COMPENDIUM OF SPMCIL VIGILANCE CIRCULARS VOL 2.0, 2018 (FROM 2010-2018)

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- ***VIEWS, COMMENTS AND RELATED ARTICLES ARE ALWAYS WELCOME!***

DISCLAIMER

The content of this publication is only indicative and is by no means exhaustive. Nor it is intended to be a subsitute for rules, procedures and existing instructions/guidelines on the subject. The provisions herein do not in anyway supersede the rules & provisions of CVC/SPMCIL. The primary purpose of this publication is for reference only in SPMCIL and should not be produced in any court of law. The views expressed in the articles are of the authors in their private capacity and do not in any way represent the views of the Department.

PREFACE



It gives me immense pleasure to present a "Compendium of SPMCIL Vigilance Circulars Vol 2.0, 2018 (From 2010-2018)", which is compiltation of various instructions and circulars issued by CVC and Vigilance Department of SPMCIL from time to time with an objective to make the vigilance related rules/guidances easily accesible.

The need for this kind of Compedium was being realised for bringing transparency, uniformity and objectivity in day-to-day functioning of all the officers & staff of SPMCIL. This Compedium will enrich the knowledge of all the officers & staff in respect of various guidelines issued by CVC & Vigilance Department of SPMCIL from time-to-time which will help them in discharging their duties with utmost transparency and commitment.

I am thankful to all officers & staff of Vigilance Department of SPMCIL who took this initiative and put in their hard work in compilation of these important circulars in making of present compendium.

Sd/-
MAMTA SINGH, IPS
CHIEF VIGILANCE OFFICER

"When you speak, speak the TRUTH; PERFORM when you PROMISE; Discharge your TRUST. WITHOLD your hands from STRIKING, and from taking that which is unlawful and bad"

-APJ Abdul Kalam

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SECTION I: GUIDELINES ON COMPLAINT HANDLING

"The world will not be destroyed by those who do evil, but by those who watch them without doing anything."

-Albert Einstein

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

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SPMCIL/VIG/03/09 (Vol VI)/

दिनांक 08.10.2018
Date 08.10.2018

परिपत्र संख्या 07/18/Circular No. 07/18

विषय/Sub:- सार्वजनिक हित प्रकटीकरण और सूचनार्थियों की सुरक्षा पर भारत सरकार के संकल्प के संदर्भ में।/Government of India Resolution on Public Interest Disclosure & Protection of Informers – reg.

केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 28.09.2018 के परिपत्र जिसके द्वारा आयोग ने उपर्युक्त विषयांगत दिशा-निर्देशानुसार जारी किए है को सूचनार्थ एवं उचित कार्यवाही हेतु संलग्न पाएं जिसके अनुसार यह निदेश दिए गए है कि सभी संगठनों के मुख्य सतर्कता अधिकारियों को सार्वजनिक हित प्रकटीकरण और सूचनार्थियों की सुरक्षा के अतर्गत जारी शिकायतों/प्रकटीकरण की रिपोर्ट प्राप्त होने के 12 हफ्तों के भीतर जमा करनी है।

A copy of circular dated 28.09.2018 issued by Central Vigilance Commission wherein Commission has given instructions regarding above mentioned subject is enclosed herewith for information and necessary action wherein Commission has directed that CVOs of all organizations would submit their reports within a period of 12 weeks from the receipt of reference seeking reports on PIDPI complaint/disclosure from the Commission.

2. इसे सक्षम प्राधिकारी की सहीकृति से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न:यथोपरि।/Encl: As above.

(विवेक तनेजा)/(Vivek Taneja)
प्रबंधक (सतर्कता)/Manager (Vigilance)

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.नि.लि./SPMCIL.

- पृष्ठ संख्या 2 पर जारी -

☎ 011-23701225-26
011-43582200
पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली- 110001
Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
CIN : U22213DL2006GOI144763
फैक्स / Fax : 011-23701223
E-mail : info@spmcil.com

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SPMCIL/VIG/03/09 (Vol VI)/ Date 08.10.2018

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3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
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5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

स./No.....004/VGL/020/396510

दिनांक / Dated 28.09.2018

Circular No.12/09/18

Subject: Government of India Resolution on Public Interest Disclosure & Protection of Informers' - reg.

Please refer to the Commission's Office Order No. 4/2/09 dated 27th February 2009 on the above subject wherein the CVOs of the Ministries /Departments/ Organizations were required to submit their investigation report on complaints/ disclosures forwarded by the Commission under PIDPI Resolution within a period of one month.

2. Central Vigilance Commission as the Designated Agency has reviewed the time limit regarding submission of investigation reports on PIDPI complaints and taking in view the inputs received from various quarters, has now decided to extend the time limit for submission of reports. Henceforth, CVOs of all organizations would submit their reports within a period of **12 weeks** from the receipt of reference seeking reports on PIDPI complaint/disclosure from the Commission.

3. The Chief Vigilance Officers of the Administrative Ministries /Departments of the Government of India who have been authorized as the 'Designated Authority' to receive written complaint or disclosure under PIDPI vide DoPT's amendment resolution No.190 dated 29.08.2013 may also take note of the revised time limit period for submission of report by the organizations in written complaints/disclosures received by the Designated Authorities concerned in the Ministry/Departments which is 12 weeks from receipt of reference of PIDPI complaint/disclosure from the concerned Designated Authority.

4. All CVOs may adhere to the Commission's above revised time limit for strict compliance.

(J.Vinod Kumar)
Director

To

All CVOs of Ministries/Deptts/CPSEs/PSBs/FIs/PSICs/Autonomous Organizations.

NIC to upload on the CVC's website

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/4938 दिनांक 11.12.2017
SPMCIL/VIG/03/09 (Vol V)/4938 Date 11.12.2017

परिपत्र संख्या 19/17/Circular No. 19/17

विषय/Sub:- सलाह के लिए आयोग को संदर्भित - दस्तावेज़/जानकारी प्रस्तुत करने के संदर्भ में/Reference to the Commission for advice – documents/information to be furnished - regarding

केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 28.11.2017 के परिपत्र जिसके द्वारा आयोग ने सलाह हेतु आयोग को भेजे जाने वाले दस्तावेज़ों के संदर्भ में दिशा-निर्देश जारी किए है को सूचनार्थ एवं उचित कार्यवाही हेतु संलग्न पाएं।

A copy of circular dated 28.11.2017 issued by Central Vigilance Commission wherein Commission has given instructions regarding forwarding of information/documents to Commission for its advice has been given is enclosed herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न:यथोपरि।/Encl: As above.

शशिभूषण बेहेरा 11/12/17

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि.I/SPMCIL.

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3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001 फैक्स/Fax : 011-23701
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 006/PRC/1

दिनांक / Dated 28.11.2017

Circular No. 09/11/2017

Subject: Reference to the Commission for advice – documents / information to be furnished – regarding

Reference: Commission's Circular No. 21/8/09 dated 06.08.2009

The Commission, from time to time, has been emphasising on the need for sending complete documents / information by the Ministries / Departments / Organisations while seeking its advice. Attention of CVOs is invited to the guidelines issued by the Commission in this regard vide its above-said Circular and also to para 7.9.4 and 7.28.4 of the Vigilance Manual 2017.

2. Of late, several instances have come to the notice of the Commission where the guidelines are not being followed scrupulously and references are being made to the Commission without the requisite information / documents which is resulting in avoidable delays in processing of vigilance cases / departmental inquiry reports. Many a time, even the proforma prescribed for bio-data of the Suspect Public Servant (SPS) / Charged Officer (CO) is being sent without duly filling it up, or more precisely, after leaving the column of date of birth / retirement blank. Whether an SPS / CO is in service or has retired is a crucial point for appreciating the case and enabling the Commission to tender its advice appropriately.

3. All CVOs are advised to ensure that the references being made to the Commission for seeking its advice are fully compliant to the guidelines contained in the Circular dated 06.08.2009 and in para 7.9.4 and 7.28.4 of the Vigilance Manual 2017, and include complete information / documents including duly filled-up bio-data as prescribed.

(M. A. Khan)
Under Secretary

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

No.006/PRC/1
Government of India
Central Vigilance Commission
*****

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 6th August, 2009

Circular No.21/8/09

Subject: **References to the Commission for first stage advice – procedure regarding.**

Reference: **(i) Commission's circular No.NZ/PRC/1 dated 26.2.2004;**
(ii) Commission's circular No.NZ/PRC/1 dated 9.5.2005;
(iii) Commission's circular No. 006/PRC/1 dated 13.3.2006; and
(iv) Commission's circular No.006/PRC/1 dated 1.12.2008

The Commission receives preliminary inquiry reports from the Chief Vigilance Officers (CVOs) of Departments/Organisations, seeking the first stage advice. Reports for similar action also emanate from the CVOs in response to the Commission's directions for investigation issued u/s 8(1)(d) of the CVC Act, 2003. However, these reports are often found lacking in cogent analysis of misconduct or allegations, evidence on record and the recommendation of line of action. The supporting documents catered are also very often disjointed, casually arranged or unduly bulky, making the examination cumbersome and leading to protracted correspondence and delays.

2. With a view to improving the quality and focus of these investigation reports, the Commission has devised a new reporting format. Accordingly, it is directed that henceforth, a vigilance report should broadly conform to the parameters specified in Annexure A. Further, as the Commission lays utmost emphasis on facts, evidence and recommendations made by the CVOs, an investigation report should invariably be accompanied by an Assurance Memorandum (Annexure B) signed by the CVO, taking due responsibility and giving assurance of a comprehensive application of mind while submitting the report.

3. In supercession, therefore, of earlier instructions of the Commission on submission of investigation reports, the following instructions should be followed scrupulously while seeking the first stage advice:

(i) All vigilance reports of the CVOs should conform to the parameters prescribed in **Annexure-A**.
(ii) They would be accompanied by an Assurance Memo, in the form of **Annexure-B**.

Contd...2/-

(iii) Bio-data of suspect officials, figuring in the investigation reports, should be enclosed as per the format provided at **Annexure-C**.

(iv) Tabular statements, as prescribed vide the Commission's circular dated 1.12.2008, shall continue and be kept objective and precise.

(v) Draft charge-sheets and imputation of charge in respect of suspect officials where disciplinary action, such as major penalty or minor penalty proceedings, is proposed, would accompany the investigation reports.

4. The CVOs would ensure that all documents/exhibits, constituting the basic evidence for the charge, are systematically identified and arranged. Superfluous and voluminous documents, with little or no relevance to the misconduct under examination, should be retained at the CVOs' end. In case any additional material or evidence is required, it can always be recalled by the Commission before an advice is tendered.

5. The aforesaid reporting procedure would become operative with immediate effect.

6/8/09

(Shalini Darbari)
Director

All Chief Vigilance Officers

Encl: As proposed.

Annexure-A

Vigilance Report

Title of the report

1. **Source**

   - Background of the report – whether based on source information, complaint referred to by the CVC, CTE/CTE type inspection or direct enquiry.

2. **Gist of allegations**

3. **Facts**

   - The relevant facts relating to the issue under examination should be presented in chronological or activity-wise sequence.
   - Each fact should be supported by documentary evidence (other forms of evidence may also be presented) denoted as E1, E2, and E3 etc. Since the facts occur in chronological order, the evidence E1, E2, E3, etc., should necessarily be arranged under the report in the same order, thus making it easier for reference.
   - While annexing the evidence, the relevant portion of the document should be highlighted and annexed. For example, the evidence for educational qualifications for promotion should consist of the Xerox copy of only the clause prescribing the qualifications and not the whole 20 pages of the promotion policy.
   - There may be several issues in a report which may be conveniently arranged as different paras viz. 2.1, 2.2 etc.
   - All relevant facts needed to support the observations/conclusion should be gathered and presented. Irrelevant facts, bearing no consequence on the issues under inquiry should be avoided.
   - Evidence presented should be credible and adequate.

4. **Observations**

   - Ordinarily, observations are logical deductions arrived at through a set of facts. They are in the nature of objections or anomalies observed with reference to the gathered facts. There may be several observations arising out of the analysis of facts.

- Observations are also arrived at by evaluating the facts against certain criteria viz. rules, regulations, policies, procedures, norms, good practices or normative principles. Evidence of these criteria (extracts of rules, procedures, etc.) should also be presented as E1, E2, etc.

5. Response of the officials concerned

- It is necessary to elicit the reasons and clarifications of the management or the officers concerned for the anomalies pointed out in the observations. Every deviation from rules or procedure cannot be attributed to a malafide/corrupt intent. There may be situations where it may be difficult to achieve the objectives of a task by strictly abiding by the rules. Rules may be circumvented, while expediting the work or in the larger interest of the work, with good intentions. It is, therefore, essential for Vigilance to distinguish between acts of omission and acts of commission. Therefore, obtaining the response of the officers concerned is essential in order to arrive at an objective conclusion.
- Response of the management is also necessary in order to clarify differences in interpretation or an understanding of the issues between vigilance and the management.

6. Counter to the response

- In order to sustain the observations made by Vigilance, it is necessary to counter the defence given by the management/ officers concerned with facts and supporting evidence. It should be clearly and convincingly brought out why the explanation given by the management is not tenable.

7. Conclusion

- Conclusion is the logical summation of the observations. The observations denoting various counts of irregularity, lapses or impropriety should finally lead to a logical conclusion on whether the case involves commission of irregularity/ impropriety with the intention of corruption.
- Undue favour given to a party or obtained for self and its adverse impact on the government or the citizens in terms of

additional cost, poor quality or delayed service should be clearly highlighted.

8. Responsibility of officials

- Having determined the vigilance angle in the case, the next step is to fix the accountability of the individuals involved in the misconduct. Name of officers should be clearly stated in this para.
- The role of each officer should be judged with reference to his prescribed charter of duties. In case the tender committee is responsible for the misconduct then, as far as possible, all members should be equally and collectively held responsible.
- Comments of Disciplinary Authority should invariably be included.

9. Recommendation for action

- Recommendation for closure of the case in case there is no discernable vigilance angle or criminal misconduct, should be clearly spelt out.
- Bio-data of the officials reported against in the investigation report should be included in the given format.

