

**Message from Sh. Sunil Kumar, IAS**  
**Addl. Secretary, Ministry of Commerce**



It gives me immense pleasure that Vigilance Department is releasing 5<sup>th</sup> issue of e-newsletter "NAI DISHA". The newsletter contains information regarding latest developments in the field of Vigilance, Case Studies, Important Circulars and Role & Functioning of Chief Technical Examiners of CVC.

STC is passing through some difficult times for which Management has already taken steps to improve the situation. However, any effort by the Management cannot be successful without participation of all stakeholders especially employees of the Corporation. The participation of employees in streamlining the functioning of the Corporation is the need of the hour and would go a long way in ensuring integrity, transparency and accountability in the organization.

I congratulate the Vigilance team for all the efforts made by them for bringing this e-newsletter and wish it a grand success, which will help the executives to enhance their knowledge base to work more efficiently.



**Date: 16.10.2017**

**(Sunil Kumar)**  
**Additional Secretary, MOC&I**

**7<sup>th</sup> Edition of Vigilance Manual released**  
**on 07.09.2017 by Dr. Jitendra Singh**

The Union Minister of State (Independent Charge) of the Ministry of Development of North Eastern Region (DoNER), MoS PMO, Personnel, Public Grievances & Pensions, Atomic Energy and Space, Dr Jitendra Singh released the 7th edition of the Vigilance Manual of Central Vigilance Commission (CVC) on 7th September 2017. The manual is also available On-line.



**Dr. Jitendra Singh releasing Vigilance Manual-2017**

Speaking on the occasion, Dr Jitendra Singh said that continuous efforts are required to update the mechanisms, as the society and the means always keep on changing. He said that the ultimate objective of any society should be to achieve the level of incorruptibility. This is important keeping in view the fact that we are a young and evolving democracy. The Minister further said that the role of society is equally important in curbing corruption, and this task cannot be left to Central Vigilance Commission (CVC) alone. Highlighting the steps taken by the Government by following a policy of 'zero tolerance' towards corruption and always being

focused on checking the corruption, and at the same time to ensure a compatible environment for every officer so that he can perform without feeling intimidated from any quarter. The bureaucracy cannot succeed without providing good governance tools and that the environment is important to ensure the policy of 'minimum government, maximum governance' and fulfill the aim of citizen-centricity. Dr. Jitendra Singh also said that the future of India will depend on the youth who are going to be the change-makers in the society.

Describing the concept of 'preventive vigilance' as a step in right direction, he emphasized that awareness needs to be created in the society on a regular basis for various sections of society. He also complemented the Commission for putting the manual in the public domain. The Minister emphasized that timeframe is very important in handling the cases related to corruption and the same is being streamlined in the amendments to be made in the Prevention of Corruption Act. He said that the steps such as online RTI, on-line Vigilance manual will bring in transparency and good governance in the system.

Central Vigilance Commissioner Shri K.V. Chowdary, said that the new edition was released keeping in view the fact that guidance is required for the people working in this area with the changing times and laws. He said that the first edition was released in the year 1968 after the formation of the Commission in 1964 and the 6th edition was released in the year 2005 after the Commission became a statutory body in 2003. He said that a lot of changes including automation have happened in the last twelve years, so the new edition of the manual was required. He said that the major initiative and change is to put the manual in the public domain and any changes including changes in the guidelines and court judgments will be updated on a continuous basis. The Manual will act as a reference book for the vigilance

practitioners and bring in transparency. A new chapter on Preventive Vigilance and separate chapters on Banking and Insurance services have been added in the Manual.

Secretary, DoPT Shri Ajay Mittal, Director CBI Shri Alok Kumar Verma and senior officers of the PMO, CVC, CBI and other Ministries were also present on the occasion.

**“Winners don’t do different things, they do things differently” : Shri Shiv Khera**

The 21st lecture of the “Lecture Series” organized by the Central Vigilance Commission (CVC) was delivered by the eminent motivational speaker and author Shri Shiv Khera, on the topic “Winners don’t do different things, they do things differently” on 31st July, 2017.



*Shri Shiv Khera at Central Vigilance Commission*

Delivering the lecture, Shri Shiv Khera said that a person with positive attitude cannot be stopped and a person with negative attitude cannot be helped. He said that at the same time we should be ready to fight evil and that is the rule of nature. He said that 'only constant is change' and the successful people are always ready to adapt to change.

