

कायाकल्प Kayakalp

सतर्कता जागरूकता पत्रिका

सतर्कता जागरूकता सप्ताह-2015
Vigilance Awareness Week-2015



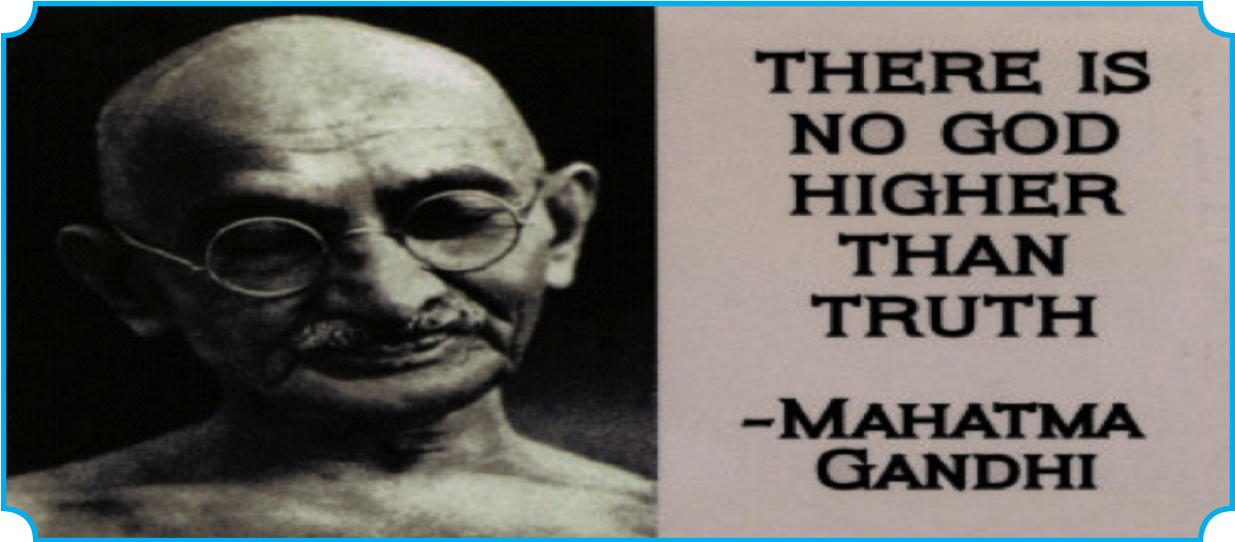
Your conscience is the best watchdog
ईमानदारी से ज्यादा मूल्यवान कुछ भी नहीं



Central Coalfields Limited
(A Miniratna Company)
Darbhanga House, Ranchi-834029 (Jharkhand)



एक कदम स्वच्छता की ओर



*Men are often bribed by their
loyalties and ambitions
than money*

CELEBRATION OF
VIGILANCE AWARENESS
WEEK

Central Coalfields Limited
A Miniratna Company
(A Subsidiary of Coal India Limited)

सत्यमेव जयते



सेन्ट्रल कोलफील्ड्स लिमिटेड
Central Coalfields Limited



Published by
VIGILANCE DEPARTMENT
Central Coalfields Limited
A Miniratna Company
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सत्यमेव जयते

राष्ट्रपति
भारत गणतंत्र

**PRESIDENT
REPUBLIC OF INDIA**



MESSAGE

I am happy to learn that the Central Vigilance Commission is observing Vigilance Awareness Week from October 26 to October 31, 2015.

Corruption affects the growth of a nation, reduces the Government's income and creates inequalities in distribution of income and wealth. It is a major factor hindering development. It is critical that awareness is generated and public opinion developed on the evils of corruption. Corruption needs to be treated like a disease and focus should be on prevention. It is appropriate that the Commission has adopted the theme of "Preventive Vigilance as a tool of Good Governance" for the current year. The measures adopted for Preventive Vigilance would help not only reduce corruption but also contribute towards good governance by way of increasing efficiency, transparency and adherence to rule of law. I am happy that the Central Vigilance Commission is also focussing on students and youth for creation of awareness against corruption and promotion of good governance.

I extend my greetings to all those associated with observance of the Vigilance Awareness Week, 2015. Let us reaffirm our commitment to make India corruption free and engage in ceaseless efforts to achieve this goal.

(Pranab Mukherjee)

New Delhi
October 6, 2015



सत्यमेव जयते

प्रधान मंत्री

Prime Minister

MESSAGE

I am happy to learn that Vigilance Awareness Week is being observed this year from the 26th to 31st October.

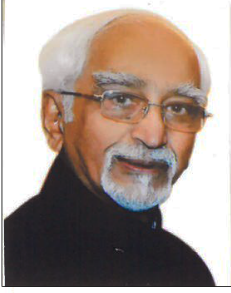
I am also pleased to note that the Central Vigilance Commission has chosen "Preventive Vigilance as a tool of Good Governance," as this year's theme. I am sure, the observance of Vigilance Awareness Week on this theme shall help highlight the importance of preventive vigilance in curbing administrative malpractices, and providing good governance.

On this occasion, I convey my best wishes for the success of Vigilance Awareness Week.

(Narendra Modi)

New Delhi

21 September, 2015



सत्यमेव जयते

भारत के उप-राष्ट्रपति
VICE-PRESIDENT OF INDIA

MESSAGE

I am happy to learn that this year Vigilance Awareness Week is being observed by the Central Vigilance Commission (CVC) from October 26 – 31, 2015 on the theme 'Preventive Vigilance as a tool of Good Governance'.

Preventive vigilance comes into play before any act of corruption takes place. The system itself, through internal checks and balances, can ensure that acts of corruption do not take place. It is important to create awareness among Government Departments, Institutions and general public to implement preventive measures effectively, so that transparency and accountability can be maintained in governance and corruption eliminated at every level. Since its inception the CVC has played a significant role in the promotion of transparency and efficiency in the public sector.

Let us take a pledge on this occasion to remove the menace of corruption from our society.

(M. HAMID ANSARI)

New Delhi
30th September, 2015

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
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Block A, INA, New Delhi 110023

सं./No..... 015/VGL/065

दिनांक / Dated..... 05/10/2015

MESSAGE

Vigilance Awareness Week – 26th October to 31st October 2015

Observance of Vigilance Awareness Week every year is one of the various outreach initiatives undertaken by Central Vigilance Commission in its endeavour to fight corruption and create awareness among the public servants as well as the citizens on the ill-effects of corruption and need for integrity. Co-operation of all stake holders is imperative in creating and promoting a culture of integrity, transparency and accountability, which would help fulfill the expectations of the citizens for a corruption free society.

The Commission has chosen "Preventive Vigilance as a tool of Good Governance" as the theme for the Vigilance Awareness Week for the current year. Corruption is one of the factors inhibiting Governance and preventive vigilance can play a prominent role in ensuring Good Governance. Good Governance plays a vital role in promoting economic development of the country and well being of the citizens.

Preventive vigilance is a package of measures to improve systems/procedures aimed at eliminating the scope for corruption and to aid the management to achieve optimum results. Identifying complex rules/procedures and simplifying the same, curtailing discretions, ensuring accountability, sensitizing the officials, facilitating a culture of honesty and promoting ethical practices, etc. are some of the measures. The Commission believes that good governance can be promoted by putting in place strong preventive vigilance measures.

The Commission requests all public authorities to undertake preventive vigilance measures enthusiastically to reaffirm our commitment to the cause of fighting corruption and to improve governance.


(F M Bhasin)
Vigilance Commissioner


(Rajiv)
Vigilance Commissioner


(K V Chowdary)
Central Vigilance Commissioner



CENTRAL COALFIELDS LIMITED

(Govt. of India undertaking)

(A Miniratna Company)

DARBHANGA HOUSE,

RANCHI 834 029

ARBIND PRASAD, ITS

Chief Vigilance Officer

CVO's Desk

It gives me immense pleasure to inscribe few words from the desk of the CVO, CCL on the occasion of publication of a Vigilance magazine named “KAYAKALP”. In an attempt to inculcate a spirit of Vigilance Awareness amongst the employees of CCL and reaffirm our commitment to curb the menace of corruption, a modest effort has been made by the Vigilance Department to publish this magazine.

The “KAYAKALP” magazine contains various articles and write-ups on transparency and vigilance matters, circulars of CVC, internal circulars of CCL and some case studies of Vigilance department. I request employees of CCL to go through it with concentration and sincerity and try to embed in their working arena, which will ultimately serve the very purpose of bringing out this magazine.

The theme of this year's Vigilance Awareness Week 2015 has been declared by Central Vigilance Commission as “Preventive Vigilance as a tool of Good Governance”.

Improving existing systems and procedures, internal vigilance, reviewing & inspecting processes, minimizing discretions and increasing levels of efficiency and awareness among employees are the keys to the Preventive Vigilance. This will come a long way in preventing the faults before it occurs. Integrity of individuals and transparency in their working in public offices is utmost necessary in making transparent and efficient administration necessary for good governance.

I wish this year's awareness week proves to be quite useful in creating vigilance awareness amongst the employee of CCL and help us to maintain highest ethical and moral standards in our lives.

I take this opportunity to express my gratitude and sincere thanks to all concerned who have helped in compilation and publication of this magazine with utmost dedication and sincerity. I also extend heartfelt acknowledgements to my Vigilance team for the untiring efforts and relentless endeavor put in for publication of this magazine and celebrations of Vigilance Awareness Week 2015.

(Arbind Prasad, ITS)

Chief Vigilance Officer



GOPAL SINGH
Chairman-cum-Managing Director



CENTRAL COALFIELDS LIMITED
(Govt. of India undertaking)
(A Miniratna Company)
DARBHANGA HOUSE,
RANCHI 834 029

Message

I am happy to know that the Vigilance Department, Central Coalfields Limited is bringing out a Vigilance Magazine “**Kayakalp**” on the occasion of Vigilance Awareness Week 2015.

Corruption in any walk of life has a serious impact on Governance, be it for the country or for any particular organization. Vigilance plays, as an important Management function, a key role in enhancing the managerial efficiency. Vigilance efforts towards meeting the organizational goals and inculcating the transparency, accountability, promoting integrity and honesty in the organizations are praiseworthy. These are the values nurtured in our Organization over the years and we shall continue to uphold these values, which in turn will enhance the productivity and profitability of the Company.

The theme of this Vigilance Awareness Week is “**Preventive Vigilance as a tool of Good Governance**” which is being observed from 26th October to 31st October 2015. CCL is committed towards implementation of Preventive Vigilance measures as it is always a better answer to curb corruption and to become a role model in the field of corporate governance, impeccable commitment towards achieving this is required from all employees.

Publication of the magazine “**Kayakalp**” is a commendable effort in this direction and will not only help in sensitizing the employees of the Company about vigilance matters, will also generate widespread awareness and consciousness. Many a time without any malafide intention, an employee takes a wrong decision mainly because he is not up-to-date with the rules/guidelines etc. This magazine will go a long way in making the CCL employees up-to-date and take decisions more accurately.

I would like to commend the CVO and his Vigilance department team for the admirable efforts in bringing out the “**Kayakalp**” Magazine.

I wish the Vigilance Awareness week 2015 a great success.

(Gopal Singh)
Chairman-Cum-Managing Director



D. K. GHOSH
Director (Finance)



CENTRAL COALFIELDS LIMITED
(Govt. of India undertaking)
(A Miniratna Company)
DARBHANGA HOUSE,
RANCHI 834 029

Message

It gives me immense pleasure to learn that CCL Vigilance Department is intending to publish the Magazine “KAYAKALP” during Vigilance Awareness Week commencing from 26th October’15 to 31st October’15 in line with the directives of CVC.

My best wishes to “KAYAKALP” which will definitely lead, guide and enlighten the personnel of Central Coalfields Limited in the path of progress.

I wish the “Vigilance Awareness Week-2015” a grand success.

(D.K. Ghosh)
Director (Finance)



P. K. TIWARI

Director (Technical), Oprns.



CENTRAL COALFIELDS LIMITED

(Govt. of India undertaking)

(A Miniratna Company)

DARBHANGA HOUSE,

RANCHI 834 029

Message

It gives me immense pleasure to learn that Vigilance Department, CCL is publishing a Vigilance magazine “**Kayakalp**” during the Vigilance Awareness Week 2015.

Prime objective of celebration of Vigilance awareness week is to develop awareness amongst all employees and stake holders of the Company to practice honesty and integrity of highest order and maintain transparency and fairness in all walks of life.

The theme of this year Vigilance awareness week is “**Preventive Vigilance as a tool of Good Governance.**”

I am of the opinion that creating awareness amongst people regarding the importance of Vigilance in working life and promoting means of preventive Vigilance is the most essential element for ensuring “Good Governance” in public sector units.

Preventive Vigilance further helps to sensitize people and promote involvement through system improvements and transparent policies in areas of public administration.

On this occasion of Vigilance Awareness Week, I urge the whole CCL family to enthusiastically participate in the activities during the Week and make it a grand success. I congratulate the Vigilance team for their commendable efforts in bringing out this magazine.

(P K Tiwari)

Director (Tech.), Oprns.



Radhashyam Mahapatro

Director (Personnel)



CENTRAL COALFIELDS LIMITED

(Govt. of India undertaking)

(A Miniratna Company)

DARBHANGA HOUSE,

RANCHI 834 029

Message

I extend my heartiest compliments to CCL Vigilance Department which is going to publish a Magazine “Kayakalp” during Vigilance Awareness Week, commencing from 26th Oct’15 to 31st October, 2015.

Vigilance is rapidly developing with new technology & findings in every chapter of Govt. or Semi-Govt. Organizations. The Vigilance Awareness Week is an excellent platform to boost up ideas & experience amongst not only vigilance officials but all employees of the Company which may improve the knowledge & skills and ultimately percolate down below the company benefitting our employees.

I am sure that this magazine “Kayakalp” would help the employees of our company to function timely in a transparent manner while performing their duties and responsibilities.

 09.X.2015

(R.S.Mahapatro)



सुबीर चन्द्रा
निदेशक तकनीकी
(योजना एवं परियोजना)



सेन्ट्रल कोलफील्ड्स लिमिटेड
(भारत सरकार का एक उपक्रम)
(एक मिनीरत्न कम्पनी)
दरभंगा हाउस, राँची – 834 029

संदेश

यह जानकर अति प्रसन्नता हुई कि सीसीएल सतर्कता विभाग इस वर्ष भी 26 से 31 अक्टूबर तक सतर्कता जागरुकता सप्ताह मना रहा है, साथ ही "कायाकल्प" पत्रिका का भी प्रकाशन कर रहा है।

सतर्कता जागरुकता सप्ताह हम सबों में इस मूल भावना को पुनर्स्थापित करता है कि हम अपने कार्य क्षेत्र में पूर्ण ईमानदारी और पारदर्शिता बनाए रखें ताकि एक स्वच्छ और पक्षपातरहित समाज की परिकल्पना की ओर अग्रसर हो सकें।

मैं इस आयोजन के लिए सतर्कता विभाग को बधाई देता हूँ।

सुबीर चन्द्रा
15/10

(सुबीर चन्द्रा)



Articles

सच की जीत

(गीत)

मन के संग-संग नयन से देखो,
चर्चा अब सरेआम है,

छल-कपट आलस से बढ़कर,
लोभी कुछ इंसान हैं

छल-कपट, आलस से बढ़कर,
लोभी कुछ इंसान हैं

एक तरफ, मिले स्वच्छ जिन्दगी,
एक तरफ, हवालात है,

कुछ करते हैं "कर" की चोरी,
कुछ करते आराम हैं,

एक तरफ न चिंता कल की,
एक तरफ सूनी रात है,

कुछ करते हैं, सीना-जोरी,
कुछ करते बदनाम हैं,

एक तरफ सुख-शांति मिलती,
फिर क्यूँ डोले ईमान है,

कुछ करते हैं आगा-पीछा,
कुछ करें, छुपके सलाम हैं,

छल-कपट, आलस से बढ़कर,
लोभी कुछ इंसान हैं

छल-कपट, आलस से बढ़कर,
लोभी कुछ इंसान हैं

सच का साथ दिया हो जिसने,
अच्छा वो इंसान है,

कुछ दिखाते झूठी शौकत,
कुछ दिखाते शान हैं,

सच्ची लगन हर-पल हो जिसमें
वक्त भी उसका गुलाम है,

कुछ दिखाते, लूटी दौलत,
कुछ बने दाता महान् हैं,

ऐसे ही कर्मठ लोगों से,
बनता देश महान् है,

कुछ दिखाते, तन की ताकत,
मेहनतकश परेशान हैं,

छल-कपट, आलस से बढ़कर,
लोभी कुछ इंसान हैं

— ब्रज बिहारी सिंह
ई एण्ड टी विभाग, सीसीएल (मु0)
दरभंगा हाउस, राँची ।

Hope is being able to see that there is light despite all of the darkness



The opinion which other people have of you is their problem, not yours

“QUOTES”

- V** – “Vigilance is the price of democracy.” - Gregory Rooker.
- I** – “If you tell the truth you don’t have to remember anything.” - Mark Twain.
- G** – “Greatness of man is not in how much wealth he acquires, but in his integrity and his ability to affect those around him positively.” - Bob Marly.
- I** – “In a conflict between heart and brain , follow the brain.” - Swami Vivekanand.
- L** – “Legacy is not so rich as honesty.” - William Shakespeare.
- A** – “An eye for an eye will only make the whole world blind” - Mahatma Gandhi.
- N** – “Nationalism is motivated by human race’s highest ideals :Satyam, Shivam and Sundaram.” - Subhas Chandra Bose.
- C** – “Corruption free country and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. they are Father, Mother and the Teacher” - A.P.J. Abdul Kalam.
- E** – “Eternal vigilance is the price of liberty, power is ever stealing from the many to the few ”- Wendell Phillips.

Compiled by - Prasenjit Maity, Sr. Manager(Mining)(Vig.)

भारतीय लोक सेवक की प्रार्थना

भ्रष्टाचार निरोधक अधिनियम ए 1988 की आपराधिक धाराओं के संदर्भ में प्रार्थना

हे ईश्वर मुझे इतना सशक्त बनाओ कि मैं आपके समक्ष कह सकूँ कि

पद-7 मैं कभी रिश्वत लेने के बारे में सोचूँगा नहीं ।

पद-8 मैं कभी रिश्वत देने वाले दलालों से कोई सम्पर्क नहीं रखूँगा ।

पद-9 मैं अपने परिवार एवं संबंधियों तथा दोस्तों को अपने स्वयं के पद के नाम पर रिश्वतखोरी से दूर रखूँगा ।

पद-10 मैं उन रिश्वतखोरी के सब दलालों, चाहे गैर हों या अपनपे हों, सबको रोकूँगा, जो मुझे रिश्वत देने कि कोशिश करेंगे ।

पद-11 मैं सरकारी तौर पर दूर या समीप के सम्बन्धित लोगों से कोई भी मूल्यवान वस्तु नहीं लूँगा ।

पद-12 मैं रिश्वत देने वालों को पकड़वाउँगा ।

पद-13 1(a) मैं बार-बार तो क्या एक बार भी रिश्वत लेने की बात सोचूँगा नहीं ।

पद-13 1(b) मैं बार-बार तो क्या एक बार भी मूल्यवान वस्तु सरकारी सम्बन्धित लोगों से लेने की सोचूँगा भी नहीं ।

पद-13 1(c) मैं न ही स्वयं तथा न ही दूसरे को उन सरकारी सम्पत्तियों का दुरुपयोग करने दूँगा जो मुझे सौंपी गई है और न ही उसे हड़पने दूँगा ।

पद-13 1(d) मैं ऐसा कार्य कभी नहीं करूँगा जिसमें मुझे कानून तोड़ना पड़े, अपने पद की शक्तियाँ एवं अधिकारों का दुरुपयोग करना पड़े या किसी दूसरे के फायदे के लिए या सरकार का नुकसान करके ।

पद-13 1(e) मैं अपनी उचित आय से ही अपनी सम्पत्ति बनाउँगा तथा खर्चा करूँगा और इसके लिए मेरी हमेशा सरकार के प्रति जवाबदेही रहेगी ।

पद-14 मैं अपने आपको हमेशा आदतन दलालों और रिश्वत देने वालों से बचा कर रखूँगा ।

पद-15 मैं कभी भी सरकारी पद तथा सम्पत्ति के दुरुपयोग की कोशिश के बारे में नहीं सोचूँगा ।

हे ईश्वर, यह सब करने के बाद आप मुझे केवल अपना आशीर्वाद, शक्तिशाली आत्माएँ, हिम्मत और ताकत अच्छी सेहत, तीव्र बुद्धि तथा निष्कलंक आत्मा दें, भले ही धन दौलत, ख्याति, मनमोहक वस्तुएँ आदि सांसारिक आनन्द कम दें या न दें ।

सच्चे ईश्वर की जय-जयकार, भारतमाता जिंदाबाद

धन्य हैं मेरे माता-पिता जिन्होंने मुझे जन्म दिया ताकि मैं अपने को देश सेवा तथा भ्रष्टाचार खत्म करने के लिए समर्पित कर सकूँ ।

संकलन : एस.के. सिंह, मुख्य-प्रबंधक (वि. एवं यां.), सतर्कता विभाग

*It's fine to celebrate success, but it is more important
to heed the lessons of failure*

IT Initiatives/Transparency Measures In Central Coalfields Limited

Arbind Prasad (ITS)
Chief Vigilance Officer, CCL

Central Coalfields Limited is a Central Public Sector Enterprise Category-I Mini Ratna Company since October 2007. During 2014-15 coal production of the Company reached its highest-ever figure of 55.6 million tonnes (Growth rate of 11.2%) with net sales of Rs.9474.99 Crores and profit (after tax) of Rs.1770.67 Crores. The total manpower of the Company is 46642.

The Mission of CCL is to produce and market the planned quantity of coal and coal products efficiently and economically with due regard to safety, conservation and quality. The main thrust of CCL in the present context is to orient its operations towards market requirements maintaining at the same time financial viability to meet the resource needs with the Vision of “**Committed to create eco-friendly mining**”.

Corruption is typically covert event that can go undetected for years, or altogether. Without tackling corruption risk effectively, Company can face irreparable damage. The Central Vigilance Commission, being the apex vigilance institution of the Country, has decided that organisation must increase the transparency and accountability in their activities through the use of information technology. Keeping this in mind, Central Coalfields Limited has endeavored its best to introduce many IT initiatives and measures to curb the menace of corruption under the able guidance of our top management and in consistent cooperation with CIL vigilance.

1. Finalization of Service contracts through e-Tender & Online Reverse Auctioning

Central Coalfields Limited is dealing with high value contracts in the area of Hiring of HEMM for removal of OB & extraction of Coal, Extraction and transportation of Coal by deploying surface miners, Transportation of Sand &Rejects, Wagon loading of Coal etc. Earlier these tenders were being done by the conventional method of tendering. In compliance to the instruction of CVC regarding leveraging of Technology to curb corruption, **e-tendering with reverse bidding** has been introduced in CCL with effect from April’2010. Central Coalfields Limited is the first subsidiary of CIL adopting reverse bidding through e-tendering for all transportation contracts.

Salient details of e-Tendering with Reverse Auction

Sl. No.	Description	M/s M-junction (June’ 2010 to April’ 2012)	M/s C1 India Pvt. Ltd. (Apr’ 2012 to Oct’ 2014)	M/s M-junction (Nov 2014 to Sept’ 2015)	Total
1	NITs floated (Nos.)	136	346	112	594
2	Transaction Value in Rs. Crores. (Approx.)	1478	6738	3116	11332
3	Reverse Auction completed	105	276	97	478
4	Cumulative savings as a result of RA in Rs. Crores. (Approx.)	73	988	256	1317
5	NITs in which Final rate after RA process were less than the Estimated Price	18	27	08	53

Honesty is the first chapter of the book of wisdom

Benefits of Reverse Auction

- Introduction of more transparency in the system
- Savings of 1317 Cr during last 5 years
- Increase of Vendors from 50 to 155
- Reduction in cycle time by 30 days
- Reduction in complaint
- Confidentiality is maintained
- Reduces possibility of cartel formation
- The process is economical with security features
- Change in perception
- Tender published are doubled
- Ease of operation

2. Vehicle Tracking System and RFID with CCTV based weighing Control and Monitoring System

Integrated GPS/GPRS based Vehicle Tracking System(VTS) and RFID with CCTV based weighing Control & Monitoring System across CCL command Area is under implementation stage with the following objectives:

- To prevent pilferage/theft of coal during transportation and siding
- To monitor all HEMM vehicles related to production, dispatch and sale in different collieries
- To improve HEMM productivity
- To generate various MIS reports related to production, despatch and sale
- To improve dispatch activities with the help of CCTV cameras at WBs and siding.
- Contact monitoring/surveillance from Area Control Room
- Attending geofencing/deviation/stoppage and other related alerts

The integrated project work covering entire command area is under implementation stage. Expected Date of full implementation is November 2015.

Components of VTS

S.No.	Name	Total Requirements
1	GPS/GPRS based VTS Tracker	2150
2	Electronic Surveillance by CCTV	40+412
3	Boom Barrier	112
4	Road/Rail WBs	92

The VTS system will monitor the real time movement of the vehicles. The system software has provisions for various online queries along with the facility to generate different MIS reports for further action. Different alerts like geo-fencing, route deviation and un-necessary stoppage of vehicles will be captured by the system and same shall be send through automated SMS alerts to concerned controlling authorities. CCTV Surveillance cameras will help to monitor the entire activity at the railway sidings, weighbridges from the Control Room located at the Area Offices and HQs.

Power corrupts but absolute power corrupts absolutely

All the trucks/tippers are being fitted with RFID tags to enable their weighment at road weighbridges after proper reading by RFID readers without any manual intervention. The same weighment data will be routed to CoalNet software on real time basis through dedicated links/network (WAN) set for this purpose. It has the ability to continuously monitor the location and status of mining equipment and allocate the right truck at the right time to the right place.

3. Wide Area Network (WAN)in CCL Command Area

To felicitate smooth transfer of data from different point of generation to centrally located servers and to interconnect all Areas offices, projects, stores, rail and road weighbridges etc, a Wide Area Network (WAN) has been conceived and has been implemented across CCL. The WAN will be the backbone of Communication Infrastructures across the Company.

Tier-I WAN : Connecting CCL HQrs to all Area Offices, Regional Stores, Central Units and Kolkata Sales Office.

Tier-II WAN : Connecting Areas to respective Project Offices, Rail & Road Weigh Bridges & any other units within the Area.

All Areas of the CCL, Regional Stores and 89 Road/Rail weighbridges have been connected over WAN networking. Work for connecting remaining Project Offices, Rail & Road Weigh Bridges, Kolkata Sales Office are under progress.

4. Implementation of CoalNet Application Software

CoalNet Application Software is a customized ERP like solution to provide business functionalities and uniform reporting system to the end-users across the Company. The Application software has been developed by IIT Kharagpur. Initially as per the directives of Coal India Limited, six modules of the CoalNet has to be implemented for its effective use. The CoalNet Application Software will use the communication infrastructure setup during the implementation of WAN. Following are the CoalNet modules implemented in CCL:

- Online Material Management Module (OMMS),
- Payroll Module,
- Sales and Marketing Module(S&M),
- Financial Information Systems (FIS) Module,
- Personal Information System Module(PIS) and
- Production Module (Under Implementation)

5. E-Procurement

In compliance to the directive of CVC and MoC, e-procurement has been introduced in CCL w.e.f April'2010 to enhance the transparency measures in the Company. The portal of NIC as a Service Provider is being used for e-tendering. Initially, it was adopted at HQ level and later after rigorous follow up at different level,100% e-tendering has been implemented since 1stApril'2015 in all procurement of goods and services valued more than 2 lakhs by all the Areas/Departments. A series of training programme were organized with officers and vendors to enhance the skill level. Till Sep'2015 around 966 cases of procurement have been taken up so far valuing more than 1151.37 Crores.

6. Online Bill Tracking System

To bring transparency in the payment of bills of the vendors/contractors a Online Bill Tracking System has been develop, customized and deployed in COALNET application software for its usage

The winner of any corporate competition is the company whose moral purpose best fits the prevailing environment and assets

since October 2014. The bills received from the vendors/contractors are immediately captured in the server and at every stage the status of the physical bills are updated by the concerned department till its final destination i.e. the payment of the bill.

Further arrangements are being done to see the status of the bills by the vendors/contractors on our website. Provision of alerts to HODs, when there is delay in payments beyond a particular preset threshold, with further escalation to FDs is under implementation phase, as suggested by CIL. The promulgation of its usages at all levels in the company is being enforced by Finance Division.

7. Online grievance/complaint lodging system

Initially, grievances/complaints were being received through letters/fax/e-mail in the Vigilance Department. Many of them were simply of grievance nature which needed forwarding to the concerned Areas/Departments for further necessary actions.

In the spirit of Common Complaint Handling Policy of Central Vigilance Commission and Coal India Ltd., an online portal on CCL website www.ccl.gov.in has been inaugurated by Secretary (Coal) on 07.01.2015 for lodging grievances and vigilance complaints separately and is operational since then. After submitting grievances on the portal, the complainant receives an acknowledgement number which he may use in future for tracking his grievance. Tracking of grievance through mobile number is also possible from the above website.