10. Recommendation for systemic improvement

- Punitive action on detection of corruption does not by itself lead to a logical conclusion unless it is able to prevent recurrence of the lapse. Any fraud, corruption, irregularity or impropriety indicates a failure of control mechanism or gaps in systems and procedures. Therefore, each case throws up an opportunity to identify these control failures and suggest ways of plugging them to prevent recurrence of the lapse. Therefore, at the end of the report the CVO should also try to recommend systemic improvements in order to prevent the risk of a recurrence of the lapse/misconduct.

Annexure-B

ASSURANCE MEMO

This is to provide reasonable assurance to the Commission:

(a) That all necessary facts and relevant evidence have been gathered.

(b) That all facts and supporting evidence have been duly verified.

(c) That contested evidence, if any, have been conclusively handled with reference to the facts at the disposal of Vigilance.

Chief Vigilance Officer

Annexure C

Format of Bio-Data of officer(s) against whom Commission's advice is sought

(To be incorporated in the Vigilance Report of the CVO)

1. Name of the officer :
2. Designation
   (a) At present :
   (b) At the time of alleged misconduct :
3. Service to which belongs :
   (Cadre and year of allotment in case of officers of the organized/All India Services)
4. Date of birth :
5. Date of superannuation :
6. Level/group of the present post and pay scale :
7. Date of suspension (if under suspension) :
8. Disciplinary Rules applicable to the officer :

.....

and report to the CVO of the Ministry / Department / Organisation and CVOs would continue to furnish their investigation reports in all matters involving Category-A officers for seeking first stage advice of the Commission irrespective of the outcome of inquiry / investigation.

Similarly, all written complaints / disclosures (Whistle Blower complaints) received under the *Public Interest Disclosure and Protection of Informers' Resolution (PIDPI), 2004 or the Whistle Blowers Protection Act, 2011* would also continue to be handled / processed by CVOs in terms of the existing prescribed procedures or as amended from time to time.

(CVC Circular No. 07/04/15 dated 27.04.2015 - Consultation with CVC for First stage advice- revised procedure)

7.9.4 ***Information to be submitted for obtaining Commission's first stage advice:*** While seeking first stage advice of the Commission, following material should be submitted: -

(a) A self-contained note clearly bringing out the facts and the specific point(s) on which Commission's advice is sought. The self- contained note is meant to supplement and not to substitute the sending of files and records.

(b) The bio-data of the officer concerned;

(c) Other documents required to be sent for first stage advice: -

(i) A copy of the complaint/source information received and investigated by the CVOs;

(ii) A copy of the investigation report containing allegations in brief, the results of investigation on each allegation;

(iii) Version of the concerned public servant on the established allegations, the reasons why the version of the concerned public servant is not tenable/ acceptable, and the conclusions of the investigating officer;

(iv) Statements of witnesses and copies of the documents seized by the investigating officer;

(v) Comments of the Chief Vigilance Officer and the Disciplinary Authority on the investigation report (including investigation done by the CBI and their recommendation);

(vi) A copy of the draft charge sheet against the SPS along with the list of documents and witnesses through which it is intended to prove the charges;

(vii) Assurance memo.

(CVC Circular No. 14(3)/06 dated 13.03.2006: Reference to the Commission for its advice-Documents including the draft charge sheet to be enclosed for seeking first stage advice and the documents to be enclosed for seeking second stage advice)

(CVC Circular No. 21/8/09 dated 06.08. 2009: References to the Commission for first stage advice- procedure regarding)

7.9.5 ***Commission's advice in Composite cases:*** If a Government servant falls within the Commission's jurisdiction, the advice of Commission would be required and any decision of the Disciplinary Authority at this juncture may be treated as tentative. Such a reference would be required to be made even in respect of an officer / staff who are not within the Commission's jurisdiction if they are involved along with other officers who are within the jurisdiction of the Commission, as the case would then become a composite case and falls within the Commission's jurisdiction.

7.9.6 A composite case should be processed as 'one' and action against every individual employee should be taken only on Commission's advice, even if there is only one official who comes within Commission's jurisdiction.

(CVC Office order No. 2/1/04 dated 08.01.2004: Obtaining Commission's advice in composite cases)

7.9.7 ***Making available a copy of CVC's first stage advice to the concerned employee:*** A copy of the Commission's first stage advice may be made available to the concerned employee along with a copy of the charge - sheet served upon him, for his information.

(CVC Circular No. 99/VGL/66 dated 28.09.2000: Consultation with the CVC - Making available a copy of the CVC's advice to the concerned employee)

7.9.8 ***Difference of opinion between the CVO and the Chief Executive and between the Vigilance Officers and the Head of Office:*** With regard to

procedure would also apply to CBI investigated cases involving officials not falling under the jurisdiction of the CVC wherein the Commission had rendered its advice (cases where there were differences between the CBI and the DA and which were referred to the CVC for advice).

(CVC Office order No. 03/01/10 dated 28.01.2010 – Clarification regarding making reference to the Commission for advice on complaints and second stage advice cases)

7.28.4 ***Materials to be furnished for second stage advice:*** Following material should be furnished to the Commission while seeking its second stage advice:

(i) A copy of the charge sheet issued to the public servant;

(ii) A copy of the Inquiry Report submitted by the Inquiring Authority (along with a spare copy for the Commission's records);

(iii) The entire case records of the inquiry, viz. copies of the depositions, daily order sheets, exhibits, written briefs of the Presenting Officer and the Charged Officer;

(iv) Comments of the CVO and the Disciplinary Authority on the assessment of evidence done by the Inquiring Authority and also on further course to be taken on the Inquiry Report.

(CVC Circular No. 14/3/06 dated 13.03.2006- Reference to the Commission for its advice- Documents including the draft charge sheet to be enclosed for seeking first stage advice and the documents to be enclosed for seeking second stage advice reg.)

7.28.5 ***Procedure for seeking reconsideration of Commission's Advice:*** The Commission's advice is based on inputs received from the organisation and where the Commission has taken a view different from the one proposed by the organisation, it is on account of the Commission's perception of the seriousness of the lapses or otherwise. In such cases, there is no scope for reconsideration. Therefore, proposal for reconsideration of the Commission's advice may not be submitted unless new additional facts have come to light which would have the effect of altering the seriousness of the allegations / charges levelled against an officer.

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/7406 दिनांक 11.03.2016
SPMCIL/VIG/03/09 (Vol. V)/ Date 11.03.2016

परिपत्र संख्या 07/16/Circular No. 07/16

विषय/ Sub: बेनामी/छद्मनाम शिकायतों पर कार्रवाई के संदर्भ में।/
Action on Anonymous/Pseudonymous complaints - regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 07.03.2016 के परिपत्र द्वारा बेनामी/छद्मनाम शिकायतों पर कार्रवाई के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 07.03.2016 issued by Central Vigilance Commission regarding action on Anonymous/Pseudonymous complaints is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा 11/03/16

(शशिभूषण बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।/ Addl. GM/CM/Mgr (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

TelegraphicAddress :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

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24600200

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 98/DSP/9(Part-2)

दिनांक / Dated 7th March, 2016

Circular No. 03/03/16

Sub:- Action on Anonymous / Pseudonymous Complaints - reg.

The Commission has been receiving references from Departments / Organisations seeking clarification on the action to be taken on anonymous/pseudonymous complaints which were acted upon and at different stages of process including under disciplinary proceedings before issuance of CVC Circular No. 07/11/2014 dated 25th November, 2014 on the captioned subject. A few Court decisions arising out of the Commission's guidelines issued earlier on the subject were also brought to the notice of the Commission.

2. The Commission considered the details of the Court orders/judgments and in one instance, the Central Administrative Tribunal (CAT), Principal Bench, Delhi had quashed the charge sheet dated 14.10.2004 issued to the delinquent official based on the pseudonymous complaints dated 18.02.1997 and 02.04.1997, vide order dated 20.07.2005. CAT had quashed the charge-sheet served mainly considering the circulars of the Commission dated 29.6.1999 and 31.01.2002 on the subject. In the order dated 20.07.2005, it was observed that the charge-sheet dated 14.10.2004 was issued pursuant to pseudonymous complaints received earlier and therefore is in violation of Commission's circular dated 29.6.1999 and 31.01.2002. The High Court agreed with the findings and observations of the CAT and dismissed the department's Writ Petition filed against the order of the CAT *in limine*. Thereafter, the Supreme Court had also dismissed the department's Civil Appeal in the matter. CAT's decision is based on one of the judgement dated 26.09.2003 of Madras High Court (in another case) wherein it was observed that the preliminary enquiry report dated 25.05.2000 based on anonymous complaint was subsequent to the CVC's circular dated 29.06.1999 and, therefore, is liable to be quashed and further that the prohibition (in CVC circular) that "no action will cover all pending proceedings on that date."

3. The instructions / guidelines issued from time to time on the subject-matter by DoPT / CVC are as follows:

i. DoPT's O.M. No. 321/4/910-AVD.III dated 29.09.1992 that no action is required to be taken on anonymous/pseudonymous complaints in general, provided the option to inquire into such complaints which contained verifiable details.

ii. Commission's initial Circular No. 3(v)/99/2 dated 29.6.1999 prescribing that no action should be taken on anonymous/pseudonymous complaints and should just be filed.

iii. Commission's circular No.98/DSP/9 dated 31.1.2002 reiterating that under no circumstances, should any investigation be commenced on anonymous/pseudonymous complaints.

iv. Commission's circular No. 98/DSP/9 dated 11.10.2002 reviewing its earlier instructions of 1999, providing that if any Departments/ organisations proposes to look into the verifiable facts alleged in anonymous/pseudonymous complaints it may refer the matter to the Commission seeking its concurrence through the CVO or the Head of the organisation.

v. DoPT O.M. No. 104/76/2011-AVD.I dated 18.10.2013 that no action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.

vi. Commission's circular No.07/11/2014 dated 25.11.2014 withdrawing Circular dated 11.10.2002 and reiterating previous circulars dated 29.6.1999 and 31.1.2002 to the effect that no action should be taken on anonymous/pseudonymous complaints and such complaints should be filed.

4. Since, the aforesaid issues arising out of the observations of CAT and High Court of Madras involve interpretation of substantial questions of law, the opinion of Ld. Attorney General for India was sought by the Commission. Ld. Attorney General for India has furnished his opinion and clarified that unless expressly stated all Executive Circulars are prospective in nature and they do not have retrospective effect. Only a law can be retrospective if a law expressly states that it will be retrospective or the intention to that effect is very clear. It is further clarified that an anonymous / pseudonymous complaint, say made in 1997 i.e. prior to the prohibitory circular dated 29.06.1999 ought to have been generally not entertained but if there was verifiable material in accordance with the DoPT's O.M. of 1992 and investigation has commenced, the same would have to be taken to its logical conclusion notwithstanding the issue of a later circular dated 29.06.1999.

5. Based on the opinion furnished by Ld. AG, the following clarifications are being issued:-

i. No action should be taken on anonymous / pseudonymous complaints in line with Commission's present instructions dated 25th November, 2014 and such complaints should be filed.

ii. However, where the action was initiated on anonymous/ pseudonymous complaints prior to the issue of CVC's circular dated 29.6.1999 and was pending as on 29.6.1999, it can be pursued further to its logical end.

iii. Where action was initiated on anonymous/ pseudonymous complaints between the period 11.10.2002 and 25.11.2004 with prior concurrence of CVC but is pending, further action is permissible on such complaints.

iv. Material/evidence gathered during the investigation/verification of anonymous complaints when the action was prohibited on such complaints (i.e. between 29.06.1999 & 11.10.2002), or where such enquiry was initiated without the approval of CVC, can be utilised for further initiation of disciplinary proceedings on misconducts noticed in such verification / enquiry.

6. All Administrative Authorities / CVOs may note the above clarifications for guidance / compliance while handling and processing matters arising out of anonymous / pseudonymous complaints.

(J. Vinod Kumar)
Director

To

All Chief Vigilance Officers in the Ministries / Departments / CPSUs / PSBs / PSICs/ FIs/ Societies and other Local Authorities.

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/75/11/6543 दिनांक 05.02.2016
SPMCIL/VIG/75/11/6543 Date: 05.02.2016

परिपत्र संख्या 04/16/Circular No. 04/16

विषय/Sub: अनुशासनिक कार्यवाई को समय पर पूर्ण करने के संदर्भ में।/ Timely completion of disciplinary proceedings - reg.

केन्द्रीय सतर्कता आयोग के दिनांक 18.01.2016 के परिपत्र द्वारा अनुशासनिक कार्यवाई को समय पर पूर्ण करने हेतु जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु पुनः परिचालित किया जाता है।

A copy of circular dated 18.01.2016 issued by Central Vigilance Commission regarding timely completion of disciplinary proceedings is reiterated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा
08/02/16

(शशिभूषण बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित/मा.सं./तकनीकी)।/Addl. GMs (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. मुख्य प्रबंधक (मा.सं.)/Chief Manager (HR).
6. प्रबंधक (विपणन/तकनीकी)/Managers (Marketing/Tech).
7. पैनल के सभी जांच अधिकारी/All Empaneled Officers
8. सभी सतर्कता अधिकारी/All Vigilance Officials.
9. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 000-VGL-18

दिनांक / Dated 18.01.2016

Circular No. 02/01/2016

Subject: **Timely completion of disciplinary proceedings/departmental inquiry proceedings—improving vigilance administration.**

Ref:
(i) **Commission's Circular No. 8(1)(g)/99(2) dated 19.02.1999**
(ii) **Commission's Circular No. 8(1)(g)/99(3) dated 03.03.1999**
(iii) **Commission's Circular No. 3(v)/99(7) dated 06.09.1999**
(iv) **Commission's Circular No. 000/VGL/18 dated 23.05.2000**
(vi) **Commission's Office Order No. 51/08/2004 dated 10.08.2004**

The Commission has noted with serious concern that the administrative authorities are not adhering to the time-schedules prescribed for completion of disciplinary proceedings. In a recent study conducted by the Commission, it has been noticed that while the average time taken by the administrative authorities in finalisation of disciplinary proceedings is more than 2 years, the maximum time taken in a particular case was eight (8) years and at least in 22% cases the inquiry took more than two years. The Commission vide its Circular No. 8(1)(g)/99(3) dated 03.03.1999 and No. 000/VGL/18 dated 23.05.2000 has laid down the time limits for various stages of disciplinary proceedings right from the stage of investigation to finalisation of the disciplinary case. The time-limit for completion of departmental inquiry is six months from the date of appointment of the IO. Thus, it appears that this time limit is not being adhered to by a majority of the Departments/Organisations. Such long delays not only are unjust to officials who may be ultimately acquitted, but help the guilty evade punitive action for long periods. Further, they have an adverse impact on others who believe that "nothing will happen". The Commission has been emphasising from time to time on the need for expeditious completion of disciplinary proceedings.

