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RAILTEL

A Government of India
Undertaking

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नई दिल्ली

RAILTEL CORPORATION OF INDIA LIMITED
GOVERNMENT OF INDIA - MINISTRY OF RAILWAYS
NEW DELHI

सतर्कता बुलेटिन
VIGILANCE BULLETIN

नवम्बर 2012

NOVEMBER 2012

FIFTH ISSUE



सत्यमेव जयते
राष्ट्रपति
भारत गणतंत्र

**PRESIDENT
REPUBLIC OF INDIA**

MESSAGE

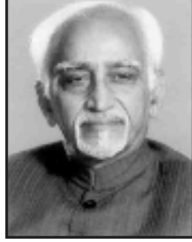
I am pleased to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme of "Transparency in Public Procurement" from 29th October to 3rd November, 2012.

It is the duty of every person to strive to make society free from corruption. Transparency, fairness, accountability and probity are essential for functioning of public organisations. Officials should act with integrity and adopt ethical values in their day-to-day functioning.

I extend my greetings to everyone and wish a very successful Vigilance Awareness Week, 2012. Let us all join hands together and take a pledge for creating a corruption free India.

(Pranab Mukherjee)

New Delhi
October 16, 2012



VPS/M-1/2012

उप-राष्ट्रपति, भारत

VICE-PRESIDENT OF INDIA

MESSAGE

I am happy to know that the Vigilance Awareness Week is being observed from October 29 – November 3, 2012 on the theme "Transparency in Public Procurement".

Eradication of Corruption from our society, especially in public life remains a primary objective for the nation. By raising awareness amongst all stakeholders on the adverse affects of corruption we will be better prepared to build a national consensus on combating and eliminating this scourge. Let us take a pledge on this occasion to work towards making India a country free of corruption.

(M. HAMID ANSARI)

New Delhi
September 27, 2012

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



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MESSAGE

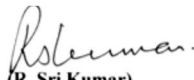
Vigilance Awareness Week 29th October to 3rd November, 2012

Central Vigilance Commission has been striving to promote transparency and integrity in various Central government offices and public sector organizations. Observance of Vigilance Awareness Week every year is an effective outreach measure for inclusive participation of citizen and stakeholders. The Commission expects all public officials to work with utmost sincerity and integrity. This demands consistency between core values of integrity and public actions. It also requires moral courage to act on these values even if doing so requires sacrifice. Public officials need to act without fear or favour.

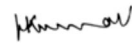
The theme for this year's Vigilance Awareness Week is "Transparency in Public Procurement", Public procurement encompasses procurement of goods, works and services by all public organizations. Public Procurement is an activity vulnerable to corruption. While lack of transparency and violation of laid down procedures needs to be curbed, steps are also required to ensure fair competition and objectivity in selection assuring value for money. Therefore, the Commission's effort is to emphasize transparency, accountability and probity in public procurement.

The Commission expects that the public authorities will undertake a review of their public procurement policies/ methods and introduce systemic changes. The Commission emphasizes these authorities to act as enabler for leveraging of technology and make substantial measurable progress in this regard in the coming days.

Let us all take a pledge to unite in this fight against corruption.


(R. Sri Kumar)
Vigilance Commissioner


(J.M. Garg)
Vigilance Commissioner


(Pradeep Kumar)
Central Vigilance Commissioner



भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
नई दिल्ली-110 001

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110 001

MESSAGE

I am extremely glad to know that the Vigilance Department of RailTel is bringing out a bulletin during the Vigilance Awareness Week, 2012.

Central Vigilance Commission has declared the theme for this year as "Transparency in Public Procurement".

In view of the large procurement done by Indian Railways, there is a need to train the officers and staff at the field level regarding the initiatives towards increasing transparency and accountability in procurement. There is also an urgent need for inculcating Vigilance Awareness amongst all and to educate the staff how to avoid possible pitfalls.

The Vigilance Bulletin plays a great role in Vigilance education, generating awareness against malpractices and other irregular activities. I hope the features published in this Bulletin would be very useful in enhancing transparency and efficiency in railway working.

I congratulate the Vigilance Department of RailTel for their sincere efforts in bringing out this Vigilance Bulletin as a part of Vigilance Awareness Week, 2012.

(A.K. Maitra)
Advisor (Vigilance)

MESSAGE



I am delighted to learn that vigilance cell of Rail Tel is bringing out the 5th issue of vigilance bulletin on the occasion of observation of Vigilance Awareness period 2012.

The main purpose of the vigilance Awareness period is emphasizing on spreading awareness against the harmful effect of corruption. This affects the productivity of the organization and user's confidence in the system. A clean and more transparent administration is possible only when the need for reform is generated from the heart. As suggested by CVC, we are observing PIDPI awareness as well as increased usage of technology like e-procurement, ERP etc. this year in the organization for more transparent & efficient processes.

This issue of vigilance bulletin, comprising number of articles emphasizing adoption of new systems and processes to become more transparent, efficient and productive. Using one's conscience, righteousness and transparency in workplace, with a view to adopt ideals in life of our precious and powerful work force. These are vital ingredients of a vigorous and focused existence.

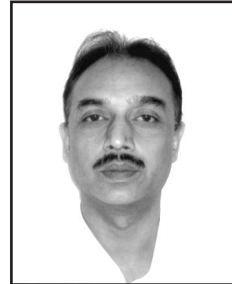
Efforts of vigilance cell to educate employee through inspirational slogans, posters, essays, painting, cartoons etc. are very appreciable.

I convey my good wishes to the vigilance cell and hope that the bulletin will create interest and discussion among the employees.

(R. K. Bahuguna)
Managing Director/RailTel

MESSAGE

Vigilance is a system of balance of power. RailTel is celebrating its 12th Year. Past one year has been very fruitful as RailTel Vigilance organization have tried to build new systems and processes.



In this process, role of every department has been found to be important. Role of vigilance organization has also been to train RailTel's manpower to acquire special skills necessary for the job, or identifying loopholes in the systems which a corrupt may try to manipulate. This is also to enable them to use IT as an enacting tool for making our processes more efficient and transparent.