8. Other Transparency measures

- E-payment is operational.
- Online Vigilance status of Executives/NE is under use in Vigilance Department
- File Movement and Tracking System is in use.
- Facilitating e-Goverance to employee by My CoalNet
- Online Recruitment software is operational.
- Implementation of Auto refund of EMD to unsuccessful bidders of e-tendering in under active implementation process and will start functioning shortly.
- Introduction of e-tendering in award of Civil Contracts.



“ You have to learn the rules of the game. And then you have to play better than anyone else.”

— **Albert Einstein**

Vigilance is not only the price of liberty but of success of any sort

Good Governance

GC Agrawal
GM(Vig), CCL, Ranchi

VS Singh
Sr.Manager(MM), Vig. Deptt., Ranchi

Introduction

Recently the terms “governance” and “good governance” are being increasingly used in development literature. Bad governance is being increasingly regarded as one of the root causes of all evil within our societies.

Good governance is an indeterminate term used in international development literature to describe how public institutions conduct public affairs and manage public resources. Simply “governance” means: the process of decision-making and the process by which decisions are implemented. Governance can be used in several contexts such as corporate governance, international governance, national governance and local governance. Since governance is the process of decision making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and implementing the decisions made and the formal and informal structures that have been set in place to arrive at and implement the decision. In our context, the Ministry of Coal, Government of India is one of the actors in governance. Other actors involved in governance vary depending on the level of government that is under discussion. For example, other actors may include land honors, local state government machinery, contractors/vendors, buyer of coal (government or private) etc.

Characteristics of Good Governance: It has 8 major characteristics.

Participation: - It is the most important characteristic of the good governance, participation by all actors. Participation could be either direct or through legitimate intermediate institutions or representatives. It is important to point out that representative democracy does not necessarily mean that the concerns of the most vulnerable in society would be taken into consideration in decision making. Participation needs to be informed and organized.

Rule of law: Good governance requires fair legal frameworks that are enforced impartially. Impartial enforcement of laws requires an independent judiciary and an impartial and incorruptible police force. The concept of good governance is undoubtedly linked with the citizens’ right of life, liberty and pursuit of happiness. This could be secured in a democracy only through the rule of law.

Transparency: It means that decisions taken and their enforcement are done in a manner that follows rules and regulations. It also means that information is freely available and directly accessible to those who will be affected by such decisions and their enforcement. It also means that enough information is provided and that it is provided in easily understandable forms and media.

Responsiveness Good governance requires that institutions and processes try to serve all stakeholders within a reasonable timeframe.

Consensus oriented: There are several actors and as many view points in a given society or organization. Good governance requires mediation of the different interests in society to reach a broad consensus in society on what is in the best interest of all the stake holders or the whole community and how this can be achieved.

Equity and inclusiveness A society’s well being depends on ensuring that all its members feel that they have a stake in it and do not feel excluded from the mainstream of society. This requires all groups, but particularly the most vulnerable, have opportunities to improve or maintain their well being.

Effectiveness and efficiency Good governance means that processes and institutions produce results that meet the needs of society while making the best use of resources at their disposal. The concept of efficiency in the context of good governance also covers the sustainable use of natural resources and the protection of the environment.

Accountability: Accountability is a key requirement of good governance. Not only governmental institutions but also the private sector and civil society organizations must be accountable

Discipline is the bridge between goals and accomplishment

to the public and to their institutional stakeholders. Who is accountable to whom varies depending on whether decisions or actions taken are internal or external to an organization or institution. In general an organization or an institution is accountable to those who will be affected by its decisions or actions. Accountability cannot be enforced without transparency and the rule of law.

Conclusion From the above discussion it should be clear that good governance is an ideal which is difficult to achieve in its totality. Very few countries and societies have come close to achieving good governance in its totality. However, to ensure sustainable human development, actions must be taken to work towards this ideal with the aim of making it a reality.

The Major Challenges before the Good Governance

Criminalization of Politics: The Criminalization of the political process and the unholy nexus between politicians, civil servants, and business houses are having a baneful influence on public policy formulation and governance. The Indian State is facing a serious challenge to its authority from lawless

Corruption: The high level of corruption in India has been widely perceived as a major obstacle in improving the quality of governance. While public servant greed is obviously a driver of corruption, it is the structural incentives and poor enforcement system to punish the corrupt that have contributed to the rising curve of graft in India.

ROLE OF VIGILANCE IN GOOD GOVERNANCE

Vigilance has played a vital role in enhancing good governance. The **vigilance department's place in the government structure; CVC, CTE, CBI and CVO of the Organization are all together act on the corruption and thereby are the tool of good governance.** CVC has successfully launched a very famous project named VIGEYE. Its important features are

- Citizen has multiple channels to air their grievances and complaints to the CVC, like through mobile phones, through internet and through telephones.
- The entire complaint processing is done online, in digital form, which enables very fast and accurate processing of complaints.
- The Concerned CVO interacts with the complainant directly over phone or email or in person as the case may be to proceed further for taking further needful action.
- The status of the complaint is communicated back to the complainant.
- VIGEYE website is receiving regular and sufficient numbers of cases, since its launch in December 09, 2011.

PUBLIC PROCUREMENT

Being the government activity most valuable to corruption has been a priority concern of the Commission. The commission has taken steps to mitigate corruption in public procurement

- **To adopt E tendering or e Procurement**
- **To issue guideline to promote integrity in public procurement.**
- **To include the Integrity Pact in the tenders, developed by the Transparency International.**
- **To use technology and E governance to minimize discretion and human intervention, thus preventing corruption.**

CONCLUDING REMARKS

The involvement of various actors as discussed above in governance has become crucial. Civil groups like NGO's, women's groups, trade unions, cooperatives, guilds, faith organizations are all essential to buildings of inclusive growth. Without the involvement of the people, without their voices, without their participation and representation, a programme can only be implemented mechanically. If the curse of corruption has to be wiped out in totality from the society and organization, we have to move from punitive & preventive Vigilance to proactive, predictive and participative vigilance. Deep rooted corruption cannot, but each and every citizen of India has to contribute.

*The true sign of intelligence is not knowledge
but imagination : Albert Einstein*

सी.सी.एल. से सेवानिवृत्त हो रहे कर्मियों द्वारा सी.एम.पी.एफ. रिफंड एवं पेंशन दावें शीघ्र निबटारे हेतु मार्गदर्शिका

विभागाध्यक्ष (कार्मिक/पेंशन), सीसीएल, राँची

सीसीएल कर्मी निहित स्वार्थ समूहों द्वारा आर्थिक शोषण का शिकार न बने एवं सेचत कर्मी की तरह पूर्ण आत्मविश्वास के साथ व्यवस्था में आस्था रखें एवं दावें का शीघ्र लाभ पा सकें।

सी.सी.एल. में कार्यरत कर्मी जो हाल ही में सेवानिवृत्त हुए हैं और जो निकट भविष्य में सेवानिवृत्त होने वाले हैं उन्हें सी.एम.पी.एफ. रिफंड एवं सी.एम.पी.एफ. 1998 के अंतर्गत मिलने वाले पेंशन पाने में सहूलियत हो एवं उनके तत्संबंधित दावे का अविलंब निबटारा हो उसके लिए ध्यान देने योग्य महत्वपूर्ण बातें निम्नलिखित हैं :-

1. विदित है कि सी.एम.पी.एफ. द्वारा शुरू की गई "मिशन विश्वास योजना के अंतर्गत" सहज प्रपत्र में पी.एफ. रिफंड एवं पेंशन दोनों दावा एक साथ प्रेषित किया जाता है। यदि सहज फार्म में दावा इकाई एवं क्षेत्र से सी.सी.एल., मुख्यालय के पेंशन विभाग में हर महीने के 05 से 06 तारीख के अंतर्गत आ जाता है जो पूर्णरूपेण सही-सही भरा गया है एवं जब वह उसी महीने के 07 तारीख तक संबंधित सी.एम.पी.एफ. कार्यालय में पहुँच जाता है तब सी.एम.पी.एफ. उन दावों का उसी महीने के अंतिम तारीख तक निबटारा करने के लिए संकल्पित है। इसके लिए आवश्यक है कि संबंधित इकाई एवं क्षेत्र से सहज फार्म सेवानिवृत्ति होने वाले माह के शुरू होने से पहले पिछले माह कि अंतिम तिथि तक पूर्णरूपेण सही-सही भरा लिया जाय एवं उसके साथ पूरी सेवा काल की अवधी का पी.एफ. एवं पेंशन मद में हुई कटौतियों का विवरण विहित प्रपत्र (Prescribed Form) में दर्ज रहना आवश्यक है।
2. सहज फार्म जो भविष्य निधि वापसी एवं पेंशन दावे का फॉर्म है जो सी.सी.एल. में लंबे प्रयास के बाद अप्रैल 2015 से लागू है। उसके भरने में इकाई एवं क्षेत्रों द्वारा अपेक्षित सतर्कता नहीं बरती जा रही है, जिसके चलते संबंधित कर्मी का दावा समय पर मुख्यालय पेंशन विभाग में नहीं पहुँच रहा है जबकि इसके लिए क्षेत्र में जाकर जागृति बढ़ाने का प्रयास हुआ है, अभी भी प्रयास जारी है। समय पर दावा नहीं पहुँचने से निपटारे में विलंब होता है जिसे दूर करने हेतु निरंतर पहल की जा रही है।
3. सहज फार्म पी.एफ. रिफंड एवं पेंशन हेतु नॉमिनी का नाम (जीवित पारिवारिक सदस्यों का विवरण) क्रमशः रिफंड हेतु Declaration "A" एवं पेंशन हेतु पी.एस.-3 के आधार पर भरा जाना है। यदि सेवानिवृत्त कर्मी द्वारा स्वयं दावा करने के इस केश के मामले में भी भरा जाना आवश्यक है ताकि भविष्य में उसके मृत्यु के पश्चात उसके नॉमिनी को पेंशन देने का दावा आसानी से शीघ्र हो सके।
4. सहज फार्म में पहचानकर्ता के हस्ताक्षर के साथ-साथ उसका पदनाम एवं सी.एम.पी.एफ. नम्बर हस्ताक्षर के साथ होना आवश्यक है।
5. संलग्न सहज फार्म के साथ संलग्न किये जाने वाले अभिलेख एवं सामान्य निर्देश निम्नलिखित हैं।
 - (क) बच्चों की जन्म तिथि दर्शाने वाली दो अभिप्रमाणित प्रतियों सहित आयु के मूल प्रमाण-पत्र नगर प्रशासन प्राधिकारियों से अथवा जन्म अथवा मृत्यु के निबंधक से अथवा मान्यता प्राप्त विद्यालय के प्रधान हो जहाँ बच्चा पढ़ता हो, होना चाहिए।
 - (ख) मृत्यु प्रमाण-पत्र (आदि लागू हो)
 - (ग) अभिभावक प्रमाण-पत्र (प्रत्येक बच्चे के पक्ष में)
 - (घ) सक्षम मेडिकल बोर्ड द्वारा पूर्ण एवं स्थायी अक्षमता के समर्थन में चिकित्सीय प्रमाण-पत्र।
 - (ङ) बचत बैंक खाता पास बुक की अभिप्रमाणित छायाप्रति जो "फॉर्मर और सर्वाइवर" आधार पर खोला गया हो।

An essential aspect of creativity is not being afraid to fail

- (च) पेंशन अंशदान और गणनायोग्य सेवा अवधि के विवरण से आरंभ करने के वित्तीय वर्ष से सेवा समाप्ति के वित्तीय वर्ष तक भरे जाए।
- (छ) सदस्य के पति-पत्नी से संबंधित सभी कॉलम भरे होने चाहिए और इस फार्म के भरते समय ही इसी फार्म में प्रमाणित होने चाहिए।
6. भविष्य निधि वापसी हेतु अग्रिम रसीदी टिकट उसी सहज फार्म में संबंधित दावाकर्ता के हस्ताक्षर एवं अधिकृत पदाधिकारी के हस्ताक्षर से अभिप्रमाणित रहना अनिवार्य है।
 7. सहज फार्म में सेवानिवृत्त होनेवाले माह का पी.एफ. कटौति का विवरण नहीं होना चाहिए क्योंकि उसके संदर्भ में पूर्व में निर्देश दिया गया है कि क्षेत्र इकाई से ही नियोक्ता के अंशदान सहीत भुगतान सीधे सदस्य के खाते में कर देना है।
 8. सेवानिवृत्त हो रहे माह का सिर्फ पेंशन कटौति अतिरिक्त वेतन वृद्धि कटौति एवं प्रशासनिक शुल्क 3% का विवरण पी.एस.-5 के तहत सी.एम.पी.एफ. कार्यालय में भेजना सुनिश्चित करना आवश्यक है।
 9. पेंशन की सुविधा सदस्य को ताजिदंगी मिलती रहे इस हेतु पेंशनधारी को प्रत्येक वर्ष नवम्बर माह में संबंधित बैंक में जिवित प्रमाण-पत्र देना अति आवश्यक है। संबंधित बैंक इसे नोडल बैंक शाखा, धनबाद को अग्रतर कार्रवाई हेतु अग्रसारित कर देते हैं।
 10. पेंशनधारी की मृत्यु उपरांत मृत्यु प्रमाण-पत्र प्रस्तुत करने पर विधवा पेंशन की सुविधा भी प्राप्त है। विधवा पेंशन मंजूर करने में सी.एम.पी.एफ. कार्यालय से इस कारण भी देरी होती है कि पेंशनर की मृत्यु समय पर उनके परिवार के लोग संबंधित बैंक को नहीं देते हैं, जिसके चलते मृत्यु के बाद भी कुछ महीने तक पेंशन खाता में जाता रहता है। विधवा पेंशन दावा के साथ संलग्न मृत्यु प्रमाण-पत्र देखकर सी.एम.पी.एफ. कार्यालय संबंधी बैंक से मृत्यु तिथि के बाद पेंशनर खाता में गए रुपये की वापसी के लिए पत्राचार करता है एवं जब राशि लौटती है तब विधवा पेंशन को मंजूर होता है। अतः इस विलंब को टाला जा सकता है यदि पेंशनर का परिवार मृत्यु के तत्काल बाद संबंधित बैंक को एवं सी.एम.पी.एफ. को उसकी सूचना मृत्यु प्रमाण-पत्र के साथ दें एवं मृत्यु के बाद पेंशनर के खाते में गई राशि न उठावें।
- विधवा को पेंशन लेने हेतु वर्तमान व्यवस्था में उसी कोलियरी कार्यालय में जाकर मृत्यु प्रमाण-पत्र एवं विधवा अपना एकल बैंक खाता का विवरण प्रस्तुत करना होता है।
11. पेंशनर की मृत्यु के पश्चात आश्रित पत्नी को पेंशनर को मिल रहे पेंशन 66% राशि मिलती है। लेकिन यदि उसके प्रथम दो संतान 25 वर्ष से कम की आयु के हैं तो उन्हें चिल्ड्रेन पेंशन भी 25 वर्ष पूरा होने तक विधवा को मिलने वाली राशि के अतिरिक्त प्रत्येक बच्चों को 25% मिलने का प्रावधान है। उसे प्राप्त करने हेतु विधवा पेंशन के साथ-साथ बच्चों हेतु पेंशन का दावा भी देना आवश्यक है।

यदि उपरोक्त मार्गदर्शिकाओं को ध्यान से रखते हुए अपेक्षित सतर्कता के साथ दावा भरा हो तो उसे प्राप्त होने पर सी.एम.पी.एफ. कार्यालय उन दावों का उसी माह निबटारा करना संभव है। ज्ञातव्य रहे की पेंशन जिस माह में स्वीकृत होता है उसके दो माह के बाद ही पेंशन की राशि बकाये सहित पेंशनधारी के खाते में जाती है।

“ Be the change that you wish to see in the world. ”

— Mahatma Gandhi

Sometimes by losing a battle you find a new way to win the war

Corruption Perceptions Index

Our Global Scenario

Priya Ranjan Kumar

Manager (Excv.), Vigilance Deptt., CCL, Ranchi

From villages in rural India to the corridors of power in Brussels, Transparency International gives voice to the victims and witnesses of corruption. They work together with governments, businesses and citizens to stop the abuse of power, bribery and secret deals.

As a global movement with one vision, they want a world free of corruption. Through chapters in more than 100 countries and an international secretariat in Berlin, they are leading the fight against corruption to turn this vision into reality.

Transparency International (TI) publishes the **Corruption Perceptions Index (CPI)** since 1995, annually ranking countries “by their **perceived** levels of corruption, as determined by expert assessments and opinion surveys.” The CPI generally defines **corruption** as “the misuse of public power for private benefit.”

Why CPI is based on perception

Corruption generally comprises illegal activities, which are deliberately hidden and only come to light through scandals, investigations or prosecutions. There is no meaningful way to assess absolute levels of corruption in countries or territories on the basis of hard empirical data. Possible attempts to do so, such as by comparing bribes reported, the number of prosecutions brought or studying court cases directly linked to corruption, cannot be taken as definitive indicators of corruption levels. Instead, they show how effective prosecutors, the courts or the media are in investigating and exposing corruption. Capturing perceptions of corruption of those in a position to offer assessments of public sector corruption is the most reliable method of comparing relative corruption levels across countries.

WHICH COUNTRIES/TERRITORIES ARE INCLUDED IN THE CPI 2014 AND WHY?

For a country/territory to be included in the ranking, it must be included in a minimum of three of the CPI’s data sources. If a country is not featured in the ranking, then this is solely because of insufficient survey information and not an indication that corruption does not exist in the country. This year 175 countries and territories are included in the index. In 2013, it was 177. Comparing to 2013 CPI, Brunei, Equatorial Guinea and Saint Lucia are not included in the 2014 CPI. Samoa is included in 2014 CPI but was not included in 2013 CPI.

DOES THE CPI TELL THE FULL STORY OF CORRUPTION IN A COUNTRY?

No. The CPI is limited in scope, capturing perceptions of the extent of corruption in the public sector, from the perspective of business people and country experts. Complementing this viewpoint and capturing different aspects of corruption, Transparency International produces a range of both qualitative and quantitative research on corruption, both at the global level from its Secretariat and at the national level through Transparency International’s network of National Chapters based in over 90 countries around the world.

Corruption Perceptions Index 2014

The Corruption Perceptions Index ranks countries and territories based on how corrupt their public sector is perceived to be. A country or territory’s score indicates the perceived level of public sector corruption on a scale of 0 (highly corrupt) to 100 (very clean). A country or territory’s rank

Be vigilant, guard your mind against negative thoughts

indicates its position relative to the other countries and territories in the index. This year's index includes 175 countries and territories. N/A means a country was not included in the index during a particular year.



TOP TEN COUNTRIES

RANK	COUNTRY	2014 SCORE	2013 SCORE	2012 SCORE
1.	DENMARK	92	91	90
2.	NEW -ZEALAND	91	91	90
3.	FINLAND	89	89	90
4.	SWEDEN	87	89	88
5.	NORWAY	86	86	85
5.	SWITZERLAND	86	85	86
7.	SINGAPORE	84	86	87
8.	NETHERLANDS	83	83	84
9.	LUXEMBORG	82	80	80
10.	CANADA	81	81	84

MIDDLE TEN COUNTRIES

RANK	COUNTRY	2014 SCORE	2013 SCORE	2012 SCORE
80.	BENIN	39	36	36
80.	BOSNIA AND HERZEGOVINA	39	42	42
80	EL SALVADOR	39	38	38
80	MOROCCO	39	37	37
85	BURKINO FASO	38	38	38
85	INDIA	38	36	36
85	JAMAICA	38	38	38
85	PERU	38	38	38
85	PHILIPPINES	38	36	34
85	SRI LANKA	38	37	40
85	THAILAND	38	35	37
85	TRINIDAD AND TOBBAGO	38	38	39
85	ZAMBIA	38	38	37

*It is not the mountain ahead to climb that wear you out,
it is the pebble in your shoe*

BOTTOM TEN COUNTRIES

RANK	COUNTRY	2014 SCORE	2013 SCORE	2012 SCORE
166	ERITREA	18	20	25
166	LIBYA	18	15	21
166	UZBEKISTAN	18	17	17
169	TURKMENISTAN	17	17	17
170	IRAQ	16	16	18
171	SOUTH SUDAN	15	14	NA
172	AFGHANISTAN	12	8	8
173	SUDAN	11	11	13
174	KOREA(NORTH)	8	8	8
174	SOMALIA	8	8	8
126	PAKISTAN	29	28	27

Source of data and materials: Corruption Perceptions Index 2014: results www.transparency.org

Now the above result segregated out of the total of 175 countries tells us about the global scenario of the corruption perception index. We need to work hard and harder in the direction of transparency and fairness, to grow and move up the table and days are not far off when we will figure among the top ten countries listed by Transparency International.

Hence I conclude with my views that Corruption honesty and fairness are not self told stories, it is to be perceived, conceived and rated by others. Any work and efforts in this direction should be such that it is successful in drawing wide spread attention as well as global acknowledgements.



“Countries at the bottom need to adopt radical anti corruption measures in favour of their people. Countries at the top of the index should make sure they don’t export corrupt practices to the underdeveloped countries.”

– José Ugaz, Chairman, Transparency International



We gain strength of the temptation we resist

E-Tendering of Civil Engineering Works

— HOD (Civil), CCL, Ranchi

E-tendering procurement provides a platform for collaborative procurement of goods, works and services using electronic method at every stage of procurement process. The E-tendering system ensures no human interaction between purchaser/ procurer and vendor. This reduces the chance of any culpable malpractice. The e-tendering system helps all concerned in adopting the proposed automated, web based e-tendering system with the objective of in time and reduction in cycle time of tendering. The major benefits of e-tendering are as follows :

- 1) Increased efficiency;
- 2) Reduced cost;
- 3) Improved quality.

These are enumerated as below:

INCREASED EFFICIENCY

The E-tendering process automates the entire tendering life cycle for procurement of goods and services starting from creation of a purchase requisition through to the award of contract with strict control. This facilitates automated tender analysis and ensures faster response to questions and points of clarification during tender period. This inter-alia allows users to allocate resources and time for other critical issues. The E-tendering process provides single point of access for both vendors and purchasers to do business efficiently in a convenient and user friendly manner. It, in an automated manner, activates alerting system which reminds users i.e. vendor and purchaser about critical issues and tasks completed or to be taken up thus minimizing human errors as well as eliminating routing of documents to appropriate parties. E-tendering thus increases efficiency by eliminating hassles involved in communication and administration and by achieving accuracy.

REDUCED COST

Time is the most precious entity/ commodity in present era. E-tendering process reduces the life cycle of tendering by minimizing paper trail on tendering exercises which becomes voluminous and cumbersome. Similarly, it reduces labour intensive tasks of receipt, recording and distribution of tenders, as well as dissuades manual forms filling on tender preparation and data re-entry upon receipt of tenders there by reducing time and cost. It further reduces time by automated analysis of costs and markup. E-tendering thus reduces costs of participation for purchasers and vendors. It also economizes the cost of tendering by curtailing advertisement cost.

IMPROVED QUALITY

E-tendering enables users to visualize the status of each tendering process by means of comprehensive progress tracking function. It ensures that streamlined work flow is realized with faster tender and document submission which inter-alia results into improved information distribution. E-tendering helps suppliers to give quick response. Further, due to real time updating of information, elimination of obsolete information and establishment of transparency, it improves audit trail significantly.

Thus we can summarize that corruption breeds where there is lack of adequate transparency and more of interaction between vendors and purchasers. E-tendering process is the most ideal tool which ensures total transparency in each stage of tendering process and at the same time eliminates direct interaction between vendor and purchaser leaving no scope for corrupt practices to thrive upon. This is the only platform which guarantees fare, free and transparent participation of all stake holders

Work out your own salvation. Do not depend on others : Buddha

in convenient and friendly atmosphere sans any direct interaction between them.

The Civil Engineering Department of the CCL has adopted the e-tendering system to reap the benefits as explained above. The comparative study of the process / activities of conventional tendering vis-à-vis e-tendering are given below for a quick go through:

Sl. No.	Process/ Activity	Conventional Tendering	E- Tendering
1	Publication :	Requires larger space hence costlier.	Consumes small space hence cheaper
2	Sale :	Process involves counter sale as well as downloading from web site.	Hassle free sale through e-portal using registered digital signature
3	Submission of Bid:	Through tender box system as well as simultaneous submission at more than one place.	Directly through e-portal using registered digital signature.
4	Extension & corrigendum :	Has to be published in news papers thus consumers avoidable long period of time.	Can be easily uploaded on website
5	Single eligible against open tender :	Once tender is submitted nothing can be done except for retendering or processing the single received tender as per provisions.	Provides automatic opportunity to extend the submission time so that interested bidder may participate ensuring more competition.
6	Clarifications :	Can be disseminated through news papers which is very much time consuming.	Can be easily uploaded in minimum possible time.
7	Information of selection/ rejection :	Final status w.r.t. selection/ rejection can be known only after written communication.	Bidders can access the status as soon as scrutiny and evaluation is over.
8	Human Manipulation & error :	Provides scope for manipulation and is prone to human error.	It eliminates human manipulation & error.
9	Cartel formation :	Here bidders are susceptible to cartel formation and jacking up the price of work.	In E-tendering bidders with registered digital signature can participate in tender from anywhere thus prevents human interaction.
10	Documentation :	In conventional tendering system, paper documentation becomes voluminous and also prone to error.	In E-tendering, virtually there is no requirement of paper documentation.
11	Evaluation :	It has to be manually carried out.	It is auto generated.
12	T. C. Meeting :	In conventional tendering, it is mandatory for all T. C. members to assemble at one place at the time of opening or for deliberation/ evaluation of bids.	Physical presence of T.C members at one place is not required as each T. C. member can access the opening or evaluation report from his own user interface.



*A man who carries a cat by the tail learns something
he can learn in no other way : Mark Twain*

Vigilance: An Eternal Ethics of Society

Vikas Dutta

AFM, Rajrappa Area, CCL

Lord Buddha once told his disciples “Vigilance is the way that leads to immortality. Negligence is the way that leads to death. Those who are vigilant do not die. Those who are negligent are dead already”

The greatest saint, the achiever of ‘enlightenment’ shared and expressed his divine thought to enlighten the common human beings living in the society around this universe.

Every individual human being is an integral part of a society contributes directly towards the accomplishment of the objectives of society to achieve the equity, economy, efficiency, excellence and effectiveness at all the levels of the society. For ensuring positive orientation towards these angles of social elevation & achievement, every individual needs to be honest, sincere, free from corruption and vigilant to the surroundings. By virtue of being vigilant, one can overcome weaknesses, temptations and can also avoid mistakes, wrong choices & wrong doings. A vigilant man can also explore the path of new avenues towards fresh opportunities for upraising the society to some new heights. A vigilant man always remains in quest of transparency in all spheres of life and being a self transparent element, he spreads the sense of honesty, integrity and accuracy as well as ethics of transparency to all around his surroundings

On the other facet, ignorance and negligence makes one as good as dead causing his deletion from all the positive aspects and events of the society. Ignorance and negligence forms integral part of corruption. Ways and means of corruption are infinite and endless. Corruption is a deadly evil to all concern in a society irrespective of poor, middleclass or rich, it may also become audacious and unblushing causing premature death of all the positive orientations of the society, if corruptions are not uprooted by positive energy of vigilant peoples. So, corruption must be eradicated en-route before collapsing our social life.

What we find in today’s global scenario is that in almost all the developing countries like ours, corruption has become a major way of life. Vitals of our society are being eaten-up each and every day by the enormous wings and means of corruption. Corruption touched the grass-root level of our society and captured our life like an octopus. Corruption has become deep rooted into our veins causing damage of our heart and mind and Society became cancerous. But why corruption is a so much powerful force in developing countries like ours. Have we ever thought of it? If we set our self in parallel to the society of advance counties, we will find that like advanced countries, we have constructed so many high rise buildings, asphalt roads, bridges, dams, giant plants & factories, metro rail in our cities, established Hi-fi institutions for academic, technological, economical and commercial excellence since our independence sixty eight years back. But on a major account, we are lagging far behind the advance countries. Like advanced countries, we could not elevate our mind and heart on way of rationalism based on high morale and value based ethics which could in turn set up a corruption free transparent society. We could not conceive within our heart and mind that much of love, affection, faith, sense of sacrifice, fellow-filling, loyalty to our society & the nation what advanced countries achieved much earlier. As a result, inspite of being a highly resourceful country we are still lying far away from being a powerful nation. Our best brains and human resources are being drained away each and every day to far-off advance countries. We could not even provide moral support to such intellectuals so that they could think otherwise in the interest of our nation. We could not achieve an equitable development all round the nation and our society could not become

Work is not to make money, you work to justify life

committed for ethnical development of ourselves. We became blocked through our heart and mind. Our Nobel laureate poet Tagore once echoed ~ ‘where the mind is free without fear and the head is high.....’, but we are yet far from reaching to that height as the great poet dreamt about a century back.

So, what we need today, it is the high time to build-up our mind, heart and soul to become actively conscious in making our public life in all sectors of the society free from corruption at all levels. To become actively vigilant in every spheres of our daily life in different layers of society so as to make our social life transparent, uniform and acceptable to all. If this not done, whatever progress that we might have achieved may be washed away and future our society and nation may have every chance of entering into a deep black-hole.

