



सत्यमेव जयते



केंद्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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सं./ No. 024/VGL/017-2

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Master Circular No. : 02/MC/2026

Subject: Master Circular on Role and Function of Chief Vigilance Officers and Protection of Chief Vigilance Officers and Other Vigilance Functionaries.

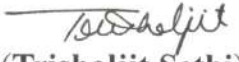
The Central Vigilance Commission, as part of its mandate of effective superintendence over vigilance administration of the organisations covered under its advisory jurisdiction, has issued a number of guidelines, circulars etc. from time to time, about the role and function of CVOs and protection to CVOs & other vigilance functionaries.

2. The Commission, in order to ensure ease of reference about the role and function of CVOs and protection to CVOs & other vigilance functionaries, has consolidated, updated and revised the earlier guidelines, circulars etc. issued by it on this subject. The same have been compiled in the form of Master Circular No 02/MC/2026 titled '**Role and Function of Chief Vigilance Officers and Protection of Chief Vigilance Officers and Other Vigilance Functionaries**' which is enclosed to this Office Memorandum. With the issuance of this Master Circular, all earlier guidelines, circulars etc. issued by the Commission on the above mentioned subject, stand superseded.

3. The Commission welcomes suggestions and inputs on the Master Circular. Any communication or clarifications sought in this regard may be addressed to 'The Secretary, Central Vigilance Commission'.

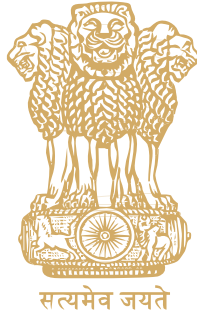
4. This Master Circular is available on the website of the Commission, i.e. www.cvc.gov.in under the head 'Publications' and sub-head 'Master Circulars'.

Encl: As above.


(Trishaljit Sethi)
Secretary

To

- (i) The Secretaries of all Ministries/Departments of GoI
- (ii) All Chief Executives of Central Public Sector Enterprises / Public Sector Banks / Public Sector Insurance Companies /Autonomous Bodies etc.
- (iii) All CVOs of Ministries / Departments of GoI / CPSEs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc.
- (iv) Website of Central Vigilance Commission.



Master Circular No. : 02/MC/2026

**MASTER CIRCULAR
ON
ROLE AND FUNCTION OF CHIEF VIGILANCE
OFFICER AND PROTECTION TO CHIEF VIGILANCE
OFFICER AND OTHER VIGILANCE FUNCTIONARIES**



CENTRAL VIGILANCE COMMISSION

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Role and Function of Chief Vigilance Officer and Protection to Chief Vigilance Officer and other Vigilance Functionaries

SHORT TITLE, APPLICABILITY AND COMMENCEMENT

This circular shall be referred to as the ‘Master Circular on Role and Function of Chief Vigilance Officer and Protection to Chief Vigilance Officer and other Vigilance Functionaries’. This circular shall be applicable to all ministries, departments and organisations of the Central Government, covered under the jurisdiction of the Central Vigilance Commission (hereinafter referred to as the Commission) and shall come into effect from the date of its issuance.

2. PURPOSE

This circular is being issued in supersession of all earlier circulars / guidelines / office orders / letters etc. issued by the Commission from time to time regarding ‘Role and Function of Chief Vigilance Officers and Protection to Chief Vigilance Officers and other Vigilance Functionaries’ and is aimed at bringing clarity about the same.

3.0 ROLE AND FUNCTIONS OF CHIEF VIGILANCE OFFICERS

3.1 The Chief Vigilance Officer(CVO)is appointed in ministries / departments / organisations of Central Government to carry out, in an efficient manner, work relating to vigilance administration. CVO in an organisation is to be appointed in consultation with the Commission.

3.1.1 The primary responsibility of maintaining efficiency, integrity and transparency in an organisation vests with the Chief Executive of that organisation. The CVO is the senior most functionary in the Vigilance Unit of an organisation and functions as the advisor to the Chief Executive in the field of vigilance administration. The CVO reports directly to the Chief Executive and is also the nodal officer in an organisation for interaction with the Commission.

3.1.2 The CVO is required to perform diverse functions in order to ensure effective vigilance administration. The main functions being performed by the CVO may be categorized as:-

- (i) Punitive vigilance functions;
- (ii) Preventive vigilance functions; and
- (iii) Participative vigilance functions.

3.2 ROLE OF THE CHIEF VIGILANCE OFFICER IN PUNITIVE VIGILANCE FUNCTIONS

3.2.1 Information about corruption, misconduct or irregularities in an organisation may flow to the CVO from different sources, for example, complaints, audit reports, reports of various committees, inspections carried out by vigilance unit, etc. The CVO is required to scrutinize the information and take further necessary action, in accordance with guidelines as contained in 'Master Circular No. 03/MC/2026 on Handling of Complaints by Chief Vigilance Officers and Organisations'.

3.2.2 The CVO is required to investigate the complaint(s) / information forwarded for investigation by the Commission or Central Bureau of Investigation (CBI) or any other authority competent to do so, within the time limit of three months or as may be prescribed by the authority concerned.

3.2.3 On completion of investigation, the CVO is required to scrutinize the investigation report, formulate views and approach the Competent Authority (CA) with specific recommendations to decide future course of action. The CVO is also required to approach the Commission for obtaining its advice, in accordance with the guidelines contained in the 'Master Circular No. 06/MC/2026 on Procedure for Obtaining and Implementing the advice of the Central Vigilance Commission'.

3.2.4 It may be noted that any complaint against a Board level appointee, whether figuring alone or along with other officials, if received in the organisation (where the Board level appointee is working or has worked), is to be forwarded by the CVO of that organisation to the CVO of the administrative ministry for taking further action. Action on the complaint including detailed investigation, if considered necessary, is to be taken by the CVO of the administrative ministry. However, the CVO / CA in the administrative ministry may ask the CVO of the organisation for a Factual Report (FR). While submitting FR to the authority in the administrative ministry, the CVO of the organisation is not required to make analysis or draw conclusions. FR is to be prepared on the basis of records / documents only and no clarification / explanation of any official is required to be obtained at this stage. A format for the submission of FR is enclosed as Annexure-I to this circular.