Shri Khera highlighted three skills of the successful people: People’s skills, persuasion

skills and prioritization skills. Throwing light upon the basic human skills, he said that courtesy, integrity and honesty are very important in life and these habits should be inculcated in the individuals from the childhood itself. He said that these habits are essential for nation building also, without them the nation will suffer in the long run. So good habits should be practiced, he added. He said to be cautious while nurturing a child and be careful in motivating them as any behavior that gets rewarded, gets repeated. So the children should be encouraged to repeat and inculcate good behavior, Shri Khera said.

Emphasizing on the importance of persuasion skills, he said that this is the ability to influence others and is very important in all walks of life. Throwing light on the prioritization, he said that decisions should be made based upon priorities. He said that some issues are important in our lives, whereas some issues are urgent. He said if we do not attend to important issues, they will become urgent. So all issues like health, relationships etc. should be given due priority before they turn into urgent issues. Shri Khera said that direction in life is more important than speed, so steps should be in right direction to succeed, he added.

Speaking about the topic “Winners don’t do different things, they do things differently”, he said that winners develop the habit of doing things, which losers don’t like to do. He said winners are determined to do these things even if they would not have liked to do them otherwise.

The Central Vigilance Commissioner Shri K.V. Chowdary, Vigilance Commissioners Dr. T.M. Basin and Shri Rajiv were also present on the occasion. The Lecture was attended by the Chief Vigilance Officers (CVOs) based in Delhi/NCR as well as CMDs, Board of Directors and other officers of the vigilance administration.

### UNCAC Eighth Session - Vienna, Austria June 19 – 23, 2017

The Central Vigilance Commissioner Shri K.V. Chowdary presented country statement at the eighth session of the Implementation Review Group of the United Nations Convention against Corruption (UNCAC) at Vienna, Austria, held from June 19th-23rd, 2017.

While presenting the country statement, Shri K.V. Chowdary said that India has recognized the need for effectively fighting corruption and has a robust and time tested institutional and legislative framework including, the Prevention of Corruption Act, an independent Central Vigilance Commission, Central Information Commission, Comptroller and Auditor General, the Judges (Inquiry) Act and a spate of legislations including The Lokpal & Lokayukta Act, 2013, Whistle Blowers Protection Act 2011, Prevention of Money Laundering Act, Benami Transactions (Prohibition) Act, which cover a number of areas of criminalization, bribery, have been enacted.

Shri K.V. Chowdary said that India is fully committed to tackle corruption and adopts a ‘zero tolerance’ approach as well as minimum Government and maximum Governance. He highlighted some of prominent steps taken by the Government, which include abolishing the system of attestation or authentication by Government servants for submission of certificates by youth, students, etc., for seeking jobs or for other Government facilities, which has had an immense impact across the country, abolishing personal interviews for recruitments to lower level posts in Federal Government and its organisations, thereby, eliminating scope for subjectivity and corruption in selection of public servants and demonetization of high value currency, a bold step to eliminate black money and corruption.

### CVO INSPECTED STC CHENNAI

Shri Arvind Kumar Kadyan, CVO visited Chennai Branch from 22nd-24th August, 2017 for vigilance inspection of STC Chennai Branch.



CVO, STC with employees of Chennai Branch

The CVO while interacting with the employees of STC Chennai advised them to take initiative to generate business and strive hard to achieve the targets set for them by the Management. He also stressed that while processing/executing the business proposals utter care should be taken and the laid down trade guidelines/circulars be scrupulously followed. A risk mitigation plan shall be devised for considering the business proposals. Further, he emphasized about the importance of record maintenance in the Branch and advised the employees to maintain the office files/records properly by assigning numbers to each file, with all pages duly numbered, having separate noting and correspondence side in files etc.

In concluding remarks, he mentioned that every officer is a vigilance officer and should discharge his/her duty diligently without fear and favour and take action for preventive vigilance in his/ her Branch Office.

During visit to the Branch CVO planted a rose sapling whose petals and the thorns signify "happiness and sorrow" in the journey of life.