An effective strategy to fight corruption in the company has been to adopt good and ethical practices in exercise of administration and managerial powers. Vigilance department is playing a major role in this respect and sensitizing officials in the company.

The Central Vigilance Commission has been emphasizing on the need to inculcate in the people of the country the desire and determination to fight corruption and promote probity in public life. The Commission is thus progressing PIDPI implementation as a tool. Accordingly, Whistle blower policy approved by Board of directors has also been implemented.

During the year, on the behest of Vigilance, to take care of fraudulent activities, finance code has been developed. Further, to ensure efficiency, transparency and decision making in the system RailTel is adopting ERP system & e-procurement system.

The objective of issuing this bulletin is to promote honesty and generate vigilance awareness amongst employee. This issue contains useful information about rules, guidelines and procedures etc. These will definitely serve to achieve our objectives.

The journey is indeed long but the efforts must go on and this is our pledge.


(Anshul Gupta)
CVO/RailTel

DISCLAIMER

This Booklet is only indicative and is by no means exhaustive nor it is intended to be substitute for rules, procedures, and existing instructions/guidelines on the subject. The provisions herein do not in any way supersede the rules contained in any of the Railway Codes and the circulars referred to herein should be read both individually and in conjunction with other relevant policy circulars for proper appreciation of the issues involved. In case of conflict, it goes without saying that the latter will prevail. This booklet also should not be produced in any Court of law and wherever necessary reference should always be made to the original orders on the subject.

PLEDGE

WE THE PUBLIC SERVANTS OF INDIA, DO HEREBY SOLEMNLY PLEDGE THAT WE SHALL CONTINUOUSLY STRIVE TO BRING ABOUT INTEGRITY AND TRANSPARENCY IN ALL SPHERES OF OUR ACTIVITIES. WE ALSO PLEDGE THAT WE SHALL WORK UNSTINTINGLY FOR ERADICATION OF CORRUPTION IN ALL SPHERES OF LIFE. WE SHALL REMAIN VIGILANT AND WORK TOWARDS THE GROWTH AND REPUTATION OF OUR ORGANIZATION. THROUGH OUR COLLECTIVE EFFORTS, WE SHALL BRING PRIDE TO OUR ORGANIZATIONS AND PROVIDE VALUE BASED SERVICE TO OUR COUNTRYMEN. WE SHALL DO OUR DUTY CONSCIENTIOUSLY AND ACT WITHOUT FEAR OR FAVOUR.

प्रतिज्ञा

हम, भारत के लोक सेवक, सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाए रखने के लिए निरंतर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हुए कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनाएंगे तथा अपने देशवासियों को सिद्धांतों पर आधारित सेवा प्रदान करेंगे। हम अपने कर्तव्य का पालन पूर्ण ईमानदारी से करेंगे और भय अथवा पक्षपात के बिना कार्य करेंगे।

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ERP Implementation in RailTel

Compiled by
Kumar Bachchan
Manager/DNM

What is ERP:-

Enterprise Resource Planning is a solution, which

- facilitates company-wide integrated information systems, covering all functional areas
- performs core Corporate activities and increases customer service augmenting Corporate Image

ERP systems integrate internal and external management information across an entire organization, embracing finance/accounting, manufacturing, sales and service, customer relationship management, etc. ERP systems automate this activity with an integrated software application. The purpose of ERP is to facilitate the flow of information between all business functions inside the boundaries of the organization and manage the connections to outside stakeholders.

Why RailTel is planning for ERP implementation:-

In current scenario there are Island of information on heterogeneous systems and practices, where it is very difficult to get timely and accurate information because of manual process and poor connectivity between different Regions and field offices. Due to this there is strong probability of errors due to lack of proper automated systems and there is a strong likelihood that an Executive can manipulate the information and can misguide the organisation in his own way.



An ERP software package will be designed right from the beginning to incorporate most of all the information needs into one program. This means that the system is designed to be integrated with all departments (Projects, Procurement, Operations, Maintenance, Finance, HR, Sales and Marketing) and all processes shall be automated. All the information is in one system so managers and owners have access to the data they need when they need it.

Implementation of ERP is the solution of all existing issues which are being faced in RailTel.

- For Management – to know what is happening in the company
- One solution for better Management
- For delivery time reduction
- To achieve cost control & low working capital
- To marry latest technologies
- To shun the geographical gaps
- To satisfy the customers with high expectations
- To be Competitive & for survival
- Increase transparency in Systems

Benefits of ERP Implementation in RailTel:-

- Improve financial management and corporate governance
 - Gain deep visibility into organization with financial and management accounting functionality combined with business analytics.
 - Increase profitability, improve financial control, and manage risk.
- Transparency of information using a single data source across Pan India.
- Provide immediate access to enterprise information
Give employees new ways to access the enterprise information required for their daily activities.
- Develop better customer insight and interaction.
- Real-time tracking of key project activities and milestones helps identify and eliminate potential bottlenecks.
- Reduced inventory costs resulting from better planning, tracking and forecasting of requirements.
- Real-time tracking of key project activities and milestones helps identify and eliminate potential bottlenecks.
- Complete visibility of asset maintenance history and spare parts movement helps optimized maintenance.
- Centralized Commercial Billing Functions and Real-time visibility into cash inflows from the customers.

Vigilance at a Glance

Compiled by :
Pankaj Sharma
DM/Vig

1. **Vigilance;** Keeping a watch to maintain the integrity of employees in an organization.

2. **Vigilance Activities;** Preventive, examination of procedures to remove loop holes, regular and surprise inspections, monitoring the activities of the employees through returns, detective, investigation of complaints or any other information regarding irregularities, punitive and punishment to the guilty.

3. **Articles of the Constitution of India which concerns government servants;**

Article 309- Recruitment and conditions of service of persons serving the Union or State.

Article 310- Tenure of office of persons serving the Union or a State.

Article 311- Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or a state.

Article 320- Functions of Public Service Commission.

4. **Authority to frame rules to regulate the recruitment and conditions of service of Government employees.** The President

5. **Two essential features of the inquiry provided in Article 311.**The Government servant has to be informed of charges; and given reasonable opportunity to defend himself.