3.2.5 On receipt of the advice of the Commission, the CVO is required to take timely action, which includes conveying the advice to the CA for further necessary action and to follow up the progress of the case(s) to ensure that the case(s) are brought to logical conclusion within the time limit as advised in the 'Master Circular No. 08/MC/2026 on Timely Initiation and Finalisation of Disciplinary Action'. Any case of deviation from the advice of the Commission, is to be reported to the Commission at the earliest.

3.2.6 It may be noted that the Commission tenders advice in respect of officials covered under its jurisdiction, as mandated in CVC Act, 2003 and extant guidelines. However, the CVO is required to be consulted by the Disciplinary Authority (DA)/Appellate Authority (AA) / Revising Authority (RA) in vigilance case(s), irrespective of the level of the official(s) involved. The CVO is required to tender advice to the DA / AA / RA in accordance with the guidelines, as contained in this circular.

3.2.7 The CVO is also required to monitor the progress of the case(s) where advice of the Commission was not required but advice of the CVO was obtained / tendered. The CVO is expected to exercise proper check and supervision over such case(s) to ensure finalisation of the case(s), within the time limit advised by the Commission and also to ensure that the penalty awarded to the delinquent official is commensurate with the gravity of the misconduct established in that case. The CVO should also recommend revision of penalty orders, in case he is not satisfied with the penalty awarded.

3.2.8 The CVO should bring to the notice of the Board of Directors / Chief Executive (where the Board of Directors is not in existence), vigilance case(s) in which the CA has deviated from the advice of the CVO in respect of official(s) outside the jurisdiction of the Commission.

3.2.9 The CVO is required to submit to the Commission, Action Taken Report (ATR), with specific recommendations, in respect of Non-Vigilance Paras of Intensive Examination Report (I/E Report) forwarded by Chief Technical Examiner's (CTE's) Organisation of the Commission. The ATR is to be submitted by the CVO within one month of the receipt of I/E Report.

3.2.10 The CVO is also required to submit investigation report on those paras / observations of CTE's I/E Report, which have been categorized and communicated as vigilance paras, by the Commission. In addition, the CVO may also take up any observation / para of I/E Report for vigilance investigation, after obtaining approval of the Commission. The investigation report in respect of paras / observations pertaining to CTE's I/E Report is to be submitted to the Commission within three months of the receipt of communication in this regard, from the Commission, or within such time as may be specified by the Commission.

3.2.11 The CVO is required to ensure adherence to the rules, regulations and prescribed procedures (including the time limits), at all stages of processing of vigilance matter(s), so that the processing / outcome of the case(s) is not vitiated on

technical grounds, for example, misplacement of files or due to delay in issuance of final orders etc., especially in case of official(s) due for promotion or retirement.

3.2.12 The CVO should refer complaint(s) / matter(s) to CBI or other Law Enforcement Agency (LEA), with prior approval of the Chief Executive.

3.2.13 The CVO is required to provide assistance to CBI or other LEA in investigation of complaint(s) / case(s) referred to them by the organisation / authority concerned or initiated by them based on complaints / information received from other sources.

3.2.14 The CVO should scrutinize investigation report forwarded by CBI or other LEA and should provide inputs / recommendations to the CA to enable it to decide further course of action, as per extant guidelines.

3.2.15 The CVO is required to monitor the progress of departmental inquiry in vigilance cases. The Inquiry Officer (IO) is required to submit a copy of monthly report, indicating the progress of departmental inquiry / inquiries being conducted by him, to the DA(s) concerned, with a copy to the CVO. The CVO is required to take up with the IO and the DA, any matter where proceedings are getting unduly delayed.

3.2.16 The CVO is required to send a compliance report, at the end of each calendar year, about implementation of the penalty orders issued in respect of each charged officer, against whom advice for imposition of penalty was tendered by the Commission. Such a report is to be forwarded to the Commission by the CVO, latest by 30th June, every year.

3.3 ROLE OF THE CHIEF VIGILANCE OFFICERS IN PREVENTIVE AND PARTICIPATIVE VIGILANCE FUNCTIONS

3.3.1 Preventive and Participative Vigilance functions are aimed at elimination or significant reduction in acts of corruption. The Santhanam Committee Report on 'Prevention of Corruption' observed that unless planned preventive measures are implemented in a sustained and effective manner, corruption cannot be eliminated or even reduced significantly. As advisor to the Chief Executive of the organisation, the CVO is required to play an important role in establishing an effective preventive vigilance mechanism. In this regard, the CVO is required to broadly undertake the following measures: -

- (i) To scrutinize the existing procedures / practices in the organisation, in order to identify areas where loopholes providing scope for corruption / malpractices, exist.
- (ii) To suggest and devise measures to minimize delay and to ensure use of discretionary powers, wherever necessary, in a transparent and fair manner.

