



टी बोर्ड भारत Tea Board India
१४, बी.टी.एम सरनी (ब्रेबोर्न रोड) कोलकाता 700001
14, B.T.M Sarani (Brabourne Road) Kolkata 700 001
(वाणिज्य एवं उद्योग मंत्रालय के अधीन, भारत सरकार)
(Under Ministry of Commerce and Industry, Government of India)
www.teaboard.gov.in

File No. **VIZ-CRPM/5/2026**

Dated: 14.10.2026

CIRCULAR

Subject: Strengthening Preventive Vigilance Measures - in the DoC and its Organisations – conduct of Mandatory iGOT Courses on Preventive Vigilance - reg.

This is with reference to the CVC Circular no. C-310141112026-Vigilance dated 10.08.2026 received from the CM&T Cell, Department of Commerce Govt. of India vide Letter No. A-42012/1/2026-CM&T dated 19.08.2026 (copy enclosed), which states that:

Department of Commerce has been undertaking various preventive vigilance initiatives with a view to promoting transparency, accountability and integrity in public administration.

In order to further strengthen the vigilance framework and ensure uniform implementation of preventive vigilance awareness across the Department, its attached Offices, Subordinate Offices, Autonomous Bodies, PSUs and other Organisations under its administrative control, inter alia it has been prescribed that all officers / officials to undergo Mandatory iGOT Courses on Preventive Vigilance.

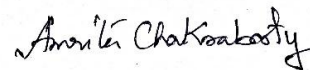
With a view to enhancing awareness regarding vigilance-related rules, ethical conduct and integrity in public service, the following courses available on iGOT Karmayogi have been shortlisted for inclusion in the list of mandatory iGOT Courses on Preventive Vigilance:

- (i) Preventive Vigilance - RAKNPA
- (ii) Code of Conduct for Government Employees - ISTM
- (iii) Vigilance Clearance - ISTM
- (iv) Work Ethics - IRITM
- (v) Cyber Vigilance: What Every Digital Citizen Must Know * NeGD, MeitY

Further to the email communication received from the DoC on 01.10.2026, all the Officers/Officials are therefore requested to undergo the above-mentioned courses and after completion of above-mentioned iGOT Courses on Preventive Vigilance, it is requested to intimate office wise list to the Board's H.Q [e-mail ID: ndatta.tbi@nic.in

& skswain.tbi@nic.in] **within 21.10.2026**, so that the details may be compiled and forwarded to the O&M section, Department of Commerce.

Encl. as stated



(Dr. Amrita Chakraborty)
Secretary In-charge

Distribution:

Executive Director, Tea Board, Guwahati	For necessary compliance and circulation amongst the offices under their jurisdiction, please.
Executive Director, Tea Board, Coonoor	
DDTD, Tea Board, Siliguri	
ADTD, Tea Board, Palampur	
FAO & In Charge, Tea Board, New Delhi	For necessary compliance, please
DDTD, Tea Board, Mumbai	
All HoD's of Head Office (except Dy. Chairman)	
P.A. to Dy. Chairman	For kind information please.
Guard File	For record.
Estate Officer, Tea Board	To display in the Board's Notice Board
IT Cell	With a request to upload in the Board's website

MOST IMPORTANT

No. A-42012/1/2026-CM&T
Government of India
Ministry of Commerce & Industry
Department of Commerce
(CM&T Cell)

GPOA-3, Netaji Nagar,
New Delhi, the 19th August, 2026

OFFICE MEMORANDUM

Subject: Strengthening Preventive Vigilance Measures - in the DoC and its Organisations – conduct of Mandatory iGOT Courses on Preventive Vigilance - reg.

The undersigned is directed to refer to Vigilance Division's O.M. No. C-31014/1/2026-Vigilance dated 10.08.2026 on the subject cited above (copy enclosed), wherein it has been stated that the Department of Commerce has been undertaking various preventive vigilance initiatives with a view to promoting transparency, accountability and integrity in public administration.

2. In order to further strengthen the vigilance framework and ensure uniform implementation of preventive vigilance measures across the Department, its Attached Offices, Subordinate Offices, Autonomous Bodies, PSUs and other Organisations under its administrative control, *inter alia* it has been prescribed that all officers / officials to undergo **Mandatory iGOT Courses on Preventive Vigilance**.