6. **CCS (CCA) Rules;** Central Civil Services (Classification, Control and Appeal) Rules

7 **Year In which the CCS (CCA) Rules were framed;** 1965

8. **Suspension** The act of officially removing some body from their job for a period of time.

9. **Suspension a punishment** No. The purpose is to facilitate proper inquiry.

10. An advance for procurement of a conveyance be given to a Govt servant under suspension. No

11. Authority to impose a penalty on a Govt. Servant. The Disciplinary Authority

12. Name the authority that can impose any penalty on any govt servant. The President

13. Central Vigilance Commission to be consulted. When Group A gazette officer is involved and there is a vigilance angle.

- (i) Corruption, cheating, bribery, misappropriation, fraud and lack of integrity;
- (ii) Abuse of official power/authority for self gain or for anyone else;
- (iii) Substantial loss to government as a result of grave/ deliberate negligence or indulgence in nepotism;
- (iv) Possession of disproportionate assets.
- (v) Flagrant violation of rules/ regulations/ procedures

14. The two stages at which CVC is consulted.

- (i) The first stage advice - Commission indicates the action to be taken against the Government servant, whose conduct has been investigated.
- (ii) The second stage advice - Commission considers the report of the Inquiry officer and advises the disciplinary authority about the penalty to be imposed.

15. Can an enquiry be conducted in respect of retired Govt. servant for an act done by him during any period of his service, Can proceedings be initiated after retirement.

Only with the sanction of the President, Only in respect of any event which took place within four years of such institution

16. Which minor penalty cannot be imposed unless oral inquiry has been conducted.

Withholding of increments for more than three years or with cumulative effect or effecting pension.

17. Penalty results in the forfeiture of the past service. Removal or Dismissal

18. Allowance given to a Govt servant under suspension, which fundamental Right guarantees that Subsistence Allowance Article 21 (Part III of the Constitution)

19. Following are the deductions not permitted from the subsistence allowance.

Income tax, House Rent, Electricity & water charges, installments of repayment of loans and advances, if necessary at revised rates, CGHS contribution and contributions towards CGE Group Insurance Scheme shall be deducted from the subsistence allowance. Premium due to PLI, amount due to cooperative societies and refund of GPF advance can be deducted with the CONSENT of the Govt. servant. Subscriptions to GPF, amount due on court attachments & recovery of loss caused to the Govt cannot be deducted from the subsistence allowance.

20. **Cases**, where no appeal is permissible. Order made by the President. Any order of interlocutory nature or in the nature of step-in-aid of the final disposal of a disciplinary proceeding other than an order of suspension. Any order passed by an Inquiry Officer during the course of inquiry. (However, an appeal can be submitted against an order of IO rejecting request for engagement of a defence assistant from some outstation).

21. **Period of limitation for filing an appeal against an order of penalty;** 45 days.

22. **Is the disciplinary framework of government lays down control only on employees.**

No. Employees do enjoy certain protection. Enough care taken to see that hard ship is not used to the employee and his/her family members.

23. **Some of the positive elements, employee comes across in the various provisions governing the service conditions.** Application of Principles of Natural Justice, Protection under Article 311, Grant of Subsistence Allowance, Entitlement after death etc.

24. **Minor penalties are.**

Censure, Recovery from Pay of whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders etc, Reduction to lower stage in the time-scale of pay for a period not exceeding three years, without cumulative effect and not affecting his pension, Withholding of increments

25. **Major penalties are**

Cases which call for major penalty, Reduction to a lower stage in the time scale of pay, Reduction to a lower time-scale of pay, grade, post or service, Compulsory Retirement, Removal from service, Dismissal from service

26. **Suspension in the eye of Administration.**

An administrative action for debarring a Govt servant from his powers and duties, Temporary deprivation of office pending regular disciplinary proceedings, Relationship of servant and master does not end. All conditions of service continue to apply, No reduction in rank. Lien retained not a penalty, Appeal can be preferred

27. Govt servant be suspended. When a disciplinary proceeding is contemplated or pending against him, When in the opinion of the competent authority, he has engaged himself in activities prejudicial to the interest of the security of the state, When a case against him in respect of any criminal offence is under investigation, inquiry or trial, When he is involved in dowry death and case is registered under section 304(B) of IPC he shall be suspended as soon as he is arrested, irrespective of the period of detention, or as soon as the charge sheet is filed against him, whichever is earlier.

28. Circumstances which justify suspension When the Govt servant is likely to hamper the proceedings e.g. tempering with the evidence When his continuation in office is likely to affect office discipline, When he is involved in a scandal and it is necessary to demonstrate Govt's intention to deal firmly with the situation When his continuation in office is against public interest.

29. Administrative effects during suspension. Govt servant is not supposed to attend office or mark attendance. Entry card is withdrawn. Scooter or car advance cannot be granted, HBA can be granted., Govt servant can function as defence Assistant, Leave cannot be granted, LTC can be granted only to the family members, Govt servant retains lien on his post, Govt servant cannot be sent on training, deputation etc. Permission for Voluntary retirement during suspension can be denied by the competent authority. On attaining the age of superannuation the suspended Govt servant will be retired. Subsistence allowance shall stop. He will be paid only provisional pension. Leave encashment can be withheld if there is possibility of some money becoming recoverable as a result of the proceedings. Permission can be given to appear in Departmental Examination, but promotion will be considered only after finalization of the proceedings.

30. Revocation of suspension. Suspension remains in force till it is revoked. Order can be revoked at any time by the competent authority. Suspension automatically comes to an end if penalty of dismissal, removal or compulsory retirement from service is imposed. In case of death during suspension, it is presumed that there was no suspension at all and full pay and allowances are to be paid.

31. Actions are done after reinstatement. An order for regularisation of period of suspension has to be issued. The period has to be treated as duty if the suspension was wholly unjustified. An order regarding pay and allowances payable for the period of suspension has also to be issued. Full pay and allowances may be given if the suspension was wholly unjustified.