- (iii) To assist the Chief Executive in identification of corruption prone areas and sensitive posts in the organisation. The CVO is also required to ensure transfer / posting of officials holding identified sensitive posts, as per guidelines contained in the 'Master Circular No. 09/MC/2026 on Identification of Sensitive Posts and Rotation of Officials Holding Sensitive Posts'.
- (iv) To assist the Chief Executive in establishing well-defined internal processes and corresponding controls with clear responsibilities, for smooth and effective functioning of the organisation.
- (v) To review the existing regulatory functions and examine whether such functions are necessary and whether there is any scope for improvement of the method of discharge of such functions.
- (vi) To emphasize on maximizing the use of technology in all possible areas / functions in the organisation and to ensure effective implementation of guidelines issued by the authorities concerned, in this regard.
- (vii) To ensure preparation and periodical updation of Manual(s) and Standard Operating Procedures in all important areas and to bring them in sync with the instructions / guidelines / manuals issued by the authorities concerned.
- (viii) To conduct scrutiny of Immoveable Property Returns / Assets and Liability statement, whichever is applicable, of a minimum of 20% of officials every year and take further necessary action, as may be required.
- (ix) To conduct a minimum of 06 numbers of CTE Type Intensive Examinations of Works Contracts / Goods Procurement in the respective organisation, every year. The cases should be judiciously selected from Works Contracts / Goods Procurement of different nature (Works / Services / Supply / Consultancy, etc.) and in such a manner that at least 03 cases of large value, 02 cases of medium value and 01 case of small value are selected for the CTE Type Intensive Examination.
- (x) The cases may be selected from amongst those contracts which have been reported in the Quarterly Progress Report being submitted to the Commission and also from those cases, which have not been reported in the Quarterly Progress Report. Works Contracts / Goods Procurement (works / services / supply / consultancy etc.) should be categorized as large, medium and small value contracts, keeping in view the scale and nature of procurement activities in the organisation concerned. The CVO should also inform the CTE's Organisation of the Commission about the details of Works Contracts / Goods Procurement selected for CTE Type Intensive Examination, to avoid duplication of examination.

- (xi) To conduct inspections on a regular basis and also surprise inspections to detect any act of corruption or malpractice in the organisation.
- (xii) To gather intelligence from his own sources in whatever manner he deems appropriate about the acts of corruption / malpractices having been committed or likely to be committed. He should also collect source material on malpractices and examine them for logical conclusion. Such information is to be scrutinized and acted upon as per extant guidelines.
- (xiii) To take timely steps for preparation of Agreed List of Suspected Officers and List of Public Servants of Gazetted Status of Doubtful Integrity. In respect of preparation of Agreed List, the detailed criteria for preparation of Agreed Lists of Suspected Officers is provided in the Ministry of Home Affairs' (MHA's) Office Memorandum (OM) dated 05.05.1966¹.

The CVO, after due consultation with the Chief Executive of the organisation, should take required steps for finalization of Agreed List in discussion with the CA in CBI. In respect of officials whose names are appearing in the Agreed List, the following actions are required to be taken:-

- (a) Closer and more frequent scrutiny and inspection of their work and performance by the departments concerned, particularly in spheres where there is scope for discretion or for showing favours.
 - (b) Quiet check about their reputation, both by the department and CBI.
 - (c) Unobtrusive watch of their contacts, style of living etc. by CBI.
 - (d) Secret enquiry by CBI about their assets and financial resources. The departments will make available their property returns and other relevant records to CBI.
 - (e) Collection of information by CBI of specific instances of bribery and corruption practices.
- (xiv) The CVO is also required to take the steps as expected from CBI, to keep a watch over the activities of the officials appearing on the Agreed List.
- (xv) It may be noted that the Agreed List is to remain in force for one year from the date of preparation and the work / activities / behaviour of officials included in the Agreed List would be watched during that period. The list would be reviewed after the expiry of the period of one year.
- (xvi) The criteria for preparation of List of Public Servants of Gazetted Status of Doubtful Integrity is provided in MHA's OM dated 28.10.1969². The CVO is required to take timely steps for finalisation of List of Public Servants of Gazetted Status of Doubtful Integrity, in consultation with CBI and the Chief Executive of the organisation.

¹MHA's OM No. 130/1/66-AVD dated 05.05.1966 on the subject, "Agreed list of suspected officers." refers, which may have been amended from time to time.

²MHA's OM No. 105/1/66-AVD-I dated 28.10.1969 on the subject "Scheme for preparation, maintenance and custody of lists of public servants of gazetted status of doubtful integrity." refers, which may have been amended from time to time.

- (xvii) The list as mentioned in para 3.3.1 (xi) of this circular, will include names of those officials only, who after enquiry or during the course of enquiry, have been found to be lacking in integrity. It will thus include the names of the officials, with certain exceptions, falling under one of the following categories:-
- (a) Convicted in a court of law on a charge of lack of integrity or for an offence involving moral turpitude but on whom, in view of exceptional circumstances, a penalty other than dismissal, removal or compulsory retirement is imposed.
 - (b) Awarded departmentally a major penalty (i) on charge(s) of lack of integrity; (ii) on charge(s) of gross dereliction of duty in protecting the interests of Government although the corrupt motive may not be capable of proof;
 - (c) Against whom proceedings for a major penalty or a court trial are in progress for alleged acts involving lack of integrity or moral turpitude;
 - (d) Who were prosecuted but acquitted on technical grounds, and in whose case on the basis of evidence during the trial, there remained a reasonable suspicion against their integrity.
- (xviii) The names of the officials of the following categories should not be included in this list:-
- (a) Officials who have been cleared or honourably acquitted as a result of disciplinary proceedings or court trial;
 - (b) Officials against whom an enquiry or investigation has not brought forth sufficient evidence for recommending even a disciplinary case;
 - (c) Officials who have been convicted of offences not involving lack of integrity or moral turpitude;
 - (d) Officials against whom disciplinary proceedings have been completed or are in progress in respect of administrative lapses, minor violation of Conduct Rules and the like.
- (xix) The List of Public Servants of Gazetted Status of Doubtful Integrity is to keep the organisation informed about such officials of doubtful integrity to ensure that they are not posted to 'sensitive' assignments and that this fact is given due consideration when deciding administrative matters affecting the service of these officials.

- (xx) When the name of an official has been entered in the List of Public Servants of Gazetted Status of Doubtful Integrity for good and adequate reasons, it will not be removed until a period of three years has elapsed. The period of three years for which the name will be current on the list, will count from the date of punishment in disciplinary proceedings or from the date of conviction in a court trial.
- (xxi) Adequate precaution should be taken to draw up and maintain the Agreed List and the List of Public Servants of Gazetted Status of Doubtful Integrity to ensure that they are prepared objectively and reviewed as per prescribed time schedule. It is also to be ensured that the officials placed on the aforementioned lists are not posted in sensitive positions.
- (xxii) The CVO is required to intimate about the preparation of Agreed List of Suspected Officers and List of Public Servants of Gazetted Status of Doubtful Integrity in the relevant column of online Quarterly Performance Report (QPR) being submitted to the Commission.