Every individual being a constituent element of our society must wake-up and bring rational changes in his heart and mind for purification of sense, ways and means of life. Charity begins from home. So, every individual in our society needs to become self conscious, transparent and vigilant. There are some prerequisites for achieving these criteria which must be adopted by individuals living in society. The prerequisites can be broadly classified in two dimensions. One is positive orientations that the things to do and to adopt in individuals life and another is negative orientations that the things not to do and to be avoided at best in the life of individuals. Even if initially others close to you do not respond to your inspiration and invitation, let us move alone with the commitment towards the society, as our Upanishads taught-‘Charaibeti’. In the voice of poet Tagore ~’zodi tor dak sune keu na ase re, tabe ekla chal re...’

Let us first think about some positive orientations, i.e., things to do and to be adopted in our daily life in home, in working place, in community places and in social events

- To maintain absolute integrity ,devotion to own duties and maintain transparency in all of your dealings
- To avoid doing anything unbecoming of a responsible and reasonable part of your society
- To take all possible steps to ensure integrity and devotion to duty of others surrounding you
- To avoid habitual indebtedness and insolvency
- Be courteous to peoples you have to deal with
- Keep your image as that of an honest, fair , firm and impartial man in the society
- Set example to others by obeying laws of the land , rules, procedures and statues, strictly avoiding acceptance of or giving bribe/possessing disproportionate assets / thefts/ misappropriation/cheating/ preparation and use of false documents/destruction of evidences which are offences under the laws of the land
- Organize your work in a prudent manner to ensure that the others in the society should get result of the outcome of your work what they are entitled to without difficulty and delay
- To take care of the properties properly which have been entrusted to you for upkeep and maintenance
- To understand thoroughly your role, duties, responsibilities, procedures and rules for the institution wherever you are working
- Act and decide official and social matters as a person of ordinary prudence in justifiable and transparent manner

’zodí tor dák sune keu na aase re, tohbe ekla chalo re.....

- Wherever possible to reduce opportunity of indulging others into corruption by reviewing and effecting changes in defective procedures, plugging loopholes and improving chances of detecting corruption at early stage
- To protect honest peoples from the allegations made falsely by unscrupulous elements of the society
- To maintain and disclose details of your identity in every working spheres where you are involved in some ways or other
- To abide strictly by the laws relating to intoxicating drinks and drugs and to refrain from consuming intoxicating drinks and drugs in home, working places and in public places and also to refrain others surrounding you from the same sort of evils
- To attend promptly for redressal of grievances of others surrounding you
- To think and act with the wider concept of bringing progress to the nation as a whole rather than yourself

On the other hand, let us now identify some negative orientations, i.e., the things not to do and not to be adopted in our daily life in home, in working place, in community places and in social events

- Not to give or take or abet giving or taking of dowry and bribe of any kind
- Not to accept any pecuniary advantage for any work done for anyone in the society, without having consent of the mass
- Not to invest in, lend to , or borrow money from someone or some agency which may cause harm to the interest of the common mass of the society directly or indirectly
- Not to contract bigamous marriages
- Not to mix-up personal, official and social transactions for achieving undue advantage of self
- Not to perform personal works at the cost of employer or of the society
- Not to avail any undue advantage for self and family at the cost of employer or of the society
- Not to furnish false identification particulars to any authority or to any social layers
- Not to indulge in any act which comes out of violation of any law of land, rules, defined procedures and statutes
- Not to act in a manner prejudicial to the interest and image of the society
- Not to furnish false information and documents to any public authority , government agency and statutory authorities
- Not to accept lavish entertainment or frequent hospitality from any individual or firm which are somehow linked with your working relations
- Not to accept and permit any member of your family to accept any gift without any reasonable cause
- Not to do delay in sending reports to Police or other competent authority regarding thefts, embezzlement and other offences committed by someone which are detrimental to the interest of the society

Always be sincere and honest to your organisation

- Not to commit any misconduct or crime in working field, personal & family life as well in the society & in social dealings
- Not to do unjustifiably delay in your course of actions/decisions causing undue constraints to other beneficiaries resulting into suspicion against you and generation of complaints. At the same time, not to make a hasty action ignoring rules, procedures and established norms for providing undue advantage to the beneficiaries
- Not to do anything in favour of any 'benami' person or not to have any personal, official and social dealings with such persons/associations which do not disclose their full identity particulars' with supporting acceptable/reasonable evidences
- Not to do anything through your normal course of duties which goes against the genuine and valid interests of your employer. Even if anything happens through your course of activities unknowingly or by inadvertent mistakes, that must be brought to the knowledge of everyone to whom such deviations/mistakes needs to reported for rectification purpose
- Not to create and even not to conceive for creating any corruption/immoral activities in your working field /social arena/social events/family life and personal life and also to prevent others at the best of your capability and capacity from creating any type of corruption and immoral activities
- Not to do anything based on presumption and assumption and not sign anywhere on back-dates and mentioning a future date
- Not to spread/ publish/ broadcast/canvass or cause to spread/ publish/ broadcast/ canvass any information/rumour/articles which are detrimental to the interest of the society and the nation
- Not to make any statement criticizing policies or actions of the government or any competent authority only for safeguarding the interest of self or a group or a part of the society and not for the mass of the country and nation
- Not to provide any fake evidence or to stand as a false witness before any court of law or any court of enquiry wherever may be in the society

The above are only some of the right and wrong things that comes on the way in our daily life. Every normal prudent man and woman being a constituent element of our society forming this nation must possess and bear with them these vital rhymes of vigilance in the form of 'what to do' and 'what not to do' to elevate our concepts towards gaining the basic moral ethics of every human being, living as an inseparable and undividable part in this society. Unless the individual constituents are awoken of themselves, how the society can move towards the achievement of moral, cultural, educational, economical and political development of the nation. So let us improve ourselves and try our best to make the others in our surroundings to improve with the objective to elevate our social life as that of a rational and advanced society by adopting and absorbing the principles and ethics of vigilance.

Let us wake-up in the wake of vigilance and join hands together to save our civilization and the nation on the strength of sacred philosophy of Vigilance.



Like all valuable commodities truth is often counterfeited

SALVAGE & SCRAPS

C.S. Adityan

Chief Manager (MM), Vigilance Department, Ranchi

Scrap is the discarded left over material after fully used. It is an unusable material whose value is left with its material content. These unusable materials have some economic value. Moreover, this scrap materials occupy lot of storage space. So disposal of scrap is very important to raise money for the scrap materials and clear off a lot of storage space.

The following scrap materials arise in CCL:

1. Burnt oil
2. P&M Equipments such as Dozer, Dumper, Payloader etc
3. Light vehicle such as Jeep, truck etc
4. Tyre
5. Battery
6. Drum
7. Iron & Steel material
8. Radiator
9. Pump
10. Copper coil
11. Wire rope

It is the responsibility of the Depot Officer of Regional Store to collect scrap materials against issue of new materials.

The process of preparation of survey off report for the scrap lots and disposal of the same is as under:

(I) Identifying The Scrap & Preparation Of Survey Off Report

First step is to identify the scrap materials and collect them. The collected scrap materials are to be sorted out to make various scrap lots for same/ similar materials such as Iron & Steel scrap, copper coil scrap, battery scrap etc.

Survey off report is prepared for each lot of these scrap materials. For P&M equipments, survey off report is prepared on completion of the life of the equipments. Technical department has to certify that all serviceable parts of the proposed surveyed off equipment have been removed. A committee is constituted at Area level to fix the reserve value for these equipments/materials. Then, the survey off report is approved by the area GM and sent to GM (Stores), CCL, HQ in a sealed envelope superscribed "Confidential" as reserve value is to be disclosed.

These scrap materials must be disposed off as soon as possible to fetch the maximum value, otherwise, the value of scrap materials may deteriorate.

(II) Appointment of Auctioneer

These approved survey off report of P&M equipments and scrap materials are being disposed off on "as is where is basis" by online auctioning through an E-commerce portal of a service provider. There are so many service providers such as M/s Metal Scrap Trading Corporation Ltd (MSTC), Mjunction, M/s Antares Systems Ltd etc. for e-auction of scrap materials. CCL has appointed

It is the quality of our work which will please God and not the quantity.
- Mahatama Gandhi

M/s Antares Systems Ltd., Bangalore to carry on e-auction for scrap materials. The list of scrap materials covered under survey off report are sent to the service provider for arranging e-auction. All the registered bidders can see the different lot details in the portal of service provider. Recently, CCL has introduced submission EMD Money for each auction to prevent the bidder to withdraw after award of work order. EMD Money of the bidder is released after submission of Security Deposit Money of 10% of the awarded value of the work order.

(III) Online Auctioning

This auction is also called forward auction. Auction catalogue of all lots are uploaded in the portal of service provider. All registered vendors can go through the details of the auctioned lots. On submission of the required EMD Money, registered vendors can participate in the auction and bid for the eligible lots.

While bidding, Vendor is allowed to Bid for the increased value only. After the specified scheduled time, the bidding stops and service provider submits lot-wise H-1 bid report to CCL.

(IV) H1bid price and Subject To Approval (STA) Cases

Total scraps of CCL are categorised under two heads, viz, Deteriate faster & Deteriate slower. Scrap such as P&M (HEMM), Vehicle, rubber items & burnt oil tend to deteriate very fast so these scraps are categorised under “Deteriate faster” category and all other scraps are categorised under “Deteriate slower” category as they deteriate slower.

The H-1 bid price is compared with the reserve price of the lot. If the H1 price is above the reserve value, those lots are considered as sold immediately. If a lot is not sold in the first auction, it will be auctioned second time. If it is not sold in second time also, it will be auctioned third time. If it is not sold in third time also, it will be returned to Area for re-survey to fix the revised reserve price.

If the H1 price is little below the reserve value, those lots may be accepted as sold by CCL Subject To Approval (STA). The policy of CCL for acceptance of offered H1 bid price for the Subject To Approval (STA) category is as under:

Sl.No	No. Of e-auction for the lot	Acceptable H1 bid price in comparison to reserve value for scrap in respect of P&M, Vehicle, rubber items & burnt oil	Acceptable H1 bid price in comparison to reserve value for other scraps
1	First Auction	Upto 75%	Upto 85%
2	Second Auction	Upto 70%	Upto 80%
3	Third Auction	Upto 65%	Upto 75%

Tender Committee Recommendation is prepared for STA category of scrap materials. After approval of competent authority, sale order is issued to H1 bidder.

(V) Issuance of Delivery order

After receipt of sale order, vendor has to deposit the full lot value within specified time. After receipt of lot value along with all applicable taxes, delivery order is issued to the vendor. After proper verification, signature of the person who is authorised to lift the scrap material is attested.

(VI) Delivery of sold lots

The scrap materials are sold on “as is where is” basis. Hence, the vendor has to lift the scrap lot from the scrap yard of the Area. The vendor has to make his own arrangement for dismantling, cutting, loading, transporting of scraps. The entire operation of delivery to the vendor is monitored by a committee constituted at Area level.

Conclusion: Scrap disposal was a neglected area. Gradually, awareness is created for the importance of scrap disposal. By a good scrap disposal system, CCL has generated very high value for the scrap materials and saved lot of storage space.



We must become the change we want to see : Mahatma Gandhi

न्याय, दया और ईमानदारी है बहुमूल्य

वह शान और सौम्यता के साथ चल रहा था फूल पर,
सन्नाटे वाले पथरीली कैक्टस पर।
वह था सदाचार का रक्षक

किन्तु

धरा पर कम न हुए थे भक्षक,
था उसे सब कुछ का ज्ञान,

लज्जा का न था उसे मान।
सुख-शांति भी उसके घर में,

दया और क्षमा भी उसके कर में।
मायने मत रखना सिर्फ और सिर्फ परखना,

सुन्दर और साफ भी हो तन से, मन से।
न्याय के साथ जो करे भू की सेवा,

शीघ्र ही मिलेगा उसे मेवा।
संबंध निभाकर बन जाओ,

सत्यवान की सावित्रि।
पाओ धर्म से हक,

वरना होगा तुम्हारी ही क्षति।
ईमानदार चाहे कर्मचारी हो या अधिकारी,

गोरा हो या काला,
पहनाओ उसे सम्मान की माला।

अब तक जिसने तोड़ा कर्ता का रस्म,
वह हो चुके हैं समग्र रूप से भस्म।

छल कपट से पाये धन होंगे अकूत,
पर न्याय, दया और ईमानदारी है बहुमूल्य।

(दीपक कुमार)
विभागाध्यक्ष (जनसम्पर्क)

“Happiness is when what you think, what you say,
and what you do are in harmony.”

— Mahatma Gandhi

When your work speaks for itself, don't interrupt

TRANSPARENCY IN PROCUREMENT AT CCL

A.K.Thakur

GM(MM), CCL, Ranchi

Transparency is a key feature of any sound procurement system and generally involves:

- (a) Publicity of procurement opportunities and the disclosure of the rules to be followed;
- (b) Undertaking procurement processes publicly and visibly, according to prescribed rules and procedures that limit the discretion of officials; and
- (c) The provision of a system for monitoring and enforcing applicable rules. It is also transparency which leaves no scope for exercise of any sort of discretion.

Procurement systems depend on transparency to allow stakeholders (User Department, MM Department, Finance Department, Tenderers , competitors and members of the public) to monitor the procurement process. That monitoring is a crucial tool to ensure that We the People from CCL involved in the procurement process—the procuring officials and the vendors themselves—pursue the CCL/CIL's ends and not their own. Transparency ensures that the rules are followed, and, conversely, that non-compliance can be both identified and addressed. It is thus transparency that makes it more difficult to disguise and maintain discriminatory procurement decisions. Transparency assists in ensuring that any deviations from fair and equal treatment are detected very early and makes such deviations less likely to occur. It protects the integrity of the process and the interest of the organization, stakeholders, and the public. Importantly, transparency also facilitates **the achievement of the other objectives of a procurement system (in particular, non-discrimination), and thus it must be addressed / is being addressed at all stages of the procurement process in CCL.**

Transparency increases competition in procurement which usually means that two or more bidders act independently and engage in a fair contest for the opportunity to secure the procuring entity's contract by offering the most favourable terms. Competition is a key factor to achieve best value-for-money. It leads, in particular, to lower prices and better quality of goods, services and works. Competition furthermore, serves as an important driver of innovation. Importantly, real competition can be ensured only by avoiding and ruling out collusive tendering, which represents one of the most prominent examples of corruption in public procurement. Potential suppliers are likely to compete only when they are confident that they have been provided with all necessary information and that their offers will be evaluated on the basis of objective criteria in a non-discriminatory manner and those decisions of the Procurement Authority can be challenged before an independent body.

OBJECTIVE CRITERIA IN DECISION-MAKING

CCL has been constantly improving in this respect to achieve transparency and increased competition. Some of the measures / steps taken under the noble guidance of our CMD, Directors, CVO and our board of Directors are as under:

A. Integration of Technology to Achieve Transparency

Initially e-Procurement was implemented at CCL. Only through M/s. ITI in May 2011 which was subsequently switched over to e-tendering through NIC portal in February 2014. At present, all tender notices valuing more than Rs. Two Lacs are issued through e-tendering through NIC portal for entire CCL. (Approximately 291 tenders have been finalised through e-tendering valuing Rs. 31248.57 Lacs.)

Corruption and hypocrisy ought not to be inevitable products of democracy, as they undoubtedly are today : Mahatma Gandhi

Some of the important benefits CCL achieved by e-procurement

1. **Less time consuming:** e-procurement is less time consuming than the traditional procurement system. Having the records stored electronically makes it easier to submit reusable tenders. Use of templates means less paper work .
2. **Reduces Cost:** e-procurement saves cost by preventing duplicate spending, leverages volume buying and saves cost on stationery. .
3. **It is Transparent:** Electronically conducted procurement makes it easy to write and analyse on procurement systems, which ensures that procurement procedures conform to the laid down norms.
4. **Tender become simple:** With e-procurement, everything can be saved and stored electronically. It makes the process of finding new and old cases simpler.
5. **Speed is increased:** By e-procurement transaction speed is increased and procurement cycle time is reduced.
6. **Integration of decision – making with other departments:** Electronically conducted purchase action makes it easier for other concerned departments to conform to the company guidelines and standards.
7. **Errors are avoided/ reduced:** It becomes easier to check out errors in e-procurement. Last/ Earlier Purchase orders are more easily referred to and, new proposed rates can be easily compared with past orders.

B. Access to Information

Procurement system should provide access to reliable information about the activities of the procurement organization. This is a key safeguard against corruption and helps in the improvement of competition, and the relationships between Procurement Department and Tenderers / Suppliers. This is achieved by:

1. Providing stakeholders/tenderers and the public access to current, up-to-date information about procurement processes, procedures and policies
2. Providing Tenderers / Suppliers access to information pertaining to proposed changes in the procurement processes, procedures, and policies, providing all bidders, offerors, and the public with easy and timely access to information about the procurement process:

C. Transparency and Supplier Relationships

Procurement should strengthen relationships with the supplier community through transparent practices. These practices include:

- Clearly expressed, readily available regulations, policies, and procedures
- Complete, timely, and accurate information. ,
- Equal access and opportunity to all qualified suppliers
- Ensuring that specifications do not limit competition
- Standardization of procurement documents including: bids, quotes, proposals and registration documents.
- Clearly indicating the Date and time for receiving and opening of bids.
- Recently a vendor Development programme (Buyer/ Sellers Meet was organised on 15/09/2015) with the help of MSME, Ancillaries of CCL & Jharkhand Small Industries Association at CRS, CCL.

*Rights that do not flow from duty well performed
are not worth having : Mahatma Gandhi*

D. Transparency and the Procurement Professional

Procurement professionals adhere to a code of ethics and declare conflicts of interests as soon as they become apparent and recuse themselves if there is a conflict or the appearance of a conflict of interest.

E. Integrity Pact

The Integrity Pact brings together governments, businesses and civil society to fight corruption in public contracting and by doing so; helps ensure value for money and quality for the public. At its heart is an agreement between a government or government agency and all bidders for a public sector contract, which sets out rights and obligations to the effect that neither party will engage in corrupt conduct.

To ensure that parties fully respect these commitments, a civil society group (often a Transparency International chapter) facilitates independent monitoring of the pact's implementation, which includes a complaints mechanism. The pact is a legally binding contract, breaches of which trigger serious sanctions for the offending party.

Integrity pacts have been made applicable in CCL in all Global tenders & in Domestic tenders valuing more than Rs. 2 Crores. Presently following two IEMs have been nominated for CCL:

1. Mr. Chaman Kumar, IAS(Retd.). Bunglow No.80, New MotiBagh, New Delhi- 23.
2. Dr. B.P. Nilratna, IAS(Retd.).D-11/15, PandaraRoad, New Delhi- 110003.

F. Evaluation of Tenderers and Tenders

Tenders are evaluated online only on the basis of the pre-disclosed requirements and criteria. The evaluation of bids is carried out not by a single individual but by a committee with the relevant technical and procedural experience. Non-responsive tenders are rejected. Tenderers have the right to ask for clarification on their tender. Changes to the bid after the deadline for submitting the bid is prohibited. All decisions are documented, including the compilation of an evaluation report containing the result of the evaluation of the tenderer and the tenders. Reasons of rejections are specifically uploaded on the NIC portal.

G. Even Limited Tender Enquiries are uploaded on NIC portal where other bidders to whom LTE has not been issued can also participate provided they meet NIT stipulations.

H. Supply Orders are Uploaded on Nic Portal

We have thus covered lot of ground but we are conscious of the fact that lots more remains to be done. It is our determined objective to cover the remaining ground at the earliest and we are sure of success given the dynamic leadership of our CMD and guidance of our Directors and CVO.



“ The weak can never forgive.

Forgiveness is the attribute of the strong.”

— Mahatma Gandhi

The difference between what we do and what we are capable of doing would suffice to solve most of the world's problems : Mahatma Gandhi

Dos & Don'ts reg. Materials Management

C.S.Adityan

Chief Manager (MM), Vigilance Department, Ranchi

(I) Material Planning

Dos:

- (a) There must be proper planning to assess the correct requirement of materials. Material Budget (MB) should be prepared for the required materials in advance, taking into the consideration of past three years consumption, stock, preoperative requirement etc.
- (b) Emergent indent should be prepared for the materials which are not covered in the MB, moreover the requirement of the material is urgent.
- (c) Local purchase indent should be prepared for small value materials which are most urgently required.
- (d) These MB/indents are to be prepared through Online MMS system only. Where ever it is not possible, system generated print out with stock position and consumption details are to be enclosed along with manually prepared MB/ Indent.
- (e) All these MB/Indents should be properly scrutinized and approved by competent authority.
- (f) P&M indents should be prepared in the P&M indent format with the details of Project Report provision for Additional requirement or with the details of replacement against existing survey off of the P&M item. This indent should be scrutinized and approved by competent authority.

Don'ts:

- (a) Piece meal indents should not be prepared.
- (b) Requirement of material in MB/Indent should not be prepared for more than one year.
- (c) Local purchase indent should not be raised just to utilise the budget.
- (d) Materials received against LP proposal must be immediately consumed.

(II) Store

Dos:

- (a) Material should be stored in the correct location and the location of the material should be indicated in the Kardex as well as computer system (Online MMS)
- (b) Material should be stored in such a way that its self life is preserved.
- (c) Safety stock should be maintained for all critical items.
- (d) Materials are to be arranged for inspection immediately on receipt at store.
- (e) Supplier should be informed for replacing the rejected materials. In case supplier does not accept rejection, joint inspection report is to be prepared along with supplier and inspection authority.
- (f) List of Obsolete and Non-moving items are to be prepared by store and sent to HQ and other Regional stores of CCL for early liquidation.

Integrity is telling myself the truth. And honesty is telling the truth to the other people

- (g) Proper verification of materials should be made at periodic intervals so that physical stock position tallies with Kardex as well as computer stock position.
- (h) Survey-off report should be prepared for each lot of scrap with reasonable reserve value.
- (i) Reverse auction should be made with service provider such as MSTC to get maximum value for the scrap lots.

Don'ts:

- (a) There should not be any delay in arranging inspection of materials.
- (b) There should not be any delay in account of material after inspection of material
- (c) There should not be any delay in processing the supplier bill for payment after acceptance of material.
- (d) There should not be any delay in periodic verification of material. It may be extremely difficult to locate the difference at a later date.
- (e) If the indented material is not consumed, the indenter should be reminded.
- (f) Other scrap lots should not be disturbed while disposal of one sold scrap lot to the scrap vendor.

(III) Purchase

Dos:

- (a) Procurement should be made for the concurred and approved MB/ Indents only.
- (b) Purchase Manual of CIL, CVC circulars, CIL guideline, CCL office orders etc should be strictly complied.
- (c) Procurement should be made by Single tender, Limited Tender, Domestic open tender, Global open tender in line with the guideline of CIL.
- (d) Except single tender, all the other tenders should be invited in Two bids
- (e) There must be competitive bidding in the tender. Technical specifications of the tendered items and proven source criteria should enable more bidders to participate in the tender.
- (f) Only e-procurement should be made. Proper justifiable reasons are to be recorded in case e-procurement is not possible.
- (g) Bidders are to be informed and educated about e-procurement so that they upload valid bids.
- (h) Techno-commercial bid (Part-I) should be opened on the due date and time, in line with the scheduled due date and time of NIT document.
- (i) Successful bidders should be informed in advance about the scheduled due date and time of Price bid (Part-II) opening.
- (j) Supply order should be placed within the validity period of the offer of the bidder.
- (k) Tender should be advertised/published for wide publicity as per the Advertisement policy of the company. Uploading the NIT of the tender should be made in Company website as per the guideline of the company.
- (l) Policy guideline for Procurement of all equipments and materials should be strictly followed.
- (m) Follow up should be made to arrange the supplier to supply the material within the delivery period.

*No one can lie, no one can hide anything,
when he looks directly into someone's eyes*

- (n) Third party inspection may be incorporated in NIT wherever required.
- (o) After expiry of delivery period, Delivery extension is to be obtained by the supplier before supply of material.
- (p) Lowest price of the bidders is to be properly justified by Tender Committee before recommending for procurement.
- (q) The genuineness of Bank Guaranty should be got confirmed from issuing bank before acceptance of the Bank Guaranty.
- (r) EMD Money & Security Deposit should be incorporated in NIT as per policy guideline.
- (s) Purchase Preference clause should be incorporated in NIT for Ancillary Units, SMEs, PSUs in line with the policy guideline.
- (t) In case any change is required to be made in the NIT after floating the tender, that tender is to be cancelled and retender is to be floated.
- (u) Rate Contract should be finalised for fast moving spares and consumables in line with the policy guideline.
- (v) Depot Agreement should be concluded with the OEMs in line with the policy guideline.
- (w) All Depot Agreement , RCs & Supply order should be uploaded in company website.
- (x) Procurement should be made from Manufacturer or their authorised dealer/ Agent only to get genuine materials with proper manufacturer's warranty.
- (y) TC Recommendation is to be approved by competent authority.
- (z) Budget certification should be obtained before placement of supply order.

Don'ts:

- (a) There should not be any ambiguity in NIT and Technical specifications of the tendered items.
- (b) The equipments and materials to be procured by Coal India Ltd should not be procured by subsidiary companies unless these items are decentralised by Coal India Ltd.
- (c) There should not be any delay in tendering after receipt of approved indent/MB.
- (d) In case any bid is rejected on technical ground or commercial ground, proper justification for rejection is to be recorded.
- (e) Material should not be accepted after expiry of the delivery period of the supply order.
- (f) There should not be any delay in placement of supply order after competent approval and budget certification.
- (g) No NIT deviation should be accepted unless and otherwise it is approved by competent authority.
- (h) Security Deposit should not be released to supplier before successful execution of the contract.
- (i) Centralised items of CCL HQ should not be procured by Area without competent approval.
- (j) All the tender files of purchase department should not be exposed to dust, termite, fire etc. It should be kept in a separate record room under proper custodianship.

‘There are many things to do. Let each one of us choose our task and stick to it through thick and thin. Let us not think of the vastness but let us pick up that portion which we can handle best.’ : Mahatma Gandhi

Civil Engineering works

Sri Y P Singh
Chief Manager (Civil)

DO's

- Prepare preliminary estimates in a realistic and objective manner, taking into account various factors for particular works, with standard specifications to the extent possible and get approved from the Competent Authority.
- Float e- Tendering for all open tender having estimated value Rs 2 lakhs and above or as per decision of CIL/Subsidiary Company regarding the threshold limit on e-Tender portal/website and publish it also in local and National newspapers as per norms in indicative form..
- Constitute a permanent cell consisting of Executives of department headed by a designated project Manager for implementation, development and maintenance of e-Tendering cell at company level/Area Level with responsibility as per clause of e- Tendering Manual for CEW Under “General Guidelines and formats” head.
- Create NIT with Eligibility criteria specific to the requirement of the work in clear terms and clearly stipulated in unambiguous terms in the bid document publishing on e-Tender portal and updated standard tender documents to suit the present contract requirements containing all salient details as per requirement of work shall be published on the dedicated e-Tendering portal of CIL/Subsidiary and also in CIL/Subsidiary website and Govt.website as per norm
- Ensure to provide IEM,s name and address in the NIT and the Integrity pact as part of the NIT document in each tender having Estimated value above a threshold limit decided as per the existing policy of the company.
- Ensure the uploading of Minutes of the pre-bid meeting on the e- Tendering portal.
- Provide tender specific standard General Tender Evaluation (GTE) Templates on the e-Tendering portal, while creating a tender the latest and appropriate GTE template is to be selected. Bid openers will also be indicated in NIT.
- Ensure any addendum/corrigendum/date extension etc in respect of the tender is issued on our website only. Bidders must be requested to visit our website regularly to keep themselves updated.
- Ensure that if the bidder once withdraws his bid before end date/time of bid submission as per provision in NIT, he is not to be allowed to resubmit the bid in that particular tender. No withdrawal/modification is allowed after end date & time of bid submission.
- Ask online clarification during evaluation of Bidders Bid (uploaded document) after on line evaluation is received, if required (at the employers discretion)by the TC members with time limit as per NIT provision .The bid submitted shall be evaluated by the system on line based on the information furnished by bidders online.