The thorns signify difficulties in life and the petals of Rose signify the inner happiness which can be achieved with honesty and courage. We should all strive to tide over the rough times presently being faced by the Corporation with honesty, courage and work hard to take it to great heights of glory.

### Implications of the RTI Act in Vigilance matters

The enactment of the RTI Act, 2005 has brought about a revolutionary change in people's approach towards Government organizations. Now, armed with the provisions of the RTI Act, a common man approaches a Govt. Department with confidence, to obtain information relating to its functioning.

Although, the RTI Act has brought about transparency in the overall functioning of the Govt. machinery, it has also given rise to a situation where Govt. officials who are facing disciplinary action, obtain information relating to their case through RTI and which they use to wriggle out of the case against them. Parting with such information may sabotage the prosecution case and provide unnecessary advantage to the accused/charged officer. Further, disclosure of such information may not be in public interest.

The Vigilance Unit of an organization is faced with a tricky situation when a charged officer approaches them for obtaining information relating to his case. The Central Information Commission has given various decisions on this aspect. In some cases, it allowed the Appellant access to the information relating to the ongoing case against him. There have also been cases where the CIC denied access to information on the ground that the case had not reached its logical conclusion. However, the views of CIC in case No. **CIC/AT/A/2008/01500**

*in the case of Shri N. Saini vs. LIC of India* are of considerable importance. In this decision the CIC stated that **“there is also public interest in keeping the proceedings of an enquiry against the public servant confidential as any premature disclosure of the contents of such enquiry can compromise its objectivity as well as integrity. In fact, confidentiality is a key element of the enquiry.”**

Govt. organizations, while taking a decision regarding disclosure of information relating to an ongoing disciplinary case or otherwise, are making use of the aforementioned decision of CIC.

### Q & A

**Q. Does the IO have power to enforce attendance of witnesses?**

**A.** IO does not have power to enforce attendance of witnesses, except when an ad hoc notification in respect of the particular inquiry has been issued by the Central Government authorizing the Inquiring Authority to exercise powers specified in Section 5 of Departmental Enquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act 1972.

**Q. Can the IO deny allowing a witness named by the CO for the purpose of his/her defence?**

**A.** IO can deny a witness only on the ground of relevance.

## Vigilance : Myth vis-a-vis Real

Generally, Vigilance is viewed as a mechanism of obstruction in an organization. The myth about Vigilance needs to be removed and replaced with its real picture as under:

S.No	Myth	Real
1.	Vigilance Department is treated as an outside agency working in an organization.	It is very much part of the Management function.
2.	Vigilance hinders the progress of work.	It works only within the framework of the Organization's rules, CVC guidelines and Govt. notifications.
3.	It decides the penalties to be imposed	The Disciplinary Authority decides penalties to be imposed.
4.	Vigilance Department frames charges.	It conducts only preliminary verification/ investigation to bring it to the notice of the Disciplinary Authority.
5.	Vigilance conducts investigation into all types of cases.	It conducts only those cases where <i>prima facie</i> there is a vigilance angle.
6.	In case of charged employees, no promotion is given till the charge-sheet is clear	A charge-sheeted employee is considered for promotion but, his case is kept in a 'Sealed Cover' till the case is decided by Disciplinary Authority.
7.	Vigilance Department questions unnecessarily and asks for excessive documents	Vigilance helps employees in maintaining their records properly.
8.	There is no control over Vigilance Department.	It is accountable to CVC/CEO.
9.	Vigilance delays matters.	There should be no delay as it has to work within time limit framed.





## Vigilance Awareness Week 30th October – 4th November, 2017

This year “Vigilance Awareness Week-2017” will be observed from 30<sup>th</sup> October to 4<sup>th</sup> November, 2017, with the central theme - “**My Vision-Corruption Free India**” (“मेरा लक्ष्य – भ्रष्टाचार मुक्त भारत”).

The observance of the Vigilance Awareness Week would commence with administering the **Integrity Pledge** on 30<sup>th</sup> Oct., 2017 at 11:00 a.m.