E-Procurement

Compiled by :

K. K. Kaushaik

Manager/Projects/CO

(E-Procurement.... Empowering the Bidding process through IT Tools)

Procurement in any Government or Public organization is the most vital activity to be dealt with. In any system (Govt. or Public) the success of procurement activity is always dependent upon the adoption of transparent and fair means during the whole process of procurement. To ensure whether these fair and transparent procedures and pre-defined methodology have been followed or not during the process is again a very subjective issue which varies from organization to organization and person to person those are directly responsible for making and execution of these procedures.

The success of whole process of **Manual procurement** is dependent upon the Act and intention of an official who is responsible for this activity and sometimes despite clear, transparent & good intentions the whole process messed up only because of a silly human mistake.

To achieve the "ZERO" state for all possible human errors occurred during the **Manual Procurement process**, there is strict and compulsory requirement of an automated system which is to be governed & monitored through IT tools and using this automated system all the issues of fairness and transparency got resolved and my create a transparent medium in between users (Purchaser and Bidder).

"Concept of E-Procurement comes into picture"

E-PROCUREMENT (CONCEPT & PROCEDURES)

E-Procurement means Procurement through electronic means which do not require the intervention of any human being during the entire process of bidding.

Available means (E-Portal)

Across the industry there are several portals available through which E-Procurement process may be done and all these portals are available for Corporate i.e Private and Govt for their use after paying the nominal amount of money. Few very big organizations (Railways, GAIL etc.) have also built-up their own E-Portal of Procurement and doing all their procurement activities through this E-Portal only.

Parties involvement

In the process of E-procurement apart from two parties (Purchaser and Bidder) as similar to normal manual process few others are also involved those are as under:

- i) Web Hosting Vendor (E-Procurement portal facilitator)
- ii) Certifying agencies (Issuing authority for Digital Certificates)

Instruments

To use the services offered by E-Procurement Portal there are few specific requirements which are to be met-out by both the parties (Purchaser and Bidder) and those are as follows:

- a) **Digital Signature Certificates (DSCs):** For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary to have a Digital Certificate (DC) also referred to as Digital Signature Certificate (DSC), of Class 2 or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities i.e TCS, NIC etc to all concerned officials (involved in Bidding process) of Purchaser and Bidder.
- b) Encryption Key (Specific for Purchaser) issued by agencies like TCS, NIC etc.

All these required certificates (DSCs/Encryption) may be obtained after completing few formalities (Documentary and Financial) of issuing agencies and at least one DSC should necessarily be issued in the name of finance officer of Purchaser.

Process and Advantage:

After obtaining all required certificates the task will be accomplished through

Purchaser- Will i) fill-up Schedule of Requirement in pre-defined format ii) upload all terms & conditions i.e GCC, SCC, ITT etc iii) fix up the opening date. After all these activities the automated system will intact the documents in an encrypted form.

Bidder- Will offer his rates, terms & conditions against purchaser's requirement.

Portal: Will automatically lock the process of modification/addition/deletion on the basis of pre-defined date and time of opening of tender and after due date & time Purchaser by using its certificates (DSCs & Encryption) may open the Bids. This system automatically generates the "Comparative statement" and "Summary of offers (Briefing Note)" for the submitted Bid/s which in result saves huge amount of time.

Now a days Public Online Tender Opening Event (TOE) option is also available on some of the portals which provide the direct video access of the bid opening room where the entire tendering process executes. Across the industry few portals also have the option of preparation & finalization of tender committee minutes followed by final issuance of Contract. Therefore, through serious adoption of E-tendering, high level of transparency and security may be attained which can not be achieved through normal “Manual Tendering Processes”.

USAGE IN RAILTEL:

RailTel being a Public Sector Company is also committed for 100% transparency in its Tendering Process and to attain the same using M/s CRIS E-Tendering portal i.e www.ireps.gov.in. RailTel for its stores tenders is using this portal from last one and half year and trying to achieve the high level of transparency.



Awareness is necessity in every second of life.

It is the people, whether in the government or in the corporate or on the streets, who have to take the responsibility of eradicating corruption. Everything can't be Vigilanted. It's impossible. There has to be a sense of self governance in each person.

– Mr. Nagarajan Vittal
Ex. Chief Vigilance Commissioner

System Improvement By Finance

Compiled by :
P. K. Masson
DGM/Finance

Finance department has taken the following steps for system improvement:

Finance Circulars for system improvement have been issued covering major areas of finance and account such as, procedure for payment, concurrence, approval, bank reconciliation and handling of Tally software using the system of system administrator. 100% payment by ECS/NEFT/RTGS in lieu of earlier method of payment by cheque has been introduced. CAs have been posted in the Regions to ensure better internal control on the systems, accurate taxation, filing of returns etc. The system of invoicing has been streamlined and methodology has been put on place to clear the outstanding payment from the debtors.

Independent statutory audit by CAG's appointed CA firms have been introduced at all Regions in lieu of Centralized CAG audit at C.O done earlier. A system of inspection of the Regions by internal professional accounts teams from C.O has also been put into place. The implementation of ERP system is under process. The tender for ERP vendor is under finalization. This will not ensure better financial transparency, but also make the accounting accurate.



When good people in any country cease their vigilance and struggle, then evil men prevail.

Transparency in Tendering

Compiled by :

S. D. Kaushik
Manager/Tech/CO

By providing greater access to public information and promoting transparency, Govt. seek to improve social oversight, inform citizens about government policies and programmes, advance other human rights, reduce corruption and enhance overall accountability. The efforts in implementing these transparency initiatives could be useful for policymakers, civil society organisations (CSOs) and donors from other regions that are promoting improved transparency and access to information ..Court rulings at the regional and national level upholding the right to information and transparency can build the legal foundation for making this a reality. The right to information can be an effective tool for civil society to undertake social audits of government performance, successfully advocate for concrete improvements in public policies and ensure the realisation of other human rights.