‘If ever there was a country for which a man might work with pride, surely it is our own.’ – Dr. Rajendra Prasad

- Ensure that after evaluation of Part I ,all the bidders are informed regarding their eligibility/ ineligibility assigning the reason and a system generated confirmation is sent to all successful bidders communicating the date &time of opening of Price bid and the EMD of unsuccessful bidders is refunded through e-payment immediately after the bidder is declared unsuccessful .
- The price bid of the bidders qualified in Part I bid is decrypted and opened on line (live visible to all bidders on their das board) at schedule time by bid openers having DSC.
- Ensure that all the details of Part I and price bid will be kept preserved in the archives for auditing purposes and the same can be accessed with special authorization. The IP address of all the bidders who has participated in the bid along with timing and date will also be kept preserved in the system.
- Ensure that any tender hosted on the e-tendering site must be logically concluded i.e either Award of work is issued or the tender is cancelled or retendered and the work order is issued in favour of L1 bidder is uploaded on the e-tendering portal and original copy of the same will be sent to the bidder by Reg. post.
- Maintain all registers records as per CEM provisions at site like Material register, Cement and Reinforcement consumption register Site order book, Material testing register ie. Quality control register, Hindrance register, Inspection notes, Complaint records if any etc.
- Ensure recovery of cost of materials supplied by company on sale A/C, hire charges for tools, plants, machine etc from the R/A bills immediately after their use.
- Ensure record measurements /levels on machine numbered level book/MB only, duly issued by the competent authority.
- Issue letter of acceptance after approval of tender and take acceptance of tenderer before signing of agreement.
- Include all the important papers, such as copy of amendments subsequent to the issue of tender documents, minutes of pre-bid meetings etc a part of contract agreement.
- Ensure that the Mob. Advance shall be recovered from the bills of the contractor from the running account bill onward as per provision
- Provide relevant format for BG, Agreement and others activities in the tender document.
- Verify the authenticity of such BGs from the issuing bank, confidentially and independently from the organization side.
- Ensure that the bank Guarantee normally unconditional is prepared from a Scheduled Bank in the prescribed format or as specified in tender with suitable validity period as per contract provision and take timely action for revalidation/encashment of BGs.
- Do make clear the applicability of various taxes/duties at the outset in the instruction to the bidder's part of the bid document in the case of a composite contract for supply and erection.

*No such thing as a man willing to be honest
- that would be like a blind man willing to see*

Don'ts

- Make vague estimates without adequate details, which may lead to huge quantity variations and creation of extra and substituted items and do not take rates of previously awarded works for preparation of estimate.
- Reject any tender without assigning any reason as tender accepting authority is bound to record clear, logical reason for all actions of acceptance / rejection.
- Do not accept any additional document during evaluation of the tender to qualify the tenderer. Though clarification may be asked by TC if required as per provision in tender Document/NIT
- Don't forget to intimate any corrigendum issued for extension of date or any other information to publish on organization e-tender portal.
- Don't relax the Eligibility criteria after publication of NIT and do not sub divide/split a bigger work into smaller work without its approval by Competent Authority before tendering?
- Don't forget to mention important clauses pertaining to earnest money deposit, completion schedule, testing of equipments, performance bank guarantee, payment terms, penalty for delayed completion, comprehensive insurance cover, contractor's liability, safety arrangements, statutory requirements for labour welfare, arbitration clause etc. in a proper and explicit manner.
- Don't prepare justified estimates at a later date of receiving tender in order to justify already received rates.
- Don't allow the contractor to first execute only those items considered more profitable by him at his discretion so that contractor's interest is completing the whole work remains. ALR/AHR items must be identified as per CEM Clause in this respect.
- Don't permit use of substandard materials.
- Don't forget to verify Bank Guarantee from the concerned bank regarding its genuineness before releasing of mobilization advance.
- Don't wait till last moment for extension and in such case ask for encashment well in advance.
- Don't forget to adjust all advances before completion of project and release of final payment.
- Don't release retention money before due date.

—●—

“Hate the sin, love the sinner.”

— Mahatma Gandhi

Honest hearts produce honest actions

PREVENTION OF PILFERAGE OF COAL

through continuous monitoring through GPS & GPRS based Vehicle Tracking System and RFID with CCTV based Weighing Control and Monitoring System and Computerized Check post with RFID Boom barrier, RFID Reader with CCTV system in CCL

— E&T Department, CCL

BACKGROUND

In the open pit mining condition, trucks and shovels are the mining technology of choice as it is widely recognized that the operation of these tracks and shovel contributes significantly to the overall operation cost.

Operationally, the main challenges have been to effectively deploy truck resource and to maintain steady, reliable supply of coal at the highest possible efficiency. Most mining companies implement the truck dispatching system as an integrated multi stage system. The first stage involves an allocation of truck resource given a production requirement. The truck tracking system includes real time dispatching system with or without the truck dispatcher.

Directive through various letters has come from Ministry of Coal and Coal India Ltd. for setting up of a monitoring system for movement of Coal in the mines and from the mines to the railway sidings through GPS (Global Positioning System) in all mines of CIL for monitoring as part of an effort to promote transparency and good governance.

INTRODUCTION

The tracking of HEMM's and other moving equipments on real time basis, operating in the opencast mines has become a critical necessity in present days of mining operation and management. This involves tracking of transportation routes to curb pilferage of coal which happens mostly when routes are changed to offload coal. GPS based vehicle tracking and monitoring of equipment on real time basis from control room provides a unique solution for CCL along with integrated software. Integrated software should be designed developed based on GPS and RFID technology keeping in views the constraints of Indian Coal Mining conditions.

Strategic

- Integration with RFID and CCTV system.
- Real time equipment tracking and monitoring of fleet of any size from anywhere any time.
- Improvement in driver compliance and reduced accidents.

Operational

- Monitors driving patterns for the purpose of detecting pilferage of coal on enroute.
- Get alerts when equipments are used outside of authorized hours.

*No such thing as a man willing to be honest
- that would be like a blind man willing to see*

Proposed System Architecture

The proposed vehicle tracking and monitoring system provides an integrated Surveillance system to manage and monitor the transportation of various truck's movement through mines to CHP/railway siding. The system prevents the enroute pilferage through continuously monitoring the movement of trucks with coal along its defined route. The system basically consists of GPS module, RFID tags, RFID reader/writer and various client stations with software to store, forward and check the data against RFID tag nos.

Each RFID tag consists of unique tag number and other important data like truck no., weight, contractor's name, date and time etc. The data in RFID tag will be stored and updated in the software's data base at each client station. Integrated software will automatically cross check all information stored in the data base against each RFID tag.

Work Plan Description

The empty truck first enters the electronic weighbridge at mines. The RFID reader at the boom barrier reads the signal emitted by the RF ID tag at the vehicle, it identifies the truck no, owner, type etc. and sends the information to the PC attached with the weighbridge along with the date & time stamp and also instruct the boom barrier to open itself.

The truck enters on the deck of the weighbridge, while entering, the surveillance cameras(automatically activated either by RFID input or GPS input) captures the defined nos. of photos at define interval and sends the captured photos to the weighbridge PC and it generates a virtual challan with unique ID no and attaches the images sent by the camera. The empty weight of truck is also recorded and entered into the virtual challan and then it is sent to unloading/CHP point and Area HQ server through GPRS.

The truck then moves to the face get loaded and come back again for weight at nearest weighbridge. The weighbridge captures the loaded truck and data is recorded in the RF tag and simultaneously transmitted to unloading/CHP point and Area HQ server. Then only the vehicle will be allowed to move out of weighbridge after activating. The barrier, showing green light cross checking of data stored in ;the radio tag of each truck shall be done at unloading site or final dispatching point which is also connected to server through Radio using similar mechanism.

RFID system at each entry /exit gate shall be required to be networked with central server with help of 2.4/5.8 GHZ digital radio backhaul relicensed frequency band/WAN network. The mechanism whether it is closed or in operation shall be monitored through high end CCTV Camera with real time observation range intensifier. All cameras shall be able to get connected through TCP/IP through LAN/WAN. Complete CCL portal shall be designed and hosted on Central Server. Portal will be single software for both Public Contents and entire internal CCL business operation.

System implementation at CCL Command areas

The work order was placed to M/s. Orange Business Services India Technology Pvt. Ltd., Mumbai on 28.10.2014 for setting up of **setting up GPS/GPRS based Vehicle Tracking System and RFID with CCTV based Weighing Control and Monitoring System across CCL Command Area on Rental Basis for 5 years.**

The Vehicle Tracking System (VTS) was implemented in NK Area and Piparwar areas around 376 vehicles as on 07.10.2015. The dash board of the online monitoring is given below.

Honest hearts produce honest actions

All Area						
Alerts	Speed Alert	Stoppage	Deviation	Tampering	Geo Fence	Park Fence
	120	342	542	0	254	722
Devices	Total		Active		Inactive	
	376		101		275	
Carriers	Total		Available		Out of Service	
	376		376		0	
10:59 Wednesday 7 October 2018	Loaded		Unloaded		MIS Reports	
	51		325		26	



Welcome to Col

Reports

- Queries
- Charts

Fleet Summary Report

- Route Deviation Report
- Area Geo-fence Report
- History of Path
- History of Path with AOI
- History Report
- Input History Report
- Latest Location Report
- Monthly Availability Report
- Speed Report
- Start-End Report
- Stoppage Report
- Travel Distance Report
- Travelling Report with AOI
- Trip Report

● Speed Alert
● HelpDesk Alert

Undue Stoppage

Extensive Reporting

MIS through extensive Reporting provides deep insight into data and helps plan for smoother operations

Computerized Check Post

The computerized check post is introduced in CCL with Single Entry/Single Exit in the mines. In this system all the truck movements are through single Entry/Exit system. All the trucks are issued with pre programmed RFID Tag and RFID Reader provided in the Check post reads and identify the truck and allow the BOOM barrier provided in the Check post opens and the Truck allowed to move from Exit and Entry point. All the operations are continuously monitored through CCTV provided in the Check post. The RFID, Boom Barrier along with CCTV system used in the computerized Check post at Piparwar Area is given below.



In the way of continuous monitoring of Truck movements, and reconciliation of its weight at both ends, prevents complete pilferage of coal in the Mining Sector and it is being rigorously followed in CCL.

—●—
“ Facts are many, but the truth is one.”

— Rabindranath Tagore

*There is no twilight zone of honesty in business.
A thing is right or it's wrong. It's black or it's white*

जीवन के सोपान

योगम् शरणम् गच्छामि

घर से सब निकल पड़े, कुछ मंदिर कुछ मयखाने में।
धन के पीछे कुछ लोग पड़े, कुछ पागल कुर्सी पाने में।
अब कौन भला समझाये इन्हें, घर का हीरा दिखलाये इन्हें।
आत्मानम शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

माना तुमने भूगोल पढ़ा, माना तुमने इतिहास पढ़ा।
पर अपने जीवन में लिखा जो, क्या तुमने वह पाठ पढ़ा ?
यदि नहीं तो फिर कुछ शर्माओं, कुछ गीत जिंदगी के गाओ।
स्वाध्यायम् शरणम् गच्छामि, योगम् शरणम् गच्छामि।

बीते का जिसको शोक नहीं, जो वर्तमान में जीता है।
पा लेता वह अपनी मंजिल, उसका ही जीवन एक गीता है।
पढ़ लेता वह अपनी किताब, पा जाता जीवन का सुराग।
स्वाध्यायम् शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

मूढ़ों का रस प्रभुता में, प्रतिभाशाली झुक जाते हैं।
जीवन की उर्जा को सज्जन यूँ ही लड़कर न गँवाते हैं।
सीना ताने चलता दुर्जन, नम्रता संत का लक्षण।
नम्रत्वं शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

जो नहीं हुआ उसकी खातिर, यदि ज्यादा शोर मचाओगे।
जो है वह भी खो जाएगा, तुम व्यर्थ खड़े पछताओगे।
इसलिए नहीं जो मिला तुम्हें, उसके लिए नहीं गिला तुम्हें।
सद्भावम् शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

निष्ठापूर्वक निज कर्म करो, जग को जो भाये कहने दो।
हाथी सा मदमस्त चलो, कुत्ते भूंकते हैं, भूंकने दो।
निष्ठा की आग न छुपती है, संकल्प नदी कब रुकती है ?
अथ निष्ठामम् शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

कुछ होता है अनुकूल यहाँ, कुछ होता है प्रतिकूल यहाँ।
हम व्यर्थ डर से कंपते हैं, कुछ फूल यहाँ, कुछ शूल यहाँ।
लहरों को बनने मिटने दो, भीतर चैतन्य कंपने दो।
निष्कम्पम् शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

जब भी बाधा आये पथ में, उसको सोपान बना लेना।
अपमान करे कोई, शिव—सा विषपान बना लेना।
मत कभी शोक या मोह करो, हो कृत्य कोई तो योग करो।
अथ योगम् शरणम् गच्छामि, भज योगम् शरणम् गच्छामि।

संकलन : वाई.पी. सिंह, मुख्य—प्रबंधक (असैनिक), सतर्कता विभाग

*Lack of transparency results in distrust and
a deep sense of insecurity : Dalai Lama*

Use of Information and Communication Technology .. — A tool for transparency

Mohan Vishnupant Rajimwale
GM (CMC), CCL

K S Gaiwal
Sr. Manager (M)/CMC, CCL

Central Coalfields Limited (CCL) is one of the leading subsidiary companies of Coal India Limited (CIL). It is a Category-I Mini-Ratna Company since October'2007. During 2014-15, coal production of the company reached its highest-ever figure of 55.65 million tones, with net worth amounting to Rs. 5812.38 crores against a paid-up capital of Rs. 940 crores.

Central Coalfields Limited (CCL) makes extensive use of Information & Communications, Technology (ICT) and ITES (IT Enabled Services) for Public Procurement as per the guidelines of CVC, DIT and ministry of Finance, Government of India.

Information & Communications Technology (ICT) and ITES for Public Procurement in CCL.

Public Procurement can be defined as the procurement of goods, works and services by all Govt. Ministries, Departments, Agencies, Statutory Corporations and Public Sector Undertakings in the Centre and the States, Municipal Corporations and other local bodies and even by private Public Sector Undertakings providing public services on monopoly basis.

Public procurement is only an extension of the personal procurement by two key words i.e. transparency and fairness. When we take up any construction work for ourselves or make personal purchases or hire any of services, we always try to ensure that we get the value for money, good quality product and timely delivery. In case of public procurement we have to go a little further i.e. in addition ensure that procurement is done in a transparent, fair and equitable manner.

The canon of Public Procurement is to procure work, material, services of the specified quality within the specified time at the most competitive prices in a fair, just and transparent manner.

Adhering to the canons of public procurement is, in fact, a tight rope walk involving a balance between transparent and fair action on one side and achieving timely delivery of quality goods at competitive rates on the other side. It is indeed going to be more demanding to perform the task with the implementation of the Right to Information Act 2005. Now all our actions and decisions are open for scrutiny by public at large. Here comes the role of Electronic procurement (e-procurement).

Electronic Procurement (e-Procurement) is the use of Information and Communication Technology (ICT) by the buyer in conducting their procurement processes with supplier for the acquisition of goods, works and services.

Service contracts at Contract Management Cell (CMC) of Central Coalfields Limited (CCL) are finalized through e-tendering & online Reverse Auctioning (RA) for the following works

1. Transportation and Loading of Coal, Sand etc
2. Wagon loading
3. Hiring of HEMM for Removal of Overburden (OB) & Coal ; and
4. Extraction and transfer of coal by deploying surface miners and
5. Misc. other works.

*Now a days people know the price of everything
and value of nothing*

All the above mentioned works are handled by the Contract Management Cell (CMC) of Central Coalfields Limited (CCL) since June 2010. Till 30.09.2015 a total of 594 NITs have been floated amounting to a transaction value of Rs. 11332 Crores. (Approx.). Out of 594 floated NITs, reverse auction (RA) has been completed for 478 NITs which has resulted in cumulative monetary savings as a result of RA to the tune of Rs. 1317 Crores. (Approx.). The strength of the instant system of tender finalization can be observed with the fact that it has yielded a final offer in almost 53 NITs which were less than the approved estimated cost of the company. The details are summarized below:

Sl. No.	Description	M/s M-junction (June' 2010 to April' 2012)	M/s C1 India Pvt. Ltd. (Apr' 2012 to Oct' 2014)	M/s M-junction (Nov 2014 to Sept' 2015)	Total
1	NITs floated (Nos.)	136	346	112	594
2	Transaction Value in Rs. Crores. (Approx.)	1478	6738	3116	11332
3	Reverse Auction completed	105	276	97	478
4	Cumulative savings as a result of RA in Rs. Crores. (Approx.)	73	988	256	1317
5	NITs in which Final rate after RA process were less than the Estimated Price	18	27	08	53

Use of Information Technology promotes the aims of open, non-discriminatory and efficient government procurement through transparent procedures. It is the technology-enabled acquisition of goods and services, required by an organization, at the best value obtainable in the most efficient manner possible. There have been several guidelines issued by various departments and agencies of Government of India regarding quality, functionality and security standards of an e-procurement system which are all followed by the system being used by Central Coalfields Limited (CCL) for the subject as elaborated above.

In view of the above, the Contract Management Cell (CMC) of Central Coalfields Limited (CCL) decided to adopt the e-procurement solution developed by M/s M-junction Services Pvt. Ltd. from June 2010 which continued upto April 2012. Thereafter the work was taken up by M/s C1 India Private Limited from April 2012 to October 2014. After that again the services of M/s M-junction Services Pvt. Ltd. Has started for e-procurement. All these service providers were selected through the process of open e-tendering method with complete transparency and equity. The e-procurement solutions provided by the service providers are compliant to all the guidelines of e-tendering & online Reverse Auctioning (RA) recommended by CVC, DIT and Ministry of Finance and contract management manual of Coal India Limited.

Initiative of e-Procurement was envisaged in phased manner. At the initial stage from June 2010, the Contract Management Cell (CMC) of Central Coalfields Limited (CCL) started the implementation of the same from the Head Office at Darbhanga House, Ranchi. After stabilization of the same in its Head Office at Darbhanga House, Ranchi, it was subsequently rolled out to all the area offices gradually w.e.f. Sept. 2012 across the company for the above mentioned works. Accordingly all the tenders mentioned above are being finalized through e-tendering & online Reverse Auctioning (RA)

Earlier all the open tenders were already being finalized by e-tendering mode irrespective of the value in respect of the contracts mentioned above. As per new guidelines of CVC, all the contracts valuing more than Rs. 2.00 Lakhs are to be finalized through e-tendering mode. In compliance to this guideline, now the tenders earlier finalized through conventional mode for limited tendering are also converted to e-mode and w.e.f. 27.03.2015 all the limited tenders are also being finalized through e-tendering & online Reverse Auctioning (RA).

*Don't worry so much about your self- esteem.
Worry more about your character.*

Objective: Information & Communications Technology (ICT) and ITES has been implemented with the following objectives

- a) To provide more transparency to the procurement process.
- b) To provide IT service to consumers over the Internet.
- c) To reduce purchasing cost and improve efficiency.
- d) To standardize purchasing processes across the organization.
- e) To reduce administrative costs with better effectiveness.
- f) To significantly reduce the procurement cycle.
- g) To reduce discretion
- h) To do automatic credential evaluation by the system & eliminate human interference.
- i) To eliminate risk of cartel formation.
- j) To eliminate possibility of identical rates by co bidders.
- k) To provide convenience to bidders for participating in tendering process from their places of comfort from anywhere in the globe.
- l) To provide equal opportunity to all bidders as provided in the Article -14 of Constitution of India.

Challenges faced during initial implementation of the project

It was very difficult to adhere to all the basic tenets of public procurement like fairness, equity, transparency and probity during the days when tendering used to be finalized through conventional mode i.e. manual method of tender finalization. In spite of various directives of CVC and GOI for leveraging of technology to bring in more fairness and transparency in tendering process, it used to be very difficult to finalize tenders with desired level of Transparency, Fairness, Value for money, Quality and delivery of results in time. It could be possible with the use of Information & Communications Technology (ICT) and ITES. In spite of best effort, it was very unlikely that the system of tender finalization during previous method of tender finalization was free from complaints and allegations. Hence Central Coalfields Limited (CCL) made extensive use of Information & Communications Technology (ICT) and ITES for Public Procurement as per the guidelines of CVC, DIT and ministry of Finance, Government of India to achieve the following since June 2010.

- a) It was the question of change of mind set. People were not ready to accept the system transfer from manual tendering to electronic tendering. This change of system was little difficult but with application of suitable technology it was implemented.
- b) Once the question of change of mind set was over then the major task was to develop a task specific module for the solution. This development of specific module for the solution (specific software) was done with the help of a team of CCL official and team of service provider.
- c) Initially everybody was opposed to electronic tendering. But with untiring effort for persuasion, training and retraining the shifting from manual to technology based tendering (electronic tendering) was successfully implemented in the organization.
- d) The bidders were initially opposed to it because of lack of confidence in the new system but finally they accepted it truly because of its operational simplicity.
- e) Transparency and fairness was finally accepted and proved on its successful implementation.
- f) Service contracts finalized through e-tendering & online Reverse Auctioning (RA) at Central Coalfields Limited (CCL) provides equal opportunity in true sense.

“I will not let anyone walk through my mind with their dirty feet.”
— Mahatma Gandhi

Benefits ... Post implementations:

Based on our experience, the new electronic system has a number of direct and tangible benefits over the conventional system; some of them are enumerated below:

- 1) Bid submission by the tenderers has become simplified, quicker and more confidential. Bidders are submitting their bids in the secured web server and from their places of comfort during any time of the day or night.
- 2) The earlier process of voluminous bid document preparation containing hundreds of pages, has been obviated and thereby eliminating risk of bid rejection because of trivial human mistakes from bidder's side.
- 3) In manual tendering, we have seen on few occasions that new prospective bidders were discouraged in participating in new tender, out of their fear of being obstructed by the existing contractor, since they had to physically come to the department in CCL for tender dropping. In the new electronic format of tendering, one can easily submit his bid from his house at any time of day with absolute privacy and comfort, without any need to visit the department at all.
- 4) In e-tendering credential evaluation is done automatically by the system and thus it eliminated even a bit of discretion which may appear in the process of tender finalization.
- 5) In manual tendering, majority of the complaints were related to examination of the technical part of the bid. Now, Part I scrutiny is done by the system and so far we have not received any complaint relating to that matter.
- 6) The online reverse auctioning (RA) process is yielding most competitive offer of the market in terms of the value of the tendered work.
- 7) As a result of online reverse auctioning (RA) all the bidders are given multiple opportunities to participate in the bidding process which satisfies the fundamental right to equality as provided in the constitution as per Article-14.
- 8) Last but not the least, cartel formation in the tender process among the bidders, has been completely eliminated. System is designed in such a manner that during online reverse auctioning, it would not accept identical rates by any co-bidder.

This initiative is different from similar initiatives undertaken by others.

Electronic Procurement (e-Procurement) is the use of Information and Communication Technology (ICT) by the buyer in conducting their procurement processes with supplier for the acquisition of goods, works and services. This is quite common in the field of tender finalization which is used by many organizations.

But in CCL for finalization of Service contracts through e-tendering we also use the tools for online Reverse Auctioning (RA) which is unique to this feature.

In normal process of e-tendering the L1 bidder is decided after evaluation of technical bid and price and after that tendering process may be completed.

But the process what is followed in CCL for finalization of Service contracts through e-tendering with online Reverse Auctioning (RA) is different from traditional e-tendering process. In our process we find out L1 rate automatically by system which is obtainable to the organization after evaluation of technical bid as well as price bid. This L1 rate (Termed as Start Bid Price) is offered to all the eligible bidders without disclosing the identity of the bidder who has quoted that rate for participation during the online Reverse Auctioning (RA). Now any eligible bidder can accept and / or quote a rate as per predefined procedures and participate to be eligible for becoming L1 bidder for award of work in its favour. Thus the instant process of e-tendering & online Reverse Auctioning (RA) offers multiple opportunities to all the eligible bidders in totally fair & transparent manner.



*Power-lust is a weed that grows only
in the vacant lots of an abandoned mind*

Preventive Vigilance: A tool for curbing corruption

Dhiraj Kumar

Sr. Manager (Mining), Vigilance Deptt.CCL

Preventive Vigilance is an important instrument of vigilance administration in any organization. It strengthens internal checks and controls of an organization and prevents lapses from occurring by stemming the rot at the initial stages itself. However, it is a continuous exercise to minimize human interface demanding focussed attention of the management.

A number of corporate frauds including the most recent one involving the German carmaker, Volkswagen, which sold cars installed with emissions-defeating software, could have been avoided, had there been proper internal checks & balances against such malafide activities.

Preventive Vigilance assumes enormous significance under the following circumstances:

1. **Officials have HUGE discretionary power :** Officials vested with discretion may have the perverse incentive to extend favour for personal gain. Preventive vigilance can play an important role by curtailing discretion, defining the power and authority of such officials and putting a suitable system in place.
2. **Rules and procedures are complex :** Preventive vigilance results in simplification and standardization of rules and procedures. Not only a procedure should be standardized but it should be easy to comprehend. There is little scope for corruption or manipulations if execution of a work has been done following the established rules and procedures.
3. **Decision making is tough and accountability is low :** Delay in decision making is detrimental to the interest of an organization. However, it will be equally damaging for an organization if its honest officials are fearful of taking any decision. All decisions which do not result in profit cannot be viewed as decisions taken with ulterior motives hence there is a need to identify the bonafide decisions taken in an organization. Preventive Vigilance can help evaluating the merits of each decision so that actions taken with ulterior motives and without clear adherence to the laid down procedures can be identified and accordingly dealt with.

For strengthening of the preventive vigilance function, involvement of all stakeholders irrespective of their position in the organization can play an important part. For example, information about the corrupt practices of an official can be provided by his colleague or it may be furnished by the supplier or customer of the company.

The **concept of whistleblower** is also an effective tool for preventive vigilance which deters the employees from engaging themselves in nefarious activities. The whistleblower, having knowledge of corrupt activities, can provide clinching evidence against the delinquent officials. We have seen how Mr. Dinesh Thakur, a former Ranbaxy executive had given evidence to the US authorities about the company falsifying drug data and violating good management practices, triggering a massive investigation that resulted in the drugmaker pleading guilty of felony charges related to the manufacture and distribution of certain adulterated drugs. Mr. Thakur did what very few corporate executives dare to do. He was awarded with Rs 244 crore (\$48 million) for blowing the whistle by

The duty of youth is to challenge corruption

US. Thus, the culture of whistleblowers should be encouraged in an organization so that this channel of information gathering from the inside sources can be nourished and built into an effective arm of the vigilance function.

Not only the system and procedures should be simplified, information on vigilance matter should be widely disseminated through various seminar and awareness campaign. Employees should be educated on various facets of vigilance by holding training programme, periodical workshops, etc. Officials can be sensitized through internet and mobile application also. Equipped with the information, officials will feel empowered to take good decision leading to better governance.

Thus the preventive vigilance brings in following advantages:

- Transparency
i.e. not hiding any facts or matter from all those who are the stakeholders
- Fairness
i.e. applying same principles to all concerned under similar conditions
- Competitiveness
i.e. encouraging competition in the interest of the organization
- Accountability
i.e. if there is any deviation from the laid down rules/procedures in the business interest of the organization that should be clearly recorded upfront rather be used later as justification.
- Simplification of rules/procedures
- Reducing wastages/leakages, losses and economic decline
- Promoting honesty in the official transactions and ensuring ethical practices

Role of Information Technology (IT) in strengthening of preventive vigilance cannot be undermined. It is pertinent to highlight the IT initiatives taken by CCL for greater transparency like WAN, e-tendering with reverse auction, e-procurement, Online Bill Tracking System, e-payment, e-refund, vehicle tracking system based on GPS, RFID, CCTV, automatic weighing & boom barrier based monitoring, etc.

Preventive vigilance has become extremely critical to ensure good governance standards and probity in the implementation of projects involving public money. It results in systemic improvements thus curbing opportunities for corruption and promoting clean business transactions, professionalism, and ethical practices.



Honesty reflects in true character

Awareness Generation In Coal Sector

Priya Ranjan Kumar
Manager (Excv.), Vigilance Deptt.

My experience of working in the coal sector started with the training and education which were solidly bonded with the concepts of getting things done in any way, through any means and never say no to anything, which were even almost on the brink of impossibility. Rules were self postulated and theories were self driven. Many theorems and postulates were proudly owned by individuals and they never hesitated in training the new comers the ill ways of doing things successfully and obviously these theories had their own inbuilt rewards and hidden recompense.

Time started flying off and many of my known seniors who were apparently the front-line runners of the time and were supposed to grow high and higher in their career path were found adding on to the bench strength and persons, relatively slower on pace during start-up, were found leading in the last few laps of the race.

This shattered my mind and soul and answers were not coming so as to why this had happened. Reasons and analysis were not sufficiently strong to force my belief understand the situational jeopardy. I thought it was a mockery of hard works, an individual had put in for the Company years together toiling hard. But my naive brain was not able to perceive what really was wrong going on.

Situation changed and I also moved up further and got a break to change my assignments and work for the Vigilance department of the Company.

During the initial phases of my working at the Vigilance department, I was astonished to note that till date i was almost a zero potential cell when knowledge and awareness regarding perceptions of threats and cautions with impending dangers associated with a public servant were concerned.

This forced me to think about bringing a change in the mind set of public servants, specially my coal colleagues, so that a positive change in scenario can at least be seeded in which may germinate in the times to come.

What is Vigilance

Many classical theories are present in the market which speak that Vigilance means watchfulness, to be alert, to know what is happening and what can happen. Is this sufficiently tells about the whole story of Vigilance definition. Had this been the only meaning of Vigilance then a



It's not hard to make decisions when you know what your values are

security guard would have been the most worthy man in an organization to be declared as a Vigilance active or Vigilance disciple.

Vigilance is not that precise of an activity or a function which could be defined in this way.

Many Management Gurus have taken over Vigilance as a role of managers and have defined it as “everyone’s duty”. Then why do we need policing in civilized society, it is also every one’s duty to follow the rules of constitution and obey the laws of the society. It is also a fact that neither everyone is fit for doing such duties nor all like shouldering this sort of responsibilities. It is only a few who work for it and live for it. There are thousands who spread it with heavy hearts that Vigilance is doing good and wrong doers are being booked for their offences. The bottom line of the story remains the same “ **no body likes it**”.