The Vigilance Awareness Week is observed to promote probity in public life and to achieve a corruption free society, every year in the last week of October. The birthday of late Sardar Vallabhbhai Patel which falls on 31<sup>st</sup> October, who represents the best values in the Indian tradition so far as governance is concerned who integrated the country and also was a shining example of probity in public life. The observance of Vigilance Awareness Week renews our commitment to achieve the goals of promoting integrity, transparency and accountability in public life. The Central Vigilance Commission, therefore, lays greater emphasis on generation of awareness among the public as a more effective and sustainable means of fighting corruption.

We need to eliminate corruption for taking the economic growth to needy sections of the society. Although various anti-corruption agencies strive to address the problem of corruption, their efforts cannot be accomplished without the active participation of all the stakeholders. It is therefore, imperative that an aware, active and empowered public is involved in any anti-corruption campaign.

## Case Study And Learning Points

### IMPORT OF PULSES ON COMMERCIAL A/C

#### Background

- The Associate Buyer approached to one of the Branches of STC for arranging import of 25000 (-/+10%) MTs Pulses by extending financial assistance by way of establishing Letter of Credit (L/C). Accordingly, L/C for USD 7387500 favouring to Foreign Supplier was established.
- The cargo of 27,500 MTs arrived per vessel was sold on High Seas by STC to the Associate Buyer as per agreed terms. The Associate Buyer in turn pledged the goods in favour of STC until the payment of full price. The goods were stored at different sheds/warehouse of Port Trust leased by Associate / CHA (Clearing & handling Agent) in their name under the control/custody of CHA appointed by the Associate Buyer on behalf of STC.
- On default in liquidation of stocks and payment by the Associate Buyer within prescribed time period, risk sale clause was invoked as per the agreed terms. Under risk sale, the Associate failed to affect the delivery of stocks to the successful bidders despite repeated requests. It was learnt from the Port Trust that there was no stock lying in the Port godowns and entire stock was lifted by the Associate.

#### Irregularities

- The Contract finalised with Foreign Supplier at Singapore by the Associate Buyer was accepted/signed by STC on pre-determined price, prior to submission of proposal by the Associate as well as approval of the Competent Authority.

- Goods pledged to STC were allowed to be stored in the sheds / godowns leased by some other CHA, in violation of back-to-back agreement with the Associate. The pledged material to be kept in the nominated godown/place of CWC/SWC/Port Godown or any other agency nominated by STC under Tripartite agreement to be arranged prior to arrival of goods in India as mutually agreed to, however, no such agreement was entered into.
- Complete and valid securities were not obtained from the Associate to cover the liability safeguarding the interests of the Corporation. Sureties / Guarantees etc. and not got vetted by the Legal Division before entering into the contract.
- Insurance cover was taken by the associate and not by STC in violation of Trade Guidelines issued from time to time.
- Physical verification of the stocks pledged to STC was not carried out by surveyors as well as STC officers every fortnight for quality as well as quantity of all the stocks pledged to STC, as per Trade Guidelines.
- Immediate action for recovery of outstanding was not taken on default in payment by the Associate. Action for risk sale was initiated after delay of 90 days from the date of default and by that time goods had already been unauthorizedly removed by the party.
- Acceptance of Pre-dated contracts should be avoided.
- Insurance Policies should invariably be taken in STC name and got vetted from Insurance Division, C.O.
- CHA/surveyors should be appointed/ paid by STC and payment recovered from the associate.
- All Risk Policy i.e. Standard Fire and Special Perils Policy with earthquake, terrorism and any other type of add-on covers including Burglary Policy be taken only from authorized Insurance Company. The operational Branch/Division should ensure to go through all terms and conditions of the policies for strict compliance so as to avoid repudiation of Insurance claims at later date.
- Pledged goods in favour of STC should be stored in CWC/SWC godowns leased by STC, at the cost of associate, and a formal Tripartite/Quadripartite agreement be entered into to safeguard STC's interests in such warehousing arrangements.
- Physical verification of stocks to be carried out at regular intervals as per Trade Guidelines.
- In case of default in payment by the Associate action for recovery shall be initiated as per Trade Guidelines.

### **Lesson Learnt**

- Ensure that all documents viz., Agreement, Sureties / Guarantees etc. are complete in all respect and valid. These documents are vetted by the Legal and Finance Divisions before entering into the transactions. In case of Personnel/Corporate Guarantee details of their assets shall be mentioned in guarantee documents.