2. Recently, the Hon'ble Supreme Court in its judgment dated 16.12.2015 in Civil Appeal No. 958 of 2010 Prem Nath Bali Vs. Registrar, High Court of Delhi & Anr has viewed the delay in handling of disciplinary cases adversely. The Hon'ble Supreme Court while allowing the said appeal in favour of the Appellant Employee has observed as follows:

"29. One cannot dispute in this case that the suspension period was unduly long. We also find that the delay in completion of the departmental proceedings was not wholly attributable to the appellant but it was equally attributable to the respondents as well. Due to such unreasonable delay, the appellant naturally suffered a lot because he and his family had to survive only on suspension allowance for a long period of 9 years.

30. We are constrained to observe as to why the departmental proceeding, which involved only one charge and that too uncomplicated, have taken more than 9 years to conclude the departmental inquiry. No justification was forthcoming from the respondents' side to explain the undue delay in completion of the departmental inquiry except to throw blame on the appellant's conduct which we feel, was not fully justified.

31. Time and again, this Court has emphasized that it is the duty of the employer to ensure that the departmental inquiry initiated against the delinquent employee is concluded within the shortest possible time by taking priority measures. In cases where the delinquent is placed under suspension during the pendency of such inquiry then it becomes all the more imperative for the employer to ensure that the inquiry is concluded in the shortest possible time to avoid any inconvenience, loss and prejudice to the rights of the delinquent employee.

32. As a matter of experience, we often notice that after completion of the inquiry, the issue involved therein does not come to an end because if the findings of the inquiry proceedings have gone against the delinquent employee, he invariably pursues the issue in Court to ventilate his grievance, which again consumes time for its final conclusion.

33. Keeping these factors in mind, we are of the considered opinion that every employer (whether State or private) must make sincere endeavor to conclude the departmental inquiry proceedings once initiated against the delinquent employee within a reasonable time by giving priority to such proceedings and as far as possible it should be concluded within six months as an outer limit. Where it is not possible for the employer to conclude due to certain unavoidable causes arising in the proceedings within the time frame then efforts should be made to conclude within reasonably extended period depending upon the cause and the nature of inquiry but not more than a year."

3. The Commission has observed that a number of factors contribute to the delay in the conduct of departmental inquiries and with prudent management this needs to be checked. The departmental inquiry is often delayed due to laxity on the part of IO, lack of monitoring by DA & CVO, non-availability of listed or additional documents, delay in inspection of original or certified documents, frequent adjournments, non-attendance of witnesses, especially private witnesses, faulty charge-sheets and frequent change of IO/PO and non-monitoring of progress of inquiry. The Commission suggests that the following steps may be ensured and complied strictly by the IOs/administrative authorities:

(i) In cases where investigation has been conducted by the CBI/ other investigating agency and the documents have been seized by them for prosecution in courts and RDA is also contemplated, it is the responsibility of the CVO/DA to procure from the CBI/investigating agency legible certified copies of seized documents required for RDA. In cases investigated by CVOs it must be ensured that certified legible photocopies of all documents are made available at the time of preparation of draft charge-sheet itself.

(ii) While drafting the charge-sheet it may be ensured that all the relied upon documents as well as copies of relevant rules/instructions are in the custody of CVO. After issue of charge-sheet and submission of defence statement, the DA is required to take a decision within 15 days for appointment of IO/PO in major penalty cases.

(iii) As far as practicable, the IO should be chosen from amongst the serving officers/retired officers in the same station where the charged officer is posted, who is likely to continue till the conclusion of inquiry.

(iv) It may be ensured that the PO is appointed simultaneously. Changes in IO/PO be resorted to only in exceptional cases under intimation to the Commission (in respect of officers within the jurisdiction of the Commission).

(v) In cases involving more than one charged officer, it may be ensured that, as far as practicable, same IO/PO is appointed in all cases.

(vi) The PO must keep copies of relevant Rules/Regulations/Instructions etc. readily available with him. Departments/Organisations should also ensure online availability of all their Rules/Regulations/Instructions etc. so that it can be downloaded during the inquiry proceedings without any loss of time.

(vii) It may be ensured that the defence documents are made available within the time allowed by the IO. Responsibility should be fixed on the custodian of such documents for any undue delay/not producing it in time or loss of these documents.

(viii) The IO should normally conduct Regular Hearing on a day to day basis and not grant more than one adjournment for appearance of witnesses. It may be ensured that all the prosecution or defence witnesses are summoned and examined in separate but simultaneous batches expeditiously.

(ix) If witnesses do not appear in response to notices or are not produced by PO/CO as the case may be, powers conferred under the Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1972 be exercised to request the Competent Court to pass orders for production of the witness through summons issued by the Court.

(x) The IO should, as far as practicable, desist from allowing interlocutory documents sought either by the PO or the CO as additional documents during the deposition of witnesses.

(xi) The time-limit for various stages of inquiry, as prescribed by the Commission vide its Circular No. 8(1)(g)99(3) dated 03.03.1999, may be complied with strictly by the disciplinary authorities and the inquiry officers.

(xii) Where the CO or PO do not co-operate in the manner of attendance, production of documents, witnesses etc., IO may after affording reasonable opportunity, proceed to give a report ex-parte based on facts, documents, witnesses produced before him.

4. The suggested time limits for conducting departmental inquiries prescribed by the Commission for various stages is annexed for ready reference. Timely completion of departmental inquiry/departmental proceedings is the prime responsibility of the Disciplinary Authority. Therefore, the disciplinary authorities in each Ministry/Department/Organisation may regularly monitor the progress of inquiry on regular basis and ensure that the inquiry/departmental proceedings are completed within the time-limit prescribed as laid down by Hon'ble Supreme Court in the above cited case. The CVO concerned would assist the disciplinary authority in monitoring the progress of departmental proceedings. The Commission may recommend adverse action against the concerned disciplinary/administrative authority who is found responsible for any unexplained delay observed in any case. In appropriate cases wherein the IO delays the proceedings, DA may not hesitate to take necessary and appropriate action against the IO.

(J. Vinod Kumar)
Director

To

(i) The Secretaries of all Ministries/Departments of GoI
(ii) All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies/etc.
(iii) All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies/ etc.
(iv) Website of CVC

Copy to:

Department of Personnel & Training [Shri Jishnu Barua, Joint Secretary (S&V2) & CVO], North Block, New Delhi-110001 for information and necessary action.

Annexure

Model Time Limit for Departmental Inquiries as laid down in Circular No. 8(1)(g)99(3) dated 03.03.1999

Stage of Departmental Inquiry	Time Limit prescribed
• Fixing date of Preliminary Hearing and inspection of listed documents, submission of Defence documents/witnesses and nomination of a Defence Assistant (DA) (if not already nominated)	Within four weeks
• Inspection of relied upon documents/submission of list of DWs/Defence documents/Examination of relevancy of Defence documents/DWs, procuring of additional documents and submission of certificates confirming inspection of additional documents by CO/DA • Issue of summons to the witnesses, fixing the date of Regular Hearing and arrangement for participation of witnesses in the Regular Hearing • Regular Hearing on Day to Day basis	3 months
• Submission of Written Brief by PO to CO/IO	15 days
• Submission of Written Brief by CO to IO	15 days
• Submission of Inquiry Report from the date of receipt of written Brief by PO/CO	30 days

NB: If the above schedule is not consistent /in conflict with the existing rules/ regulations of any organisation, the outer time limit of six months for completing the Departmental Inquiries should be strictly adhered to.

- - - - -

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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09(खण्ड V)/6742 दिनांक 27.01.2015
SPMCIL/VIG/03/09(Vol. V)/ Date: 27.01.2015

परिपत्र/Circular

विषय/ Sub: शिकायतों से निपटने की प्रक्रिया के संदर्भ में।/ Procedure for dealing with complaints - regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 23.01.2015 के परिपत्र द्वारा शिकायतों से निपटने की प्रक्रिया के संदर्भ में निर्देशों को जारी किया है को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 23.01.2015 issued by Central Vigilance Commission regarding procedure for dealing with complaints is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)।/Addl. GM (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGMs (Tech)/Dy. CVO.
5. प्रबंधक (विपणन/तकनीकी/मा.सं.)/Manager (Marketing/Tech/HR).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
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CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

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cenvigil@nic.in

Website
www.cvc.nic.in

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फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 98/DSP/09

दिनांक / Dated 23rd January, 2015

Circular No. 01/01/2015

Subject:- Procedure for dealing with complaints – regarding.

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

2. As regards complaints received directly by the CVOs of Ministries / Departments / Organisations, if a complaint contains specific and verifiable allegations of corruption / vigilance angle and it is proposed to take cognizance of such complaints, the complaint will be first sent to be complainant for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the CVO of the Ministry/Department/Organisation concerned. CVOs are advised that in no case, any inquiry/investigation be initiated on complaints without receipt of confirmation from complainant on any complaint.

3. In so far as complaints sent by the Commission for 'necessary action' to CVOs of Ministries/Departments/Organisations, no such confirmation would be made from the complainant by the Commission. In case the CVO on scrutiny of such complaints propose to inquire into the allegations, confirmation as stated in para 2 above should be made by the CVO.

[J.Vinod Kumar]
Officer on Special Duty

To

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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/ 5799 दिनांक 16.12.2014
SPMCIL/VIG/03/09/ Date: 16.12.2014

परिपत्र/Circular

विषय/Sub: आयोग की सलाह हेतु किए जाने वाले संदर्भ में - प्रक्रिया संबंधी।/ Reference to the Commission for Advice – Procedure regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 11.12.2014 के परिपत्र द्वारा आयोग की सलाह हेतु किए जाने वाले संदर्भ में प्रक्रिया संबंधी जारी निर्देशों की एक प्रति को सभी संबंधितों की सूचना एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of instructions issued vide circular dated 11.12.2014 by the Central Vigilance Commission regarding procedure of reference to the Commission for Advice is circulated herewith to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

16/12/14

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
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3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)।/Addl. GM (Finance/HR/Technical).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.
CIN : U22213DL2006GOI144763

TelegraphicAddress :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

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फैक्स /Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 006/PRC/1

दिनांक / Dated 11.12.2014

Circular No. 09/12/2014

Sub: - References to the Commission for advice – Procedure regarding.

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

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

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

First stage advice

Sl.No.	Name and designation of the suspect officer	Allegations in brief	Version of the suspect officer	Findings of inquiry/ investigation on each allegation(s)	Comments/ recommendations of the CVO	Comments/ recommendation of the Disciplinary Authority

Second stage advice

Sl. No.	Name and designation of the charged officer	Allegations in brief on each article of charge(s)	Defence statement/ CO's brief	Finding of inquiry officer (IO) on each article of charge(s)	Comments of CVO on IO's findings	Comments/ recommendation of the Disciplinary Authority on IOs findings

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

(J Vinod Kumar)
Officer on Special Duty

To

All Chief Vigilance Officers

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/ 5542 दिनांक 05.12.2014
SPMCIL/VIG/03/09/ Date: 05.12.2014

परिपत्र/Circular

विषय/Sub: अनुशासनात्मक मामलों में केन्द्रीय सतर्कता आयोग के साथ दूसरे चरण का परामर्श - सतर्कता मैनुअल में संशोधन - के संदर्भ में।/ Second stage consultation with the CVC in disciplinary cases – Amendment to the Vigilance Manual – regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 03.12.2014 के परिपत्र द्वारा अनुशासनात्मक मामलों में केन्द्रीय सतर्कता आयोग के साथ दूसरे चरण के परामर्श के संदर्भ में जारी निर्देशों की एक प्रति को सभी संबंधितों की सूचना एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of instructions issued vide circular dated 03.12.2014 by the Central Vigilance Commission regarding Second stage consultation with the CVC in disciplinary cases is circulated herewith to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

05/12/14

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)।/Addl. GM (Finance/HR/Technical).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स /Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

ई./No. 014-VGL-061

दिनांक / Dated 03rd December 2014

Circular No. 08/12/14

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

Reference: (i) Commission's Office Order No. 03/01/10 issued vide No. 009/VGL/056 dated 28.01.2010

(ii) Commission's Circular No 17/12/12 issued vide No. 010/VGL/095 dated 07.12.2012

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

2. The Commission vide its Office Order No. 03/01/10 dated 28.01.2010 had earlier dispensed with the requirement of obtaining second stage advice in respect of officers not falling within the jurisdiction of the Commission in composite cases wherein, first stage advice had been tendered in respect of all categories of officers involved. Cases of such officers are presently required to be referred only if the disciplinary authority's (DA) opinion/views is at variance with the Commission's advice. Further, vide its Circular No. 17/12/12 dated 07.12.2012, the Commission had dispensed with consultation at second stage on conclusion of disciplinary proceedings in respect of Group 'A' officers of Central Government, members of All India Services and such categories of officers wherein the UPSC is required to be consulted as per extant rules.

3. The Commission on a further review of the consultation mechanism and to provide for speedy finalisation of disciplinary proceedings, has now decided to dispense with the consultation for second stage advice of the Commission in cases where the disciplinary authority (DA), on conclusion of disciplinary proceedings, proposes to impose a penalty which is in line with the Commission's first stage advice in respect of officers falling within the jurisdiction of the Commission also. Such cases would, henceforth be dealt at the level of the CVO and DA concerned in

the Organisation/Department. However, the CVO should forward an action taken report alongwith a copy of IO's findings and the final order issued by DA in all such cases of officers for Commission's record. It is further clarified that all such cases where the disciplinary authority proposes to take any action which is at variance with the Commission's first stage advice would continue to be referred to the Commission for obtaining second stage advice.