Tender Process

It is important to have a clear and robust process for managing tenders. A poorly managed tender can compromise relationships with the bidders, and can leave the purchaser open to legal action on the basis of either a lack of fairness, or that the tender documents represent a contract. There are a number of steps that can be taken to minimise these risks:

- A transparent process for dealing with tenders. This should include identifying in advance criteria that will be used to evaluate tenders, and allowing adequate time for key steps.
- Make it clear that the lowest or any tender will not necessarily be accepted.
- Have clear rules for dealing with late tenders, and non-conforming tenders (automatically rejecting non-conforming tenders may rule out innovative suggestions for achieving desired objectives).
- A robust decision process, which could involve using a panel with the relevant skills. Where many of the users of the service are Maori it will be sensible to ensure that there is Maori representation. The panel needs to be constituted in such a way as to avoid any suggestion of a conflict of interest.
- If a tender process and negotiations result in a significantly different specification to that in the original invitation to tender, it may be necessary to allow further bidding (for at least the short-listed bidders). Agencies should take legal advice in this situation.
- Briefings for unsuccessful bidders on why their bid failed.

It is particularly important to have a way of managing the conflict of interest involved where the Government agency also delivers or may deliver the service to be purchased.

As part of the Government's overarching procurement policy that seeks full and fair competition for domestic suppliers, the Government has adopted a policy of improved transparency of information on government contracts. This policy requires notification, to the Industry Capability Network (ICN), of the intended procurements of goods and services exceeding a value of \$50,000 (excl. GST), and the publishing of contract award notices.

Taking account of the exceptions in the guidance documents, Government agencies should consider if they have an obligation to notify intended procurements and/or publish contract award notices. Contracts for provision of public health, education and social welfare services are excluded from these policies.

Making Tendering More Transparent

E-tendering (On line tendering)

The online system provides information about all aspects of procurement for the government, including vendor registration, tender preparation, tender upload, tender document purchase, bid preparation, bid submission, bid evaluation, bid comparison, and tender award. Publicly-available aspects include information relating to tender notices and tender awards, with the name of the successful bidder, nature of work, and the winning bid. Such issues not only increase the trust of the vendors but also enhance the credibility of the institutions.



Eternal vigilance is the price of liberty; power is ever stealing from the many to the few.

Different Process Adopted to Collect the Bribe/Illegal Money

Compiled by
Pankaj Sharma
DM/Vig

The following methods are being adopted by the people who are in power, for collecting illegal money and leaving no traces of evidence on the basis of which they could be caught/ brought to book:-

1. If you are on the chair you should delay the work of people who are approaching you and in due course they shall give you money as bribe so that they could save themselves from repeated visits. This is the first method and most of the people in offices have adopted this method and they are collecting money because the people who give money do not have any complaint. They get the work done without repeated visits, wastage of time, wastage of energy and burden on their brain.
2. Try to raise objections on the case and one should be careful that all the objections should not be raised in the first letter. Raise objections in piecemeal. This shall compel the person approaching you to sit with you and come to an agreement and you would be able to have a contract with him and charge money out of the money the person shall save in the deal. The state shall be at a loss and both the parties shall benefit.
3. If you want that the man approaching you may not approach police or vigilance department, you should take the money which the man has got in his pocket and never ask him to bring money from his house and then hand over the same to you because in due course, he shall be contacting the vigilance and you could be sufferer.
4. People give in advance; people fix money and give money as prizes too. So all these methods are adopted by the people and they are doing all this voluntarily without any compulsion from the side of money takers.
5. If you are purchasing any article on behalf of the state, people selling you shall be asking you for filling the amount in the bill or cash memo and here you can have some money and here in this case the papers are complete and none from the audit side would be able to catch you.
6. If you are contracting on behalf of the state, you can fix commission with the person to whom contract shall be given and this amount could be

upto 30 to 40 per cent. We have been told through news papers that even ministers are also collecting money through these methods and here amounts are on the higher side because the amounts of contracts are on the higher side.

7. If you feel that some commodity of daily use is in short supply in the country, you can locate some dealer in the international market and can order supply of that commodity and here people in the international market pay huge amounts as commissions and these muddles bring huge amounts which could be collected through hawalas or the like and even arrangement is there when you can deposit these collections in some bank in a foreign country under secret bank account which money shall be available to you and also shall be available for sons and daughters.
8. If something is surplus in the country, that article could be sent to foreign countries and here too some commissions are charged at international rates and this money too could be transacted through hawala or deposited in foreign banks under fake accounts.
9. Peoples are ready to purchase government jobs, stations of their choice; therefore, one can collect money from these government servants too.
10. Here jobs are on sale and even promotions are on sale and if need be you can collect money by sale of jobs and promotions.
11. You can allow or you should understand that the people working under you shall be collecting money through small bribes or through prescribed rates and they shall be giving you the prescribed share and you should allow this system to go on and should not try to stop this system because this system is in vogue since generations and shares are also fixed and this money shall be reaching you as per traditions. The man collecting these funds shall be distributing the money as per prescribed rates and shall be keeping his own share too.
12. Peoples are expert in indulging in scams, scandals, muddles, bribes, corruption, sale of jobs, sale of licences, sale of quotas, sale of stations, sale of promotions and even people could collect money from those employees against whom disciplinary proceedings are on and they are expecting a big punishment.
13. Have contacts and share your collections with the catching agencies so that you could be save during your tenure.
14. Try to have co-ordination with all so that they too may help you and share the benefits with you.

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15. Do not raise properties in your own name because you would be facing difficulties when asked from which money had come.
 16. Try to linger on police cases, court cases when you are facing trials and try to ensure that your next term comes when most of the cases could be written off.
 17. Try to avoid to go to jail because jails are meant for small criminals and for the under trials and not for rich and powerful people. They must try to remain outside and if because of bad luck you get jail term or judicial remand, you should make it sure that you are out in some hospital and having all the facilities of normal life.
 18. You should learn the art of telling lie and when caught, you should start saying that you are being victimized because of your being in the opposition groups

These are some measures which must be adopted for collecting money through scams, scandals, muddles, bribes, corruption, commissions, sale of jobs, sale of quotas, sale of licences or through commission and you must make it sure that the people who are keeping records and files must be helping you and are making due entries at appropriate places.



No. 06-03-02-CTE-34
Government of India
Central Vigilance Commission
(CTE's Organisation)

Satarkta Bhavan, Block-A,
GPO Complex, INA,
New Delhi-110023
Dated: 20.10.2003

OFFICE MEMORANDUM

Sub: Back to back tie up by PSUs- instructions regarding

It has been observed during intensive examination of various works/contracts awarded by construction PSUs on back to back basis that the works are being awarded in an ad-hoc and arbitrary manner without inviting tenders and ascertaining the performance, capability and experience of the tenderers. In some cases, the works were awarded on single tender basis/limited tender basis though sufficient time was available with the Organisation to invite open tenders.