I also never liked it, when my father used to interrogate me in depth even for my cricket matches I used to play for my society and schools. At times, the interrogation manifested into scolding and progressed ahead to rigorous beatings, if compliances to his laid down rules were not met religiously. I used to go mad, I did some good, earned some repute and this fellow had all bads and punishments for me. Nascent mind was unaware of the goods the gentleman was thinking for me.

Here was the beginning of the Vigilance era of my life and the context is more or less similar when cases and history of vigilance activities in coal sectors are peeped in. People doing goods at times were in the net of trouble. The question was apparent, was he wrong? or Vigilance was harsh and inhuman? Or the person has ignorance about the rules and guidelines to be adopted? Or he bulged under circumstantial requirements and pressure and last but not the least was his intent corrupt and malafide? Altogether, finally the corporate branded him as a “man of doubtful integrity”. Lapse was one, reasons could have been many and the end was one, career and public life takes a fatal turn.

Now the definition of Vigilance to me was getting clear, be watchful, be alert, what is happening around and what can happen, now this all requirements called for a thorough introspection whether i was fulfilling them or not. In respect of PSU and government servants it could be defined in the simplest of the form as a function of corruption.

Corruption is defined as misuse of official power for personal benefits and Vigilance acts as a watch dog, so the ultimate intent of vigilance is making all public servants say no to corruption. But all the times Vigilance cannot be the vaccine for the corruption. It is the duty and responsibility of all the public servants to practice honesty and fair means and Vigilance becomes duty of all and all men are Vigilance men.

Further on to the advantages of Vigilance in the context of a public sector unit when we embed the above definition in our day to day work life we find that

Vigilance helps in:

- Enhancing the image of the organization;
- Promoting culture of honesty & integrity;
- Reducing wastages/ leakages;
- Improving productivity;
- Ascertaining accountability;
- Increasing transparency and fairness;
- Protecting honest performers;
- Disciplining the wrong-doers and striving for zero tolerance to corruption. So when we conclude the definition we should remember our duties as follow :

The mind is like an iceberg, it floats with one-seventh of its bulk above water



If the above four of the clips are embedded in our work as well as public life the essence and theories of Vigilance will find its right purpose and the organization will grow in free fair and transparent way.

Now for a public servant the meaning of certain important facets of Vigilance must be crystal clear to understand the importance and role of vigilance for a public servant:

Vigilance angle

Off late there had been many confusions in the mind set of the public servants so as to what constitutes a vigilance angle. Though this had been precisely defined in many Vigilance manuals and compendiums, I felt a simpler definition would help perceive the vigilance angle in a more rational and effective way.

- Demanding and/ or accepting gratification for an official act or influencing others;
- Obtaining valuables without consideration/ with inadequate consideration from someone in official dealing directly/ indirectly;
- Obtaining himself or for others valuables or pecuniary benefits by corrupt or illegal means or by abusing power and recklessness in decision making.
- Possession of assets disproportionate to income;
- Misappropriation, forgery or cheating etc; and other irregularities, which cast doubt on integrity.
- Use of power in excess of DOP and keep seniors uninformed about any evident lapse of procedural error committed from below.

Now when a complaint containing any of the above points is received in the investigation department or any of the above acts is performed without any consideration to the intent of the performer a probable investigation and enquiry is in the offing.

A big question always looms large over an organization so as to how to create a long lasting

Dream is not you see in sleep, is the thing that does not let you sleep

awareness among people in their day to day work life. Besides attending classes and lecture sessions the under-listed points when complied and practiced will definitely help a public servant enhance the levels of awareness regarding Vigilance.

How to create awareness regarding Vigilance

- Identify complex rules/procedures/ obsolete manual & try to simplify it or get competent riders over obsolete rules.
- Assist in curtailing discretions, listen to the grievances of vendors and rationally consider it
- Enhance transparency & fairness in action.
- Follow rules & regulations and record reasons for deviations, if any;
- Maintain devotion to duty, high level of integrity and commitment.
- Facilitate promotion of ethical culture and values.

The enlightenment of Vigilance awareness will help the fight against corruption and can only be successful when public awareness is coupled with anti-corruption drives and efforts at all levels at all times. The primary objective of creating public awareness is to sensitize the public about the consequences of corruption and to educate the people about the improvements needed to create a corruption free society.

The fight against corruption is too serious a task to be left to the heads of Vigilance in Govt. Organisations or the Commission alone. The civil society and citizens in general also must play a far more effective and pro-active role in this fight.

Generating Awareness and its far reaching consequences is the first step towards such action..

Vigilance is a management function. The head of the department/organization, who sets for the organization the standards of efficiency, honesty, integrity and morality, determines the moral standards of any organization. Such standards can neither be dictated nor imposed by any extraneous Vigilance organization or any other statutory bodies. Departmental Vigilance should be more intensive, more effective and more result oriented by way of intensive and effective efforts in field of Vigilance awareness'

If we are successful in adding even a drop of water in the ocean of awareness, it will add to the positive effects and days will not be far way when our public enterprises will be termed as corruption free and act as role model for other developing countries.

The below three quotes will act as immune booster and will help the prudence and belief of a common man to fight against the evils of corruption.



“It takes 20 years to build a reputation and five minutes to ruin it.” – Warren Buffet.

“Characters do not change-Opinions alter, but characters are only developed”. Benjamin Disraeli

“Every lie you tell litters your life with land mines that could explode at any time.” Michael Josephson



Mistakes are the portals of Discovery and hope is a waking dream

Enriching Organisational Culture Through Values

Sunita Mehta

Chief Manager (P/Pension), CCL

When we look around in this globalised world, we find talent, intelligence, diligence and other market survival traits by western yardstick in abundance. What is lacking in this cut throat competitive world of market philosophy, is the basic individual human values, which ultimately affects the organization itself. Therefore, enriching organizational culture through values, is the need of the day today.

Skills are necessary but they cannot be effective without human values at work. Without human values in management things can hardly work on long term basis. Management essentially relates to the individual and ethics. No organization can be transformed without the change in the individual which consequently shape the culture of the organization.

Organisational Culture and Values

Values, the beliefs that lie at the heart of the corporate culture, has been identified as one of the key dimensions of culture. Throughout the world, it is the human contribution that makes the difference between success and failure. And behind every successful organizational endeavour, a value based ethical management philosophy has played a vital role in making this difference. Professional values are not different from personal values. Values are intrinsic to our lives. They add to the strength of our character and righteousness of our beliefs. Values are very important because people act upon his or her values, and values channel behavior. Values shape beliefs, beliefs lead to perception and perception to action.

We in India, are fortunate to have had a glorious past. The saints, philosophers and scripture writers have shown an excellent insight in the human nature, behaviours, intricacies of working of mind and heart, characteristics of nature in all its manifestations, the influence it produces on the activities of human being and the interdependence of human and natural phenomena. The traditional spirituality, faith values and ethics are the corner stones of our civilization. And when it comes to value system, no country in this world has such a long tradition of value system other than India which is compiled in our ancient scriptures. For example the Gayatri Mantra, the most exalted part of Rig-Veda goes as,

**“Om bhur-bhuvah-svah tat-savitur – varenyam,
Bhargo devasya dhimahi dhiyo yo nah prachodyat.”**

It is a prayer to the God of brilliance, Gayatri (later came to be known as the Sun God) to bestow upon the prayee his brilliance and wisdom. It suggests, how much the earliest Indians were keen to adopt whatever was bright, brilliant and benevolent in nature and to pay ultimate respect to them by giving them exalted position of that of God. This also reflects the culmination of the earliest Indians efforts to attain highest intellect, brilliance and enlightenment, thus creating a healthy and happy culture.

Our holy scriptures- Manusmriti, Vedas, Puranas, Bhagwad Gita and many other - are full of these wisdoms, which can ensure peace, happiness, progress and goodwill to all, based on the following essential elements of code of conduct;

Polluted by Corruption leads to our destruction

- Create wealth to serve the humanity
- Profit must be based on Dharma
- Do not go for endless material greed
- There should be no predatory exploitative hypocrisy
- It is necessary to evolve people with intelligence, emotional, and spiritual quotient
- Enjoy we must, but with detachment
- The ultimate objective of management is fulfillment of goals leading to true human development, social benefit and global welfare.

Some of the profoundest ideas relating to the philosophy of work are to be found in our Bhagvad Gita. It is unique in its stress on work-ethics. That philosophy is always available to help us to achieve, through effective administrative and management techniques and better inter-human relationships, our national objectives of total human development; and fulfillment for all our people. This possibility is revealed by the testament of the last verse of the Gita itself, which is of great significance today to us. It has remained a mere testament so long; it is the privilege of the people of India, in this modern period, to fully implement that testament:

***“Yatra yogesvarah krsno
Yatra partho dhanur-dharah
Tatra Sri-vijayo bhutih,
dhruva nitir- matir-mama”***

“Wherever there is Krishna, the master of yoga, and Arjuna, the wielder of the bow, there (in that society) shall be found wealth, victory, general welfare and unwavering justice and ethical sense – this is my conviction”

These values have acquired utmost relevance in these days of crumbling markets and stumbling businesses. Falling market indexes all over the globe is nothing but an indicator that excessive greed always has disastrous consequences and development and growth must be inclusive and not limited to a few lucky people.

Who Will Infuse These Values Into The Organizational Culture ?

Leadership and top management must be responsible for building strong culture with strong values. Leaders construct the social reality of the organization, they shape values and attend to mission and vision of the organization.

Leadership is a legacy that prepares others to carry on with courage, determination and the ability to see the larger picture. True leadership in any organization, is the ability to be a catalyst for change, to inspire and persuade people to follow the righteous path, and this way enriching its work culture through values, and making it stand apart for ages to come. Leadership is about taking initiative and being accountable. The values promoted by the leader have a significant impact on the values exhibited by the organization, because of their influence, leaders play a major role in establishing the ethical climate of their organization.

Leader focuses on the needs of followers and helps them to become more knowledgeable, more free, more autonomous. They enrich others by their presence. In addition , a leader has a social responsibility to be concerned with, the needs of the surrounding society and to recognize them as equal stakeholders in the life of the organization.

Leaders can achieve the goal of a healthy organizational culture ,enriched with ethical values by following ***Principles of Ethical Leadership***, which are broadly divided into five types :

Do not adopt corrupt practices, rather confront it by reporting to Vigilance

➤ **Principles of Respect**

Philosopher Immanuel Kant (1724- 1804) stressed that it is our duty to treat others with respect. Leaders who respect others also allow them to be themselves, with their creative wants and desires. They approach other persons with a sense of unconditional worth and valuable individual differences.

It means treating subordinates in ways that confirm their beliefs, attitudes, and values. When a leader exhibits respect to subordinates, subordinates can feel competent about their work. In short, leaders who show respect in fact treat others as worthy human beings.

➤ **Principle of Service**

The service principle is an example of altruism. Leaders who serve are altruistic; they place their followers' welfare foremost in their plans. In brief, the idea behind service is contributing to the greater good of others. In practicing the principle of service, ethical leaders must be willing to be follower centered, must place others' interests foremost in their work, and must act in ways which will be beneficial to others.

➤ **Principles of Justice**

Ethical leaders are concerned about issues of fairness and justice. They make it a top priority to treat all of their subordinates in an equal manner. Justice demands that leaders place issues of fairness at the centre of their decision making. As a rule, no one should receive special treatment or special consideration except when their particular situation demands it. In instances where individuals are treated differently, the grounds for differential treatment need to be clear, reasonable, and based on sound moral values.

➤ **Principles of Honesty**

The importance of being honest can be understood more clearly when we consider the opposite of honesty, dishonesty. Dishonesty is a form of lying, a way of misrepresenting reality. When leaders are not honest, others come to see them as undependable and unreliable. People lose faith in what leaders say and stand for; their respect for leaders is diminished. As a result, the leader's impact is compromised because others no longer trust and believe in the leader.

But being honest is not just about telling the truth. It has to do with being open with others and representing reality as fully and completely as possible. However, this is not an easy task because there are times when telling the complete truth can be destructive or counter-productive. The challenge for leaders is to strike a balance between being open and candid while at the same time monitoring what is appropriate to disclose in a particular situation.

Principles of Community

Leaders need to take into account their own and followers' purposes, while working towards goals that are suitable for both of them. This factor, i.e, concern for others and concern for the common good means that leaders cannot impose their will on others. They need to search for goals that are compatible with everyone.

An ethical leader takes into account the purposes of everyone involved in the group; and is attentive to the interests of the community and the culture. Such a leader demonstrates an ethic of caring toward others and does not force others or ignore the intentions of others.

Following these principles, a leader can bring about desirable value based changes in work culture of his followers / subordinates, which will, consequently help enriching the organizational culture with values that are beneficial to all, in and around the organization.



When you tell a lie, you steal some one's right to the truth

ईमानदारी...

1. ईमानदारी है राष्ट्र – प्रगति का पथ।
हम लें आज अभी इसका शपथ।।
2. ईमानदारी है राष्ट्र की शान।
इससे होता है राष्ट्र महान।।
3. ईमानदारी बढ़ाती आत्म – विश्वास।
जीवन में लाती हर्ष उल्लास।।
4. हिन्दू, मुस्लिम, सिख, ईसाई, सबका है यह नारा।
ईमानदारी से बढ़ता सत्य, अहिंसा, प्रेम, भाईचारा।।
5. जिसके पास है सच्ची ईमानदारी।
मानव धर्म का है वह सच्चा पुजारी।।
6. अगर चाहते स्वस्थ समाज की रचना।
भ्रष्टाचार से हम सभी को होगा बचना।।
7. पहले हम बनें खुद ईमानदार।
तभी देश से दूर होगा भ्रष्टाचार।।
8. ईमानदारी है सबसे मूल्यवान।
अच्छे इंसान की है यह पहचान।।
9. ईमानदारी से लें हम ईमानदार होने का संकल्प।
यही है एक मात्र, राष्ट्र की प्रगति का विकल्प।।
10. हर इंसान में हो सच्ची ईमानदारी।
हर एक व्यक्ति की है यह जिम्मेदारी।।
11. ईमानदारी है देश का प्राण।
होता इसके बिना देश निष्प्राण।।
12. ईमानदारी है एक अनुशासन।
जिसका जरूरी है अनुपालन।।

हसीबुल रब चौस,
सतर्कता विभाग, सीसीएल, राँची

All things are difficult before they are easy



CVC
Circulars

No. 009/VGL/067
Government of India
CENTRAL VIGILANCE COMMISSION
Satarkata Bhawan, Block "A"
GPO Complex, INA
New Delhi 110023

Dated the 9th March 2010

Office Order No.13/03/10

Sub: Timely completion of Departmental Inquiries – Improving Vigilance Administration.

- Ref: (i) Commission's Instruction No.8(1)(g)/99(2) dated 19/02/1999
(ii) Commission's Instruction No.8(1)(g)/99(3) dated 03/03/1999
(iii) Commission's Circular No.3(v)/99/7 dated 06/09/1999
(iv) Commission's Circular No.NZ/PRC/1 dated 26/02/2004
(v) Commission's Office Order No.30/4/04 dated 26/04/2004
(vi) Commission's Circular No.3/1/06 dated 18/01/2006

Natural justice demands that disciplinary proceedings are finalized in an expeditious manner. The delay in completion proceedings works against the institutional incentive built to fight corruption. It may either cause undue harassment and demoralization of innocent employees, who at the end of the proceedings are exonerated of the charges framed against them; or it enables the guilty offices to evade punitive action for longer periods of time. In the former, it is not fair to the official concerned. In the latter, it provides perverse incentive for the corrupt. The delay in handling disciplinary cases has, on several occasions, been viewed adverse by the courts also. There have in fact been instances where the proceedings initiated against the delinquent employees were quashed solely on the ground that there were inordinate delays in handling the disciplinary cases. It is important that the formal proceedings, once instituted, are completed within the time frame laid down by the Government so that timely action can be taken against the delinquent employees.

2. An Inquiry Officer (IO) appointed by the Disciplinary Authority to conduct departmental inquiry in a particular case cannot start the inquiry unless related documents, viz; a copy of the charge sheet, reply of the Charged Officer, order of appointment of the Presenting Officer (PO) and the listed documents/witnesses, are furnished to the Inquiry Officer.
3. The Commission observes that non-availability of documents relevant to the departmental inquiry proceedings and undue delays in providing such documents is a major factor contributing to delay in timely finalization of the inquiry. Another factor is delay in issue of appointment orders of IO by the disciplinary authorities. The Commission in the past vide its various circulars referred above, prescribed certain specific steps to be adopted for eliminating such avoidable delays like appointment of IO/PO immediately on denial of charges by CO, making legible certified photocopies of documents in cases where the originals are seized by CBI/filed in Courts, providing custody of all listed documents along with appointment orders to Presenting Officers etc. The Commission while reiterating its earlier instructions would emphasize that all pending cases of departmental inquiries need to be reviewed at regular intervals by the CVO and the Disciplinary Authority concerned in each Ministry/Department/Organization to ensure that the proceedings are completed/finalized expeditiously.

Sd/-
(Vineet Mathur)
Director

- To (i) All Ministries/Departments Gol
(ii) All Chief Executives of CPSUs/Public Sector Banks/Insurance Companies/Autonomous Bodies.
(iii) All Chief Vigilance Officers

Behind every corrupt man there is a greedy family

009/VGL/016
Government of India
CENTRAL VIGILANCE COMMISSION
Satarkata Bhawan
GPO Complex, Block-A
INA, New Delhi-110023

Dated : 19th April 2010

Circular number 17/04/10

Subject: Integrity Pact – Selection and Recommendation of independent External Monitors (IEMs).

The Commission receives a number of requests for implementation of Integrity Pact in Government of India organizations and Public Sector Undertakings. Organizations desirous of implementing Integrity Pact are required to forward at most three names of Independent External Monitors along with the proposal to the Commission for its approval.

2. The Commission would consider names for appointment of Independent External Monitors of only those officers of Government of India departments or Public Sector Undertakings, who have retired from top management positions. The Commission would not consider the name of an officer / executive, who is either serving or who has retired from the same organization to be an IEM in that organization, although they may have served in the top management. Element persons, executives of private sector of considerable eminence could also be considered for functioning as Independent External Monitors and names recommended to the Commission for approval.
3. The appointment of Independent External Monitors would be for an initial period of three years and could be extended for another term of two years on a request received in the Commission from the organization appointing the Independent External Monitor. An Independent External Monitor can have a maximum tenure of 5 years in an organizational with an initial term of three years and another terms of two years.
4. Organizational recommending the names of Independent External monitors are to select and forward the names to the Commission after due diligence and scrutiny.

Sd/-
(Vineet Mathur)
Director

All Chief Vigilance Officers.

Corruption Corruption go away leave my country, this I pray.

No. 002/VGL/61
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, Block 'A'
GPO Complex, INA,
New Delhi 110023

Dated the 19.05.2010

Office Order No. 20/05/10

Subject: Adherence to time limits for investigation of complaints- reg.

- Reference: (i) Commission's office order No. 16/03/04 dated 01.04.2004
(ii) Commission's office order No.4/02/09 dated 27.02.2009
(iii) Commission's circular No. 9/5/09 dated 12.05.2009

As per provisions contained in Para 4.13.1 of Chapter IV of the Vigilance Manual Volume – I (Sixth Edition – 2004), the Chief Vigilance Officers of Organisation/Departments are required to furnish investigation reports on complaints referred by the Commission for investigation and report within three months of the date of receipt of such references. In so far as PIDPI complaints, the Commission has prescribed a period of one month for submission of investigation reports.

2. The Commission observes that Organisation/Departments do not adhere to the time limits prescribed and there is undue delay in submission of investigation reports. While emphasising the need for strict adherence to the prescribed time limits for furnishing reports, in case, if it is not possible for completing investigations within the specified periods, the Chief Vigilance Officer of the Organisation/Departments concerned should personally look into the matter and send an interim reply/report to the Commission seeking extension of time limit, indicating the progress of investigation and reasons for delay without fail in each complaint case.
3. All CVOs should ensure strict compliance to the above guidelines.

Sd/-
(Vineet Mathur)
Director

To
All Chief Vigilance Officers.

Character is best shown when nobody is watching

o. 010/VGL/039/90/09
CENTRAL VIGILANCE COMMISSION
Satarkata Bhawan, Block-A,
2nd Floor, GPO Complex
INA, New Delhi 110023

Dated 2nd June, 2010

Circular No.21/05/10

Subject: Delay in initiating Disciplinary Proceedings.

During Intensive Examination of contracts/complaints by CTEO/CVC or CVOs of various organizations excess payments to the contractors have been observed which may be either due to ambiguity in the contract or misinterpretation of various clauses of the contract. In some of the cases variation in the contract clauses or specifications are allowed without financial adjustments, thus, giving undue benefit to the contractors.

2. In such cases, two-fold action is normally recommended by CVC-
- (i) for identifying the officials responsible for making excess payments involving vigilance angle.
 - (ii) to recover such excess payments from the contractors.

In number of cases contractors invoke arbitration to avoid such recoveries and in addition submit huge claims to deter the authorities from making recoveries. CVOs in such cases delay the process of identifying the officials citing reference to arbitration as an excuse and the organization also fails to affect the recoveries citing reference to arbitration by the contractor.

3. In view of above, following directions are hereby issued:
- (a) Whenever, any excess payment is detected, it should be recovered from the contractor from the available amount at the first opportunity following due procedure prescribed in the contract, unless any stay has been granted by any Court.
 - (b) Reference to arbitration should not be linked with investigation and for identifying the officials responsible for lapses/excess payment involving mala-fide intentions/vigilance angle. CVOs should immediately investigate the case to identify the officials for lapses attributable to them and should approach the Commission for first stage advice without any delay.

Sd/-
(V.K. Gupta)
Chief Technical Examiner

ईमानदारी है राष्ट्र की शान इससे होता राष्ट्र महान

No.010/CRD/003/91417
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
INA, New Delhi-110023

Dated : 23rd June, 2010

Circular No.22/06/10

Sub: Guidelines for checking delay in grant of sanction for prosecution on CBI reports-reg.

In terms of the Hon'ble Supreme Court's judgment in Vineet Narain's case, the competent authorities are required to take decision on CBI applications for the grant of sanction for prosecution within a period of three months. Further, additional time of one month is allowed in respect of cases warranting prior consultation with the Attorney General or any other law officer in the AG's Office. The Hon'ble Supreme Court had also directed that the Commission shall review the progress of cases moved by CBI for sanction of prosecution, especially those in which sanctions have been delayed. Even CVC Act, 2003, under Section 8(1) (f) relating to functions and powers of the Commission, stipulates review of the progress of the applications pending for sanction for prosecution under the PC Act, 1988. The Commission while discharging its functions has observed that the competent administrative authorities concerned are taking too long time in conveying their views on the cases recommended for sanction of prosecution.

2. As prescribed in DOPT's OM dated 6th November 2006, the Ministries/Departments are required to formulate their tentative views within three weeks of receipt of CBI's request seeking sanction for prosecution and seek the advice of the Central Vigilance Commission. The aforesaid time limit is not being adhered to by the Ministries/Departments. The responsibility for processing cases for sanction for prosecution within the time-limit vests with the administrative Ministries/Departments/Organization.
3. It has been brought to the notice of the Commission by the CBI that in some cases, the administrative authorities concerned seek clarification on the CBI reports. This also is a contributory factor for delays. It is, therefore, reiterated that, including the seeking and obtaining of such clarification and time taken for the same, time limit prescribed by the Apex Court should be strictly maintained.

Sd/-
(Shalini Darbari)
Director

To

All Secretaries of all Ministries/Departments.

All CMDs/CEOs of all PSEs/PSBs/Financial Institutions/Autonomous Orgs.

All CVOs

CBI

जहाँ ईमानदारी होती सम्मानित वहाँ भ्रष्टाचार होता हतोत्साहित

No. 010/VGL/035
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
INA, New Delhi 110023

Dated 23 June, 2010.

Circular No. 23/06/010

**Sub: Leveraging of Technology for improving Vigilance administration
in the National E- Governance Plan.**

The Commission observes that e- procurement software, security and implementation is a new area and needs improvement. E-procurement provides a platform for the collaborative procurement of goods, works and services using electronic methods at every stage of the procurement process. The e- procurement platform transacts confidential procurement data and is exposed to several security threats. Department of Information Technology could be best placed to address issues relating to e- procurement. In order to ensure proper security of the e- procurement system all Departments/Organisations are advised to get their system certified by Department of Information Technology.

Sd/-
(Shalini Darbari)
Director

To,

All Secretaries of Deptts / Ministries.

All CMD's /Chief Executives of CPSU's/Banks/Insurance Companies etc.

All Chief Vigilance Officers

“ I will not let anyone walk through
my mind with their dirty feet.”

— Mahatma Gandhi

होता लोभ लालच जिसके पास, वह होता भ्रष्टाचार का दास

No.008/CRD/013
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, Block-A,
GPO Complex, INA,
New Delhi-110023

Dated : 13/8/2010

Circular No.31/08/10

Subject:- Adoption of integrity Pact-Standard Operation Procedure (SOP) – reg.

The Commission vide its circular No. 10/5/09 dated 18.5.09 issued guidelines on “Standard Operating Procedure (SOP) for implementation of Integrity Pact in Ministries/Departments/Organisations. Section 6.02 of the SOP Provides financial impact review through independent agency and physical review through an NGO.

2. The Commission has since reviewed the provisions contained in para 6.02 of the SOP and is of the view that it would be difficult to undertake a separate assessment on the impact of implementation of Integrity Pact in an organisation and has therefore decided to delete Section 6.02 (i) & 6.02 (ii) of the said circular. All organizations implementing IP would however, undertake a general review and assessment of implementation of IP and submit progress through CVO’s monthly report to the Commission.

Sd/-
(Vineet Mathur)
Director

All Chief Vigilance Officers.

“ The future depends on what you do today. ”

— Mahatma Gandhi

An end to corruption is my plan, if you join me friends, I'm sure we can.

No.010/CRD/003/103208
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan
GPO Complex, INA
New Delhi-110023

Dated : 28th September 2010

Circular No.33/09/10

Sub: Guidelines for checking delay in grant of sanction for prosecution – reg.

Attention is invited to Department of Personnel & Training's office Memorandum No.399/33/2006-AVD-III dated 06/11/2006 and dated 20/12/2006 and Commission's Circular No. 23/06/2010 regarding guidelines for checking delay in grant of sanction for prosecution. It has been prescribed that Ministries/Depptts./Orgns. are required to formulate their tentative views within three weeks of receipt of CBI's requests seeking sanction for prosecution and seek the advice of the Commission.

2. It has come to the notice of the Commission that the provisions of the DoPT circular referred above, are not strictly adhered to. It is, therefore, decided that in case the Commission does not receive communication/comments on CBI report from the competent authority within 3 weeks, the Commission would suo moto tender its advice. Any communication/comments received from competent authority after three weeks but before 31 days will be entertained by the Commission as a reconsideration request and CVC within a fortnight after consulting experts, will tender its advice. Any communication/comments received from the competent authority after 31 days of receipt of CBI's report will not be entertained by the Commission and will be sent to DoPT for a final decision.

Sd/-
(Vineet Mathur)
Director

To

1. All Secretaries of all Ministries/Departments of Govt. of India.
2. All CMDs/CEOs of all PSEs/PSBs/Financial Institutions/Autonomous Orgs.
3. All CVOs
4. CBI

Listen to your conscience and lessen the corruption

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex,
Block 'A', I.N.A.,
New Delhi 110023
No. 011/VGL/014

Dated the 11th February, 2011

Circular No.01/02/11

Subject: Transparency in Tendering System.

There have been instances where the equipment/plant to be procured is of complex nature and the procuring organization may not possess the full knowledge of the various technical solutions available in the market to meet the desired objectives of a transparent procurement that ensures value for money spent simultaneously ensuring upgradation of technology and capacity building.

2. The Commission advises that in such procurement cases where technical specifications need to be iterated more than once, it would be prudent to invite expression of interest and proceed to finalize specifications based on technical discussions/presentations with the experienced manufacturers/suppliers in a transparent manner. In such cases, two stage tendering process may be useful and preferred. During the first stage of tendering, acceptable technical solutions can be evaluated after calling for the Expression of Interest (EOI) from the leading experienced and knowledgeable manufacturers/suppliers in the field of the proposed procurement. The broad objectives, constraints etc could be published while calling for EOI. On receipt of the Expressions of Interest, technical discussions/ presentations may be held with the short-listed manufacturers/ suppliers, who are prima facie considered technically and financially capable of supplying the material or executing the proposed work. During these technical discussions stage the procurement agency may also add those other stake holders in the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussions/presentations so held, one or more acceptable technical solutions could be decided upon saying down detailed technical specifications for each acceptable technical solution, quality bench marks, warranty requirements, delivery milestones etc., in a manner that is consistent with the objectives of the transparent procurement. At the same time care should be taken to make the specifications generic in nature so as to provide equitable opportunities to the prospective bidders. Proper record of discussions/presentations and the process of decision making should be kept.
3. Once the technical specifications and evaluation criteria are finalized, the second stage of tendering could consist of calling for techno commercial bids as per the usual tendering system under single bid or two bid system, as per the requirement of each case. Final selection at this stage would depend upon the quoted financial bids and the evaluation matrix decided upon.
4. Commission desires that organizations formulate specific guidelines and circulate the same to all concerned before going ahead with such procurements.