4. By dispensing with the requirement of seeking second stage advice in regard to the categories of officers as aforesaid, the Commission expects that (i) the CVO would be in a position to exercise proper check and supervision over such cases and would ensure that the cases are disposed off expeditiously within the time norms stipulated by the Commission; and (ii) the punishment awarded to the concerned officer is commensurate with the gravity of the misconduct established on his/her part. In order to ensure that the Commission's expectations are fully met, the Commission may depute its officers to conduct vigilance audit through onsite visits. If the Commission comes across any matter, which in its opinion, has not been handled properly, it may recommend its review by the appropriate authority or may give such directions as it considers appropriate.

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

(J. Vinod Kumar)
Officer on Special Duty

To

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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09/ 5416 दिनांक 28.11.2014
SPMCIL/VIG/03/09/ Date: 28.11.2014

परिपत्र/Circular

विषय/Sub: गुमनाम/छद्मनामी शिकायतों पर कार्यवाही।/Action on Anonymous/Pseudonymous Complaints.

केन्द्रीय सतर्कता आयोग ने दिनांक 25.11.2014 के परिपत्र द्वारा गुमनाम/छद्मनामी शिकायतों पर कोई भी कार्यवाही ना करते हुए उन्हें फाइल करने के संदर्भ में जारी निर्देशों की एक प्रति सभी संबंधितों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of instructions issued vide circular dated 25.11.2014 by the Central Vigilance Commission regarding filing and no action to be taken on Anonymous/Pseudonymous Complaints is circulated herewith to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

25/11/14

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित/मा.सं./तकनीकी)।/Addl. GM (Finance/HR/Technical).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंज़िल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA, New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
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फैक्स /Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

फा.सं./No. 98/DSP/9

दिनांक / Dated 25th November, 2014

Circular No. 07/11/2014

Subject: Action on anonymous / pseudonymous complaints.

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

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

(J. Vinod Kumar)
Officer on Special Duty

To

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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

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भा.प्र.मु.नि.लि./सतर्कता/03/09/3352 दिनांक 02.09.2014
SPMCIL/VIG/03/09/ Date: 02.09.2014

परिपत्र/Circular

विषय/ Sub: लोक हित प्रकटीकरण और मुखबिर संरक्षण (PIDPI) संकल्प में संशोधन के संदर्भ में।/ Amendment to the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution - regarding.

आर्थिक कार्य विभाग (सतर्कता विभाग) के अवर सचिव ने दिनांक 26.06.2014 के कार्यालय ज्ञापन द्वारा कार्मिक एवं प्रशिक्षण विभाग के अवर सचिव के दिनांक 16.06.2014 के कार्यालय ज्ञापन को संलग्न कर लोक हित प्रकटीकरण और मुखबिर संरक्षण (PIDPI) संकल्प में संशोधन के संदर्भ में जारी निर्देशों की एक प्रति (संलग्नक सहित) सभी संबंधितों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of Office Memorandum dated 26.06.2014 issued by the Under Secretary, DEA (Vigilance Section) enclosing the Office Memorandum dated 16.06.2014 issued by the Under Secretary, DoPT regarding amendment to the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution (along with its enclosures) is circulated herewith to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि.।

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26
011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com
CIN : U22213DL2006GOI144703

F.No. 12/18/2014-Vig.
Government of India
Ministry of Finance
Department of Economic Affairs
(Vigilance Section)
******

26.6.2014

OFFICE MEMORANDUM

Sub: Amendment of Government of India's Resolution No. 89 published in the Gazette of India Part I Section 1, Extraordinary dated 21st April, 2004(read with corrigendum dated 29th April 2004) commonly known as the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution-regarding.

The undersigned is directed to circulate a copy of Department of Personnel and Training's O.M No. 371/4/2013-AVD-III dated 16.6.2014 (enclosed) on the subject mentioned above for information and compliance.

Encl: As above.

(Urmila Rawat)
Under Secretary to the Govt. of India
Ph : 23093420

To
All Divisional Heads, DEA.(As per list)

Copy to : Director(NIC), for uploading on the website of DEA.

List of Divisional Head in Deptt. Of Economic Affairs.

1. Shri Rajesh Khullar, Joint Secretary (ABC).
2. Dr. Rajat Bhargava, Joint Secretary (Budget).
3. Shri Prabhat K. Mishra, Joint Secretary (Inv.).
4. Dr. Usha Titus, Joint Secretary (MR).
5. Shri Nilaya Mitash, Joint Secretary (MI).
6. Shri Manoj Joshi, Joint Secretary (FM).
7. Ms. Sharmila Chavaly, Joint Secretary (I&I).
8. Shri S. G. Dastidar, CAA&A.
9. Shri H. Pradeep Rao, Joint Secretary & F.A.
10. Dr. H. A. C. Prasad, Sr. Economic Adviser.

No. 371/4/2013-AVD-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block New Delhi
Dated the 16th June, 2014

OFFICE MEMORANDUM

Subject: Amendment of Government of India's Resolution No. 89 published in the Gazette of India Part I Section 1, Extraordinary dated 21st April, 2004(read with corrigendum dated 29th April, 2004) commonly known as the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution-regarding

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In continuation of this Department's OM of even No. dated 3rd September, 2013 on the above subject, the undersigned is directed to enclose herewith a copy of **Procedure for handling of complaints under Public Interest Disclosure and Protection of Informers (PIDPI) Resolution to be followed by the Chief Vigilance Officers of the Ministries/Departments of the Government of India** who have been authorized as the Designated Authority to receive written complaint or disclosure on any allegation of corruption or misuse of office by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government and falling under the jurisdiction of that Ministry or the Department.

2. The CVOs in the Ministries or Department, either on the application of the complainant or on the basis of the information gathered, is of the opinion that either the complainant or the witnesses need protection, they shall take up the matter with the Central Vigilance Commission(CVC), of issuing appropriate directions to the authorities concerned.

3. It is requested to give wide publicity to the Procedure for handling of complaints under PIDPI Resolution by placing it along with the name and designation of the designated authorities on the website of Ministries as well as of the organizations under the Ministries. A copy of the PIDPI Resolution No. 89 dated 21st April, 2004 and Amendment Resolution No. 190 dated 29.8.2013 is also enclosed

Encl: As above.

16/6/14
(M.M. Maurya)
Under Secretary to the Government of India
Tel. No. 23094541

To,

CVOs in the Ministries/Departments of the Government of India.
(By name as per enclosed list)

----2/-

Copy for information to:

1. All the Ministries/ Departments of the Government of India.
2. The Cabinet Secretariat, New Delhi.
3. The Secretary, Central Vigilance Commission, Satarkata Bhavan, New Delhi. It is requested that the content of this OM may be uploaded on the website of the Commission and wide publicity may be given. The CVOs of the Ministries/Departments may also be addressed by the Commission.
4. PS to Hon'ble MOS(PP), PPS to Secretary(P)/EO&AS/AS(S&V), DOPT.
5. The CVO, Department of Personnel and Training, New Delhi.
6. NIC, DoP&T for uploading on DoP&T website.
7. Order folder/Guard file.

Procedure for handling of complaints under the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution dated 21.4.2004 to be followed by the designation authority (CVOs or Ministries/Departments).

1.	The 'Designated Authority' shall authorize an officer not below the level of Section Officer (SO) for receiving complaints under the PIDPI Resolution.
2.	All envelopes super-scribed with *'Complaint under The Public Interest Disclosure'* will be opened by the SO/In-charge, so authorized, in presence of the 'Designated Authority'.
3.	The identity of the complainant would be confirmed by the SO/In-charge by writing a letter to him/her. Sample of the letter is at Annexure-I.
4.	After the identity is confirmed, both, 'Designated Authority' and the SO/In-charge, will ensure that the identity of the complainant is removed from the body of the complaint and the dummy complaint given a number along with central registry diary number with which the original complaint can be traced back.
5.	The original complaint would be kept in a safe/almirah. The custody of the almirah will remain with the concerned Section Officer and at no time that complaint can be accessed without proper authority from the 'Designated Authority'.
6.	The dummy complaint so made would be submitted to the 'Designated Authority' who would take the decision whether the matter requires to be looked into further and report is to be called in the matter from any quarters. *(Separate files may be open for each complaint)*
7.	While considering the complaints the 'Designated Authority' would take no action on complaints relating to administrative matters like recruitment, promotion transfers and other related issues. However, in case of serious complaints of irregularity in these matters, the same could be brought to the notice of the Secretary/Head of the organization for taking appropriate action.
8.	In such cases where a decision has been taken to call for a report, a maximum time limit of 2 weeks may be given. In case no reply is received within two weeks, a reminder should be sent at the level of the "Designated Authority". If no reply is still received, the second reminder

	after 2 weeks should be sent at the level of the Secretary. If no reply is still received, the "Designated Authority' may call for an explanation and recommend administrative action for deliberate delay.
9.	On receipt of the report, the concerned SO/In-charge will put up the matter to the 'Designated Authority' who shall investigated into the complaint and prepare an investigation report within two weeks.
10.	The "Designated Authority" would submit the investigation report alongwith his recommendation to the Central Vigilance Commission for further direction.
11.	Meanwhile, the "Designated Authority" shall ensure that no punitive action is taken by any concerned Administrative authority against any person on perceived reasons/suspicion of being "whistle blower".
12.	Subsequent to the receipt of Commission's directions to undertake any disciplinary action based on such complaints, the CVO has to follow up and confirm compliance of further action by the DA and keep the Commission informed of delay, if any.
13.	The Section Officer/In-charge should maintain a separate list for the complaints received under the 'PIDPI Resolution' and enter the information in the computer system and monitor their progress periodically and put up the same to the 'Designated Authority every 2 weeks.
14.	Wherever the complainant has alleged victimization/harassment the 'Designated Authority' should ensure that if the identity of the complainant somehow becomes known he/she should not be harassed/ victimized by way of frequent transfers etc.
15.	In case a complainant seeks protection and reports that his life is in danger, the 'Designated Authority' would examine the same and send his recommendation to the CVC to take up the matter with the Nodal Officers of respective States/UTs appointed by the Ministry of Home Affairs/State Governments for the purpose of providing security cover to the whistle blowers.

ANNEXURE-I

CONFIDENTIAL
Speed post/Registered post

F. No. Conf./ /...
Government of India
Ministry of .....

.....
New Delhi the 2014

To,

Sir,

Please refer to your complaint dated ..... received in this Ministry/Department on ..... under "Public Interest Disclosure & Protection of Informer Resolution (PIDPI)".

2. As per policy, a complainant is required to confirm that he/she has actually sent the said complaint to the Ministry/Department. You are, therefore, requested to confirm within 30 days of receipt of this letter, that you have sent the above-mentioned complaint.

3. You are also requested to furnish a certificate to the Ministry/Department as per format enclosed that you have not made similar/identical allegations of corruption/misuse of office to any other authorities to qualify as a 'Whistle Blower' complainant.

4. The reply may be addressed to the undersigned by name.

Yours faithfully.

Under Secretary

Encl: Certificate.

CERTIFICATE

It is certified that I have not made similar/identical allegation of corruption/misuse of office to any other authorities to qualify as a Whistle Blower complainant.

Signature .....

Name of the Complainant .....

Address .....

रजिस्ट्री सं० डी० एल०-33004/99

REGD. NO. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

असाधारण
EXTRAORDINARY
भाग I—खण्ड 1
PART I—Section 1
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 89] नई दिल्ली, बुधवार, अप्रैल 21, 2004/वैशाख 1, 1926
No. 89] NEW DELHI, WEDNESDAY, APRIL 21, 2004/VAISHAKHA 1, 1926

कार्मिक, लोक-शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

संकल्प

नई दिल्ली, 21 अप्रैल, 2004

सं.-371/12/2002-ए.वी.टी.-III.—जबकि सर्वोच्च न्यायालय ने श्री सत्येन्द्र दुबे की हत्या के संबंध में रिट याचिका (सी.) संख्या-539/2003 की सुनवाई करते समय यह इच्छा व्यक्त की कि उपयुक्त विधान के बनाए जाने तक "पर्दाफाशों या भण्डाफोड़ों (विसल ब्लोअर्स)" से प्राप्त शिकायतों पर कार्रवाई किए जाने के लिए उपयुक्त तंत्र व्यवस्था तैयार की जाए।

और जबकि विधि आयोग द्वारा तैयार किए गए लोकहित प्रकटीकरण और मुखबिर संरक्षण विधेयक, 2002 की जांच-पड़ताल चल रही है।

अतः अब, केन्द्र सरकार एतद्द्वारा निम्नलिखित संकल्प लेती है :—

1. केन्द्रीय सतर्कता आयोग को केन्द्रीय सरकार अथवा किसी केन्द्रीय अधिनियम के द्वारा अथवा इसके अंतर्गत स्थापित किन्हीं निगमों, केन्द्र सरकार के स्वामित्व वाली अथवा इसके द्वारा नियंत्रित सरकारी कम्पनियों, सोसाइटियों अथवा स्थानीय प्राधिकरणों के किसी कर्मचारी पर भ्रष्टाचार के किसी आरोप अथवा पद के दुरुपयोग के सम्बन्ध में लिखित शिकायतें प्राप्त करने अथवा प्रकटीकरण सम्बन्धी दस्तावेज प्राप्त करने के लिए एतद्द्वारा मनोनीत अभिकरण के रूप में प्राधिकृत किया जाता है। प्रकटीकरण अथवा शिकायत में यथासंभव सभी विवरण होंगे और इसमें समर्थक दस्तावेज अथवा अन्य सामग्री शामिल होगी।

2. मनोनीत अभिकरण यदि ऐसा उचित समझे तो वह प्रकटीकरण करने वाले व्यक्तियों से और जानकारी अथवा विवरण मंगवा सकता है। यदि शिकायत बेनामी है तो मनोनीत अभिकरण इस मामले में कोई कार्रवाई नहीं करेगा।

3. शासकीय गुप्त अधिनियम, 1923 में विहित किसी बात के बावजूद भी संविधान के अनुच्छेद 33 के खण्ड (क) से (घ) में संदर्भित व्यक्तियों से भिन्न कोई लोक सेवक अथवा किसी गैर-सरकारी संगठन सहित कोई अन्य व्यक्ति मनोनीत अभिकरण को लिखित प्रकटीकरण भेज सकता है।