2. Some of the common irregularities/lapses observed during the examination of works were as under:

- a) No transparency in selection of contractor for the back to back tie up which is the main source of corruption.
- b) Collusion among the contractors was observed where more than one contractors were involved at various stages.
- c) Ineligible contractor obtains the contract through the PSUs.
- d) Purchase preference misused by the PSUs.
- e) PSUs sublet the complete work to a private contractor without obtaining permission from the client which invariably put a condition insisting such permission since the client is generally not interested in such back to back sublet of the work.
- f) Infructuous work (to the exchequer) due to the involvement of intermediary PSUs and cost of project goes up ultimately.
- g) No supervision by the PSU as they put the staff mainly for coordination work.
- h) Quality ultimately suffers due to lack of supervision by the PSUs.

3. Commission is of the view that the practice of award of works to PSUs on nomination basis by Govt. of India/PSUs needs to be reviewed forthwith.

4. The irregularities observed during intensive examination of work and difficulties being faced by the PSUs in inviting tenders were considered and it has been decided that the procedure to be followed for award of work by Construction PSUs shall be finalised taking into account the following points:

- a) PSUs (when bag the contract from the client Department) as a contractor, has
-
-

to execute the work by functioning like a contractor instead of sub-letting the 100% work on back to back basis.

- b) Open tenders to be invited for selection of sub-contractors as far as possible
 - c) In case, it is not possible to invite open tenders, selection should be carried out by inviting limited tenders from the panel approved in the following manner. Panel of contractors are to be prepared for different categories. monetary limits, regions, in a transparent manner clearly publishing the eligibility criteria etc. The above panel is to be updated every year.
 - d) Tenders to be opened confidentially by a high level committee to maintain the secrecy of rates, if required. Tender opening register should be maintained in this regard duly signed by the officers opening the tender and kept confidentially. This should be available for perusal when required by audit/vigilance.
 - e) The terms and conditions of the contract of the client especially those pertaining to subletting of works should be strictly adhered to by the PSUs.
 - f) Adequate staff to be deployed by the PSUs to ensure quality in construction etc.
 - g) The record of enlistment/updation of contractor and tender opening register shall be produced to the CTEO as well as audit officials when demanded for scrutiny.
5. It is, therefore, suggested that the procedure for award of work on back to back basis be finalised keeping in view the above points and circulated amongst the concerned officials of your organisation for strict compliance in future works.

Sd/-
(R.A. Arumugam)
Chief Technical Examiner

To
All CVOs of Ministries/Departments/PSUs etc.

CHAPTER VI

PRICE/PURCHASE PREFERENCE

12. DPE/Guidelines/VI/12

Review of Purchase Preference Policy for Products and Services of Central Public Sector Enterprises (CPSEs) in view of the judgement of the Supreme Court of India in the matter of M/s Caterpillar India Pvt. Ltd. v/s Western Coalfields Limited and Ors dated 18.5.2007.

The undersigned is directed to refer to this Department's O.M. no. DPE 13(12)/2003-Fin. Vol. II dated 18.7.2005 regarding extension of Purchase Preference Policy for Products and Services of CPSEs for a further period of three years beyond 31.3.2005 with certain modifications.

2. The Supreme Court of India in its judgement in the transferred Civil Petitions of 2004 from the different High Courts in the matter of M/s Caterpillar India Pvt. Ltd. v/s Western Coalfields Limited and Ors. Observed that imposing a condition like purchase preference no option is left and a monopoly is being created. Any increase in the effectiveness of PSEs cannot be done on a uniform basis without examination as to whether such protection is necessary for a particular PSE. Further, it has to be examined on a case to case basis as to whether any differential treatment is called for. There may not be any competition left if 10% margin is allowed. It was also contended that the preference should be given PSE specific and the margin to be allowed should be examined rationally. Because of the substitution of the word 'may' by 'will' there is essentially a reversal of the policy. While giving its judgement, the Supreme Court also expressed its views which inter-alia include the following:

- (a) Industry-wise assessment to be done by the concerned Ministries and in case of cost effectiveness is achieved by any PSEs there may not be any need for extending preference to such PSEs. Such examination should be done on the line as to whether any preference is at all called for and the extent of margin of preference to be allowed, which would also ensure level playing field for others. Further, while splitting the tenders, the minimum quantity/amount should be so fixed as to ensure that it is rational and there is no element of uncertainty. In other words, there should be any rigid / inflexible purchase preference policy without examination as to whether such protection is necessary for a particular PSE;
- (b) Present practice of allowing uniform margin of 10% over the L-1 bidder, as purchase preference to CPSEs, has to be reviewed and margin should be fixed PSE specific by the concerned Ministry on a rational basis;
- (c) The overall impact of such preference to be allowed on foreign direct investment has also to be assessed/considered.

The Supreme Court through its judgement dated 18.5.2007 inter alia directed that the exercise, as noted above shall be undertaken by the concerned Ministry of the Central Government within a period of 4 months from the date of the judgement.

3. In view of the above mentioned judgement of the Supreme Court of India, the Government again reviewed the Purchase Preference Policy for Products and services of Central Public sector Enterprises on 25.10.2007 and decided to reiterate its decision dated 30.6.2005 that the purchase preference policy will be terminated with effect from 31.3.2008. The Government also decided that the preferential purchase policies framed for the specific sectors by the concerned Ministries/ Departments within relevant Act of Parliament or otherwise do not come within the purview of this decision. The concerned Ministry/Department may independently evolve/review preferential policies for the sectors of their concern, as per their requirement.

4. All the administrative Ministries/Departments are requested to take note of the above mentioned decision of the Government and also bring it to the notice of the CPSEs under their administrative control for information and necessary compliance.

