepted under PIDPI.
2. Use a closed envelope marked “PIDPI” or “Whistle Blower”, addressed to the Secretary, CVC. Do not write your name or address on the envelope.
3. Give your name and address at the beginning or end of the complaint, or on a separate sheet, so they can be detached.
4. Draft the text so it gives no clue to your identity.
5. No acknowledgement is issued, to protect your identity. A reference number is sent to you by physical mode.

Secretary, Central Vigilance Commission
Satarkta Bhawan, G.P.O. Complex, Block A, INA
New Delhi – 110023

The Commission keeps the complainant's identity secret and protects against victimisation. A complainant who is victimised may apply to the Commission for redress.

Source: Vigilance Manual 2026, Ch. I, para 1.3.3; CVC Master Circulars 03/MC/2026 and 04/MC/2026; CVC Guidelines for Lodging PIDPI Complaints; CVC Circular dated 03.11.2022.

CHAPTER 13

Sources

1. Central Vigilance Commission, Vigilance Manual 2026 (Ninth Edition), foreword dated 23 July 2026; Chapter VII, Preventive & Participative Vigilance, paras 7.1–7.13; Chapter I, para 1.3.3. www.cvc.gov.in/vigilancemanual
2. CVC Master Circular No. 09/MC/2026, Identification of Sensitive Posts and Rotation of Officials Holding Sensitive Posts, 27.07.2026.
3. CVC Master Circulars 03/MC/2026 (Handling of Complaints) and 04/MC/2026 (Processing of Complaints under PIDPI Resolution, 2004).
4. CVC Circular No. 04/08/26 dated 03.08.2026, Annexure A, Preventive Vigilance activities for VAW 2026.
5. CVC Circular No. 05/09/26 dated 18.09.2026, Observance of Vigilance Awareness Week 2026.
6. CVC Circular dated 03.11.2022, Amendment to Comprehensive Guidelines for Complaint Handling Mechanism; CVC Guidelines for Lodging PIDPI Complaints.

This document is an awareness summary for employees. It does not replace the Vigilance Manual 2026, the Master Circulars or any statutory provision. For official use, always verify the current text at www.cvc.gov.in.