*An error does not become truth by reason of multiplied propagation, nor does truth become an error because nobody sees it. Truth stands, even if there is no public support. It is self-sustained - Mahatma Gandhi*

### Important Circulars

#### **I-Guidelines for Compliance to Quality Requirements of e-Procurement System** (CVC Circular No.01/01/2012 dated 12.01.2012)

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/Organizations advised all Organizations to ensure security of the e-procurement systems and to get their systems certified by Department of Information Technology (DIT).

DIT in turn requested its attached office STQC (Standardisation 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 [www.egovstandards.gov.in](http://www.egovstandards.gov.in). The guidelines are also available on Commission's website [www.cvc.nic.in](http://www.cvc.nic.in) (link-circular/instructions). All the Ministries/Departments/Organizations are advised to use these guidelines for compliance to Quality Requirement for certifying the e-Procurement systems.

#### **II-Inspection of Book of Accounts**

(STC Board Secretariat & Parliament Division's office order dated 21.08.2017)

In STC, Directors/CMD are a part of important decisions pertaining to various trade transactions in FMCOD/Board. Further, in the past it is observed that certain transactions are taken up for investigation by various agencies/legal proceedings and the Directors/CMD are summoned wherein the need of the related papers is felt from time to time.

It is to state that Section 128 of the Companies Act, 2013 read with clause 1.3.7 of the

Secretarial Standard-1 on meetings of the Board of Directors issued by the Institute of Company Secretaries of India (ICSI), which is required to be observed by every company as per Section 118(10) and explanation of Section 205 of the Companies Act, 2013, enable the Directors/CMD of the Company, subject to provisions of law, to exercise the following rights:-

- i) To inspect the books of accounts and other books & papers during the tenure of their Directorship (as per Section 2(12) of the Companies Act, 2013, *books & papers include books of accounts, deeds, vouchers, writings, documents, minutes and registers maintained in paper or in electronic form*).
- ii) To inspect and to take extracts of the Minutes of the Meetings of the Board/ Committees for the period before his Directorship and also of the Meeting held during his Directorship tenure. However, after he ceases to be a Director, he can demand extracts of Minutes only for the period during which he was a Director. He cannot demand extracts of Minutes of Meetings held prior to his induction as a Director nor in relation to Meetings held during the period after he ceases to be a Director, and
- iii) To retain the copy of the Agenda, Notes on Agenda, signed minutes of Board/ Committees Meetings and Extracts of the Minutes obtained under above stated clause (ii) held during his tenure of Directorship.

The Officer Order is being issued with a view to enable the Directors/CMD for retaining documents viz. Agenda, Notes on Agenda, signed Minutes of the Board/Committees Meetings and Extracts of the Minutes supplied/ required in discharging the official duties subject to maintaining confidentiality of such documents.



**III-Unauthorized Absence from Office**

(STC Personnel Division's Office Order dated 29.08.2017)

It has been observed that employee(s) on unauthorized absence from the office have been paid salary for the respective period by the concerned Finance Division due to non-report of matter to Finance Division by the concerned Divisional Head/Branch Manager. It is noticed that there is a gap in the system to tackle such situations effectively.

In order to avoid such occurrences in the future, it has been decided that any instance(s) of unauthorized absence for more than two working days must be reported by the Reporting Officer to the concerned officer (looking after Time Office) at Corporate Office or Branch, as the case may be. Also, the Reporting Officer will report such cases of unauthorized absence of more than two days to the officer of Finance Division by name for stopping the salary of the forthcoming month.

Finally, the Reporting Officer (if not the Divisional Head/Branch Manager) will bring such case of unauthorized absence to the notice of Divisional Head/Branch Manager and to the Head of Finance at Corporate Office immediately.

**Chief Technical Examination (CTE)**

The Chief Technical Examiner's Organisation was set up in 1957 under the Ministry of Works, Housing & Supply, as it was known at that point of time, with a view to introduce a system of internal concurrent and continuous administrative and technical audit of the works of Central Public Works Department and to secure economy in expenditure and better technical & financial control of the works. *The Chief Technical Examiner's Organisation became*

*part of the Central Vigilance Commission when it came into existence in 1964.*

The CTEO is headed by two Chief Technical Examiners (CTEs)– one of them is generally responsible for examination of civil / horticulture related procurement cases and matters and the other for all other types of procurement contracts, viz., supply contracts, electrical / mechanical contracts, IT procurements, consultancy & service contracts, transport contracts, etc. and related matters. The CTEs are assisted by a team of Technical Examiners (TEs), Assistant Technical Examiners (ATEs) and Junior Technical Examiners (JTEs).