(DPE OM No. DPE/13(15)/2007-Fin dated 21st November 2007)

No.007/VGL/013
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block-A
GPO Complex, INA
New Delhi-110023
Dated : 23rd February, 2007

Circular No. 3/2/07

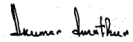
Subject: Investigation of complaints by the CVOs - seizure of records reg.

It has come to the Commission's notice that when a complaint is received by the CVO either from the Commission or from other sources, the time taken by the department for investigating the complaint is unduly long and beyond the time-limit of three months stipulated by the Commission vide its circular No.000/VGL/18 dated 23.5.2000. The main reason cited by the CVOs for the delay is non-availability of records/documents pertaining to that particular complaint/allegation. The Commission vide Para 4.4 (a) of Vigilance Manual, 6th Edition has already issued guidelines stating that "if the allegations contain information which can be verified from any document or file or any other departmental records, the investigating / vigilance officer should, without loss of time, secure such records, etc., for personal inspection. If any of the papers examined is found to contain evidence supporting the allegations, such papers should be taken over by him for retention in his personal custody to guard against the possibility of available evidence being tampered with".

2. The Commission observes that these guidelines are not being adhered to and would therefore reiterate its aforementioned guidelines and direct the CVOs to ensure that all relevant records/documents/files etc. are taken into personal custody by the investigating officer immediately on receipt of the reference/complaint for processing the allegations, and finalizing the investigation within the stipulated three months' time-limit prescribed by the Commission.

3. The Commission, exercising its authority as contained in para 8(1)(c&d) and para 11 of CVC Act, 2003, also conducts direct inquiry into complaints through Direct Inquiry Officers as nominated by the Commission. It is directed that as soon as a direct inquiry is ordered by the Commission, the CVOs should immediately seize the relevant records pertaining to the case and produce them before the Direct Inquiry Officers (DIOs) without any delay.

4. The above instructions may be noted for strict compliance.


(Vineet Mathur)
Deputy Secretary

All Chief Vigilance Officers

No.008 /CRD/008
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 24th July 2008


Circular No. 22/07/08

Sub: – Referring cases of Procurement to the Commission.

The Commission has noted a significant rise in the number of references made to it involving procurement at different stages. These relate to specific cases and are not generic in nature. Essentially they belong to the domain of managerial decision making and the matter needs to be decided at that level.

The Central Vigilance Commission and its Chief Vigilance Officers, as a matter of policy do not interfere in the process of decision making, which is a management function of the respective organization.

The Commission has issued various circulars/guidelines /instructions in order to promote transparency, improve competition and ensure equity among participants. However, if any organization faces difficulty in the application of any of the circulars/guidelines/instructions issued by the Commission, then it may approach the Commission bringing out the difficulties along with a proposed generic solution listing out the ingredients of the special circumstances for examination and review by the Commission. References of a general nature having elements of managerial decision making and concerning a particular procurement should be avoided.


(V. Ramachandran)
Chief Technical Examiner
Central Vigilance Commission

All Chief Vigilance Officers in the Ministries/Departments/PSEs/ Public Sector
Banks/Insurance Companies/ Autonomous Organisations/Societies

No.008/VGL/083
Government of India
Central Vigilance Commission

Satarkta Shawan, Siock 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 6th November 2008

Circular No.31/11/08

Subject: Time bound processing of procurement.

The Commission has observed that at times the processing of tenders is inordinately delayed which may result in time and cost overruns and also invite criticism from the Trade Sector. It is, therefore, essential that tenders are finalized and contracts are awarded in a time bound manner within original validity of the tender, without seeking further extension of validity. While a short validity period calls for prompt finalization by observing specific time-line for processing, a longer validity period has the disadvantage of vendors loading their offers in anticipation of likely increase in costs during the period. Hence, it is important to fix the period of validity with utmost care.

2. The Commission would, therefore, advise the organizations concerned to fix a reasonable time for the bids to remain valid while issuing tender enquiries, keeping in view the complexity of the tender, time required for processing the tender and seeking the approval of the Competent Authority, etc., and to ensure the finalization of tender within the stipulated original validity. Any delay, which is not due to unforeseen circumstances, should be viewed seriously and prompt action should be initiated against those found responsible for non-performance.

3. Cases requiring extension of validity should be rare. And in the exceptional situations where the validity period is sought to be extended, it should be imperative to bring on record in real time, **valid and logical grounds**, justifying extension of the said validity.

4. These instructions may please be noted for immediate compliance.


6/11/08
(Shalini Darbari)
Director

All Chief Vigilance Officers

No.009/VGL/055
Government of India
Central Vigilance Commission


Satarkta Bhawan, Block-A
GPO Complex, INA
New Delhi-110023
Dated : 09th Nov., 2009

Circular No. 31/10/09

Sub: Review of Purchase Preference Policy for Products and Services of Central Public Sector Enterprises (CPSEs) in view of the judgement of the Supreme Court of India in the matter of M/s Caterpillar India Pvt. Ltd. v/s Western Coalfields Ltd. and Ors dated 18.5.2007.

The Department of Public Enterprises has issued guidelines vide O.M. No. DPE/13(15)/2007-Fin. Dated 21.11.2007 on the subject cited above which reiterates DPE's earlier guidelines dated 18.07.2005 to the effect that the Purchase Preference Policy would stand terminated w.e.f. 31.03.2008. Further, it also provides that Preferential Policy framed for the specific sectors by the concerned Ministry/Department within relevant Act of Parliament or otherwise don't come within the purview of these guidelines. However, the DPE OM. Dated 21/11/2007, lays down that the concerned Ministry/Department may independently evolve/review preferential policies for the sectors of their concern as per their requirement. A copy of DPE's O.M. dated 21/11/2007 is enclosed for reference.

2. The commission has desired that if any Ministry/Department has evolved a Purchase Preference Policy pursuant to the DPE Guidelines, the same may be brought to the notice of the Commission.


(Shalini Darbari)
Director

Encl: As above.