4. यदि शिकायत में शिकायतकर्त्ता का ब्यौरा भी दिया गया है तो मनोनीत अभिकरण निम्नलिखित कदम उठाएगा :—

(i) मनोनीत अभिकरण शिकायतकर्त्ता से यह पता लगाएगा कि क्या यह वही व्यक्ति है अथवा नहीं है जिसने शिकायत की है।

(ii) शिकायतकर्त्ता की पहचान उद्घाटित नहीं की जाएगी जब तक कि शिकायतकर्त्ता ने स्वयं शिकायत का ब्यौरा सार्वजनिक न कर दिया हो अथवा किसी अन्य कार्यालय अथवा प्राधिकारी को अपनी पहचान नहीं बता दी हो।

(iii) शिकायतकर्त्ता की पहचान गुप्त रखने के पश्चात् मनोनीत अधिकारण प्रथमतः यह पता लगाने के लिए विवेकपूर्ण जांच-पड़ताल करेगा कि क्या इस शिकायत पर आगे कार्रवाई करने का कोई आधार बनता है। इस प्रयोजन हेतु मनोनीत अधिकारण एक समुचित तंत्र बनाएगा।

(iv) शिकायत की विवेकपूर्ण जांच-पड़ताल करने के परिणामस्वरूप अथवा बिना जांच-पड़ताल के केवल शिकायत के आधार पर ही यदि मनोनीत अधिकरण का यह मत होता है कि मामले की और जांच-पड़ताल करवाई जानी अपेक्षित है तो मनोनीत अधिकारण सम्बन्धित संगठन अथवा कार्यालय के विभागाध्यक्ष से सरकारी तौर पर उनकी टिप्पणियां/अथवा उनके स्पष्टीकरण मांगेगा। ऐसा करते समय मनोनीत अधिकारण मुखबिर की पहचान प्रकट नहीं करेगा और सम्बन्धित संगठन के अध्यक्ष को यह भी अनुरोध करेगा कि यदि उन्हें किसी कारणवश मुखबिर की पहचान का पता चल जाता है तो वे मुखबिर की पहचान गुप्त रखेंगे।

(v) सम्बन्धित संगठन का उत्तर प्राप्त होने के बाद यदि मनोनीत अधिकरण का यह मत होता है कि अन्वेषण से पद के दुरुपयोग अथवा भ्रष्टाचार के पुख्ता आरोपों का पता चलता है तो मनोनीत अधिकरण सम्बन्धित सरकारी विभाग अथवा संगठन को उपयुक्त कार्रवाई करने की संस्तुति करेगा। इनमें अन्य बातों के साथ-साथ निम्नलिखित शामिल होगा :—

(क) सम्बन्धित सरकारी कर्मचारी के विरुद्ध उपयुक्त कार्यवाहियां शुरू किया जाना।

(ख) भ्रष्टकृत्य अथवा पद के दुरुपयोग जैसी भी स्थिति हो, के परिणामस्वरूप सरकार को हुई हानि की पूर्ति के लिए उपयुक्त प्रशासनिक कदम उठाना।

(ग) मामले के तथ्यों और परिस्थितियों को देखते हुए यदि ऐसा न्यायसंगत हो तो उपयुक्त मामलों में आपराधिक कार्यवाहियां शुरू किए जाने के बारे में उपयुक्त प्राधिकारी/अभियोजन को सिफारिश करना।

(घ) भविष्य में ऐसी घटनाओं की पुनरावृत्ति रोकने के लिए सुधारात्मक उपाय किए जाने की सिफारिश करना।

5. पूर्ण जांच-पड़ताल करने अथवा सम्बन्धित संगठन से जानकारी प्राप्त करने के प्रयोजन से मनोनीत अधिकरण को प्राप्त शिकायत के अनुक्रम में जांच-पड़ताल को पूरी करने में सभी प्रकार की सहायता प्रदान करने के लिए यथावश्यक समझे जाने पर केन्द्रीय अन्वेषण ब्यूरो अथवा पुलिस अधिकारियों को सहायता देने के लिए प्राधिकृत किया जाएगा।

6. यदि कोई व्यक्ति किसी कार्रवाई से इस आधार पर व्यथित होता है कि उसे इस तथ्य के आधार पर पीड़ित किया जा रहा है कि उसने शिकायत दायर की है अथवा प्रकटीकरण किया है तो वह इस मामले के निवारण की प्रार्थना करते हुए मनोनीत अधिकरण के समक्ष एक आवेदन दायर कर सकता है जो यथावश्यक उपयुक्त समझी जाने वाली कार्रवाई करेगा। मनोनीत अधिकरण सम्बन्धित सरकारी सेवक अथवा सरकारी प्राधिकारी को जैसी भी स्थिति हो, उपयुक्त निदेश दे देंगे।

7. शिकायतकर्त्ता के आवेदन पर अथवा एकत्रित की गई जानकारी के आधार पर यदि मनोनीत अधिकरण का यह मत होता है कि शिकायतकर्त्ता अथवा गवाहों को संरक्षण दिए जाने की आवश्यकता है तो मनोनीत अधिकरण सम्बन्धित सरकारी प्राधिकारियों को उपयुक्त निर्देश जारी करेगा।

8. इस कार्य में प्रयुक्त तंत्र, मौजूदा कार्य तंत्र के अतिरिक्त होगा। तथापि, यदि शिकायत इस तंत्र के अन्तर्गत प्राप्त होती है तो पहचान को गुप्त रखा जाएगा।

9. यदि मनोनीत अधिकारण शिकायत को अभिप्रेरित अथवा कष्टप्रद स्वरूप की पाता है तो मनोनीत अधिकरण उपयुक्त कदम उठाने के लिए स्वतंत्र है।

10. मनोनीत अधिकरण निम्नलिखित स्वरूप के प्रकटीकरण पर कार्रवाई अथवा उसकी जांच-पड़ताल नहीं करेगा :—

(क) ऐसे किसी मामले जिसमें लोक सेवक जांच अधिनियम, 1850 के अन्तर्गत एक औपचारिक और सार्वजनिक जांच का आदेश दे दिया गया हो; अथवा

(ख) ऐसा कोई मामला जिसे जांच आयोग अधिनियम, 1952 के तहत जांच के लिए भेजा गया है।

11. मनोनीत अधिकरण के निदेशों के विपरीत मुखबिर की पहचान उद्घाटित हो जाने पर मनोनीत अधिकरण ऐसा प्रकटीकरण करने वाले किसी व्यक्ति अथवा अधिकरण के विरुद्ध मौजूदा विनियमों के अनुसार उपयुक्त कार्रवाई शुरू किए जाने के लिए प्राधिकृत है।

12. इस कार्य हेतु गठित तंत्र, संसद द्वारा इस विषय में कानून बनाए जाने तक लागू रहेगा।

श्रीमती मंजुलिका गौतम, अपर सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

RESOLUTION

New Delhi, the 21st April, 2004

No. 371/12/2002-AVD-III.—Whereas while hearing Writ Petition (C) No. 539/2003 regarding the murder of Shri Satyendra Dubey, the Supreme Court desired that pending enactment of a suitable legislation, suitable machinery should be put in place for acting on complaints from "whistle-blowers".

And whereas the 'The Public Interest Disclosure and Protection of Informers' Bill, 2002, drafted by the Law Commission is under examination.

Now, therefore, the Central Government hereby resolves as under :

1. The Central Vigilance Commission (CVC) is hereby authorized, as the Designated Agency, to receive written complaints or disclosure on any allegation of corruption or of mis-use of office by any employee of the Central Government or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other material.

2. The designated agency may, if it deems fit call for further information or particulars from the persons making the disclosure. If the complaint is anonymous, the designated agency shall not take any action in the matter.

3. Notwithstanding anything contained in the Official Secrets Act, 1923, any public servant other than those referred to clauses (a) to (d) of Article 33 of the Constitution or any other person including any non-governmental organisation, may make a written disclosure to the designated agency.

4. If the complaint is accompanied by particulars of the person making the complaint, the designated agency shall take the following steps :

   (i) The designated agency will ascertain from the complainant whether he was the person who made the complaint or not.

   (ii) The identity of the complainant will not be revealed unless the complainant himself has made the details of the complaint either public or disclosed his identity to any other office or authority.

   (iii) After concealing the identity of the complainant, the designated agency shall make, in the first instance, discreet inquiries to ascertain if there is any basis of proceeding further with the complaint. For this purpose, the designated agency shall devise an appropriate machinery.

   (iv) Either as a result of the discreet inquiry, or on the basis of the complaint itself without any inquiry, if the designated agency is of the opinion that the matter requires to be investigated further, the designated agency shall officially seek comments/or explanation from the Head of the Department of the concerned organisation or office. While doing so, the designated agency shall not disclose the identity of the informant and also shall request the concerned Head of the organisation to keep the identity of the informant secret, if for any reason, the concerned Head comes to know the identity.

   (v) After obtaining the response of the concerned organisation, if the designated agency is of the opinion that the investigations reveal either mis-use of office or substantiate allegations of corruption, the designated agency shall recommend appropriate action to the concerned Government Department or Organization. These shall, *inter alia*, include following :

      (a) Appropriate proceedings to be initiated against the concerned Government servant.

      (b) Appropriate administrative steps for redressing the loss caused to the Government as a result of the corrupt act or mis-use of office, as the case may be.

      (c) Recommend to the appropriate authority/agency initiation of criminal proceedings in suitable cases, if warranted by the facts and circumstances of the case.

      (d) Recommend taking of corrective measures to prevent recurrence of such events in future.

5. For the purpose of making discreet inquiry or obtaining information from the concerned organisation, the designated agency shall be authorized to call upon the CBI or the police authorities, as considered necessary, to render all assistance to complete the investigation pursuant to the complaint received.

6. If any person is aggrieved by any action on the ground that he is being victimized due to the fact that he had filed a complaint or disclosure, he may file an application before the designated agency seeking redress in the matter, who shall take such action, as deemed fit. The designated agency may give suitable directions to the concerned public servant or the public authority as the case may be.

7. Either on the application of the complainant, or on the basis of the information gathered, if the designated agency is of the opinion that either the complainant or the witnesses need protection, the designated agency shall issue appropriate directions to the concerned Government authorities.

8. The machinery evolved herein shall be in addition to the existing mechanisms in place. However, secrecy of identity shall be observed, only if the complaint is received under this machinery.

9. In case the designated agency finds the complaint to be motivated or vexatious, the designated agency shall be at liberty to take appropriate steps.

10. The designated agency shall not entertain or inquire into any disclosure :

(a) in respect of which a formal and public inquiry has been ordered under the Public Servants Inquiries Act, 1850; or

(b) in respect of a matter which has been referred for inquiry under the Commissions of Inquiry Act, 1952.

11. In the event of the identity of the informant being disclosed in spite of the designated agency's directions to the contrary, the designated agency is authorized to initiate appropriate action as per extant regulations against the person or agency making such disclosure.

12. The machinery created herein shall operate till Parliament passes a law on the subject.

SMT. MANJULIKA GAUTAM, Addl. Secy.

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कार्मिक, लोक-शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

शुद्धिपत्र

नई दिल्ली, 29 अप्रैल, 2004

सं. 371/12/2002-ए.वी.डी.-III.—भारत के असाधारण राजपत्र भाग-I, खण्ड 1 में दिनांक 21 अप्रैल, 2004 को प्रकाशित भारत सरकार के संकल्प संख्या 89 का आंशिक संशोधन करते हुए, उक्त संकल्प के प्रारंभिक पैरा तथा पैरा-2 में निम्नलिखित संशोधन किए जाते हैं :

(i) संकल्प के प्रारंभिक पैरा को निम्न प्रकार से प्रतिस्थापित किया जाता है :

"जबकि श्री सत्येन्द्र दुबे की हत्या के सम्बन्ध में रिट याचिका (सी.) संख्या 539/2003 की सुनवाई करते समय, 'पदाधिकारों व भण्डाफोड़ों (विसल ब्लोअर्स)' से प्राप्त शिकायतों पर कार्रवाई किए जाने के लिए उपयुक्त तंत्र का प्रश्न उठा"।

(ii) संकल्प के अंग्रेजी पाठ के पैरा 2 में शब्द 'designateed' (डेजिगनेटीड) को शब्द 'designated' (डेजिगनेटिड) से प्रतिस्थापित किया जाता है।

श्रीमती मंजुलिका गौतम, अपर सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

CORRIGENDUM

New Delhi, the 29th April, 2004

No. 371/12/2002-AVD.III.—In partial modification of the Government of India's Resolution No. 89, published in the Gazette of India Part I Section 1, Extraordinary dated 21st April, 2004, the following modifications are made in the opening para and para-2 of the said Resolution :

(i) The opening para of the Resolution is substituted as :

"Whereas while hearing Writ Petition (C) No. 539/2003 regarding the murder of Shri Satyendra Dubey, the question of a suitable machinery for acting on complaints from 'whistle-blowers' arose."

(ii) In para 2 the word "designateed" is substituted as "designated".