Sd/-
(Anil Singhal)
Chief Technical Examiner

To
All Secretaries of Ministries/Departments
All CEOs/Heads of Organisations
All Chief Vigilance Officers

The proof of honesty lies in its practice

No. 01-11-CTE-SH-100
CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, Block 'A'
GPO Complex, I.N.A.,
New Delhi 110023

Dated the 17th Feb.,2011

Circular No.02/02/11

Subject: Mobilization advance.

Commission had earlier issued guidelines on granting of 'Mobilization Advance' vide OM No.UU/POL/18 dated 08.12.1997, OM No.4CC-1-CTE-2 dated 08.06.2004 and OM No.4CC-1-CTE-2 dated 10.04.2007.

2. The matter has been further reviewed and it has decided by the Commission that following additional guidelines may be followed in case of grant of Mobilization Advance.
- (i) The Bank Guarantee etc taken towards security of 'Mobilization Advance' should be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.
 - (ii) The mobilization advance should not be paid in less than two instalments except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.
 - (iii) A clause in the tender enquiry and the contract of cases providing for interest free mobilization advances may be stipulated that if the contract is terminated due to default of the contractor, the 'Mobilization Advance' would be deemed as interest bearing advance at an interest rate of ----- % (to be stipulated depending on the prevailing rate at the time of issue of NIT) to be compounded quarterly.

Sd/-
(Anil Singhal)
Chief Technical Examiner

All Chief Vigilance Officers

Price is what you pay, Value is what you get.

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
Block "A", INA,
New Delhi 110023

Dated 12.01.2012

Circular No.01/01/2012

Sub: Guidelines for compliance to Quality Requirements of e-Procurement Systems.

Ref : Commission's Circular No.23/06/010 dated 23/06/2010.

Commission has been advocating leveraging of technology for activities prone to corruption since 2006 and one of the prominent initiatives was adoption of e-procurement for goods, works and services by all Ministries /Departments /Organisations /Commission advised all Organisations to ensure security of the e-procurement systems and to get their system certified by Department of Information Technology (DIT).

2. DIT in turn requested its attached office STQC (Standardization, Testing and Quality Certificate) Directorate to establish necessary processes and systems to enable certification of e-Procurement systems. Accordingly, the guidelines prepared by STQC in this regard approved and notified by the DIT is available on egovstandards website [www.egovstandards.gov.in]. The guidelines are also available on Commission's website www.cvc.nic.in (link-circular/instructions). All the Ministries/Departments/Organizations are advised to use these guidelines for compliance to Quality Requirements for certifying the e-Procurement systems.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

CVOs of all Ministries/Departments

If we don't catch you, GOD will

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
Block "A", INA, N.Delhi 110023
No. 12-02-6-CTE/SPI(I)-2/161730

Dated 12.01.2012

Circular No.03/01/12

Subject: Consideration of Indian Agents.

Ref : Commission's Circular Nos. 12-02-6-CTE/SPI(I)-2 dated 7.01.2003 & 21.04.2004.

The Commission has been stressing on the need for observing transparency and determination of prices in a fair market competition while dealing with the tenders relating to procurement. The above OMs were issued to reduce the possibility of collusion and cartelization among the bidders so that competitive fair market price of the items of procurement can be determined.

2. A number of references have been received in the Commission citing certain specific situations and difficulties being faced in dealing with tenders. Therefore, the matter has been again examined by the Commission.
3. In supersession to the earlier OMs dated 7.01.2003 and 21.04.2004, Commission has decided that in all cases of procurement, the following guidelines may be followed:
 - a) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
 - b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
4. The tender conditions may be carefully prepared keeping in view the above guidelines.
5. The receipt of these guidelines may please be acknowledged and circulated amongst the concerned officials for their information and guidance.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To : All CVOs of Ministries / Departments / PSUs / Banks / Insurance Companies / Autonomous Organizations / Societies / UTs.

One corrupt employee makes everyone pay the price

CENTRAL VIGILANCE COMMISSION
No.: 98-VGL-25

Date: 30.07.2012

Circular No. 15/07/12

Subject: Revised threshold values for submission of quarterly Progress Report – QPR.

In suppression to the Commission's earlier OMs on the subject, the threshold limits for report of the contracts in the QPR to the Commission, are revised as under:

Works / Contracts	Revised Value
Category-I:	
(a) Civil Works	
(b) Turnkey Works Contracts	
(c) Stores & Purchase	Rs.5 Crores & above
(d) PPP – Public Private Partnership [Cost/Revenue values]	
(e) Sale of Goods / Scrap / Land	
Category-II:	
(f) Electrical/Mechanical works/ Maintenance/Service contracts including Electronics / Instrumentation/ Telecommunication / Manpower Supply, etc.	Rs.1 Crore & above
(g) Medical Equipment	Rs.50 Lakhs & above
(h) Consultancy contracts	Rs.1 Crore & above
Category-III:	
(i) Horticulture Works	Rs.10 lakhs & above
(j) Supply of Medicines	4 Largest Value Contracts

2. QPRs should be submitted both in softcopy (in MS Excel format) through e-mail at qpr.te.general@nic.in as well as hardcopy separately for each sub-category mentioned above. For contacts below the threshold value. CVO may conduct CTE type of inspections and intimate the outcome to the Commission through their regular monthly/quarterly reports.
3. The revised limits would come into effect from July-September 2012 Quarter onwards.
4. The Commission is in the process of 'On-line' submission QPR. The detailed instructions on this would follow. Meanwhile, organizations are requested to make necessary arrangement for on-one submission of QPRs and also documents (if called for). These facilities may be developed in next two months and confirmed to the Commission.
5. The following explanatory notes are for guidance regarding the QPRs:
 - i) Civil works also include marine, mining, excavation and transportation works.

Corruption: eating away from the inside out

- ii) Electrical/Mechanical works also include air conditioning, fire fighting, fire alarm and all other allied works.
- iii) In case there are no works awarded more than the threshold value mentioned under each sub-category, 2 contracts with highest value in each of such sub-category should be reported. In case no contracts are awarded. “-Nil-“ QPRs may be sent.
- iv) In case the orders are placed in foreign currency, the threshold limit would be determined based on conversion of foreign currency with Indian Rupee at the exchange rate defined in the tender documents. However, the currency of payments may also be indicated as per the contract.
- v) Contracts awarded on Assignment / Nomination / Single Tender / OEM / OES / PAC (*) basis falling in the above categories shall also be reported.

(*) OEM: ORIGINAL Equipment Manufacturer

OES: Original Equipment Supplier

PAC: Proprietary Article Certificate

- vi) For furnishing the QPR related to Sale Contracts [sub-category-I(e)], the QPR may also to indicate the value as per reserve price besides the sale price.
 - vii) The Organisations shall report all types of contracts irrespective of their role as Client/ Owner or Engineer-in-Charge of the Contract or Project Management / Supervision Consultant.
 - viii) All works whether in India or outside India in progress, contracts awarded and the works completed during the quarter shall be included in the QPR. In respect of works completed during the relevant quarter, the actual date of completion shall be indicated.
 - ix) CVO to certify on the QPR that all the Works/Purchases/Consultancies and other contracts required to be reported as per circular have been included in the QPR.
6. In case of any doubt regarding threshold value or the type of contract, the CTE Organization of the Commission may be consulted.
 7. The contents of the circular may be brought to the notice of all concerned.

Sd/-
(Ramesh Chandra)
Chief Technical Examiner
Telephone: 011-24658213

To : All CVOs of Ministries / Departments / PSUs / banks / Insurance Companies / Autonomous Organizations / Societies / UTs.

भ्रष्टाचार एक शत्रु जो हमारे अंदर भी है और बाहर भी है

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex,
Block 'A', I.N.A.,
New Delhi 110023
No. 04/VGL/090/225553

Dated the 11.9.2013

Circular No.03/09/13

Subject: Rotation of officials working in sensitive posts – regarding.

Central Vigilance Commission and the Department of personnel and Training have issued instructions for effecting rotational transfers of officials posted on sensitive posts. As per Commission's instructions issued vide letter nos.98/VGL/60 dated 15.04.1999, 02.11.2001 and 004/VGL/90 dated 01.05.2008 and 04.01.2012 (for public sector banks) on this issue, it was prescribed that Ministries/ Departments/Organisations and CVOs are to identify the sensitive posts and staff working in these posts and also ensure that they are strictly rotated after every two/three years to avoid developing vested interests.

2. The commission in the superintendence of vigilance administration over the years has observed that such rotational transfers are not effected in many organisations due to which officials continue to remain in the same posts for long periods. Such overstay and continuous postings afford scope for indulging in corrupt activities, developing vested interest etc which may not be in the interest of officials holding sensitive posts/jobs needs to be ensured. As such, officials should not be retained in the same place/position for long by the Ministries/ Departments/PSUs/Banks/Organizations etc.
3. Heads/CVOs of all Departments/Organisations are advised to ensure strict compliance of the Commission's guidelines and implement the same in letter and spirit. Further, the CVOs should specifically report the action taken indicating the number of officials rotated/transferred in the respective organisations in the Monthly Report of CVOs submitted to the Commission.

Sd/-
(KD Tripathi)
Secretary

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations.
3. All CVOs of Ministries/Departments/CPSUs/Public Sector Banks/ Organisations.

Be Honest and fight Corruption

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
Block-A, INA, New Delhi-110023
No.98/ORD/1(viii)

Dated : 29th April 2014

Circular No.01/04/14

Sub: Short-coming in bid documents.

Ref : Commission's circular No.33/7/03 dated 9th July, 2003.

The Commission has been impressing upon all Organisations to ensure transparency and fairplay in all procurements/contracts. One of the concern relates to the short coming in framing of NITs and bid documents which results in ambiguity and scope for interpretation differently during processing and award of contracts by the organizations.

2. The Commission had vide its Office Order No.33/7/03 dated 9th July, 2003, advised that whatever pre-qualification, evaluation/exclusion criteria, etc. which the organization wants to adopt should be made explicit at the time of inviting tenders so that basic concept of transparency and interests of equity and fairness are satisfied. The acceptance/rejection of any bid should not be arbitrary but on justified grounds as per the laid down specifications, evaluation/exclusion criteria leaving no room for complaints as after all, the bidders spend a lot of time and energy besides financial cost initially in preparing the bids and, thereafter, in following up with the organizations for submitting various clarifications and presentations.
3. The above instructions are reiterated for compliance by all Ministries/Departments/Organisations.

Sd/-
(J Vinod Kumar)
Officer on Special Duty

To

All chief Vigilance Officers.

ऐसा कुछ ना करें जिससे पकड़े जाने पर मिटाने की चाह उभरे

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
Block-A, INA, New Delhi-110023
No.003/DSP/3

Dated : 19th May 2014

Circular No.02/05/2014

Subject : Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.

Attention is invited to the Commission's office Order No.51/09/03 dated 15.09.2003, office order No. 14/2/04 dated 26.02.2004 and circular No.02/01/09 dated 15.01.2009, wherein it was clarified that Disciplinary Authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2. The Commission has observed that inspite of the above said instructions, the orders issued in disciplinary matter by the Disciplinary Authorities concerned are sometimes not in the form of a speaking and reasoned order indicating due application of mind. The Commission would, therefore, again advice all administrative authorities to ensure that officials exercising disciplinary powers conferred under the applicable statutory rules/CDA Rules etc. governing the public servants concerned in the CPSUs/PSBs/Ministries/Departments/Organization to issue the orders which are self-contained, speaking and reasoned indicating due application of mind by them especially when they differ with the advice/recommendations of CVO or Inquiry Officer or the Commission as the case may be giving cogent reasons thereof.
3. Instances have also come to the notice of the Commission wherein the orders passed by Disciplinary Authorities, only indicate their designation in the organization and the name of the officer is not indicated in the orders issued. Commission would, therefore, advice that in all such order issued in disciplinary matters, the name and designation should also be clearly indicated.
4. Heads of Departments/Organizations and CVOs should ensure that all the disciplinary Authorities in their organization(s) strictly follow the above guidelines of the Commission in future.

Sd/-
(J Vinod Kumar)
Officer on Special Duty

All Secretaries in Ministries/Departments to the Government of India

All CMDs of CPUSs/PSBs/Insurance Companies/Autonomous Organisations

All Chief Vigilance Officer

कार्यशैली से ईमानदारी झलकनी चाहिये

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, GPO Complex
Block-A, INA, New Delhi-110023
No.98/DSP/9

Dated : 25th November, 2014

Circular No.07/11/2014

Subject : Action on anonymous / pseudonymous complaints.

The Commission had vide its circular Nos 3(v)/99/2 dated 29th June, 1999 and of even number dated 31st January, 2002 prescribed that no action should be taken on any anonymous or pseudonymous complaints. However an enabling provision was made subsequently, vide circular of even number dated 11th October, 2002, that if any, verifiable facts contained in such complaints are proposed to be looked into, prior concurrence of the Commission is required to be taken by the departments / organizations.

2. The Commission has reviewed the matter and considering all aspects, would prescribe that no action should be taken on anonymous / pseudonymous complaints by Ministries / Departments / organisations in line with its earlier instructions dated 29th June, 1999 and 31st January, 2002 and such complaints should be filed. Commission's circular of even number dated 11th October, 2002 stands withdrawn with immediate effect. Accordingly, Para 3.8.1 of Chapter – III of Vigilance Manual (Volume-I – Sixth Edition, 2004) would stand modified to that extent.

Sd/-
(J Vinod Kumar)
Officer on Special Duty

To

1. All Secretaries of all Ministries/Departments of Govt. of India.
2. All Chief Vigilance Officers in the Ministries / Departments / Public Sector Undertaking/ Public Sector Banks / Insurance Companies / Societies and other Local Authorities.

भ्रष्टाचार मानवता के विरुद्ध है

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.014-VGL-061

Dated 3rd December 2014

Circular No.08/12/14

Subject:- Second stage consultation with the CVC in disciplinary cases – Amendment to the Vigilance Manual – regarding.

Reference:- (i) Commission's Office Order No.03/01/10 issued vide No.009/VGL/056 dated 28.01.2010.
(ii) Commission's Circular No. 17/12/12 issued vide No.010/VGL/095 dated 07.12.2012.

The Commission, at present, is being consulted at two stages in vigilance cases / disciplinary proceedings, i.e. first stage advice is obtained on the investigation reports, and second stage advice is obtained before a final decision is taken at the conclusion of the proceedings.

2. The Commission vide its Office Order No.03/01/10 dated 28.01.2010 had earlier dispensed with the requirement of obtaining second stage advice in respect of officers not falling within the jurisdiction of the Commission in composite cases wherein, first stage advice had been tendered in respect of all categories of officers involved. Cases of such officers are presently required to be 'referred only if the disciplinary authority' (DA) opinion/views is at variance with the Commission's advice. Further, vide its Circular No.17/12/12 dated 07.12.2012, the Commission had dispensed with consultation at second stage on conclusion of disciplinary proceedings in respect of Group 'A' officers of Central Government, members of All India Services and Such categories of officers wherein the UPSC is required to be consulted as per extant rules.
3. The Commission on a further review of the consultation mechanism and to provide for speedy finalization of disciplinary proceedings, has now decided to dispense with the consultation for second stage advice of the Commission in cases where the disciplinary authority (DA), on conclusion of disciplinary proceedings, proposes to impose a penalty which is in line with the Commission's first stage advice in respect of officers falling within the jurisdiction of the Commission also. Such cases would, henceforth be dealt at the level of the CVO and DA concerned in the Organization/Department. However, the CVO should forward an action taken report along with a copy of IO's findings and the final order issued by DA in all such cases of officers or Commission's record. It is further clarified that all such cases where the disciplinary authority proposes to take any action which is at variance with the Commission's first stage advice would continue to be referred to the Commission for obtaining second stage advice.
4. By dispensing with the requirement of seeking second stage advice in regard to the categories of officers as aforesaid, the Commission expects that (i) the CVO would be in a position to exercise proper check and supervision over such cases and would ensure that the cases are

रिश्वत न लें, यह गंभीर अपराध है

disposed off expeditiously within the time norms stipulated by the Commission; and (ii) the punishment awarded to the concerned part. In order to ensure that Commission's expectations are fully met, the Commission may depute its officers to conduct vigilance audit through onsite visits. If the Commission comes across any matter, which in its opinion, has not been handled properly, it may recommend its review by the appropriate authority or may give such directions as it considers appropriate.

5. Para 2.14.3 of Vigilance Manual, Vol.I (sixth edition) and relevant provisions of the Special Chapter on Vigilance Management in Public Sector Enterprises, Public Sector Banks and Public Sector Insurance Companies stand amended to the extent sated above.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To

- (i) The Secretaries of all Ministries/Departments of Government of India
- (ii) The Chief Secretaries to all Union Territories
- (iii) All Chief Vigilance Officers in the Ministries/Departments
- (iv) All CMDs/CEOs of CPSEs, Public Sector Banks/Insurance Companies/Autonomous Bodies/Societies/Local Authorities
- (v) All Chief Vigilance Officers of Ministries/Departments/CPSEs/Pubic Sector banks / Insurance Companies / Autonomous Bodies / Societies / Local Authorities



ईमानदारी चरित्रवान की सबसे बड़ी पहचान है

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.006/PRC/1

Dated 11.12.2014

Circular No.09/12/2014

Subject:- Reference to the Commission for advice – Procedure regarding.

- Ref:- (i) Commission's Circular No.14/3/06 dated 13/03/2006
(ii) Commission's Circular No.32/12/08 dated 01/12/2008
(iii) Commission's Circular No.21/8/09 dated 06/08/2009

The Commission is being consulted at two stage in disciplinary proceedings, i.e. first stage advice is obtained on the investigation reports and second stage advice is disciplinary proceedings. In order to ensure proper appreciation of facts and examination of reference, made by the Ministries/ Departments/Organisations for its advice, the Commission has been emphasizing on the need for ending complete details/records including providing a tabular statement of the case as prescribed in the above cited circulars. It has been observed that the tabular statements are not being sent or filled-up properly by the departments / organisations while referring cases for first stage /second stage advice of the Commission.

2. As per the role and functions of CVOs, prescribed in Chapter II of Vigilance Manual (sixth edition), the investigation reports together with the specific recommendations of CVO in respect of each suspect officer(s) involved in a case is required to be submitted for consideration of the Disciplinary Authority concerned. Aft obtaining tentative views/recommendations of he Disciplinary Authority (DA), the case is required to be referred to the Commission for its first stage advice, wherever necessary. Similarly, the CVO would examine the Inquiry Officer's report and after obtaining the tentative views of the competent disciplinary authority about further course of action to be taken, seek the Commission's second stage advice, wherever required. To further streamline the consultation with the Commission, henceforth, the tabular statements as in formats prescribed below should invariably be furnished along with other records/documents while making references for its first and second stage advice of the Commission:-

First Stage Advice

Sl. No.	Name & designati-on of the suspect officer	Allegations in brief on each article of charge(s)	Version of the suspect officer	Findings of Inquiry/ Investigation on each allegation(s)	Comments/ recommendations of the CVO	Comments/ recommendation of the Disciplinary Authority

Second Stage Advice

Sl. No	Name & desig-nation of the charged officer	Allegations in brief on each article of charge(s)	Defen-ce statement/ COs brief	Finding of Inquiry Officer (IO) on each article of charge(s)	Comments of the CVO on IO's findings	Comments/ recommendation of the Disciplinary Authority on IO's findings

3. CVOs of all Ministries/Departments/Organisations would ensure that complete information / records are sent along with references being made to the Commission for its advice.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To

All Chief Vigilance Officers

पारदर्शिता सुशासन की कुंजी है

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan
GPO Complex, Block-A
INA, New Delhi-110023
No.98/DSP/9

Dated : 23rd January, 2015

Circular No.01/01/2015

Subject:- Procedure for dealing with complaints – regarding.

The Commission under its powers conferred under Section 8 (1)(d) of CVC Act, 2003, causes inquiry/investigation into allegations of corruption and seeks reports from the CVOs of Ministries/ Departments/Organisations. All CVOs are informed that henceforth the Commission would be seeking confirmation from the complainant for owning / disowning the complaint, as the case may be. Therefore, any further confirmation would not be required to be sought by the CVOs from the complainant in respect of the complaints sent to CVOs for inquiry and report by the Commission. However, clarification / any additional information, if required, could be obtained from the complainant(s) as part of inquiry in the matter undertaken by the CVOs.

- 2 As regards complaints received directly by the CVOs of Ministries/ Departments/ Organisations, if a complaint contains specific and verifiable allegations of corruption / vigilance angle and it is proposed to take cognizance of such complaints, the complaint will be first sent to be complainant for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the CVO of the Ministry/ Department/Organisation concerned CVOs are advised that in no case, any inquiry/investigation be initiated on complaints without receipt of confirmation from complainant on any complaint.
5. In so far as complaints sent by the Commission for “necessary action” to CVOs of Ministries/ Departments/Organisations, no such confirmation would be made from the complainant by the Commission. In case the CVO on scrutiny of such complaints propose to inquire into the allegations, confirmation as stated in para 2 above should be made by the CVO.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To

All Chief Vigilance Officer in the Ministries/Departments / Public Sector Undertaking / Public Sector Banks / Insurance Companies / Societies and other Local Authorities.

जब हमारे होते संकुचित विचार तब पनपता है भ्रष्टाचार

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.015/VGL/066

Dated 19th March, 2015

CIRCULAR NO. 03/03/15

Sub: Referring matters of alleged commission of criminal offences and frauds etc., in CPSEs to CBI- Special Chapter for Vigilance Management in CPSEs- reg.

The Commission in terms of its powers under Section 8(1) (h) of the CVC Act, 2003 exercise its function of superintendence over the Vigilance Administration of the Central Public Sector Enterprises (CPSEs). The Commission has of late, observed that the number of cases/instances involving criminal misconduct including financial irregularities and frauds detected in the CPSEs being referred to the Central Bureau of Investigation (CBI) for investigation are very few every year.

2. As a general rule, investigations into such type of criminal matters should be entrusted to the CBI. The provisions laid down in Para 11.3.1 of the Special Chapter for Vigilance Management in CPSEs provide that cases are to be entrusted to CBI with the approval of the CMD of the CPSE, if the allegations: (i) are criminal in nature (e.g. bribery, corruption, forgery, criminal breach of trust, possession of assets disproportionate to known source of income, cheating etc. or (ii) require inquiries to be made from non-official persons; or (iii) involve examination of private records; or (iv) need experts police investigation for arriving at a conclusion; or (v) need investigation abroad. Further vide Para 9 of the Special Chapter for Vigilance Management in CPSEs the CVOs of the CPSEs are required to interact frequently and exchange information with CBI on a quarterly basis. In Para 9.4 *ibid*, it is also prescribed that the CPSEs should ordinary send to CBI only cases involving transactions not less than Rs.25 lakhs or otherwise possessing national or international ramifications and other cases are to be sent to the local police authorities. In other words, matters wherein, prima-facia commission of any criminal offence under the Indian Penal Code (IPC), PC Act, 1988 or any other law are required to be referred to the CBI by the CPSEs.
3. The Commission has also noticed instances of some CPSEs referring case/matters prima-facia involving criminal offences, financial irregularities and high value frauds involving officials of CPSEs or outsiders to the Local police/State police authorities instead of referring to CBI for investigations. The Commission would advise all CPSEs to strictly adhere to the laid down procedure and principals as in the Special Chapter for Vigilance Management in CPSEs.
4. Accordingly, it is clarified that all such matters wherein involvement of officials of the CPSE is prima-facia evident shall be referred to the Anti-corruption Branch of CBI and where involvement of officials is prima-facia not evident shall be referred to the Economic Offences Wing of CBI. Further, criminal matters of the above nature would be referred to the local police/State police only in matters wherein the CBI has refused/rejected to take-up investigation or transactions less than Rs.25 lakhs.
5. All CPSEs are advised to comply with the above provisions in referring cases/matters of criminal nature involving both insider/outside detected in the CPSEs. The CVOs of CPSEs would report to the Commission, the details of cases/matters noticed in the CPSEs and the action taken status thereon regularly in their monthly reports.

Sd/-
[J.Vinod Kumar]
Officer on Special Duty

To

All Chief Vigilance Officers of Ministries/Departments
All Chairman & Managing Directors of CPSEs
All Chief Vigilance Officers of CPSEs

Copy for information to: - The Joint Director (Policy), Central Bureau of Investigation, Policy Division, North Block, New Delhi- 110001- with the request to suitably inform all Anti-Corruption Branches/Economic Offences Wing Branches of CBI accordingly.

कार्य प्रणाली सुगम और सरल रखें

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.003/DSP/9

Dated 16/04/2015

Circular No.05/03/15

Subject:- Difference of opinion pertaining to requests for sanction for prosecution sought by CBI/other investigating agencies–reg.

- Reference:- (i) DoPT O.M. No.134-2-85-AVD-1 dated 1/17.10.1986
(ii) Commission's Office Order No.1/1/04 dated 08.01.2004
(iii) Commission's Office Order No. 23/6/06 dated 23.06.2006
(iv) DoPT O.M. No.399/33/2006-AVD-III dated 06.11.06 & 20.12.06
(v) Commission's Office Order No.31/5/05 dated 12.05.2005 &
(vi) Commission's Circular No.07/03/12 dated 28.03.2012

The Central Vigilance Commission has been emphasizing the need for quick and expeditious decisions on requests of sanction for prosecution received from CBI / other investigating agencies under the Prevention of Corruption Act, 1988 and also to strictly adhere to the time limit of three (3) months for grant or otherwise of sanction for prosecution in terms of the orders of the Supreme Court in Vineet Narian & Ors. Vs. Union of India, Despite these instructions and regular follow-up of such pending matters, the Commission observes that the Competent Authorities take unduly long time in deciding these matters.

2. In cases of difference of opinion between the Competent Authorities in the Ministries / Departments / Organizations and CBI/other investigating agencies, where the latter have after investigation sought sanction for prosecution of public servants, the Commission resolves such difference of opinion by holding a joint meeting with the representatives of CBI and concerned Department / Organization. The Commission has, however, observed that generally no new facts are brought out during these meetings and there are considerable delays on the part of the Departments / Organizations concerned in adhering to the laid down time limits for various activities for examining / considering such requests for sanction for prosecution and in making a reference for consultation with the Commission for advice, etc.
3. In view of above, the Commission, on a review of the existing mechanism has decided to dispense with the mechanism of holding joint meetings with the representatives of CBI and the concerned Department / Organization and henceforth, all such matters of difference of opinion with CBI / Investigating Agencies would be dealt and resolved by the Commission on the basis of available documents / materials and tentative views of the Competent Authorities of the concerned Ministry / Department / Organization. The Commission would also draw attention to the guidelines issued by the Commission to be followed by the sanctioning authorities, vide its Office Order No.31/5/05 dated 12th May, 2005 and reiterated vide Circular No.07/03/12 dated 28th March, 2012 in processing requests for sanction for prosecution.
4. Accordingly on receipt of investigation reports from CBI / other investigating agencies requesting sanction for prosecution of public servants who are non-Presidential appointees, the Competent Authority shall within three weeks formulate its tentative views regarding he

Corruption destroys "self", "family", "nation" and "society"

action to be taken and in all matters involving difference of opinion with the recommendations of CBI / Investigating Agencies, seek the advice of the Commission for resolution of difference of opinion. The CVO of the Department / Organization concerned would ensure that the time limits as above are complied with in taking decisions by the concerned Administrative Authorities either to grant sanction for prosecution and to convey the same to the agency concerned or to ensure a reference is made to the Commission for advice forwarding the tentative views of the Administrative Authorities for resolving the difference of opinion.

5. Further, in all cases, where Commission advises sanction for prosecution, in terms of DoPT instructions referred above, and provisions of the Vigilance Manual, the concerned Ministry / Department is required to refer the case to the Commission for reconsideration only in exceptional cases when new facts come to light. As per the existing mechanism in place, such reconsideration proposals are examined by the Competent Authorities. The Commission has observed over the years that in practice, majority of the cases referred back for reconsideration are on the same facts/materials as was available to the Competent Authority and the Commission initially. In other words, such reconsideration proposals do not contain any new fact(s) warranting change in the views/advice of the Commission tendered earlier. Such routine references/proposals for reconsideration of the Commission's advice need to be strictly avoided. In order to ensure that cases for grant for sanction for prosecution are decided quickly, the Commission would, therefore, entertain only those cases for reconsideration wherein new facts and circumstances which warrant any change are brought out by the Competent Authorities / Administrative Authorities specifically while making such proposals to the Commission.
6. The Commission is of the considered view that compliance to the above said principles would facilitate in reducing delays in deciding matters / requests of sanction for prosecution by the Administrative Ministries / Departments / Organisations.