3.3.2 The CVO is required to spread awareness among public about mechanism for reporting of inappropriate conduct by public servants, that is, through Complaint Mechanism, including Public Interest Disclosure and Protection of Informers (PIDPI) Resolution, 2004.

3.3.3 The CVO is required to ensure observance of Vigilance Awareness Week as per instructions issued by the Commission from time to time.

3.3.4 The CVO is mandated to scrutinize the Comptroller and Auditor General's Audit Report(s), Statutory Auditor's Report(s), Internal Auditor's Report(s), Inspection Report(s), Report(s) of Parliamentary and other important committees, etc. These reports provide an independent periodic check about the efficacy of internal controls and create awareness about areas at risk of fraud or weak controls. The CVO is required to broadly take the following measures: -

- (i) To scrutinize such reports with the objective of identifying issues where vigilance angle is perceivable. Audit Reports, which are generally well documented, not only indicate administrative and financial irregularities but may also reveal actual case(s) of corruption / misconduct.
- (ii) In case any misconduct is revealed on scrutiny of Audit Report(s), Inspection Report(s) and report(s) of important committees etc., immediate action is required to be initiated against the delinquent official(s), as per extant procedure.

3.4 TIMELY PROCESSING OF VIGILANCE CASES

3.4.1 The Commission is to be consulted for advice in vigilance related matters by the organisations covered under its jurisdiction. The CVO is to ensure that a reference for obtaining the advice of the Commission or any communication to the Commission is made in accordance with the guidelines and timelines, as may be advised by the Commission from time to time.

3.4.2 All communications to the Commission should be addressed to the Secretary, Central Vigilance Commission, by designation and should be sent under the signature of the CVO.

3.4.3 The CVO is to ensure that there is no delay by the CA in processing vigilance cases, especially when the delinquent official is due for promotion or nearing retirement. Any such incident of undue delay is to be reported to the Commission by the CVO, in accordance with the guidelines, contained in this Circular and 'Master Circular No. 08/MC/2026 on Timely Initiation and Finalisation of Disciplinary Action'.

4.0 OTHER IMPORTANT FUNCTIONS

4.1 The CVO should undertake regular review of complaints referred by the Commission for Investigation & Report (I&R) / Factual Report (FR) / Necessary Action (NA) and should also ensure timely action on the same.

4.2 The CVO is to remain present at the time of review of vigilance work by the Board of the organisation concerned. The responsibility of inviting CVO to board meeting(s) is that of the authority competent to approve agenda for board meeting(s) and convene such meeting(s).

4.3 The CVO should initiate prompt action, as may be required, in respect of application(s) / petition(s) filed in a court of law or tribunal etc. by any person or entity involving any matter pertaining to vigilance or the Commission.

4.4 The discretion to place an official under suspension, when a disciplinary proceeding is either pending or contemplated against him, is that of the DA. However, the CVO is expected to assist the DA in proper exercise of this discretion.

4.5 CBI, either during the course of investigation or while recommending prosecution / departmental action, may suggest to the CA that the suspect official be suspended, giving reasons for recommending suspension. On receipt of such suggestion, the CA may exercise its discretion to place the suspect official under suspension. However, if the CA does not propose to accept CBI's recommendations, the matter may be referred to the Commission for advice, treating it as a case of difference of opinion between the CBI and the administrative authority.

4.6 On receipt of a written request for any information / document, from another CVO, the CVO should share the required information / document(s) in strict confidence and as may be permissible under the relevant rules / law etc., for facilitating investigation.

4.7 The CVO should conduct periodical review of the work assigned to vigilance functionaries, to ensure appropriate distribution of work. The CVO should also ensure expeditious and effective finalisation of matters being dealt with by the vigilance functionaries.

4.8 The CVO should conduct periodical review of manpower strength in the vigilance unit of the organisation concerned. He should take up with the Chief Executive, the issues relating to strengthening / augmenting the manpower in the vigilance unit.

4.9 The CVO should take up the matter of effective implementation of extant guidelines on posting and rotational transfer of officials holding sensitive posts, with the Chief Executive.

4.10 In those disciplinary cases, where the AA has disagreed with the advice of the Commission, which was earlier accepted by the DA, the CVO concerned should scrutinise such cases and take up the matter with the RA, besides reporting such cases to the Commission. The CVO should also mention about the same in the relevant column(s) of the online QPR being submitted to the Commission.

4.11 The Commission issues guidelines covering different aspects of vigilance administration and also tenders advice in respect of cases referred to it by the authorities concerned. It is the responsibility of the CVO to ensure that the guidelines, timelines and the advice tendered by the Commission are brought to the notice of the authorities concerned. The CVO should also ensure implementation of the same in letter and spirit.

4.12 In order to have a proper appreciation of vigilance related work being done in an organisation, the Commission conducts Management Audit of Vigilance Unit (MAVU) of organisations covered under the jurisdiction of the Commission. The MAVU is conducted by a team of officials from the Commission. The CVO is responsible for providing the data / information as may be required for smooth and effective conduct of MAVU. Detailed guidelines relating to conduct of MAVU have been issued by the Commission, separately and are available on website of the Commission i.e. www.cvc.gov.in under the head 'Publication'.

4.13 The CVO, being the Head of the Vigilance Unit of an organisation, is also required to provide the vigilance status in respect of official(s) for whom the status is sought by the authorities concerned of the organisation. The instructions issued by the Department of Personnel and Training (DoPT) vide their OM dated 14.09.1992¹, OM dated 09.10.2024², instructions issued by Department of Public Enterprises (DPE)

¹DoPT's OM No 22011/4/91-Estt(A) dated 14.09.1992 on the subject "Promotion of Government servants against whom disciplinary/court proceedings are pending for whose conduct is under investigation – Procedure and guidelines to be followed" refers, which may have been amended from time to time.