3. With a view to enhancing awareness regarding vigilance-related rules, ethical conduct and integrity in public service, the following courses available on iGOT Karmayogi have been shortlisted for inclusion in the list of mandatory iGOT Courses on Preventive Vigilance:

- (i) Preventive Vigilance – RAKNPA
- (ii) Code of Conduct for Government Employees – ISTM
- (iii) Vigilance Clearance – ISTM
- (iv) Work Ethics – IRITM
- (v) Cyber Vigilance: What Every Digital Citizen Must Know – NeGD, MeitY

4. All the Officers/Officials are therefore requested to undergo the above mentioned courses and also intimate O&M section through mail by 18.09.2026 after completion of above-mentioned iGOT Courses on Preventive Vigilance.

5. This issues with the approval of the Competent Authority.


(V. Giridharan)
Under Secretary to the Govt. of India

To

- 1. All Officers/Officials of DoC (through e-office notice board)
- 2. All the Attached/Subordinate/Autonomous bodies under DoC
- 3. Vigilance Section /DoC

Most Immediate

F. No. C-31014/1/2026-Vigilance
Government of India
Ministry of Commerce & Industry
Department of Commerce
(Vigilance Section)

Room No. 2114, GPOA-3
Netaji Nagar, New Delhi
Dated: 10/8/2026 August, 2026

OFFICE MEMORANDUM

Subject: Strengthening Preventive Vigilance Measures in the Department of Commerce and its Organisations – reg.

The undersigned is directed to state that the Department of Commerce has been undertaking various preventive vigilance initiatives with a view to promoting transparency, accountability and integrity in public administration. In order to further strengthen the vigilance framework and ensure uniform implementation of preventive vigilance measures across the Department, Attached Offices, Subordinate Offices, Autonomous Bodies, PSUs and other Organisations under its administrative control, the following instructions are issued:

(i) Mandatory iGOT Courses on Preventive Vigilance:

All Organisations are requested to take necessary action for inclusion of relevant **iGOT Karmayogi courses on Preventive Vigilance** in the list of mandatory training programmes for their officers and officials, wherever feasible, so as to enhance awareness of vigilance-related rules, ethical conduct and integrity in public service. **O&M Division of DoC may undertake above initiative in respect of DoC proper.**

(ii) Sensitization on Complaint Handling Guidelines:

To promote uniformity and awareness regarding complaint handling procedures, all Organisations shall organize **sensitization programmes/workshops at least once every six months** for officers and officials dealing with vigilance matters. The programmes may cover CVC guidelines, complaint handling procedures, preventive vigilance measures and systemic improvements.

(iii) Implementation of Rotational Transfer Policy:

All Organisations shall ensure **strict implementation of the Rotational Transfer Policy (RTP)** in respect of officials occupying sensitive posts, in accordance with the instructions issued by the Central Vigilance Commission and the Department from time to time. Deviations, if any, shall be duly justified and recorded. In this regard, previous communications dated 13.08.2025, 14.07.2025 and 27.12.2024 are also enclosed.




Establishment Divisions of DoC may take appropriate action in this regard in respect of DoC proper.

(iv) Timely Updation of Online Vigilance Portals:

The concerned authorities shall ensure timely and accurate updation of information on the **Probity Portal (DoPT), Complaint Management System (CMS) Portal, QPR Portal of CVC**, and any other vigilance-related online portals, wherever applicable.

2. The above instructions may be brought to the notice of all concerned officers and officials for strict compliance. A compliance report in this regard may be shared with this Division for the perusal of CVC.
3. This issues with the approval of AS (Vig).

R S Verma
10-8-26

(R S Verma)

Under Secretary to the Government of India

Encls. : As above

To,

1. All Heads/CVOs of Organizations/PSUs/Autonomous Bodies under the Department of Commerce.
2. All Division Heads of the Department of Commerce.
- ✓ 3. O&M Division, Department of Commerce.
4. NIC Cell, Department of Commerce, with a request to upload the OM on the Department's website.