Smt. MANJULIKA GAUTAM, Addl. Secy

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सत्यमेव जयते

भारत का राजपत्र
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No. 190] NEW DELHI, THURSDAY, AUGUST 29, 2013/BHADRA 7, 1935

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

संकल्प

नई दिल्ली, 14 अगस्त, 2013

सं. 371/4/2013/एवीडी-III.—भारत के असाधारण राजपत्र, भाग I, खण्ड 1 में प्रकाशित लोकहित प्रकटन तथा मुखबिरों की सुरक्षा के अंतर्गत शिकायत प्रबंधन हेतु केन्द्रीय सतर्कता आयोग (सीवीसी) को मनोनीत अभिकरण के रूप में प्राधिकृत करने वाले, इस मंत्रालय के संकल्प संख्या 371/12/2002/एवीडी-III दिनांक 21 अप्रैल, 2004 में निम्नलिखित संशोधन किए जाते हैं, अर्थात्:—

उक्त संकल्प में,—

(i) पैरा 2, 3, 4, 5, 6, 8, 9, 10 एवं 11 शब्द "मनोनीत अभिकरण" जहां कहीं भी प्रयोग में आए हों, को क्रमशः "मनोनीत अभिकरण अथवा मनोनीत प्राधिकरण" शब्दों से प्रतिस्थापित किया जाएगा;

(ii) पैरा 1 में शब्द "प्रकटीकरण अथवा शिकायत में यथासंभव सभी विवरण होंगे और इसमें समर्थक दस्तावेज अथवा अन्य सामग्री शामिल होगी" का लोप किया जाएगा;

(iii) पैरा 1 के बाद निम्नलिखित पैरा जोड़े जाएंगे, अर्थात्:—

"[क. भारत सरकार के मंत्रालय अथवा विभागों के मुख्य सतर्कता अधिकारियों को, उस मंत्रालय या विभाग, किसी केन्द्रीय अधिनियम के द्वारा या इसके अंतर्गत स्थापित किसी निगम अथवा केन्द्र सरकार के स्वामित्व या नियंत्रणाधीन सरकारी कंपनियों, संस्थाओं अथवा स्थानीय प्राधिकरणों जो उस मंत्रालय या विभाग के अधिकार क्षेत्र में आते हों, के किसी कर्मचारी पर भ्रष्टाचार अथवा पद के दुरुपयोग के किसी आरोप के संबंध में लिखित शिकायत या प्रकटन संबंधी शिकायत प्राप्त करने के लिए मनोनीत प्राधिकारी के रूप में भी प्राधिकृत किया गया है ।

[ख : प्रकटन या शिकायत में जितना संभव हो सम्पूर्ण विवरण समाहित होगा एवं इसके साथ समर्थित दस्तावेज या अन्य सामग्री होगी ।"

(iv) पैरा 7 के बाद, निम्नलिखित पैरा जोड़ा जाएगा, अर्थात्:—

"7क. या तो शिकायतकर्ता के आवेदन पर या संग्रहित सूचना के आधार पर, यदि मनोनीत प्राधिकारी का मत हो कि शिकायतकर्ता या गवाह को संरक्षण की आवश्यकता है तो मनोनीत प्राधिकारी, संबंधित सरकारी प्राधिकारियों को समुचित दिशानिर्देश जारी करने के लिए इस मामले को केन्द्रीय सतर्कता आयोग के साथ उठाएगा ।"

(v) पैरा 11 के बाद, निम्नलिखित पैरा जोड़ा जाएगा, अर्थात्:—

"11क. केन्द्रीय सतर्कता आयोग (सीवीसी) मनोनीत प्राधिकारी को प्राप्त शिकायतों का पर्यवेक्षण एवं निगरानी करेगा ।"

दीपक उमाशंकर, संयुक्त सचिव

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

RESOLUTION

New Delhi, the 14th August, 2013.

No.371/4/2013-AVD-III – In this Ministry's Resolution No.371/12/2002-AVD-III dated 21st April, 2004, published in the Gazette of India, Extraordinary, Part I, Section 1, authorising the Central Vigilance Commission (CVC) as the Designated Agency for handling of complaints under the Public Interest Disclosure and Protection of Informers, the following amendments are hereby made, namely:-

In the said Resolution,-

(i) in paragraphs 2, 3, 4, 5, 6, 8, 9, 10 and 11, for the words "the designated agency" wherever they occur, the words "the designated agency or the designated authority" shall respectively be substituted;

(ii) in paragraph 1, the words "The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other material." shall be omitted;

(iii) after paragraph 1, the following paragraphs shall be inserted, namely:-

"1A. The Chief Vigilance Officers of the Ministries or Departments of the Government of India are also authorised as the designated authority to receive written complaint or disclosure on any allegation of corruption or misuse of office by any employee of that Ministry or Department or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government and falling under the jurisdiction of that Ministry or the Department.

1B. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other materials.";

(iv) after paragraph 7, the following paragraph shall be inserted, namely:-

"7A. Either on the application of the complainant, or on the basis of the information gathered, if the designated authority is of the opinion that either the complainant or the witnesses need protection, the designated authority, shall take up the matter with the Central Vigilance Commission, for issuing appropriate directions to the Government authorities concerned.";

(v) after paragraph 11, the following paragraph shall be inserted, namely:-

"11A The Central Vigilance Commission (CVC) shall supervise and monitor the complaints received by the designated authority.".

DEEPTI UMASHANKAR, Jt. Secy.

Printed by the Manager, Government of India Press, Ring Road, Mayapuri, New Delhi-110064
and Published by the Controller of Publications, Delhi-110054

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/6002 दिनांक 14.11.2013
SPMCIL/VIG/03/09/6002 Date: 14.11.2013

परिपत्र/ CIRCULAR

विषय/Sub: PIDPI संकल्प में संशोधन।/Amendment to PIDPI Resolution.

कार्मिक और प्रशिक्षण विभाग द्वारा दिनांक 03.09.2013 के कार्यालय ज्ञापन द्वारा PIDPI संकल्प के संबंध में जारी संशोधन की एक प्रति सभी संबंधितों को सूचनार्थ हेतू परिचालित किया जाता है।

A copy of resolution issued by Department of Personnel & Training vide OM dated 03.09.2013 regarding amendment in PIDPI resolution is circulated here with to all concerned for information.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस .एस .बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./ Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्त्तव्य अधिकारी/OSD to CMD.
2. निदेशक (मानव संसाधन)/निदेशक (तकनीकी)/ मुख्य सतर्कता अधिकारी (प्रभारी)/ Director (HR)/Director (T)/CVO(I/C)
3. सभी उप महाप्रबंधक (निगम मुख्यालय)/All DGMs (CHO).
4. .सभी सतर्कता अधिकारी/ All Vigilance officials.
5. सूचना पटल/वेबसाइट/Notice Board/Website.

☎ 011-23701225-26
011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली 110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

No. 371/4/2013-AVD-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block New Delhi
Dated the 3rd September, 2013

OFFICE MEMORANDUM

Subject: Amendment of Government of India's Resolution No. 89 published in the Gazette of India Part I Section 1, Extraordinary dated 21st April, 2004(read with corrigendum dated 29th April, 2004) commonly known as the Public Interest Disclosure and Protection of Informers (PIDPI) Resolution-regarding

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In continuation of this Department's OM of even No. dated 14th August, 2013, the undersigned is directed to enclose herewith a copy of printed version of Extraordinary Gazette Notification on the above subject for information and necessary action.

Encl: As above.

(M.M. Maurya)
Under Secretary to the Government of India
Tel. No. 23094541

To,
All the Ministries/ Departments of the Government of India.

Copy to:

1. PMO, South Block, New Delhi.
2. The Secretary, Central Vigilance Commission, Satarkata Bhavan, New Delhi.
3. The Cabinet Secretariat, New Delhi, w.r.t. their I.D. No. 28/CM/2013(i) dated 8th August, 2013
4. PS to Hon'ble MOS(PP), PPS to Secretary(P)/EO&AS/AS(S&V), DOPT.
5. The CVO, Department of Personnel and Training, New Delhi
6. Order Bundle/Guard file. / NIC

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

RESOLUTION

New Delhi, the 14th August, 2013.

No.371/4/2013-AVD-III - In this Ministry's Resolution No.371/12/2002-AVD-III dated 21st April, 2004, published in the Gazette of India, Extraordinary, Part I, Section 1, authorising the Central Vigilance Commission (CVC) as the Designated Agency for handling of complaints under the Public Interest Disclosure and Protection of Informers, the following amendments are hereby made, namely:-

In the said Resolution,-

(i) in paragraphs 2, 3, 4, 5, 6, 8, 9, 10 and 11, for the words "the designated agency" wherever they occur, the words "the designated agency or the designated authority" shall respectively be substituted;

(ii) in paragraph 1, the words "The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other material." shall be omitted;

(iii) after paragraph 1, the following paragraphs shall be inserted, namely:-

"1A. The Chief Vigilance Officers of the Ministries or Departments of the Government of India are also authorised as the designated authority to receive written complaint or disclosure on any allegation of corruption or misuse of office by any employee of that Ministry or Department or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government and falling under the jurisdiction of that Ministry or the Department.

1B. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other materials.";

(iv) after paragraph 7, the following paragraph shall be inserted, namely:-

"7A. Either on the application of the complainant, or on the basis of the information gathered, if the designated authority is of the opinion that either the complainant or the witnesses need protection, the designated authority, shall take up the matter with the Central Vigilance Commission, for issuing appropriate directions to the Government authorities concerned.";

(v) after paragraph 11, the following paragraph shall be inserted, namely:-

"11A. The Central Vigilance Commission (CVC) shall supervise and monitor the complaints received by the designated authority."

DEEPTI UMASHANKAR, Jt. Secy

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and Published by the Controller of Publications, Delhi-110054

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

RESOLUTION

New Delhi, the 21st April, 2004

No. 371/12/2002-AVD-III.—Whereas while hearing Writ Petition (C) No. 539/2003 regarding the murder of Shri Satyendra Dubey, the Supreme Court desired that pending enactment of a suitable legislation, suitable machinery should be put in place for acting on complaints from "whistle-blowers".

And whereas the 'The Public Interest Disclosure and Protection of Informers' Bill, 2002, drafted by the Law Commission is under examination.

Now, therefore, the Central Government hereby resolves as under :

1. The Central Vigilance Commission (CVC) is hereby authorized, as the Designated Agency, to receive written complaints or disclosure on any allegation of corruption or of mis-use of office by any employee of the Central Government or of any corporation established by or under any Central Act, Government companies, societies or local authorities owned or controlled by the Central Government. The disclosure or complaint shall contain as full particulars as possible and shall be accompanied by supporting documents or other material.

2. The designated agency may, if it deems fit call for further information or particulars from the persons making the disclosure. If the complaint is anonymous, the designated agency shall not take any action in the matter.

3. Notwithstanding anything contained in the Official Secrets Act, 1923, any public servant other than those referred to clauses (a) to (d) of Article 33 of the Constitution or any other person including any non-governmental organisation, may make a written disclosure to the designated agency.

4. If the complaint is accompanied by particulars of the person making the complaint, the designated agency shall take the following steps :

   (i) The designated agency will ascertain from the complainant whether he was the person who made the complaint or not.

   (ii) The identity of the complainant will not be revealed unless the complainant himself has made the details of the complaint either public or disclosed his identity to any other office or authority.

   (iii) After concealing the identity of the complainant, the designated agency shall make, in the first instance, discreet inquiries to ascertain if there is any basis of proceeding further with the complaint. For this purpose, the designated agency shall devise an appropriate machinery.

   (iv) Either as a reslut of the discreet inquiry, or on the basis of the complaint itself without any inquiry, if the designated agency is of the opinion that the matter requires to be investigated further, the designated agency shall officially seek comments/or explanation from the Head of the Department of the concerned organisation or office. While doing so, the designated agency shall not disclose the identity of the informant and also shall request the concerned Head of the organisation to keep the identity of the informant secret, if for any reason, the concerned Head comes to know the identity.

   (v) After obtaining the response of the concerned organisation, if the designated agency is of the opinion that the investigations reveal either mis-use of office or substantiate allegations of corruption, the designated agency shall recommend appropriate action to the concerned Government Department or Organization. These shall, *inter alia*, include following :

      (a) Appropriate proceedings to be initiated against the concerned Government servant.

      (b) Appropriate administrative steps for redressing the loss caused to the Government as a result of the corrupt act or mis-use of office, as the case may be.

      (c) Recommend to the appropriate authority/agency initiation of criminal proceedings in suitable cases, if warranted by the facts and circumstances of the case.

      (d) Recommend taking of corrective measures to prevent recurrence of such events in future.

5. For the purpose of making discreet inquiry or obtaining information from the concerned organisation, the designated agency shall be authorized to call upon the CBI or the police authorities, as considered necessary, to render all assistance to complete the investigation pursuant to the complaint received.

6. If any person is aggrieved by any action on the ground that he is being victimized due to the fact that he had filed a complaint or disclosure, he may file an application before the designated agency seeking redress in the matter, who shall take such action, as deemed fit. The designated agency may give suitable directions to the concerned public servant or the public authority as the case may be.

7. Either on the application of the complainant, or on the basis of the information gathered, if the designated agency is of the opinion that either the complainant or the witnesses need protection, the designated agency shall issue appropriate directions to the concerned Government authorities.

8. The machinery evolved herein shall be in addition to the existing mechanisms in place. However, secrecy of identity shall be observed, only if the complaint is received under this machinery.

9. In case the designated agency finds the complaint to be motivated or vexatious, the designated agency shall be at liberty to take appropriate steps.

10. The designated agency shall not entertain or inquire into any disclosure :

(a) in respect of which a formal and public inquiry has been ordered under the Public Servants' Inquiries Act, 1850; or

(b) in respect of a matter which has been referred for inquiry under the Commissions of Inquiry Act, 1952.

11. In the event of the identity of the informant being disclosed in spite of the designated agency's directions to the contrary, the designated agency is authorized to initiate appropriate action as per extant regulations against the person or agency making such disclosure.

12. The machinery created herein shall operate till Parliament passes a law on the subject.

SMT. MANJULIKA GAUTAM, Addl. Secy.

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REGD. NO. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

असाधारण
EXTRAORDINARY
भाग I—खण्ड 1
PART I—Section 1
प्राधिकार से प्रकाशित
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No. 98] NEW DELHI, THURSDAY, APRIL 29, 2004/VAISAKHA 9, 1926

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

CORRIGENDUM

New Delhi, the 29th April, 2004

No. 371/12/2002-AVD.III.—In partial modification of the Government of India's Resolution No. 89, published in the Gazette of India Part I Section 1, Extraordinary dated 21st April, 2004, the following modifications are made in the opening para and para-2 of the said Resolution :

(i) The opening para of the Resolution is substituted as :

"Whereas while hearing Writ Petition (C) No. 539/2003 regarding the murder of Shri Satyendra Dubey, the question of a suitable machinery for acting on complaints from 'whistle blowers' arose."