²DoPT's OM No. 104/33/2024-AVD-1A dated 09.10.2024 on the subject "Revised Guidelines regarding grant of 'Vigilance Clearance' to AIS Officers & Central Civil Services/Central Civil Posts" refers, which may have been amended from time to time.

vide their OM dated 28.10.2025¹, and other instructions issued by the organisation(s) concerned, as the case may be, may be kept in view at the time of considering vigilance status of the official(s) for whom the status is sought.

4.14 The CVO is required to maintain information relating to private foreign visit(s) of the official(s) working in the respective organisation for each calendar year.

4.15 It may be noted that consultation with the Commission is not required in such cases where the official concerned is convicted by a court of law on a criminal charge and action has been initiated under Rule 19 (i) of Central Civil Services (Classification, Control and Appeal) [CCS (CCA)] Rules, 1965 or under similar Conduct, Discipline and Appeal (CDA) Rules, as may be applicable to the official concerned. In this regard, attention is drawn to DoPT's OM dated 08.04.2005².

5.0 TOUR PROGRAMMES OF CHIEF VIGILANCE OFFICERS

5.1 The CVO has to undertake regular inspections / surprise visits for detection of irregularities, if any. It may be noted that the CVO is not required to take formal prior approval / sanction of the Chief Executive to undertake such tours / inspections and an intimation to the Chief Executive would suffice. At the end of the tour / inspection, CVO should send a Tour Report to the Chief Executive for information.

5.2 Prior approval of the Commission should be obtained by the CVO before undertaking official visit(s) abroad, either on training or otherwise. While approaching the Commission for approval, the exact purpose of visit/details of training programme, its relevance to vigilance work and other relevant details, as may be required, are also to be submitted to the Commission. On completion of the official foreign visit, a report on the programme attended and its relevance to vigilance administration, is to be submitted to the Commission for its perusal.

6.0 VIGILANCE ADMINISTRATION OF SUBSIDIARIES AND JOINT VENTURE COMPANIES

6.1 DoPT, vide their OM dated 15.01.2019³ have issued clarification on jurisdiction of the Commission over Joint Ventures (JVs) / Special Purpose Vehicles (SPVs) formed by the Central Government / Central Public Sector Enterprises (CPSE).

¹DPE's OM No 15(2)/2001/DPE(GM) dated 28.10.2025 on the subject "Consolidated and revised guidelines regarding Vigilance Policy for CPSEs" refers, which may have been amended from time to time.

²DoPT's OM No 118/1/2005-AVD-III dated 08.04.2005 on the subject "Consultation with Central Vigilance Commission in case where action taken under Rule 19(1) of CCS(CCA) rules 1965" refers, which may have been amended from time to time.

³DoPT's OM No. 399/9/2010-AVD-III (Pt-II) dated 15.01.2019 on the subject "Jurisdiction of CVC over Joint Venture/Special purpose vehicle formed by central govt/central public sector enterprises." refers, which may have been amended from time to time.

As per clarification issued by DoPT, the jurisdiction of the Commission would extend to such companies where, in a combination of the Central Government, one or more State Government, one or more Government Companies and one or more corporations owned or controlled by the Central Government / State Government, the cumulative share of the Central Government is not less than 51% of the paid up share capital.

6.2 As regards the mechanism for effective vigilance administration in JVs/SPVs/Subsidiaries covered under the jurisdiction of the Commission, the administrative ministry / department is required to issue appropriate instructions / guidelines. It may be noted that the Ministry of Petroleum and Natural Gas (M/o PNG) vide their OM dated 19.11.2013¹ have issued guidelines for vigilance structure in JVs and Subsidiaries under its administrative control. The same may be considered for adoption by other ministries / departments with suitable modifications, as per their requirement.

7.0 MONITORING OF VIGILANCE CASE(S) AND SUBMISSION OF PERIODIC REPORT(S) BY THE CHIEF VIGILANCE OFFICER

7.1 The CVO should conduct a review of all pending vigilance related matters, such as complaints pending for investigation, actions subsequent to submission of investigation report, pending disciplinary cases (departmental inquiries and cases where implementation of advice tendered by the Commission is pending) etc., in the first week of every month. The CVO should take appropriate steps for bringing to the notice of the authorities, all such pending matters and impress upon them to bring the cases to a logical conclusion, within the advised time frame and in accordance with the extant guidelines. Needless to say that the CVO has to ensure that all complaints, cases and other issues pending in the vigilance unit are also processed as per the advised timelines and guidelines.

7.2 Structured meetings of the Chief Executive with the CVO are required to be held on quarterly basis, for a review of vigilance work of the organisation. The proposal for the structured meeting should be initiated by the CVO. A format of presenting the data / details of vigilance work for review in the structured meeting is enclosed as 'Annexure II' to this circular.

7.3 The CVO is required to submit online QPR to the Commission, in the prescribed format, by logging into 'CVO's Corner' on the website of the Commission that is www.cvc.gov.in, by using username / password provided to each CVO. The

¹Ministry of Petroleum and Natural Gas OM No. C-36011/22/2012-vig dated 19.11.2013 on the subject "Setting up Vigilance Administration in JVs and Subsidiaries under the Ministry of Petroleum and Natural Gas." refers, which may have been amended from time to time.

online QPR is to be uploaded by the CVO by 15th day of the succeeding month after the quarter ending in March, June, September and December i.e. by 15th April, 15th July, 15th October and 15th January respectively.

7.4 The CVO is required to take a printout of the QPR submitted to the Commission online, append signature on the same and keep it as part of official record.

7.5 The CVO is also required to submit the Quarterly Progress Report about the Works, Procurements of Goods & Services and Consultancy etc., to the CTE's Organisation by 15th day of the month following the quarter ending March, June, September and December.

7.6 The threshold value (monetary limit) of the contracts to be reported in Quarterly Progress Report is prescribed in the Commission's Circular No. 02/03/2026 dated 16.03.2026, which is available on the website of the Commission that is www.cvc.gov.in under the head 'Publications', sub-head 'Circulars'. The details of contracts of different disciplines are to be submitted separately.