Chief Technical Examiner's Organization (CTEO) conducts **Intensive Examination**(IE) based upon **Quarterly Progress Reports** (QPRs), submitted by the **Chief Vigilance Officers** (CVOs) of different organizations.

Primarily, the mandate of Chief Technical Examiner's Organization is to keep watch on the procurement activities of various organizations on behalf of Central Vigilance Commission by way of obtaining details of ongoing Procurement and other Contracts; intensive examination of some of these contracts, issuing advisories for preventive vigilance etc. For fulfillment of this objective, Quarterly Progress Reports (QPRs) are sought from the organizations about ongoing Procurement and other Contracts; details/records are requisitioned for taking up intensive examination, Reports are issued by Chief Technical Examiner's Organization and replies/clarifications/Action Taken Report thereon are sought from Management/ CVOs etc. Apart from this, CVO's of the respective originations are advised to carry out Detailed Vigilance Investigation on certain observations in the Intensive Examination Report, prima-facie attracting vigilance angle.

The main objective is to make public procurement process most transparent, fair, equitable, efficient, economic and conducive to achieving value for the money spent.

To meet this end, purpose of the IEs, conducted by the CVO of the organization, are multi-pronged and as follows:-

- **preventive vigilance** is the first and foremost objective of such IE. In the course of an IE, if it appears that the extant guidelines/instructions, on any subject related with public procurement, procedures and practices are deficient in any manner and afford scope for malpractices or corruption, system improvement should be suggested to eliminate such loopholes. Further, system Guidelines can also be suggested to bring elements of transparency, fairness and equity in the public procurement process;
- **surveillance and detective vigilance** will be ensured by way of effective and in depth IEs, which shall bring out various irregularities and malpractices committed/prevaling in the procurement system. People responsible can be suitably taken up for their respective misconduct;
- **recoveries**, if any to be made, on account of deficiencies in the execution of contractual obligations, will be given effect to, as a result of IEs;
- afford **natural justice** to the officials of the organization, responsible for decision making and execution of the contracts, as they will be given adequate opportunity to explain their action/conduct, before fixing of the responsibility, as a logical conclusion of any IE. In this regard, domain knowledge, better appreciation of the circumstances and field conditions, prevailing at the material time, will help realistic assessment of the systemic

deficiencies and degree of culpability of involved officials;

- **sharing of the experience** and outcome of IEs with other organizations, especially from the same industry, on a regular basis, will help maximize benefits of vigilance administration; given the fact that most of the vigilance units work with limited resources, information sharing may function as a multiplier in ensuring vigilance effectiveness; and
- **regularity** in the submission of Quarterly Progress Reports (QPRs) (as per the laid down threshold monetary limits or a 'NIL' report, as the case may be), compliance of laid down instructions and qualitative aspect, of at least prescribed number of IEs, will help the Commission.

#### Selection of Contracts:

- a) The selection of contracts for IE should be done from the QPRs, submitted by the CVOs to the CTEO. Preferably, selection should be done in a manner that, at least, **three contracts of large value, two contracts of medium value and one contract of small value** are selected for IE. Value of the contracts may be judiciously categorized to decide the large, medium or small value contracts, keeping in view the scale of procurement activities and nature, in the organization.
- b) CVOs shall inform CTEO about details of contracts selected for IE, so as to avoid duplicity, if any, in the selection of contracts by the CTEO.
- c) In cases where no contract qualifies to be included in any QPR & a 'NIL' report is required to be submitted, the CVO will select prescribed number of contracts from the list of existing contracts.

## CHECK POINTS TO CARRY OUT INTENSIVE EXAMINATION:

No amount of instructions can be adequate and all-inclusive to lay down the areas/ points, to be covered in the course of an IE across the different organizations. It is out of experience in an organization to know about the sensitive areas/activities/stages which are to be kept under watch.