(ii) In para 2 the word "designateed" is substituted as "designated"

Smt. MANJULIKA GAUTAM, Addl. Secy

1356 GI/2004

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and Published by the Controller of Publications, Delhi-110054

रजि॰ सं॰ डी॰ एल॰-33004/99

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भारत का राजपत्र
The Gazette of India

असाधारण
EXTRAORDINARY
भाग I—खण्ड 1
PART I—Section 1
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PUBLISHED BY AUTHORITY

सं. 190] नई दिल्ली, बृहस्पतिवार, अगस्त 29, 2013/भाद्र 7, 1935
No. 190] NEW DELHI, THURSDAY, AUGUST 29, 2013/BHADRA 7, 1935

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

संकल्प

नई दिल्ली, 14 अगस्त, 2013

सं. 371/4/2013/एवीडी-III.—भारत के असाधारण राजपत्र, भाग I, खण्ड 1 में प्रकाशित लोकहित प्रकटन तथा मुखबिरों की सुरक्षा के अंतर्गत शिकायत प्रबंधन हेतु केन्द्रीय सतर्कता आयोग (सीवीसी) को मनोनीत अभिकरण के रूप में प्राधिकृत करने वाले, इस मंत्रालय के संकल्प संख्या 371/12/2002/एवीडी-III दिनांक 21 अप्रैल, 2004 में निम्नलिखित संशोधन किए जाते हैं, अर्थात्:—

उक्त संकल्प में,—

(i) पैरा 2, 3, 4, 5, 6, 8, 9, 10 एवं 11 शब्द "मनोनीत अभिकरण" जहां कहीं भी प्रयोग में आए हों, को क्रमशः "मनोनीत अभिकरण अथवा मनोनीत प्राधिकरण" शब्दों से प्रतिस्थापित किया जाएगा;

(ii) पैरा 1 में शब्द "प्रकटीकरण अथवा शिकायत में यथासंभव सभी विवरण होंगे और इसमें समर्थक दस्तावेज अथवा अन्य सामग्री शामिल होगी" का लोप किया जाएगा;

(iii) पैरा 1 के बाद निम्नलिखित पैरा जोड़े जाएंगे, अर्थात्:—

"1क. भारत सरकार के मंत्रालय अथवा विभागों के मुख्य सतर्कता अधिकारियों को, उस मंत्रालय या विभाग, किसी केन्द्रीय अधिनियम के द्वारा या इसके अंतर्गत स्थापित किसी निगम अथवा केन्द्र सरकार के स्वामित्व या नियंत्रणाधीन सरकारी कंपनियों, संस्थाओं अथवा स्थानीय प्राधिकरणों जो उस मंत्रालय या विभाग के अधिकार क्षेत्र में आते हों, के किसी कर्मचारी पर भ्रष्टाचार अथवा पद के दुरुपयोग के किसी आरोप के संबंध में लिखित शिकायत या प्रकटन संबंधी शिकायत प्राप्त करने के लिए मनोनीत प्राधिकारी के रूप में भी प्राधिकृत किया गया है।

1ख : प्रकटन या शिकायत में जितना संभव हो सम्पूर्ण विवरण समाहित होगा एवं इसके साथ समर्थित दस्तावेज या अन्य सामग्री होगी।"

(iv) पैरा 7 के बाद, निम्नलिखित पैरा जोड़ा जाएगा, अर्थात्:—

"7क. या तो शिकायतकर्ता के आवेदन पर या संग्रहित सूचना के आधार पर, यदि मनोनीत प्राधिकारी का मत हो कि शिकायतकर्ता या गवाह को संरक्षण की आवश्यकता है तो मनोनीत प्राधिकारी, संबंधित सरकारी प्राधिकारियों को समुचित दिशानिर्देश जारी करने के लिए इस मामले को केन्द्रीय सतर्कता आयोग के साथ उठाएगा।"

(v) पैरा 11 के बाद, निम्नलिखित पैरा जोड़ा जाएगा, अर्थात्:—

"11क. केन्द्रीय सतर्कता आयोग (सीवीसी) मनोनीत प्राधिकारी को प्राप्त शिकायतों का पर्यवेक्षण एवं निगरानी करेगा।"

दीप्ति उमाशंकर, संयुक्त सचिव

रजिस्ट्री सं० डी० एल०-33004/99

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कार्मिक, लोक-शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

संकल्प

नई दिल्ली, 21 अप्रैल, 2004

सं.-371/12/2002-ए.वी.डी.-III.—जबकि सर्वोच्च न्यायालय ने श्री सत्येन्द्र दुबे की हत्या के संबंध में रिट याचिका (सी.) संख्या-539/2003 को सुनवाई करते समय यह इच्छा व्यक्त की कि उपयुक्त विधान के बनाए जाने तक "पर्दाफाशों या भण्डाफोड़ों (विसल ब्लोअर्स)" से प्राप्त शिकायतों पर कार्रवाई किए जाने के लिए उपयुक्त तंत्र व्यवस्था तैयार की जाए।

और जबकि विधि आयोग द्वारा तैयार किए गए लोकहित प्रकटीकरण और मुखबिर संरक्षण विधेयक, 2002 को जांच-पड़ताल चल रही है।

अत: अब, केन्द्र सरकार एतद्द्वारा निम्नलिखित संकल्प लेती है :—

1. केन्द्रीय सतर्कता आयोग को केन्द्रीय सरकार अथवा किसी केन्द्रीय अधिनियम के द्वारा अथवा इसके अंतर्गत स्थापित किन्हीं निगमों, केन्द्र सरकार के स्वामित्व वाली अथवा इसके द्वारा नियंत्रित सरकारी कम्पनियों, सोसाइटियों अथवा स्थानीय प्राधिकरणों के किसी कर्मचारी पर भ्रष्टाचार के किसी आरोप अथवा पद के दुरुपयोग के सम्बन्ध में लिखित शिकायतें प्राप्त करने अथवा प्रकटीकरण सम्बन्धी दस्तावेज प्राप्त करने के लिए एतद्द्वारा मनोनीत अभिकरण के रूप में प्राधिकृत किया जाता है। प्रकटीकरण अथवा शिकायत में यथासंभव सभी विवरण होंगे और इसमें समर्थक दस्तावेज अथवा अन्य सामग्री शामिल होगी।

2. मनोनीत अभिकरण यदि ऐसा उचित समझे तो वह प्रकटीकरण करने वाले व्यक्तियों से और जानकारी अथवा विवरण मंगवा सकता है। यदि शिकायत बेनामी है तो मनोनीत अभिकरण इस मामले में कोई कार्रवाई नहीं करेगा।

3. शासकीय गुप्त अधिनियम, 1923 में विहित किसी बात के बावजूद भी संविधान के अनुच्छेद 33 के खण्ड (क) से (घ) में संदर्भित व्यक्तियों से भिन्न कोई लोक सेवक अथवा किसी गैर-सरकारी संगठन सहित कोई अन्य व्यक्ति मनोनीत अभिकरण को लिखित प्रकटीकरण भेज सकता है।

4. यदि शिकायत में शिकायतकर्त्ता का ब्यौरा भी दिया गया है तो मनोनीत अभिकरण निम्नलिखित कदम उठाएगा :—

(i) मनोनीत अभिकरण शिकायतकर्त्ता से यह पता लगाएगा कि क्या यह वही व्यक्ति है अथवा नहीं है जिसने शिकायत की है।

(ii) शिकायतकर्त्ता की पहचान उद्घाटित नहीं की जाएगी जब तक कि शिकायतकर्त्ता ने स्वयं शिकायत का ब्यौरा सार्वजनिक न कर दिया हो अथवा किसी अन्य कार्यालय अथवा प्राधिकारी को अपनी पहचान नहीं बता दी हो।

(iii) शिकायतकर्ता की पहचान गुप्त रखने के पश्चात् मनोनीत अधिकारण प्रथमतः यह पता लगाने के लिए विवेकपूर्ण जांच-पड़ताल करेगा कि क्या इस शिकायत पर आगे कार्रवाई करने का कोई आधार बनता है। इस प्रयोजन हेतु मनोनीत अधिकरण एक समुचित तंत्र बनाएगा।

(iv) शिकायत की विवेकपूर्ण जांच-पड़ताल करने के परिणामस्वरूप अथवा बिना जांच-पड़ताल के केवल शिकायत के आधार पर ही यदि मनोनीत अधिकरण का यह मत होता है कि मामले की और जांच-पड़ताल करवाई जानी अपेक्षित है तो मनोनीत अधिकरण सम्बन्धित संगठन अथवा कार्यालय के विभागाध्यक्ष से सरकारी तौर पर उनकी टिप्पणियां/अथवा उनके स्पष्टीकरण मांगेगा। ऐसा करते समय मनोनीत अधिकरण मुखबिर की पहचान प्रकट नहीं करेगा और सम्बन्धित संगठन के अध्यक्ष को यह भी अनुरोध करेगा कि यदि उन्हें किसी कारणवश मुखबिर की पहचान का पता चल जाता है तो वे मुखबिर की पहचान गुप्त रखेंगे।

(v) सम्बन्धित संगठन का उत्तर प्राप्त होने के बाद यदि मनोनीत अधिकरण का यह मत होता है कि अन्वेषण से पद के दुरुपयोग अथवा भ्रष्टाचार के पुख्ता आरोपों का पता चलता है तो मनोनीत अधिकरण सम्बन्धित सरकारी विभाग अथवा संगठन को उपयुक्त कार्रवाई करने की संस्तुति करेगा। इनमें अन्य बातों के साथ-साथ निम्नलिखित शामिल होगा :—

(क) सम्बन्धित सरकारी कर्मचारी के विरुद्ध उपयुक्त कार्यवाहियां शुरू किया जाना।

(ख) भ्रष्टकृत्य अथवा पद के दुरुपयोग जैसी भी स्थिति हो, के परिणामस्वरूप सरकार को हुई हानि की पूर्ति के लिए उपयुक्त प्रशासनिक कदम उठाना।

(ग) मामले के तथ्यों और परिस्थितियों को देखते हुए यदि ऐसा न्यायसंगत हो तो उपयुक्त मामलों में आपराधिक कार्यवाहियां शुरू किए जाने के बारे में उपयुक्त प्राधिकारी/अभिकरण को सिफारिश करना।

(घ) भविष्य में ऐसी घटनाओं की पुनरावृत्ति रोकने के लिए सुधारात्मक उपाय किए जाने की सिफारिश करना।

5. पूर्ण जांच-पड़ताल करने अथवा सम्बन्धित संगठन से जानकारी प्राप्त करने के प्रयोजन से मनोनीत अधिकरण को प्राप्त शिकायत के अनुक्रम में जांच-पड़ताल को पूरी करने में सभी प्रकार की सहायता प्रदान करने के लिए यथावश्यक समझे जाने पर केन्द्रीय अन्वेषण ब्यूरो अथवा पुलिस अधिकारियों को सहायता देने के लिए प्राधिकृत किया जाएगा।

6. यदि कोई व्यक्ति किसी कार्रवाई से इस आधार पर व्यथित होता है कि उसे इस तथ्य के आधार पर पीड़ित किया जा रहा है कि उसने शिकायत दायर की है अथवा प्रकटीकरण किया है तो वह इस मामले के निवारण की प्रार्थना करते हुए मनोनीत अधिकरण के समक्ष एक आवेदन दायर कर सकता है जो यथावश्यक उपयुक्त समझी जाने वाली कार्रवाई करेगा। मनोनीत अधिकरण सम्बन्धित सरकारी सेवक अथवा सरकारी प्राधिकारी को जैसी भी स्थिति हो, उपयुक्त निदेश दे देंगे।

7. शिकायतकर्ता के आवेदन पर अथवा एकत्रित की गई जानकारी के आधार पर यदि मनोनीत अधिकरण का यह मत होता है कि शिकायतकर्ता अथवा गवाहों को संरक्षण दिए जाने की आवश्यकता है तो मनोनीत अधिकरण सम्बन्धित सरकारी प्राधिकारियों को उपयुक्त निर्देश जारी करेगा।

8. इस कार्य में प्रयुक्त तंत्र, मौजूदा कार्य तंत्र के अतिरिक्त होगा। तथापि, यदि शिकायत इस तंत्र के अन्तर्गत प्राप्त होती है तो पहचान को गुप्त रखा जाएगा।

9. यदि मनोनीत अधिकरण शिकायत को अभिप्रेरित अथवा कष्टप्रद स्वरूप की पाता है तो मनोनीत अधिकरण उपयुक्त कदम उठाने के लिए स्वतंत्र है।

10. मनोनीत अधिकरण निम्नलिखित स्वरूप के प्रकटीकरण पर कार्रवाई अथवा उसकी जांच-पड़ताल नहीं करेगा :—

(क) ऐसे किसी मामले जिसमें लोक सेवक जांच अधिनियम, 1850 के अन्तर्गत एक औपचारिक और सार्वजनिक जांच का आदेश दे दिया गया हो; अथवा

(ख) ऐसा कोई मामला जिसे जांच आयोग अधिनियम, 1952 के तहत जांच के लिए भेजा गया है।

11. मनोनीत अधिकरण के निदेशों के विपरीत मुखबिर की पहचान उद्घाटित हो जाने पर मनोनीत अधिकरण ऐसा प्रकटीकरण करने वाले किसी व्यक्ति अथवा अभिकरण के विरुद्ध मौजूदा नियमों के अनुसार उपयुक्त कार्रवाई शुरू किए जाने के लिए प्राधिकृत है।

12. इस कार्य हेतु वर्णित तंत्र, संसद द्वारा इस विषय में कानून बनाए जाने तक लागू रहेगा।

श्रीमती मंजुलिका गौतम, अपर सचिव

रजिस्ट्री सं० डी० एल०-33004/99 REGD. NO. D. L.-33004/99

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कार्मिक, लोक-शिकायत तथा पेंशन मंत्रालय

(कार्मिक और प्रशिक्षण विभाग)

शुद्धिपत्र

नई दिल्ली, 29 अप्रैल, 2004

सं. 371/12/2002-ए.वी.डी.-III.—भारत के असाधारण राजपत्र भाग-I, खण्ड 1 में दिनांक 21 अप्रैल, 2004 को प्रकाशित भारत सरकार के संकल्प संख्या 89 का आंशिक संशोधन करते हुए, उक्त संकल्प के प्रारंभिक पैरा तथा पैरा-2 में निम्नलिखित संशोधन किए जाते हैं :

(i) संकल्प के प्रारंभिक पैरा को निम्न प्रकार से प्रतिस्थापित किया जाता है :

"याचिका श्री सतेन्द्र दुबे की हत्या के सम्बन्ध में रिट याचिका (सी.) संख्या 539/2003 की सुनवाई करते समय, 'पर्दाफाशों या भण्डाफोड़ों (विसल ब्लोअर्स)' से प्राप्त शिकायतों पर कार्रवाई किए जाने के लिए उपयुक्त तंत्र का प्रश्न उठा"।

(ii) संकल्प के अंग्रेजी पाठ के पैरा 2 में शब्द 'designateed' (डेजिगनेटीड) को शब्द 'designated' (डेजिगनेटिड) से प्रतिस्थापित किया जाता है।

श्रीमती मंजुलिका गौतम, अपर सचिव

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SPMCIL/VIG/03/09/ Date: 23.10.2013

परिपत्र/ CIRCULAR

विषय/Sub: शिकायतों के निपटान संबंधी दिशा-निर्देश।/ Guidelines regarding handling of complaints.