8.0 PROTECTION AGAINST VICTIMIZATION OF CHIEF VIGILANCE OFFICERS AND VIGILANCE FUNCTIONARIES

8.1 The Commission recognizes the need to allow the CVO and vigilance functionaries to work independently and freely without any fear, as the same is the foundation for effective vigilance administration in any organisation.

8.2 Any complaint against the CVO / Ex-CVO (in respect of the work done by him in his capacity as CVO of any organisation) should be immediately forwarded to the Commission, in case the complaint is received by any organisation. The Commission would decide further course of action on such a complaint.

8.3 Further, in order to provide the required degree of protection / independence to vigilance functionaries, the following steps are to be ensured:-

- (i) Personnel in Vigilance Unit of any organisation are to be posted only with the concurrence of the CVO concerned and their tenure would be guided by the provisions as mentioned in Para 9 of this circular.
- (ii) On completion of the tenure / transfer of vigilance functionaries from the vigilance unit to another department or unit, he shall not be posted to work under an official against whom the vigilance functionary had undertaken preliminary enquiry / detailed investigation. The Annual Performance Appraisal Report (APAR) of erstwhile vigilance functionary shall not be written by such official, under any circumstances.

- (iii) The CVO should ensure that no vigilance functionary should be asked to undertake investigation against an official under whom that vigilance functionary is posted. If any such occasion arises where an official against whom the vigilance functionary had conducted preliminary enquiry / detailed investigation, is his controlling officer or is likely to assess his performance for the past period, it should be ensured that the APAR of that vigilance functionary is written by the next reporting level, to prevent undue harassment. As a principle, the officials who are / were under investigation should not be allowed to write the APAR of official(s) who conducted preliminary enquiry / detailed investigation against them.
- (iv) Any complaint against a vigilance functionary / ex-vigilance functionary, other than the CVO (in respect of the work done by him in his capacity as vigilance functionary of the organisation), shall be looked into by the CVO concerned and further action may be taken as per the prescribed procedure.
- (v) The vigilance functionary, irrespective of grade or pay scale, on completion of tenure / transfer from the vigilance unit, is to be deemed to be under the purview of the Commission for the purpose of consultation in respect of any disciplinary matter against him. Such protection would be extended for a period of not less than five years from the date of completion of tenure / transfer from the vigilance unit.
- (vi) The vigilance functionary, on completion of tenure / transfer from the vigilance unit, shall be entitled to represent through the CVO of the organisation, to the Commission, if any victimisation as a consequence of his working in the vigilance unit is perceived. Such actions of victimization would include transfer, denial of promotion or any administrative action not considered routine or normal and the protection shall be extended for a period of not less than five years from the date of completion of tenure / transfer of such functionary from the vigilance unit.
- (vii) Any incident of perceived or real victimization of erstwhile vigilance functionary is to be reported to the Commission by the CVO, up to a period of five years after completion of the tenure of such functionary in the vigilance unit.
- (viii) Any incident of real or perceived victimization of the vigilance functionary (presently working in the vigilance unit) is also to be reported to the Commission by the CVO, immediately on such incident coming to notice.
- (ix) Any incident of a deserving vigilance functionary (present or erstwhile) being ignored / superseded in matters of promotion is also to be reported to the Commission by the CVO, immediately on such incident coming to notice.

9.0 ROTATIONAL TRANSFER OF VIGILANCE FUNCTIONARIES

9.1 It may be noted that all posts in the vigilance unit of an organisation are to be considered as sensitive posts and periodical rotational transfer of an official holding such a post is also to be effected by the organisation.

9.2 Initial posting of an official in the vigilance unit of an organisation is to be for a period of three years only. If considered necessary, the tenure of the vigilance functionary may be extended for a minimum period of three months and a maximum period of two years, only after review of his performance, based on his efficiency, integrity and requirement for completion of work on hand, etc. The continuation of a vigilance functionary in vigilance unit beyond a period of three years shall be subject to the concurrence of the CVO and approval of the CA. In case, the position of the CVO is vacant, concurrence of the Head of the vigilance unit shall be required for granting extension of tenure beyond three years. The functionary posted in the vigilance unit should not continue beyond a period of five years or the period for which extension for posting in the vigilance unit was granted / obtained, whichever is earlier.

9.3 In case of non-performance of the vigilance functionary or due to any other sensitive issue, the CA may transfer the vigilance functionary any time during his posting in the vigilance unit, with the concurrence of the CVO.

9.4 In case of disagreement between the CVO and the CA regarding retention/transfer of a vigilance functionary, which is not finally resolved, the matter may be placed before the Chief Executive of the organisation concerned for a final decision. In case, the CA is the Chief Executive of the organisation, the matter may be placed before the Board of Directors / Governing body of the organisation or Secretary of the administrative ministry, as the case may be, for resolving the difference.

9.5 After transfer of a vigilance functionary from the vigilance unit, irrespective of the period for which he has served there, he should undergo a cooling off period of a minimum of two years, before being considered for posting in the vigilance unit again, if necessary.

9.6 In an organisation where there is a separate vigilance cadre, the vigilance functionary may be transferred to another post /place in the vigilance unit after completion of a tenure of three years at one post/place in the vigilance unit.

9.7 It is clarified that guidelines of the Commission are for transfer of a vigilance functionary from the vigilance unit or for shifting to another post /place in vigilance unit, as the case may be. The guidelines of the Commission are not for transfer from one station to another station. Transfer of a vigilance functionary from one station to another station is to be governed by the transfer policy of the organisation concerned.

10.0 ROLE OF THE CHIEF VIGILANCE OFFICER - MANAGING CONFLICT OF INTEREST

10.1 The CVO and the other vigilance functionaries should not get involved in decisions in individual cases like works / procurement, etc., having financial implications or such matters on which they might be required, at a later stage, to sit in judgment from a vigilance point of view. The CVO and the vigilance functionaries should not be given any operational duties as it may lead to conflict of interest, apart from leaving them with little time for effective performance of vigilance related functions. However, the CVO may be consulted by the management in formulating a policy requiring implementation of preventive vigilance measures.