All CVOs of Ministeries/Departments

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भारत सरकार
केन्द्रीय सतर्कता आयोग
GOVERNMENT OF INDIA
CENTRAL VIGILANCE COMMISSION

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दिनांक / Dated
20th January, 2010

- (i) The Secretaries of all Ministries/Departments of Government of India
- (ii) The Chief Secretaries to All Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Chief Executives of all PSEs/Public Sector Banks/insurance Companies/Autonomous Organisation/Societies
- (vi) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (vii) President's, Secretariat/Vice-President's Secretariat/Lok Sabha Secretariat/Rajya Sabha Secretariat/PMO

CIRCULAR No. 01/01/10

Attention is invited to the Commission's circular No. 4/3/07 dated 3.3.07 on the issue of "Tendering Process - Negotiations with L1".

In the said circular it has, among other things, been stated "As post tender negotiations could often be a source of corruption, it is directed that there should be no post tender negotiations with L1, except in certain exceptional situations". It has come to Commission's notice that this has been interpreted to mean that there is a ban on post tender negotiations with L-1 only and there could be post tender negotiations with other than L1 i.e. L2, L3 etc. This is not correct.

It is clarified to all concerned that - there should normally be no post tender negotiations. If at all negotiations are warranted under exceptional circumstances, then it can be with L1 (Lowest tenderer) only if the tender pertains to the award of work/supply orders etc. where the Government or the Government company has to make payment. However, if the tender is for sale of material by the Government or the Govt. company, the post tender negotiations are not to be held except with H1 (i.e. Highest tenderer) if required.

2. All other instructions as contained in the circular of 3.3.2007 remain unchanged.
3. These instructions issue with the approval of the Commission and may please be noted for immediate compliance.


(V. Ramachandran)
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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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No.011/VGL/014

सं./No.....

11th February, 2011
दिनांक / Dated.....

Circular No. 01/02/11

Sub: 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 & 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 finalise 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 be 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 board 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 laying 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.



(Anil Singhal)
Chief Technical Examiner

To

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

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भारत सरकार
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Block A, INA, New Delhi 110023
28th October, 2011

दिनांक / Dated.....

Circular No. 12/10/11

Subject: Applicability of CVC's guidelines on post tender negotiations with regard to projects funded by World Bank and other international funding agencies like IMF, ADB etc.

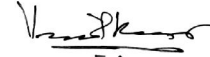
References have been received seeking clarification whether the Commission's guidelines contained in Circular No.3(V)/99/9 dated 1st October 1999 are binding even for the projects which are funded by international funding agencies like World Bank, ADB etc.

2. Para 2 of the Commission's Circular dated 1st October 1999 is reproduced as under :-

"It has been decided after due consideration that in so far as the World Bank Projects and other international funding agencies such as IMF, ADB etc. are concerned, the department/organizations have no other alternative but to go by the criteria prescribed by the World Bank/concerned agencies and the Commission's instructions would not be applicable specifically to those projects. However, the instructions of the CVC will be binding on purchases/sales made by the departments within the country. The CVC's instructions of 18/11/98 will apply even if they are made with source outside the country and if they are within the budget provisions and normal operations of the Department/Organization".

3. It is clarified that the Commission's guidelines would not be applicable in projects funded by the World Bank, ADB etc. if found to be in conflict with the applicable procurement rules of the funding agencies.

4. This may be brought to the notice of all concerned.



(J. Vinod Kumar)
Officer on Special Duty

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग

CENTRAL VIGILANCE COMMISSION



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004/VGL/26

Office Order No.04/02/12

सं./No.....

13th February, 2012

दिनांक / Dated.....

Sub: GoI Resolution on the Public Interest Disclosure & Protection of informers (PIDPI) - Guidelines thereon.

The Government of India has authorized the Central Vigilance Commission (CVC) as the Designated Agency to receive written complaints for disclosure on any allegation of corruption or misuse of office and recommend appropriate action under the Public Interest Disclosure & Protection of Informers (PIDPI) Resolution, 2004. Accordingly, Commission had also vide circular No. 33/5/2004 dated 17/05/2004 issued guidelines and public notice on the procedure to be followed for filling whistle blower complaints under PIDPI Resolution for protecting identity of complainants/informers.

2. The Commission has noticed over the years that many complainants claiming to be 'Whistle Blowers' do not conform to be procedures prescribed by the Commission while filling the complaints to the Commission under PIDPI Resolution. The Commission would therefore emphasize the need for creating greater awareness among the public including employees of every Organization/Deptt. for lodging whistle blower complaints. The Commission would again suggest to all CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/Local Authorities/Societies etc. to give wide publicity to PIDPI Resolution and the guidelines issued by the Commission through their website especially intranet of the Organization, Internal Journals, publications and also organize seminars/sensitizations etc. to inculcate greater awareness so as to encourage the public especially insiders to come forward and lodge/report information of corrupt practices or misuse of office in the respective Organizations/Departments to the Central Vigilance Commission.

(J. Vinod Kumar)
Officer on Special Duty

To
All CVOs of Ministries/Departments/Public Sector Undertakings/Public Sector
Banks/ Insurance Companies/Local Authorities/Societies

No. 011/VGL/053
Central Vigilance Commission

Satarkta Bhawan, Block-A
GPO Complex, INA
New Delhi-110023
Dated : 23rd July, 2012

Circular No. 06/07/12

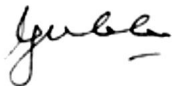
Subject :- Adoption of Integrity Pact-Standard Operating Procedure-reg.

In continuation of Commission's circular No. 10/5/09 dated 18.5.09 laying down "Standard Operating Procedure" for adoption of Integrity Pact in major Govt. Department/organisations, the Commission has decided to lay down age criteria for appointment of IEMs. Commission has therefore resolved that at the time of appointment as IEM, the person concerned should be less than 70 years of age. On completion of tenure of initial three years if age of 70 years has been crossed, further extension of two years will not be admissible.

2. Accordingly, a new sub-para i.e. 5.10 under Para 5 of the Commission's circular No. 10/5/09 dated 18.5.09 is added which may be read as under:

5.10 At the time of appointment as IEM the person should be less than 70 years of age. On completion of tenure of initial three years if age of 70 years has been crossed, further extension of two years will not be admissible.

Other provision contained in Commission's circular No. 10/5/09 dated 18.5.09 would remain unchanged.


(Madhu Sham)
Deputy Secretary

All Chief Vigilance Officers