However, a broad list of the points to guide IE in any organization is as follows:-

- i) Objective to be fulfilled by way of undertaking the procurement process, under examination.
- ii) Feasibility study, if any, before formulating the project.
- iii) Assessment of the requirement/quantity; any past trend, forecast etc.
- iv) Preparation of a realistic cost estimate; administrative and technical approvals of the proposal by the competent authorities; sanction of the expenditure by a competent authority; budgetary provisions, etc.
- v) Various aspects related to tendering stage of the procurement process.
- vi) Various aspects related with post tendering and execution stage of the procurement process.
- vii) Availability and compliance of the extant policies/ instructions, on the subject matters of procurement under examination, of the GOI or other concerned bodies e.g. CVC; availability, compliance and regular updation (in light of extant policies/instructions of the GOI/ concerned bodies and current trends and practices, as considered relevant to the overall objectives of procurement process) of departmental.
- viii) Codes/Manuals/instructions on the subject matters of procurement under examination.
- ix) Leveraging technology- status of implementation of e-Procurement, e-Auction, e-Reverse Auction etc.

- x) Training of the officials, dealing with the procurement process, in different aspects of the procurement.
- xi) Timely fulfillment of the objective, to be met by way of the procurement process under examination.

### **Ethical Expectations from Employees of the Corporation**

- Maintain High ethical standards and honesty.
- Maintain accountability and transparency.
- Never frustrate or undermine the policies, decisions and action taken in public interest and maintain discipline in discharge of duties and be liable to implement the lawful orders duly communicated.
- Maintain organization's independence, integrity, dignity and impartiality by not bringing outside influence.
- Not place self under any financial or other obligations to any individual or organizations which may influence oneself in the performance of official duties.
- Not misuse their position as public servant and not take decisions in order to derive financial or material benefits for self, family or friends.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and under-privileged sections of society.
- Perform and discharge ones duties with the highest degree of professionalism and dedication to the best of abilities.
- Non-indulgence in any act which has effect of tarnishing image of organization and lowers its esteem in public perception.

## Reader's Feedback

*This is a much welcome step taken by the department to bridge the distance between vigilance and other departments who consider Vigilance to be a "Touch me not" deptt. or have the approach "Door hi raho". This tool of communication would act as a two pronged tool, on one hand it will familiarize others outside the Division with its endeavors, activities and above all the role and responsibilities of al towards Vigilance and on the other solicit news and views from other Divisions and Branches, thereby keeping a tab on the pulse of the workforce. We all need to act as policemen without uniform to improve our thought process as well as environment, enabling this platform to form a great supportive base.*

*My best wishes to make this platform stronger by the day! To begin something may be a difficult task but to maintain continuity is a herculean task.*

**Sadhvi Sethi , DGM, C.O**

*"Nai Disha" is an initiative in the right direction and the information provided through the varied content from case-studies, circulars, important terms etc. is very helpful to everyone involved in the operations and support functions across the divisions in the Corporations.*

*The information section is very useful wherein readers are informed about the fine differences between common yet critical terms. Contract & Agreement, Letter of Credit & Bank Guarantee etc.*

*In our daily routine these terms are considered and used interchangeably, however legal safeguards Corporation's interest and also can avoid unnecessary hassle and miseries later, in case the transaction goes otherwise.*

*In present time, a lot of business is being carried out on back-to-back basis, a concise paragraph highlighting it's modus operandi, important points to look after shall be of immense help to the executives moving such trade proposals.*

*Also, interactive training/case study discussion sessions of junior officers with senior officers of other divisions may be of immense help as :*

- a) *We shall get to know the process being following at other divisions.*
- b) *Adoption of similar process or some part that may bring in more transparency in parent divisions.*
- c) *Overall impact on Corporation would be better as we get a firsthand experience of other teams, their working methodology and exposure.*

**Sachin, Assistant Manager, C.O**



## Farewell Corner



Ms. Lucy Jacinta Tigga, Vigilance Officer, superannuated in April 2017 from Kolkata Branch. We wish her all the best in her next innings.

## Welcome Corner



Dr. Kalyani Biswas joined as Vigilance Officer, Kolkata Branch in May 2017. We welcome her in the Vigilance Group.



**Any suggestion(s)/query/article(s) may be mailed to: - [cvo@stclimited.co.in](mailto:cvo@stclimited.co.in)**