10.2 It may not be difficult to comply with the requirements as stated in Para 10.1 of this circular, in respect of full time vigilance functionaries. In respect of part-time vigilance functionaries, the guidelines as stated in Para 10.1 of this circular, may be observed by confining their duties, other than those connected with vigilance work, as far as possible, to such areas of work that are either free from vigilance angle or preferably serve as an input to vigilance activities, such as inspection, audit, etc.

10.3 In case any duty with financial implications or having vigilance sensitivity is assigned to the CVO or any other vigilance functionary, the matter should be immediately brought to the notice of the Commission for appropriate intervention.

10.4 An outsider officer appointed as CVO in any CPSE / organisation shall not be permanently absorbed in the same organisation on expiry or in continuation of his tenure as CVO in that organisation.

11.0 FACILITIES, PERKS ETC. TO THE CHIEF VIGILANCE OFFICERS, HOLDING ADDITIONAL CHARGE

11.1 On a few occasions, due to administrative reasons, the CVO of an organisation may be given additional charge to function as the CVO of other organisation(s), on a temporary basis. It may be noted that the pay, facilities, perks and perquisites are to be availed by the CVO, as admissible to him in the organisation where he is holding 'substantive' charge as CVO. He should neither request for, nor avail of any facility, perks, perquisites etc. from the organisation, where he is holding only additional charge.

11.2 However, the organisation, where the post of CVO is being held on additional charge basis, would continue to provide the required support / assistance for discharge of official duties. Such support / assistance may be in the form of use of office premises, adequate support staff, secretarial assistance in office, telephone, other office equipment, accommodation and travel [including official vehicle, Travelling Allowance (TA) / Dearness Allowance (DA)], while attending office or on official tours etc., as may be required for discharge of official duties.

11.3 The CVO should refrain from availing any facility beyond his eligibility, from the organisation where he is working. In case any extra facility is obtained or sought by CVO, it would adversely affect the independence of the CVO's functions and the effectiveness of vigilance administration.

12. CIRCULARS ISSUED BY THE CENTRAL VIGILANCE COMMISSION COVERING IMPORTANT ASPECTS OF VIGILANCE ADMINISTRATION

The Commission has issued Master Circulars covering important topics relating to effective vigilance administration. The important topics as covered in different Master Circulars are given in the table at **Annexure-III**.

ANNEXURE-I

Format for Factual Report

1. **Gist of allegations**
(Each allegation to be numbered separately)
2. **Facts***
 - (i) Relevant facts relating to the allegations under consideration to be enlisted allegation wise, in chronological order.
 - (ii) Each fact should be supported by relevant documents, rules, procedures etc. Facts to be arranged in the same order in which allegations are stated.
 - (iii) While annexing the documents, the relevant portion to be highlighted.
 - (iv) In addition to issues raised in the complaint, there may be other relevant facts pertaining to the same case, which may be stated in separate paras in the Factual Report (FR).
 - (v) Name, Designation & Service (if applicable) of the official(s) involved in processing / decision making process pertaining to the issues under scrutiny to be mentioned, allegation wise.

****The CVO or the organisation is not required to give opinion about the culpability of the official(s), at the time of submission of FR.***

Annexure-II

Format for review of vigilance work / matters by Chief Executives / Head of Departments with CVOs of Organisations / Departments

1. COMPLAINTS AND INVESTIGATION REPORTS:

A.

Complaints pending investigation with CVO over the time limits prescribed (including PIDPI complaints)	Reasons for pendency & action proposed
Category -A- CVC references	
Category B- Non CVC references	
Complaints referred to CBI for investigation	

B.

Cases pending action on investigation reports/CVC Ist stage advice	Reasons for pendency & action proposed
Category-A-CVC Ist stage advice cases	
Category-B- CVO references	

2. DEPARTMENTAL PROCEEDINGS:

A.

Details of cases of delay in appointment of IO/PO	Reasons for delay & action proposed
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B.

Cases pending Inquiry with IOs over 06 months	Reasons for delay & action proposed
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C.

Cases pending issue of Final Orders. Category -A- CVC 2nd stage advice Category-B- Other Cases.	Reasons for delay & action proposed
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3. PROSECUTION SANCTIONS:

Details of cases pending sanction for prosecution	Name and Designation of Competent Authority	Reasons and status of processing sanctions
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4. PREVENTIVE VIGILANCE:

A. AGREED LIST/ODI LIST:-

	Action taken by CVO/Management	Actions pending with CVO/Management since when & why
Agreed List		
ODI List		

B.

Date of last revision of sensitive posts in the organisation (please refer para 3.3 of Master Circular on Identification of Sensitive Posts and Rotation of Officers / Officials Holding Sensitive Posts)	
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C. Rotational Transfers of employees holding sensitive posts:

Category/Levels	Number of officers / officials due for rotation	Number of officers / officials transferred by the Management	Number of officers / officials not transferred.	Reasons and action proposed.
1 Group-C*				
2 Group-B*				
3 Group-A up to DS/Director level*				
4 Jt. Secretary and above*				

*Categories/Levels for Banks and PSUs:

Category	Banks	PSUS
1.	Below Scale-III	Below E-4
2.	Scale-III & IV	E-5 & E-6
3.	Scale-V and above	E-7 to E-9
4.	Board level appointees	Board level appointees

D. Training Courses conducted by CVO:-

5. SYSTEMIC IMPROVEMENT:

A.

Systemic improvements suggested by CVO	Action taken status

B.

New Initiatives proposed for proactive vigilance	Action taken status

C.

Leveraging Technology Initiatives	Present compliance status	Action/Issues pending
a. Publishing Tenders/Contracts on the Organisations/Departments website.		
b. Details of tender/contracts awarded with status of implementation on website.		
c. E-payments/Bill watch		
d. E-procurement etc.		
e. Project Management		
f. Any other specific initiatives		

D.