Sd/-
(J. Vinod Kumar)
Officer on Special Duty

To

- (i) All Secretaries of Ministries/Departments of Government of India.
- (ii) All CMDs/CEOs of CPSUs/Public Sector Banks/Insurance Companies/Organisations, etc.
- (iii) All CVOs of Ministries/Departments/CPSUs/Pubic Sector Banks / Insurance Companies / Organisations. etc

Copy for information to:

1. The Joint Secretary (S&V), Department of Personnel & Training, North Block, New Delhi.
2. The Joint Director (Policy), Central Bureau of Investigation, North Block, New Delhi.

The harder the conflict, the more glorious the triumph

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.015/VGL/016-281040

Dated 17.04.2015

Circular No. 06/04/2015

Subject:- Delay in finalisation of Vigilance cases arising out of Intensive Examination conducted by CTEO - regarding.

The Chief Technical Examiners Organisation (CTEO) wing of the Commission conducts Intensive Examination (I/E) of work/Procurements etc. of various Departments/Organisations Some of the part of the I/E reports of CTEO are converted into Vigilance paras and referred to the CVOs of the organisations for conducting investigation, and to identify the officers responsible for the lapses. For the purpose of investigation, an independent and reliable engineer. If considered necessary can also be appointed/hired for assisting the CVO. Many a time such matters arising out of CTE's examination are not given the required priority by the CVOs and also the concerned administrative authorities in the Departments / Organisations who are responsible to provide the required support to finalise pending issues/matters.

2. The Commission has of late observed that the reports of CVO's and replies to such CTE related inspection matters are unduly delayed by the Ministries/Departments/Organisations. There are inordinate delays in processing such matters /furnishing replies to the Commission resulting sometimes in retirement of suspect officials concerned moreover, the delays have been viewed adversely by courts. Expeditious conduct of preliminary enquiry and subsequent disciplinary action as per time laid down for the purpose need to be strictly adhered to by all Ministries / Departments /Organisations. The Commission has been emphasising on this aspect over the years. The Commission would, therefore, reiterate and advise all CVOs and Administrative Authorities to ensure expeditious finalisation of pending Vigilance / disciplinary cases and related matters as it is neither in the interests of the organisation nor fair to the officials (s) to keep them pending.
3. Any undue delays noticed by the Commission in Processing / finalisation of Vigilance matters by the CVOs/ Administrative would be viewed seriously by the Commission.

Sd/-
[J.Vinod Kumar]
Officer on Special Duty

All CVOs of Ministries/ Departments / CPSUs / Public Sector Banks / Insurance Companies/
Autonomous Organisations / Societies etc.

*Human behaviour flows from three main sources;
desire, emotion and knowledge*

CENTRAL VIGILANCE COMMISSION

Satarkata Bhawan, G.P.O. Complex,
Block A, INA, New Delhi – 110 023
No.015/MSC/016

Dated 27th April, 2015

Circular No.07/04/15

Subject:- Consultation with CVC for first stage advice –revised procedure – reg.

- Reference:- (i) Commission's letter No. DO VGL 10 dated 3.9.1985
(ii) Commission's Office Order No.24/4/04 dated 15.4.2004
(iii) Commission's Office Order No.25/4/05 dated 29.4.2005

As per the existing scheme for consultation with the Commission, the CVOs of the Ministries/ Departments and all other organisations are required to seek the Commission's first stage advice after obtaining the tentative views of Disciplinary Authorities (DAs) on the reports of the preliminary inquiry / investigation of all complaints involving allegation(s) of corruption or improper motive; or if the alleged facts prima-facie indicate an element of vigilance angle which are registered in the Vigilance Complaint Register involving Category-A offices (i.e., All India Service Officers serving in connection with the affairs of the Union, Group-A officers of the Central Govt and the levels and categories of officers of CPSUs, Public Sector Banks, Insurance companies, Financial Institutions, Societies and other local authorities as notified by the Government Institutions, Societies and other local authorities as notified by the Government u/s 8(2) of CVC Act, 2003) before the competent authority takes a final decision in the matter. Such references also include cases wherein the allegations on inquiry do not prima facie indicate any vigilance overtone /angle /corruption.

2. On a review of the scheme of consultation with the Commission and to expedite the processes of vigilance administration in the Ministries/ Departments Organization, it has been decided that, henceforth after inquiry/investigation by the CVO in complaints /matters relating to Category-A officers as well as composite cases wherein, Category-B officers also involved, if the allegations, on inquiry do not indicate prima facie vigilance angle/ corruption and relate to purely non-vigilance /administrative lapses, the case would be decided by the CVO and the DA concerned of the public servant at the level of Ministry / Department /Organization concerned. In all such matters no reference would be required to be made to the Commission seeking its first stage advice. However, in case there is a difference of opinion between the CVO and the DA as to the presence of vigilance angle, the matter as also enquiry reports on complaints having vigilance angle though unsubstantiated would continue to be referred to the Commission for first stage advice. The provisions of the Vigilance Manual and the Special Chapter on Vigilance Management in Public Sector Enterprises, Public Sector Banks and Insurance Companies would stand amended to this extent.
3. The above revised consultation procedure / dispensation would not apply to the complaints received by the Commission and referred for investigation and report to the CVO of the Ministry/ Department / Organization and CVO would continue to furnish their investigation reports in all matters involving Category-A officers for seeking first stage advice of the Commission irrespective of the outcome of inquiry /investigation,. Similarly, all written complaints /disclosures (Whistle Blower complaints) received under the Public Interest Disclosure and Protection of Informer's Resolution (PIDP), 2004 or the Whistle Blowers Protection Act, 2011 would also continue to be handled / processed by CVOs in terms of the existing prescribed procedures or as amended from time to time.

Sd/-

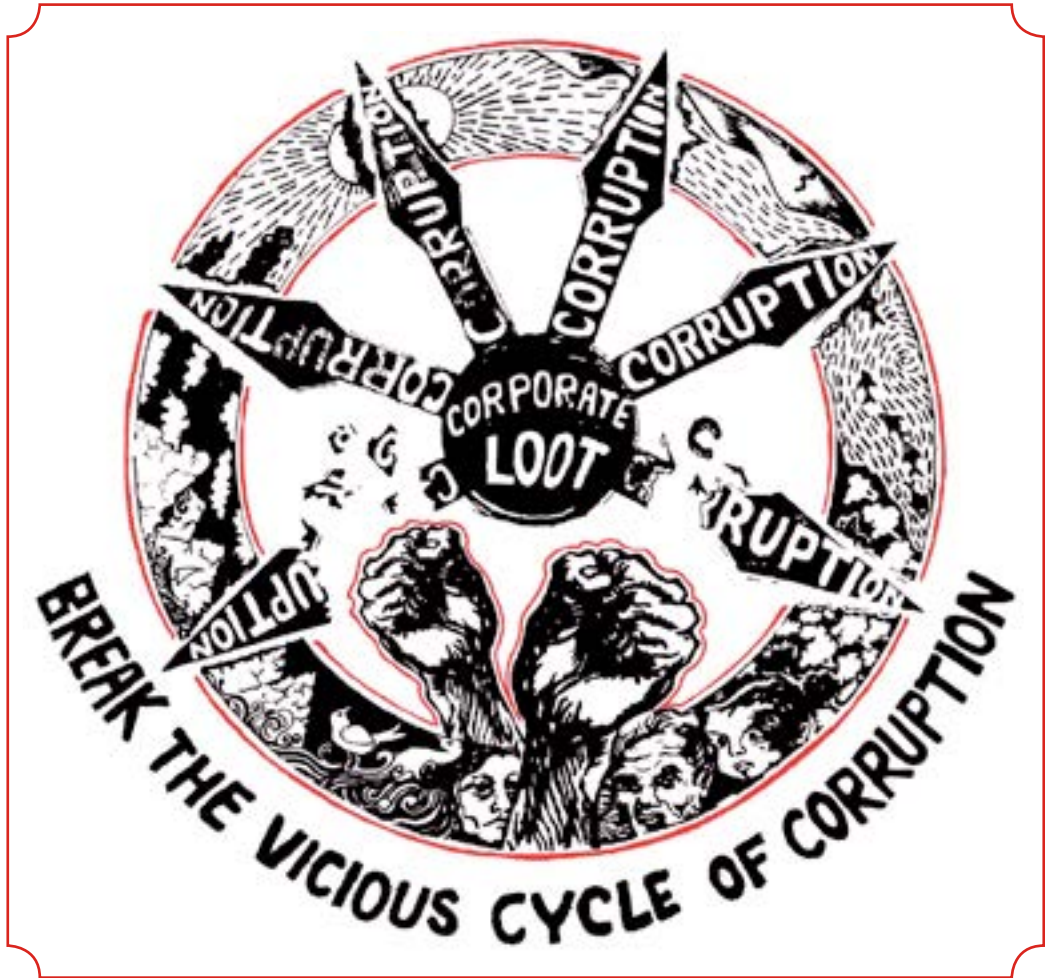
(J. Vinod Kumar)
Officer on Special Duty

To

All Chief Vigilance Officers of Ministries / Departments / CPSEs / Public Sector Banks / Insurance Companies / Autonomous organisations / Societies, etc.

Copy for information to:- The Joint Secretary (S&V), Department of Personnel & Training, North Block, New Delhi – 110 001.

Do not do what you would undo if caught





Internal Circulars

CENTRAL COALFIELDS LIMITED

Darbhangra House, Ranchi

Ref. No. : CCL/DT (O/13/53/13

Date: 05.01.2013

CIRCULAR

During course of a vigilance investigation, it has been observed that the indent value of any equipment is decided as per LPP of the equipment and if the same is not available then the market sources are relied upon but no documentary supports are generally found enclosed against it. It is required to ensure that, "the basis of calculating/arriving at the indent value of any equipment should be deliberated by the indenting authority with enclosures of relevant documents in this respect".

During course of Vigilance investigation, it has also been observed in some cases that bidders are asked to extend validity of their offers after expiry of the quoted validity.

During course of a Vigilance investigation, it has been further observed that documents, clarifications etc. received in the concerned department during the procurement stages are not being signed by any executive before putting it up to the TC for consideration. It is felt that all the documents including clarifications submitted by the bidders must be signed by the dealing officers before it is put up to TC for its consideration as preventive measure to avoid any manipulation later on.

In the above context, it is directed that:

- a) Henceforth, the basis of calculating/ arriving at the indent value of any equipment should be deliberated by the indenting authority with enclosures of relevant documents in this respect in every indent for equipment.
- b) Dealing Officers will ensure that cases are finalized within validity period However, if the case is not going to be finalized within validity period, the firm should be asked to extend the validity period at least 15 days before the expiry of quoted/extended validity.
- c) As a preventive measure in order to avoid any manipulation later on, henceforth all such letters and enclosures received as clarifications shall be signed by dealing officer before it is placed in the file with page reference for further processing of file.

Sd./-
Director (Tech -) OP
CCL, Ranchi

Distribution:

1. All HODs, CCL
2. All Area CGMs /GMs, CCL

Copy for kind information to:

1. CVO, CCL

*Every lie is two lies - the lie we tell others and
the lie we tell ourselves to justify it.*

CENTRAL COALFIELDS LIMITED

Darbhangra House, Ranchi

Ref. No. CCL/EE/Gratuity/13/7293—330

Date 19.02.2013

To

CGMs/GMs of the Areas, CCL.

Subject: Payment of gratuity to the superannuating executives on their date of retirement.

Dear Sir,

As per rule payment of payable amount of Gratuity in accordance with PG Act 1972 is to be ensured on the on the date of retirement of an employee of the company. Off late we have been able to issue sanction order of payment of payable amount of gratuity in the name of those executives on their last date of superannuation, who are posted in the fields/areas. As a result of the same the gratuity cheques are released for the areas where they are posted only after their date of superannuation.

It has now been desired by the Competent Authority that payable amount of gratuity to all those executives who will superannuate in the coming months will be ensured to be paid on their last date of working irrespective of the fact that they re posted in area or HQ.

In order to ensure gratuity cheques of the superannuating executives who are posted in the areas to be distributed on their date of superannuation following modalities has been decided:

1. The provisional LPC, No dues, Quarter vacation status and LWP certificate in respect of each executive who is retiring on the last date of the month should reach Executive Establish Department, HQ, CCL within first week of the month.
2. The provisional LPC should contain information regarding EL/HPL at the credit of the executive concerned as well as the amount of gross advance paid to him against PRP/any other dues.
3. If the EL/HPL encashment amount is less than the gross advance paid to the executive concerned against RPR, then an undertaking is to be obtained from the concerned executive regarding his No Object if the gross advance paid to him against PRP is adjusted against his payable amount of Gratuity.
4. One finance executive at Area Finance Office should be nominated as Nodal Officer for the above purpose, whose contact/CUG number is to be intimated to the EE Deptt, CCL, Ranchi and who will ensure better coordination.
5. Executive Establishment Department after completing al formalities will convey sanction order of payable amount of gratuity in respect of executive concerned within 25th day of the month in which the executive is superannuating.
6. Area Finance Manager will ensure preparation of gratuity cheques on the basis of sanction orders so received after observing all formalities before the last date of the month in which the executive concerned is superannuating.
7. Area Personnel Manager will ensure delivery of the gratuity cheques in a specially held function to the superannuating executives in the area as is being done in the case of superannuating non-executives.

You are therefore requested for strict compliance of the above directive of CMD, CCL. This may please be treated as MOST URGENT.

Yours faithfully,
Sd/
(Rekha Singh)
HOD (Pers – EE)

Copy to:

1. GM/TS to CMD, CCL, Ranchi.
2. TS to D(P)/ TS to D(T)(O), CCL, Ranchi.
3. GM(Finance), CCL, Ranchi.
4. All HODs, CCL, Ranchi/Kolkata.
5. AFM of the areas: To ensure timely submission of required information as well as intimate the names of Nodal Officer along with their CUG Number to EE Deptt, CCL, Ranchi.
6. SO(P)s of the areas: To please coordinate and ensure payment of gratuity cheques to superannuating executives.

Fight corruption: Be the one who helps to build a better society for all

CENTRAL COALFIELDS LIMITED

Darbhanga House, Ranchi

Ref. No. : DTO:CCL:2014:1178

Date : 07.08.2014

OFFICE ORDER

It is observed that on occasion, functioning of various committees like Technical Committee, Estimate Committee, Tender Committees get hampered due to absence of one or more HODs. It is therefore decided that in such situation the next senior most official of the respective HODs should participate in the committee meetings as alternate members and they are authorized to put their signature on the related documents.

Sd/-
(T. K. Nag)
Director (Technical/Operations)

Distribution :

All GM/HODs, CCL, Ranchi.

“ A man is but the product of his thoughts,
what he things, he becomes.”

— Mahatma Gandhi

Corruption bestows tension, honesty caters peace

COAL INDIA LIMITED,
10, NS Road, KOLKATA

Ref. No. : CIL/VIG/2014/MK-3/Conf/1077

Dated 11th October, 2014

MEMORANDUM

Subject: Handling of cases referred by CBI

It has been noted with concern that in some cases of CBI reference, there has been considerable delay in taking action after starting disciplinary proceeding or after conviction in the trial court. In order to streamline the process, the following guidelines may be followed strictly:

1. As CBI related cases have obvious Vigilance angle, all matters relating to disciplinary action on CBI report after investigation or after conviction should be handled by Vigilance Division of CIL/Subsidiary companies.
2. In light of CVC guidelines under Para 10.6 of Special Chapter on Vigilance Management in PSEs, simultaneous Disciplinary Proceeding is being started after getting the CBI report. There is no legal bar in taking simultaneous departmental action along with criminal trial as the nature; purpose and procedure of two proceedings are different. Even if CBI does not explicitly recommend RDA against any employee against whom they propose to take criminal action, simultaneous disciplinary action is to be started so that expeditious disciplinary action is taken against employees under CDA Rules- The disciplinary proceeding including penalty thereon should be concluded expeditiously without waiting for the outcome of the criminal trial- As the CBI undertakes criminal trial only on grave charges, penal action in Departmental proceeding has to be commensurate with the gravity of offence .
3. If CBI report of criminal conviction is received, the action will normally entail dismissal/removal and hence decision has to be taken at the level of Chairmen, CIL . The report of CBI along with other details should be sent in such cases immediately by CVO/CMD of subsidiaries without any waste of time to CVO, CIL for early decision by CMD, CIL, Any delay in reference to CVO, CIL will be viewed adversely- in case of non executive, competent authority will take action without waste of time,
4. If RDA has already been started before conviction but not concluded, RDA should be concluded within one month of receipt of CBI report positively. The CBI report along with IO's report and other details will be sent to CVO, CIL for further action. However, if for any reason, there is likelihood of delay of more than a month in concluding the Disciplinary Proceeding, the CBI report may be sent to CVO , CIL for action under Rule 34.1 of CDA Rules without waiting for conclusion of the Departmental Proceeding-
5. In case, simultaneous RDA had not been started against the concerned employee, the CBI report with other details may be sent to CVO, CIL for action under Rule 34.1 of CDA Rules,
6. In case, RDA was started earlier and punishment other than dismissal/removal/compulsory retirement was imposed before the conclusion of criminal trial, the CBI report should be referred immediately for action under Rule 34.1 or 37 of CDA Rules.
7. In RDA started out of CBI investigations, all documents/witnesses cited by CBI need not be listed in the charge-sheet because the standard of proof in two proceedings is different. These documents/witnesses should be judiciously selected which are sufficient to prove the charge. The charge sheet should be framed carefully to bring out charge under CDA Rules clearly.

(Chairman-cum-Managing –Director)
Coal-India Ltd.

Distribution

1. All FDs of CIL for information
2. All CMDs of subsidiaries
3. All CVOs of subsidiaries

Integrity always blossoms like a lotus in the pond.

COAL INDIA LIMITED,
10, NS Road, KOLKATA

Ref. No: CIL:CH:TS:36:1463

Date : 16.01.2015

MOST IMPORTANT
STRICT COMPLIANCE

OFFICE MEMO

Please refer to my Office Memo No. CIL:CH:TS:36:1199 dated 04.07.2014 wherein it was conveyed that proposals requiring consideration/approval of Chairman, CIL should come in a file with proper numbering, supporting documents and justification.

2. Of late, it is noticed that proposals being received in this Office from some departments are not strictly in line with the above decision, For example, in some cases, proper numbering is not done in the Note Sheets, in other cases, supporting papers/old references are not placed in the file and therefore, Chairman could not give his decision on such cases. This causes avoidable delay.
3. Chairman has, therefore, categorically mentioned that all proposals being put up to him should come in file with old references, other supporting documents, justification duly docketed. Note sheets can be placed on the left side of the file with supporting correspondences/documents on the other side with proper page numbering etc.
4. Similarly, proposals having financial implications should be routed through Finance Dept, so that necessary financial concurrence is recorded in the file prior to the approval of Chairman.
5. All Contracts requiring Chairman's approval should accompany the check list being used in SCCL, the sample of which can be collected from the undersigned.
6. HODs are, therefore, requested to strictly follow the above procedures while sending proposals to Chairman, s Office through their Directorates for consideration/approval of Chairman.

Sd/-
(SP Datta Majumdar)
CGM & TS to Chairman

Distribution:

- 1) All HoDs of CIL
- 2) TS to D (T) /TS to D (P&IR)/TS to D (F)/GM (Vig)
- 3) TS to CMD-ECL/BCCL/CCL/NCL/WCL/MCL/CMPDIL
- 4) C M (Exvn), Chairman's Sect.
- 5) Sr. Officer (Sectt) to Chairman, CIL

Real happiness lies in being honest

CENTRAL COALFIELDS LIMITED

Darbhangra House, Ranchi

Ref. No. : GM(C)/H/Wel/2015/2320

Date: 25 Feb.' 2015

To

Staff Officer(C),

Piparwa, Magadh & Amrapali, N.K., Barka-Sayal, Argada, Kuju, Charhi,
CWS Barkakana, Rajrappa, Dhori, B&K, Kathara, Rajhara

Sub : Submission of estimates / schemes.

Dear Sir,

Very often it has been observed that signature of SO(C) does not appear in estimates / schemes/ proposals forwarded to HQr. for technical vetting / approval. This results in unnecessary wastage of time in seeking clarification / compliance from Area.

In this connection it is to be noted that concerned SO(C) shall sign on the following document before sending proposals to HQr.

1. Body of the estimate.
2. Layout plan, site/location plan.
3. Design/drawing sheets.
4. Analysis of rates.
5. Check list, duly filled up.
6. Other matters as per MCEW provision.

It is also to be noted that soil test report be also enclosed for proposals related to construction of buildings/structure. If any reference of earlier sanctioned rate is given, then copy of such rate, duly attested, to be enclosed. It has to be certified on the body of the estimates that the same has been prepared after site inspection and that the land belongs to CCL. Non Coal bearing Area certificate to be also obtained from SO (P&P). All proposals are to be routed through AFM / GM Area.

Yours faithfully,

Sd./-

(S.K. Ghosh)

General Manager(C) – II

Copy to:

1. GM, Piparwar Magadh Amarapali, NK, B-Sayal, Argade, Kuju, Charhi CRS Barkakana, Rajrappa, Dhori, B&K, Kathara, Rajhara
2. GM (C) - 1, CCL Ranchi
3. Dy. GM (C) / TA, HQ .
4. CM (C)–II CCL, Ranchi
5. CM (C) –III, CCL Ranchi
6. CM (C)– IV , CCL , Ranchi

Lie has speed, but truth has endurance

Central Coalfields Limited

Darbhangra House, Ranchi

Ref. No. : महा प्र. (असैनिक)/2015/169

दिनांक : 30 अप्रैल, 2015

To

Staff Officer (Civil),
Argada, Barka-Sayal, B&K, CWS Barkakana, C H Naisarai, Dhori, Kathara, Magadh & Amrapali, MRS
Ramgarh, Hazaribagh, Kuju, N.K., Rajrappa, Rajhara and Piparwar.
Dy. G.M (TA), CCL, Ranchi.

- Sub :** (i) **Modification Manual for Civil Engineering works and**
(ii) **Modification Manual on e-tendering for Civil Engineering works and**
(iii) **Modification of chapter 2 of CMM related to turnkey contracts.**

Dear Sir,

This has reference to General Manager (Civil)/HOD, CIL letter no. CIL/Civil/31(Pt 1B)/691, dt. 02.03.2015 received through email on 01.04.2015 which was forwarded to you on your email dt. 06.04.2015.

Vide this letter it was informed that

Modification of

- (i) Manual for Civil Engineering works and
- (ii) Manual on e-tendering for Civil Engineering works and
- (iii) Chapter 2 of CMM related to turnkey contracts has been approved by Board of Directors of Coal India Limited in its 311th meeting held on 12th & 13th February 2015.

The modified manuals referred as above are already available on the coal India website. It is understood that necessary action is being taken from your end.

Yours faithfully,
Sd/-
General Manager (Civil)
CCL, Ranchi.

Copy to:

1. Director(Tech)(Op.), CCL, Ranchi
2. Director(Pers.), CCL, Ranchi
3. Director(Fin.), CCL, Ranchi
4. CVO, CCL, Ranchi
5. CGM (Oprn. Cord.), CCL, Ranchi
6. TS to CMD, CCL, Ranchi
7. General Manager- Argada, Barka-Sayal, B&K, CWS Barkakana, C H Naisarai, Dhori, Kathara, Magadh & Amrapali, MRS Ramgarh, Hazaribagh, Kuju, N.K., Rajrappa, Rajhara and Piparwar.
8. CMS, CH Naisarai
9. General Manager(Fin), (P&P), (System), (CSR), (MM), CCL, Ranchi
10. General Manager(Civil) – I/ II/ III), CCL, Ranchi
11. General Manager(Fin), (Oprn./P&P), CCL, Ranchi
12. Area Finance Manager - Argada, Barka-Sayal, B&K, CWS Barkakana, C H Naisarai, Dhori, Kathara, Magadh & Amrapali, MRS Ramgarh, Hazaribagh, Kuju, N.K., Rajrappa, Rajhara and Piparwar.
13. HOD, PR Cell, CCL, Ranchi.

Truth fears no questions

Central Coalfields Limited

Darbhangra House, Ranchi

Ref. No. : महा प्र. (असैनिक)/2015/997

दिनांक : 15 सितम्बर, 2015

To

Staff Officer (Civil),

Argada, Barka-Sayal, B&K, CWS Barkakana, C H Naisarai, Dhori, Kathara, Magadh & Amrapali, MRS Ramgarh, Hazaribagh, Kuju, N.K., Rajrappa, Rajhara and Piparwar.

Sub : Self-Contained note of CVO, CCL No. 1148, dt.29.07.2015 and compliance thereof.

Dear Sir,

Vide his self contained note no. 1148 dt. 29.07.2015, the CVO CCL has given his observation in respect of one of the Area that:

Clause 6.01 and 5.02.1 of MCEW stipulates that "the bills in respect of Civil Engineering works will hence forth be sent directly to SO(C) for arranging payment from Sub-Area/Colliery level by the concerned SE(C)/Sr. EE(C). If required the SO(C), who is the Engineer In-charge, may authorize, Sub-delegate some of his financial powers to the SE(C)/Sr. EE(C) (as the case may be) for quick disposal of the case".

However, in many cases, it has been observed that in some area the bills in respect of Civil works are not being sent to SO(C) for his acceptance, thereby aforesaid provision of MCEW are not being followed.

You are advised to follow the norms as stipulated in MCEW. Compliance may be intimated to this office.

Yours faithfully,
Sd/-

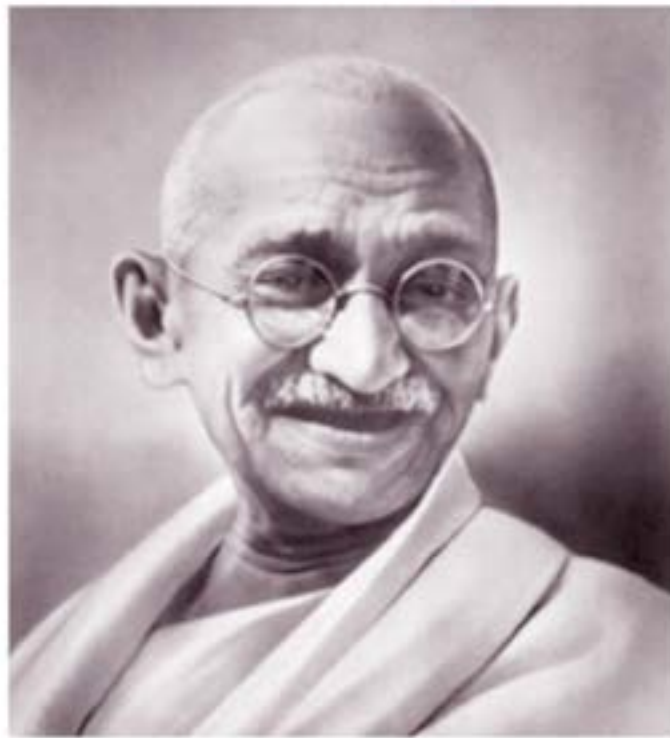
General Manager (Civil)
CCL, Ranchi.

Copy to :

1. General Manager, All Areas.

Honesty does not always pay, but dishonesty definitely costs always

Remembering Gandhi



Be The
Change
You Wish To See In
The World

We are all born with a divine fire in us. Our efforts should be to give wings to this fire and fill the world with the glow of its goodness


- A. P. J. Abdul Kalam



No man is good enough to govern another man without the other's consent.

Abraham Lincoln



 BrainyQuote®



Case Study

Case study regarding Road Sale of Slurry and Reject

Introduction

In a Vigilance investigation various documents relating to road sale of Slurry and Reject were examined by the officials of the Vigilance department. The irregularities observed during the course of said investigation have been highlighted below

Irregularities observed

a. Dispatch of material in excess of the billed quantity.

Comparison of the data in the sales ledger, maintained at sales office of the unit, with the dispatch records maintained at the weighbridge and security check post revealed that sales office had not reported the correct dispatched quantity. Though material was dispatched through trucks and necessary dispatch documents were issued but all of them were not entered in the sales ledger, the book in which consolidated consumer wise dispatched quantity is maintained and on the basis of which billing as well as monthly lifting statement is made, thereby a number of trucks were dispatched without getting value of the same. Due to above fraudulence, during a period of ten months, approximately 25000 Mt of material (Slurry and reject) estimated to be dispatched in excess of the billed quantity.

Dispatch of Material against unauthorized sales orders

It was also revealed that from the said sale centre lifting of material against sales orders which were of some other sale centers, and obviously were not authorised to get material from said sale centre, was made. To facilitate the unauthorized lifting, necessary documents were issued by the officials of the said sale centre.

b. Wrongful mention of “Company fault” in the monthly lifting statement as a reason of short lifting

In case of non lifting of entire quantity of material against a particular value paid sale order, even after completion of its validity period, the sale centre communicates to HQ through Area whether this non-lifting is due to ‘Company fault’ or due to fault of the party. In case of indication of ‘Company Fault’ refund is made to the parties for un-lifted quantity without deduction of penalty, otherwise penal amount is to be deducted. During the course of investigation it was revealed that in the lifting statement of a month, short-lifting was shown against some of the sale orders wherein actually excess quantity was lifted and against such cases, the reason of short-lifting was recorded as ‘Company fault’. On receipt of the same the Area officials accepted the above statement without any check and forwarded the same to Head Quarters for wrongful refund.

c. Lack of proper care in safe custody of official records

The investigation also revealed that a number of vital documents related to sales function were missing.