Inspections/Preventive Checks of areas/work	Results thereof	Action recommended
CTE Type Intensive Examination		
Surprise/Preventive Checks		
Joint surprise check with CBI		

E.

Frauds, if any detected	Action taken status

6. MANPOWER IN VIGILANCE :

Sanctioned Strength	In Position	Action for filling up vacancies/augmentation

7. ANY OTHER SPECIFIC ISSUE OF CONCERN.

Annexure-III

S. No.	Master Circular	Topics covered
1	Master Circular No. 01/MC/2026 on Definition of Vigilance Angle	i) Misconduct having a perceivable vigilance angle. ii) Misconduct specific to Public Sector Banks having a perceivable vigilance angle. iii) Misconduct specific to Public Sector Insurance Companies having a perceivable vigilance angle. iv) Misconduct to be considered for deciding vigilance angle in respect of Quasi Judicial functions.
2	Master Circular No. 02/MC/2026 on Role & Function of CVOs and Protection to CVOs and other Vigilance Functionaries.	i) Role of the CVO in Punitive Vigilance, Preventive and Participative Vigilance, Surveillance and Detection activities. ii) Other important functions of the CVO iii) Tour Programme of the CVO iv) Vigilance Administration in subsidiaries & Joint Venture v) Submission of Periodical Returns to the Commission. vi) Protection and Rotational Transfer of Vigilance Functionaries vii) Facilities, Perks and Allowances to the CVO holding additional charge. viii) Sharing of information between CVOs.
3	Master Circular No. 03/MC/2026 on Handling of Complaints by CVOs and Organisations.	i) Sources of information about corruption. ii) Action on complaints received from the Commission or directly from the complainant. iii) Action on complaints against Secretary / Board Level Officers. iv) Action on complaints against CVOs / Vigilance Functionaries. v) Action on complaints received under PIDPI Resolution, 2004. vi) Action on person making false complaints and withdrawal of complaints.
4	Master Circular No. 04/MC/2026 on processing of complaints received under PIDPI Resolution - 2004.	i) Important features of PIDPI Resolution, 2004. ii) Procedure for processing of complaints received under PIDPI Resolution , 2004. iii) Protection to PIDPI Complainant. iv) Role of Designated Authority as per PIDPI

		Resolution, 2004.
5	Master Circular No. 05/MC/2026 on Procedure for Processing Request for Sanction for Prosecution under the Provisions of PC Act-1988.	i) Prior sanction for prosecution under PC Act,1988. ii) Guidelines for the Competent Authority to consider proposals received for Prosecution Sanction. iii) Advice of the Commission in cases where prosecution sanction is required under PC Act,1988.
6	Master Circular No. 06/MC/2026 on Procedure for obtaining and implementing the advice of the Central Vigilance Commission	i) Procedure for obtaining FSA of the Commission. ii) Procedure for seeking reconsideration of FSA of the Commission. iii) Time limit for submitting clarification to the Commission iv) Simultaneous criminal and disciplinary action v) Handling of composite cases vi) Reference to DoPT in cases of deviation from the advice of the Commission. vii) Procedure for obtaining SSA of the Commission. viii) Reconsideration of SSA of the Commission. ix) Expeditious Action in respect of official due to retire shortly x) Disagreement with the advice of the Commission. xi) Consultation with DOPT for deviation from the advice of the Commission. xii) Accountability for delay in implementation of the advice of the Commission xiii) Implementation of the advice of the Commission. xiv) Self-contained speaking and reasoned order to be issued by the Competent Authority xv) Deviation from the advice of the Commission by the Competent Authority xvi) Reporting of cases of deviations from the advice of the Commission xvii) Procedure regarding acceptance of resignation
7	Master Circular No. 07/MC/2026 on Vigilance Administration in Public Sector Banks, Public Sector Insurance Companies and Public Sector Financial	i) Definition of Vigilance angle in PSBs. ii) Mandate of IAC in PSBs iii) Role of CVO in determination of vigilance angle and staff accountability in PSBs. iv) Vigilance Administration in RRBs. v) Preventive vigilance in PSBs and RRBs.

	Institutions.	vi) Fraud Reporting to the Commission. vii) Definition of Vigilance Angle in PSICs viii) Mandate of IAC in PSICs ix) Role of CVO in determination of Vigilance Angle and in Preventive vigilance in PSICs x) Definition of Vigilance Angle in PSFIs xi) Vigilance Administration in PSFIs
8	Master Circular No. 08/MC/2026 on Timely Initiation and Finalisation of Disciplinary Action.	i) Model Time schedule for investigation and Disciplinary Action. ii) Steps for reducing delay in Disciplinary Action. iii) Handling petition of bias made by COs. iv) Uniformity in levels of processing of vigilance cases.
9	Master Circular No. 09/MC/2026 on Identification of Sensitive Posts and Rotation of Officials Holding Sensitive Posts	i) Identification of sensitive posts. ii) Rotational transfer of officials holding sensitive posts.

ACRONYM / ABBREVIATION

Abbreviation	Full Form
AA	Appellate Authority
APAR	Annual Performance Appraisal report
ATR	Action Taken Report
CA	Competent Authority
CBI	Central Bureau of Investigation
CCS(CCA) Rules	Central Civil Services (Classification, Control and Appeal) Rules
CPSE	Central Public Sector Enterprises
CTEs	Chief Technical Examiners
CVO	Chief Vigilance Officers
DA	Disciplinary Authority
DOPT	Department of Personnel & Training
DPE	Department of Public Enterprises
FR	Factual Report
I/E Report	Intensive Examination Report
IO	Inquiry Officer
I&R	Investigation and Report
JVs	Joint Ventures
LEA	Law Enforcement Agency
MAVU	Management Audit of Vigilance Unit
MHA	Ministry of Home Affairs
M/O PNG	Ministry of Petroleum & Natural Gas
NA	Necessary Action
OM	Office Memorandum
PIDPI	Public Interest Disclosure & Protection of Informers
QPR	Quarterly Performance Report
RA	Revising Authority
SPVs	Special Purpose Vehicles

Notes



Notes



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