Action taken against company officials

For above irregularities disciplinary action of Major penalty proceeding against four executives and of minor penalty proceeding against one executive, under CDA rules of CIL, was taken. Besides above, disciplinary action under Certified Standing Orders of the Company was also taken against three non-executives.



Ignorance is always afraid of change

CASE STUDY: Irregularities in procurement of Self rescuers (Safety Device used in underground mines)

The issue of self rescuers procurement being done through global tendering was under investigation at Ministry of Coal. Subsequently, MOC directed for identifying the officials responsible for release of 80% amount without fulfilling the tender conditions and for obtaining their explanation. Accordingly, the said issue was taken up for investigation.

The Supply Order was placed on M/s. Draeger Safety Asia Pte. Ltd., Singapore for supply of 5,000 Nos. of DGMS approved “Oxygen Type Self Content Self Rescuer” of 30 minutes duration with quick starting system (Model – OXYSR IS) at the cost of EURO 233.24 each. Its payment terms were as under:-

- (a) 80% value of each equipment, accessories and spare parts will be paid through irrevocable Letter of Credit within 21 days after inspection and completion of acceptance test successfully at site and submission of the performance bank guarantee.
- (b) Balance 20% payment shall be paid through irrevocable Letter of Credit within 21 days of successful installing, commissioning and final acceptance of the equipment at site.”

Concerned MM Deptt., advised the finance manager for opening of irrevocable confirm letter of credit for EURO 11,66,200. Accordingly, AG Form 2 along with other relevant documents was sent to the Manager, State Bank of India, CAG Branch, Kolkata for opening of L.C by the concerned Finance Manager. The L.C. was established by bank as per the Uniform Customs and Practice (UCP) 600 (latest version), but without incorporating in it the reference of clause 5(a) of the supply order relating to inspection and completion of acceptance test successfully at site. Moreover, on receipt of a copy of LC neither MM department intimated the non-recording of clause 5(a) in the LC, nor HQ-XP made any correspondence with the bank in this connection.

After shipment of the material, the supplier submitted its invoice for release of 80% payment and as such SBI, CAG Branch, Kolkata released 80% payment amounting to Euro 9,32,960/- without receiving clarification from CCL regarding inspection and completion of acceptance test successfully at site as per clause 5(a) of the subject supply order . However, on final inspection more than 50% of the materials supplied were not accepted by the Company.

Hence, concerned officer of MM Deptt. was held responsible for not verifying the contents of the LC either at the time it was sent to him for this purpose or at the time he moved proposal for other amendment as per request of the Party and failed to point out the obvious discrepancy regarding non-incorporation of the vital clause 5(a) in the L.C. Also concerned Finance officer was held responsible for not taking any action for getting the L.C. amended and clause 5(a) of supply order properly got incorporated in the L.C. on receipt of the same from the bank. This ultimately resulted in 80% payment being released to the party before inspection, whereby nearly 50% of the items were rejected. In this matter major pp was initiated against concerned MM Deptt. and Finance Deptt. Officers.

Further, M/s Draeger Safety Asia Pte had filed a writ petition against the Purchasing Company. However, the Court case has been closed with a settlement between both the parties before the Hon’ble Supreme Court of India. According to the terms of settlement M/s Draeger Safety Asia Pte Limited had paid an amount of Rs.53,92,558.68 and Rs.4,34,75,276.58 to the Purchasing Company, which has been accepted. But this amount being less than the amount to be paid to Purchasing Company as per the settlement arrived before the Hon’ble Supreme Court of India, The Company is in the process of issuing notice to the party to submit balance amount of EURO 84275 through legal counsel.



The price of freedom is eternal vigilance

“Case study : Regarding irregularities at one of the Diesel Dispensing Units”

During a surprise check conducted by the vigilance team at Diesel Dispensing Unit (DDU) of a Project, it was observed that the book stock at the DDU was 13182 Liters but the physical stock was found to be 10094 liters only thereby a shortage of 3088 liters of HSD was found. Prima facie following irregularities were observed as mentioned below, therefore the case was recommended for further investigation under Regular Investigation.

1. Non- signing of ledgers/records of receipt and issue of HSD at DDU by any officials.

Daybook of diesel receipt and Kardex (numerical/book ledger) of HSD of the Project were not being signed by any of the officials of the DDU of the Project and the signature column provided in the numerical ledger is blank. It was in the violation of the existing format of the ledger drafted as per store manual.

2. Wide variation ranging from 1729 liters to 6034 liters of HSD in a total tank capacity of 35,000 liter between the book stock and physical stock of the HSD at DDU.

From the collected documents of the DDU, it was observed that on 12.07.09 there was a maximum difference of 6034 liters and a minimum difference of 1729 liter on 04.12.09 between ‘book stock’ and physical stock at DDU.

3. Hourly HSD Consumption of few HEMMs of the Project was higher than the standard defined norms of HSD consumption.

In the case of D-155 Dozer monthly hourly consumption was found to be varying from 34.70 liters/hour to 47.79 liters/hour against the standard norms of 31 to 33 liters/ hour. In the case of Drill (RECP 650) monthly hourly consumption was found to be varying from 29.04 liters/hour to 39.16 liters/hour and in the case of Drill (IR RDC 166), it was found to be varying from 18.18 liters/hour to 41.42 liters/hour against the standard norms of 29 to 30 liters/ hour. In the case of Dumper BH-2-35 monthly hourly consumption was found to be varying from 17.25 liters/hour to 27.59 liters/hour against the standard norms of 21 to 22 liters/ hour.

4. Non rotation of Store Keeper, who was deputed in the job of HSD receipt of HSD from DDU and issuing the same to the HEMMs of the Project since 2.11.2001, in contravention to point no. 16 of the guideline no. 91 dated 17.01.2004 of DT(O),CCL

After the completion of Regular Investigation for the above mentioned irregularities following officials were held responsible,

1. CSK Posted at DDU, being CSK and in charge of the DDU failed to sign the maintained ledger as per the provisions of store manual, which was his prime responsibility and The Depot Officer of the Project failed to ensure authentication of the official records pertaining to issue/receipt of HSD by his subordinates.
2. CSK Posted at DDU and Depot Office of the DDU were responsible for not highlighting the irregular discharge of the flow meter at appropriate level and failed to arrange to

Truth fears no Questions

rectify the same. Due to this failure of the officials of the Project, the physical stock of HSD at DDU was always less than the book stock on any day.

3. The then PE(X) was held responsible for high specific HSD consumption by the HEMMs of the Project, the pilferage of HSD was one of the reasons for high specific consumption in some of the equipments. The then PE(X) was also responsible for non compliance of the guideline no. 91 dated 17.01.2004 of DT (O), CCL according to which HSD is required to be filled on the basis of the working hours of the M/C. The then Project Officer of the Project was also held responsible for not taking proper action to control the pilferage of the HSD from the HEMMs.
4. The Then Project Officer was held responsible for not transferring, the Store Keeper working in the job of diesel dispensing since long in contravention to point number 16 of the guideline no 91 dated 17.01.2004 of DT (O), CCL even after several reminders by PE (Excv) of the Project.

Decision of the DA/CMD

The CMD/ DA decided to issue Charge sheet for major penalty proceedings for non-fulfillment of duties and obligations against the connected three executives (i) The Depot Officer of the DDU (ii) Project Engineer of the Excavation department of the Project and (iii) then Project officer of the Project.

Also Chief Store Keeper of the DDU was issued charge sheet as per certified standing order of the Company.



“ To give pleasure to a single heart by single act is better than a thousand heads bowing in prayer.”

— **Mahatma Gandhi**

Honesty is the best policy, If lose mine honor, I lose myself

Irregularity in Execution of a Awarded Contract

Case:

A complaint was received that in Area 'A' of CCL, the Bank Guarantee submitted by the Contractor engaged in the work of Contractual work of removal of OBR and other allied work at outsourced patch of Colliery as 'Performance security' is missing. Further, the Bank guarantee submitted by the same contractor engaged in the work of Contractual work of removal of coal and other allied work at outsourced patch of the same colliery had been declared as 'forged' by the issuing bank. This resulted in non forfeiture of the security deposit of the contractor as per the terms of the contract on foreclosure of contract due to poor performance of the contractor.

Facts:

The investigation revealed that two separate tenders were invited for the work of hiring of HEMM for removal of overburden and excavation of coal along with other allied work including dozing at specified places, haul road maintenance and water spraying of the haul road for a colliery of Area 'A'. The part-I of the tender was opened on the scheduled day. Later price bid was opened and work was awarded to the L-1 party on negotiated rate for three years after competent approval. A letter was issued to the contractor to commence the work. Subsequently the work order was issued to the contractor with a provision of performance security with a stipulation that performance security shall be 5% of annualized value of the contract amount which was to be submitted within 28 days of receipt of Letter of award or before signing the agreement whichever is earlier. The agreement between CCL and the contractor was to be executed within 28 days following the notification of award.

The performance of the contractor in OB removal work was not found satisfactory. In the coal extraction work the contractor after sometime stopped the work without any satisfactory cause. Subsequently a proposal for 'termination/suspension/cancellation/foreclosure' of the OB removal contract and coal extraction work was initiated by the Colliery under clause 09 of the agreement with stipulation to recover the penalty from the bank guarantee submitted by the contractor. But it was detected that the bank guarantee submitted by the contractor at the time of signing the agreement in OB removal work is missing. Further, the bank guarantee submitted by the contractor at the time of signing the agreement of coal extraction work was declared as forged by the issuing bank on verification.

Irregularity in the case:

1. In the agreement copy the name of issuing bank/branch of the bank guarantee was not mentioned.
2. The said bank guarantee was not verified from the bank before or after entering into the agreement with the contractor.

Be a yardstick of quality. Some people are not used to an environment where excellence is expected.

3. No register was maintained in the concerned department to record the particulars of the bank guarantee and thus the bank guarantee was never reviewed.
4. The annualized security amount was not calculated in the beginning of second and third year and thus the contractor was not asked to submit the revised/balance amount as performance security deposit.
5. The bank guarantee was not submitted to the office of the Area Finance Manager for keeping in safe custody.
6. The agreement between CCL and the Contractor was not executed within the specified period of 28 days from the date of award.

ACTION

The irregularity committed by the officials of CCL resulted in huge loss to the Company, the Area GM and the Addl. GM were issued with memorandum of charge under Major penalty proceeding. Another Addl. GM, who was temporarily holding the post during the leave period of the regular Addl. GM and had signed the agreement of Contract, was also issued memorandum of charge under minor PP. The dealing Assistant posted in the office of Addl. GM was also issued Charge-sheet under Certified Standing Order of the Company.



“ Love all, trust a few, do wrong to none ”

— William Shakespeare

Once you awaken, you will have no interest in judging those who sleep

Case Study pertaining to one of Railway Sidings of CCL

Case:

A vigilance investigation pertaining to one of the Railway Sidings of the Company revealed loss of 1,17,654 te of coal from the stock of said siding over a period of sixteen (16) months causing financial loss to the Company for an amount varying from Rs.12.34 Crore to Rs.17.33 Crore. During the next fourteen (14) months, abnormal variation (surplus/shortage) was observed in the stock of same siding, though overall loss during these fourteen months was nil.

Investigation further revealed that though the monthly measurements conducted during each of 30 (16+14) months were indicating shortage/ variation in the coal stock of the said Siding but the concerned project officials resorted to manipulative practices to conceal the shortage/ variation by just showing the Total/ Composite Stock of Mines & Siding within the permissible limit, as the stock of siding happened to be a part of total / composite stock of the Project.

Facts:

- (i) The said Railway Siding, falling under the administrative control of a Project, was receiving coal from two sources, one from the mine falling under the same Project and other from a neighboring mine, for dispatching to different consumers through rail. Coal from above two sources was transported by contractual means to the said Siding and received there by a system of challans, weighment, etc. Payments were also made to the contractors as per quantity of coal received at the said siding.
- (ii) In this process of receipt and dispatch, coal stock was being maintained at the said railway siding. Coal stock of the said siding was a part of the total/composite coal stock of the Project.
- (iii) However, reconciliation of receipted and dispatched quantity at said siding on standalone basis with that of its opening & closing stock of coal for the period of sixteen months revealed that 1,17,654 te of coal, though having been contractually transported to the railway siding from above sources, could not be accounted for, thereby indicating huge loss of coal from the said siding. The loss estimated on the basis of sale price of coal prevailing at the time varies from Rs. 12.34 Crores to Rs. 17.33 Crores.
- (iv) It has also been revealed that mandatory measurements of coal stock carried out on monthly basis have indicated the loss/ shortage of coal in the said siding but same was deliberately concealed by the concerned Project officials by resorting to manipulative practices of maintaining the total/ combined stock of Mines and Siding within the permissible limit.
- (v) Further, the monthly coal stock measurements carried out during the next 14 months (under a new Project Officer and Colliery Manager) also indicated abnormal fluctuations (both surplus

*Never neglect details, when everyone's mind is dulled or distracted,
the leader must be doubly vigilant*

as well as shortage) in the stock of said siding but was covered up by adopting manipulative means. However, though during this period on monthly basis abnormal variation in coal stock was found, but in totality no loss of coal, thereby indicating any adverse financial impact, has been observed.

- (vi) It has also been found that during the last 6 months, coal of two different grades was received at said railway siding but grade wise measurement of coal stock was not carried out, thereby stipulation in code for maintenance of coal stock, applicable in the Company, was violated at the said siding.

Irregularities:

- (i) Loss of 1,17,654.95 te of coal, valuing from Rs 12.34 Crores to Rs. 17.33 Crore, from the said Siding during the period of first 16 months under reference.
- (ii) Concealment of the loss of coal from the said Siding by manipulative presentation of monthly coal stock of the Project during the above period.
- (iii) Concealment of abnormal variation (surplus/ shortage) in Coal stock of said siding by manipulation in presentation of monthly coal stock of the Project during the period of next 14 months.
- (iv) Non measurement of Coal stock at the said siding on the basis of Grade of coal.

Decision of DA

Keeping in view of fact that the gravity of lapses committed by the officers was not at par with each other, for above irregularities, disciplinary action of major PP against two executives, Minor PP against one executive and Caution against two executives was taken. One of the key officials, the Siding manager, expired before the start of the investigation so his role could not be examined.



“ To believe in something, and not live it, is dishonest”

— Mahatma Gandhi

The beginning of evil is lack of vigilance

Case Study : Pertaining to Contractual repairs of HEMMs

In course of a vigilance investigation into the system of estimation, award, execution and billing of contractual jobs pertaining to repair of HEMMs at one of the Opencast Project of the Company following deviations/lapses were detected in the prevailing system in which contractual repair jobs of HEMMs are being estimated, awarded, executed and billed.

1. Some of the deviations observed were found to have occurred in several cases.
 - a. In one of the repair estimate, the quantity of MS electrode was estimated in packets.
 - b. The price lists submitted by various bidders were not randomly checked to verify their genuineness.
 - c. In none of the cases, the option of getting the job done from CRS, Barkakana was tried out.
 - d. In several cases, it was mentioned in the check-list that the rates of various spares were estimated as per market rate but no make of spare was found written therein.
 - e. In some of the cases, no work experience was submitted by the bidders and in some other cases the bidders had submitted the work experience certificates which were found to be different from the job to be executed.
 - f. In one of the cases, same nature of job on the same HEMM was covered under two work-orders issued on same date.
 - g. To ensure proper quality of work, part numbers of spare parts were not indicated in any of the tender related documents, such as departmental estimate, Bill of quantity (NIT papers), Work-order, etc
 - h. In several cases the experience certificates, the SSI certificates and other important papers bore signatures of not all the TC members.
 - i. In almost all the cases, the tender notice sent for flashing on the Company's web did not carry any reference regarding down loading of tender documents from the web.
 - j. Log-books of various HEMMs were not being maintained in proper manner
2. Improper estimation of proposed repair job by taking different rates for the same item in different proposals.
3. The estimates were prepared with compounding similar nature of cost factors.
4. No gate pass and challan was found available in the files showing that items required to be sent outside for repairs were actually sent out side or not.

Proper preventive suggestions were issued in the matter.



If you cannot explain it simply, you don't understand it well enough.

Case study- “E-procurement/website tender” initiatives at Kathara Area Pit Falls & Advantages

S .V. Marathe

General Manager, Kathara Area

Introduction:

Academics, consultants, and management all like to believe that e-procurement, and its increasingly central role in supply-chain management, will increase efficiencies, reduce cost, increase speed & transparency. However these beliefs need to be validated

Case study:

Earlier at Kathara Area de-centralized items were being procured against Units/Projects-wise indents by issuing Limited Tender Enquiry (LTE) or open tenders limited to CCL command area by publishing in local newspapers, this was done as per need. This system had obvious drawbacks & was overdue for change. As per the best accepted practice all the indents of Units/Projects were clubbed for same/common items and an Open/Advertisement/Website Tender was floated. Limited Tender Enquiry (LTE) was avoided totally & Website Tenders were floated to encourage more bidders, mainly manufacturers to participate. Further an attempt was made to prepare the annual requirements of all units for common items and make materials budget for the whole financial year considering the consumption pattern of last 3 years after discounting the quantity available in the unit store and regional store, it was observed that many new unknown manufacturers started participating in open tender from remotest corner of the country and the number of bids increased & effectively all branded & well known manufactures were outbided by a margin.

As anticipated & expected L-I rates were much lower as compared to earlier awarded rates and in some cases the final rates were 40 to 50% less than the rates obtained in 2011-12. If we take into consideration inflation, real gains were much higher. For example, comparison of rates of some items are appended below:

Sl.No.	Description of items	Rates during 2011-12	Rates during 2014-15
1.	Choke for HPSV400W x 230V	2250.00	800.00
2.	Choke for HPSV 250W x 230V	1750.00	685.00
3.	Lamp, 400W	1000.00	260.00
4.	Lamp, 250W	685.00	220.00
5.	HPSV 400W complete fitting	14168.00	2540.00
6.	HPSV 250W complete fitting	14169.00	2200.00
7.	ICTP Switch, 100A	14620.00	2200.00
8.	ICTP Switch, 63A	3690.00	1420.00
9.	White Metal	824.00	599.00

No man is entitled to the blessings of freedom unless he be vigilant in its preservation

Further Inventory level started showing a downward trend, one of the reasons could be reduced procurement price, procurement against MB & reduced inventory at unit stores. The Audited figure of Inventory level of Kathara Area are as under: (Fig. In Lac.)

2011-12	2012-13	2013-14	2014-15
212.20	187.91	144.20	125.97

The overall reduction in 3 years was 41%.

However it is debatable whether this resulted in satisfactory illumination, the main purpose of this exercise.

There were more than normal premature failures, replacements was recovered from supplier wherever documentation, tracking of performance & process of raising claims was meticulously followed by the end user, which was not always the case.

It has to be understood that if the Specifications drawn are not robust & detailed which again requires specific knowledge training and experience, no reputed company will be among successful bidders, unknown firms from remotest parts of the country will be successful L1 bidders. If the procedure of passing material supplied is not scientific and samples are not sent for lab testing before passing, substandard material will find its way to the store. If record keeping, tracking performance & raising claims for failure within warranty is not done as meticulously as required in this case, satisfaction levels are likely to be suboptimum defeating the very purpose of the exercise. Further repair of these equipment will be difficult as spares may not be available locally & the price benchmark will be so low that that we may have to revisit the original supplier for spare, this may further increase the down time & costs.

As per the earlier practice, of limited tenders participation could be limited to well-known reputed brands & firms. No elaborate lab testing was required earlier as the material was invariably of reputed brands & well known firms. Visual inspection was deemed to be adequate, there was less chance of failure & replacements & spare availability was easier, premature failures if any, were promptly attended to without litigation as well-known brands had a reputation to protect.

Conclusion

Descending-price auctions work best for commodity-like items like transportation services, whereas this type of procurement may be less appropriate for purchases of strategic products or new products. An exhaustive exercise in overhauling the system right from drawing detailed & accurate specifications, developing facilities & systems for testing before passing, developing a robust & fast system of tracking performance, reporting failures, raising warranty claims, with access to legal recourse, should precede such procurement. A cost benefit analysis to determine real cost of such items procured at low price versus cost of branded products from reputed manufactures may be helpful in cases procurement of non-commoditised items.



The devil has no powers..... except in the dark

सतर्कता जागरूकता सप्ताह-2015

26 अक्टूबर से 31 अक्टूबर, 2015

सावधान !

यदि आप इनमें लिप्त हैं तो,

आप अनुशासनात्मक/अपराधिक कार्यवाही को आमंत्रित करते हैं।

1. अपने व्यक्तिगत विवरण के संबंध में गलत जानकारी देना।
2. जाली प्रमाण-पत्र प्रस्तुत करना।
3. यदि दूसरे व्यक्ति का नाम धारण कर धोखा देकर (छद्म रूप) नौकरी करना।
4. धोखाधड़ी, चोरी, जालसाजी आदि कार्य में लिप्त रहना।
5. कंपनी के अभिलेखों में हेराफेरी करना।
6. एल.टी.सी./एल.एल.टी.सी. के लिए गैर पात्रताधारियों का दावा प्रस्तुत करना।
7. कंपनी के आवासों/भूमि पर अनाधिकृत कब्जा करना।
8. जालसाजी ढंग से बैंक खाता खोलकर सी.एम.पी.एफ. से अग्रिम राशि आहरित करना।
9. गैर पात्रताधारी आश्रितों के लिए अनुचित रूप से चिकित्सा उपचार/रेफरल/प्रतिपूर्ति राशि प्राप्त करना।
10. जान-बूझकर अनुकंपा रोजगार वाले प्रकरणों के अग्रोषण में विलंब करना।
11. कंपनी के आवंटित आवास में रहने वाले कर्मचारियों को आवास भत्ता देना।
12. बकाया अवकाश न होने पर भी गलत तरीके से नगदीकरण की स्वीकृति करना।
13. लगातार सरफेस में कार्यरत कर्मचारियों को अंडरग्राउंड भत्ता देना।
14. स्वयं कंपनी का बिजली चोरी करना या दूसरे को चोरी करने के लिए मदद करना।
15. फर्जी तरीके से टी.ए./डी.ए., हाजरी या ओवर टाईम दावा करना/देना।

उपरोक्त अनियमितता पाए जाने पर कोलियरी प्रबंधक/उप क्षेत्रीय प्रबंधक/कार्मिक अधिकारियों/
क्षेत्रीय महाप्रबंधक/महाप्रबंधक, सतर्कता विभाग, सी.सी.एल. मुख्यालय, राँची को रिपोर्ट करें।

सतर्कता जागरूकता सप्ताह-2015

26 अक्टूबर से 31 अक्टूबर, 2015

निम्न परिस्थितियों में – संबंधित कर्मचारी के विरुद्ध निलंबन सहित कानूनी कार्यवाही की जा सकती है

- फर्जी हाजरी एवं फर्जी ओ.टी. को अंकित करना या इसके एवज में रिश्त लेना।
- सी-फॉर्म का लैम्प रूम रजिस्टर से मिलान न करना।
- उपस्थित पंजी में छेड़छाड़ करना।
- मासिक वेतन बिल में फर्जी हाजरी दिखाना।
- अंडरग्राउंड में हाजरी लगवाकर कामगारों को सरफेस में कार्य करने देना।

उपरोक्त स्थितियों में खदान अधीक्षक, कार्मिक प्रबंधक एवं उप-क्षेत्रीय प्रबंधक को सूचित करना।

निम्न स्थितियों में – संबंधित कर्मचारी/अधिकारी के विरुद्ध मेजर पेनाल्टी सहित विभागीय कार्यवाही की जा सकती है

- रिश्त लेन-देन में लिप्त रहना।
- एल.टी.सी./एल.एल.टी.सी./अवकाश आदि के आवेदनों और दावों के निष्पादन में जानबूझ कर विलंब करना।
- सी.एम.पी.एफ. अग्रिम, सेवानिवृत्ति लाभ के आवेदनों/दावों के निष्पादन में जानबूझ कर विलंब करना।
- दस्तावेजों एवं सेवा पुस्तिका में दर्ज विवरणों तथा आंकड़ों के साथ छेड़छाड़/नष्ट करना।
- विभागीय पदोन्नति अनुशंसा एवं दस्तावेजों के साथ हेरफेर एवं बदलाव करना।
- अनुमोदन के बिना भूमिगत कर्मचारियों से सरफेस में कार्य कराना।
- गलत आंकलन (फॉल्स इस्टीमेट) तैयार करना।
- कोयला उत्पादन को बढ़ाकर/घटाकर सूचित करना एवं कोयला उत्पादन से संबंधित दस्तावेजों में हेरफेर करना।

उपरोक्त स्थितियों में – क्षेत्रीय महाप्रबंधक एवं महाप्रबंधक, सतर्कता विभाग, सी.सी.एल., मुख्यालय, राँची को सूचित करें।

निम्न स्थितियों में – संबंधित कर्मचारी/अधिकारियों के विरुद्ध मेजर पेनाल्टी सहित विभागीय कार्यवाही की जा सकती है

- आपूर्ति आदेश (डी.ओ.) को इरादतन विलंब से भेजना।
- सेवानिवृत्त उपरांत देय राशि/सी.एम.पी.एफ. अग्रिम को इरादतन विलंब करना।
- फर्जी प्रकलन (फॉल्स इस्टीमेट) को अनुमोदन करना एवं स्वीकृति हेतु आगे भेजना।
- कोयले के उत्पादन को बढ़ाकर/घटाकर दर्शाना या सूचित करना।
- सप्लायर को अवैध लाभ दिलाना।
- कामगारों में पदोन्नति में गलत तरीके अपनाना।

उपरोक्त स्थिति में – क्षेत्रीय प्रबंधक एवं महाप्रबंधक, सतर्कता विभाग, सी.सी.एल., मुख्यालय, राँची को सूचित करें।

IMPORTANT TELEPHONE NUMBERS CENTRAL COALFIELDS LIMITED, RANCHI

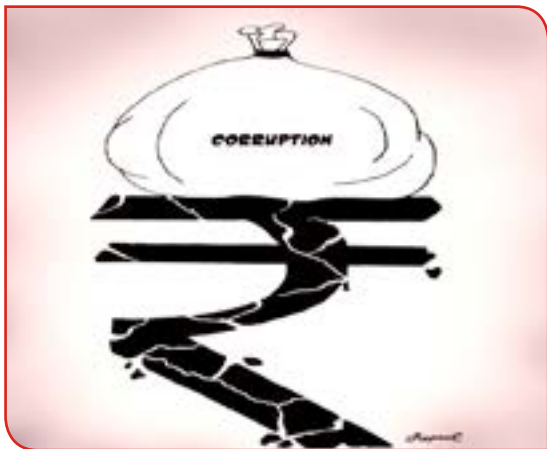
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**Central Coalfields Limited has been awarded during
“2nd Annual PSUs Summit and Awards 2015”
at Le Meridien, New Delhi
on 26th August, 2015**



CMD - Sri Gopal Singh and CVO - Sri Arbind Prasad with the award

***Online Inauguration of
Magadh Open-cast mine of
Central Coalfields Limited.***





**Glimpses from
Vigilance Awareness
Week 2014**



Pledge Ceremony at HQ, CCL





Pledge Ceremony at Areas of CCL





Seminar Session at Vichar Manch





Seminar Session at Vichar Manch





Seminar Session at Vichar Manch





Essay Competition at Area Schools





Awareness Workshop at Dhori Area



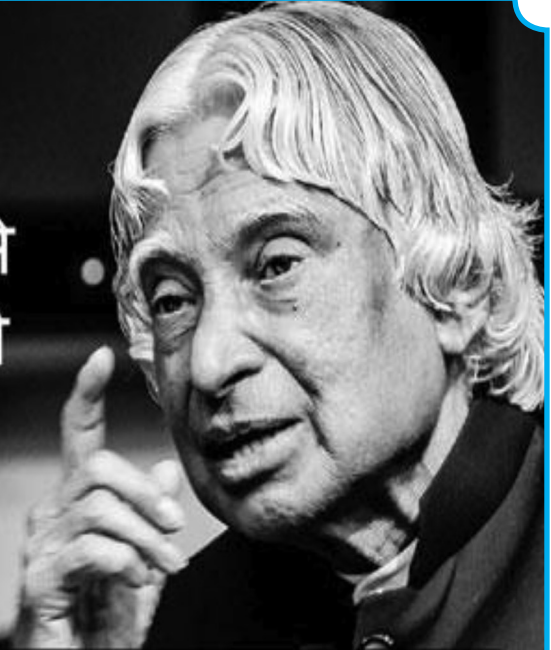


ATTITUDE

Being Airborne means never having to miss an opportunity to remind people that you're better than they are.

NF

"सभी पंछी बारिश में छिप जाते हैं, लेकिन चील बादलों से ऊपर उड़कर बारिश से बचती है...दिवकतें एक सी होती हैं, लेकिन उनसे निपटने का रुख अंतर पैदा करता है"



NF newsflicks फ्री डाउनलोड के लिए NF SMS करें 52424 पर



“ Strength
does not come
from physical capacity.
It comes from an
indomitable will. ”
Mahatma Gandhi



Our **Strength**
is our **people**



Vigilance Department



Central Coalfields Limited
A Miniratna Company
(Darbhanga House, Ranchi)



एक कदम स्वच्छता की ओर