कार्मिक और प्रशिक्षण विभाग द्वारा दिनांक 18.10.2013 के कार्यालय ज्ञापन द्वारा शिकायतों के निपटान संबंधी जारी दिशा-निर्देशों की एक प्रति सभी संबंधितों को सूचनार्थ एवं उचित कार्रवाई हेतू परिचालित किया जाता है।

A copy of guidelines issued vide OM dated 18.10.2013 by Department of Personnel & Training regarding handling of complaints is circulated here with to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस .एस .बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./ Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।/SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मानव संसाधन)/निदेशक (तकनीकी)/ मुख्य सतर्कता अधिकारी (प्रभारी)।/ Director (HR)/Director (T)/CVO(I/C)
3. सभी उप महाप्रबंधक (निगम मुख्यालय)/All DGMs (CHO).
4. .सभी सतर्कता अधिकारी।/ All Vigilance officials.
5. सूचना पटल/वेबसाइट।/Notice Board/Website.

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011-43582200
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

(2/3)

(101)

No.104/76/2011-AVD.I
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, Dated October 18, 2013

OFFICE MEMORANDUM

Subject:- Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to say that the instructions regarding dealing with anonymous and pseudonymous complaints as contained in this Department's OM No. 321/4/91-AVD.III, dated 29th September, 1992 and as reiterated vide DOP&T's OM No. 371/38/97-AVD.III, dated 3/11/1997, being at variance with instructions issued by CVC in this regard vide curcular No.3(V)/99/2 dated 29th June, 1999, No. 98/DSP/9, dated 31st January, 2002 and 11th October, 2002, had been receiving the attention of the Government for the past some time.

2. The matter was examined afresh in consultation with the Central Vigilance Commission. Subsequent to the Public Interest Disclosure & Protection of Informers' Resolution – 2004 (PIDPI), the Commission has created a mechanism for handling complaints where identity of the complainant is kept secret and the complainant is provided protection. This has been endorsed and operationalized by the Central Government with the approval of the competent authority.

3. In view of the fact that complainants who desire to protect their identity now have the protection of the Public Interest Disclosure & Protection of Informers' Resolution – 2004 (PIDPI), the following procedure is laid down for handling anonymous and pseudonymous complaints, in supersession of instructions contained in DoP&T's OM No. 321/4/91-AVD.III dated 29th September, 1992:

(i) No action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.

(ii) Complaints containing vague allegations could also be filed without verification of identity of the complainant.

(iii) If a complaint contains verifiable allegations, the administrative Ministry/Department may take cognizance of such complaint with the approval of the competent authority to be designated by the Ministry/Department as per their distribution of work. In such cases, the complaint will be first sent to the complainant for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. After waiting for 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the Ministry/Department.

4. Instructions contained in para-3 above would also be applicable (with appropriate competent authority to be designated under para 3 (iii) above) for dealing with complaints against Secretaries to the Government of India or Chief Executives / CMDs / Functional Director of PSEs/PSBs/FIs, which will continue to be referred to the Cabinet Secretariat for placing before the Group of Secretaries headed by the Cabinet Secretary/Secretary (Co-ordination) in the Cabinet Secretariat, as the case may be, as per procedure given in Department's OM No. 104/100/2009-AVD.I, dated 14/1/2010 and DPE's OM No. 15(1)/2010-DPE(GM), dated 11/3/2010, as amended from time to time.

(G. Srinivasan)
Under Secretary to the Government of India

To,

1. All Ministries/Departments as per standard circulation list
2. Secretary, Central Vigilance Commission
3. Department of Public Enterprises
4. All Desks/Sections of DOP&T
5. Guard File
6. NIC, DOP&T Cell for placing a copy of this OM on the website of the Ministry.

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SPMCIL/VIG/03/09/[illegible] Date: 13.03.2012

CIRCULAR

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

A copy of CVC Office Order No 04/02/12 issued vide no. 004/VGL/26 dated 13.02.2012 regarding guidelines on GoI Resolution on the Public Interest Disclosure & Protection of Informers (PIDPI) along with Circular no. SPMCIL/VIG/03/09/07/5175 dated 16.03.2010 on Whistle Blower Policy containing CVC Office Order No. 33/5/2004 dated 17.05.2004 is re-circulated herewith to all for information.

2. This issues with the approval of CVO (I/C), SPMCIL.

Encl: As above.

(S.S.BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mill.
SPMCIL

CC:

1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. GM/Dy.GMs (Corporate Office).
4. Dy. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpth, New Delhi-110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

TelegraphicAddress :
'SATARKTA' New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24651001 - 07

फैक्स/Fax 24616286

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

004/VGL/26

Office Order No.04/02/12

दिनांक / Dated 13th February, 2012

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 filing 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 the procedures prescribed by the Commission while filing 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

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No. SPMCIL/ VIG/ 3/09/07/5175 Dated: 16th March, 2010

CIRCULAR

SUB: Whistle Blower Policy.

A copy of CVC Office order No. 33/5/2004 dated 17-05-2004 regarding Public Interest disclosures & Protection of Informer viz. 'Whistle Blower Policy', is re-circulated here-with to all for information.

2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

(Ajay Nath) 16.3.10
CVO

Encl: As above.

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. GM (IA).
4. Sr. DGM (S&C)-with a request up load the circular on website.
5. All DGM's (Corporate Office).
6. AD (OL)-for Hindi translated copy please.
7. All Vigilance Staff (Corporate Office/Units) - to report compliance of full dissemination of instructions within a week
8. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-2370
E-mail : spmcil@rediffmail.

Public Notices

GOI Resolution on Public Interest Disclosure and Protection of Informer

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.

2. The jurisdiction of the Commission in this regard would be restricted to any employee of the Central Government or of any corporation established by or under any Central Act, government companies, societies or local authorities owned or controlled by the Central Government. **Personnel employed by the State Governments and activities of the State Governments or its Corporations etc. will not come under the purview of the Commission.**

3. In this regard, the Commission, which will accept such complaints, has the responsibility of keeping the identity of the complainant secret. **Hence, it is informed to the general public that any complaint, which is to be made under this resolution should comply with the following aspects.**

i) The complaint should be in a **closed / secured envelope.**

ii) The envelope should be addressed to Secretary, Central Vigilance Commission and should be **superscribed "Complaint under The Public Interest Disclosure"**. If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.

iii) Commission will **not entertain anonymous/pseudonymous** complaints.

iv) The text of the complaint should be carefully drafted so as **not to give any details or clue as to his/her identity**. However, the details of the complaint should be specific and verifiable.

v) In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are **advised not to enter into any further correspondence** with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution mentioned above. If any further clarification is required, the Commission will get in touch with the complainant.

4. The Commission can also take **action against complainants making motivated/vexatious complaints** under this Resolution.

5. A copy of detailed notification is available on the web-site of the Commission **http://www.cvc.nic.in**.

Issued in Public Interest by the Central Vigilance Commission, INA, Satarkta Bhawan, New Delhi.

Sd/-
Secretary
Central Vigilance Commission

No.004/VGL/26
Government of India
Central Vigilance Commission
*****

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 17th May, 2004

Office Order No. 33/5/2004

Subject:- Govt. of India Resolution on Public Interest Disclosures & Protection of Informer.

The Government of India has authorised 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.

2. A copy of the Public Notice issued by the Central Vigilance Commission with respect to the above mentioned Resolution is enclosed. All CVOs are further required to take the following actions with respect to the complaints forwarded by the Commission under this Resolution:

(i) All the relevant papers/documents with respect to the matter raised in the complaint should be obtained by the CVO and investigation into the complaint should be commenced immediately. The investigation report should be submitted to the Commission within two weeks.

(ii) The CVO is to ensure that no punitive action is taken by any concerned Administrative authority against any person on perceived reasons/ suspicion of being "whistle blower."

(iii) Subsequent to the receipt of Commission's directions to undertake any disciplinary action based on such complaints, the CVO has to follow up and confirm compliance of further action by the DA and keep the Commission informed of delay, if any.

(iv) Contents of this order may be brought to the notice of Secy./CEO/ CMD.

All CVOs may note the above directions for compliance.

Sd/-
(Sujit Banerjee)
Secretary

To

All Chief Vigilance Officers

Central Vigilance Commission

Release:

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.

2. The jurisdiction of the Commission in this regard would be restricted to any employee of the Central Government or of any corporation established by or under any Central Act, government companies, societies or local authorities owned or controlled by the Central Government. **Personnel employed by the State Governments and activities of the State Governments or its Corporations etc. will not come under the purview of the Commission.**

3. In this regard, the Commission, which will accept such complaints, has the responsibility of keeping the identity of the complainant secret. **Hence, it is informed to the general public that any complaint, which is to be made under this resolution should comply with the following aspects.**

i) The complaint should be in a closed / secured envelope.

ii) The envelope should be addressed to Secretary, Central Vigilance Commission and should be superscribed "Complaint under The Public Interest Disclosure". If the envelope is not superscribed and closed, it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.

iii) Commission will not entertain anonymous/pseudonymous complaints.

iv) The text of the complaint should be carefully drafted so as not to give any details or clue as to his/her identity. However, the details of the complaint should be specific and verifiable.

v) In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable, it will take the necessary action, as provided under the Government of India Resolution mentioned above. If any further clarification is required, the Commission will get in touch with the complainant.

4. The Commission can also take action against complainants making motivated/vexatious complaints under this Resolution.

5. A copy of detailed notification is available on the web-site of the Commission http://www.cvc.nic.in.

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SPMCIL/ VIG/ 03/09/2212 Date: 05th May, 2011

CIRCULAR

Sub: Dealing with complaints.

An important source of information about corruption, malpractices and misconduct on the part of officials belonging to the company is from complaints. Complaints are received from various sources. Guidelines on dealing with complaints were earlier notified to all concerned for strict compliance vide OM dated 03.11.2009 and re-circulated vide Circular dated 30-03-2011. For handling complaints more effectively, a comprehensive complaint handling policy is formulated and hereby notified to all for strict compliance:-

i) A copy of all complaints after receipt in the units is to be sent by the concerned unit to the Senior Vigilance Officer posted in the units and for those received in the Corporate Office, a copy of the complaints is required to be sent to the CVO in the first instance.

ii) The Senior Vigilance Officer posted in the unit, after receipt of the complaints, shall refer all such complaints that have a vigilance angle (refer enclosed **Annexure I**), to the Chief Vigilance Officer (CVO). Those complaints that do not have a vigilance angle would be sent by Sr. Vigilance Officer back to GM of the Unit for such action as may be deemed appropriate.

- contd pg② -

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E-mail : spmcil@rediffmail.com

iii) In the first instance, a decision regarding the existence of a vigilance angle in a case would be taken by the CVO and confirmed by CMD.

iv) After registering the information as a complaint in the Vigilance Complaint Register (except in cases involving Board level appointees & CVO for whom CVO of DEA shall deal with the complaint), the matter would be proceeded with to decide as to whether the allegations made in the complaint need further investigation or the complaint deserves to be filed.

v) As per CVC guidelines, no action is to be taken on anonymous/pseudonymous complaints as a general rule. However, if there are any verifiable facts alleged in the complaint, CVO is expected to conduct a fact finding inquiry in the matter regarding the verifiable facts and only the extracts of such complaints need to be sent to the officer doing such fact finding inquiry. However, the permission of CVC is required for carrying out detailed investigations if such an investigation is found to be warranted after conduct of such a fact finding inquiry.

vi) Genuine complaints received from officials of SPMCIL about corruption or other kind of malpractices should preferably come through proper channels, but in exceptional circumstances, may also be forwarded directly to CVO. While genuine complaints are to be afforded protection against harassment or victimization, serious notice shall be taken if a complaint after verification is found to be false and malicious and this may even lead to severe departmental action or launching of criminal prosecution.

- cont. by (3) -

vii) After it has been decided that the allegations contained in a complaint should be looked into departmentally, the CVO would proceed to make a preliminary enquiry (generally termed as investigation). He may conduct the preliminary enquiry himself or entrust it to one of the Vigilance Officers. He may also suggest to the administrative authority to entrust the investigation to any other officer considered suitable for the purpose in the particular circumstances. The purpose of such an enquiry is to determine whether, prima-facie, there is some substance in the allegations.

viii) After the preliminary enquiry has been completed, the investigating officer should prepare a self-contained report in the prescribed format of CVC, containing inter-alia the material to controvert the defence, his own recommendations along with a copy of the complaint, bio-data of officials involved and any loophole noticed or procedural reform needed etc. This would be submitted to CVO for first stage advice. Then, the preliminary enquiry report along with first stage advice of CVO shall be put up to Disciplinary Authority for appropriate decision.

ix) The disciplinary authority would consider the investigation report and the first stage advice of the CVO and decide, on the basis of the facts disclosed in the preliminary enquiry, whether the complaint should be dropped or warning/caution etc. administered or regular departmental proceedings launched for imposition of minor/major penalty.

x) If any of the employees involved in the case falls within the Commission's jurisdiction (i.e. E-8 and above level officers or in composite cases), the latter's advice would be required and any decision of the

- cont'd pg 6 -

disciplinary authority at this stage may be treated as "tentative". Such a reference would be required to be made even in respect of an officer/staff who are not within the Commission's jurisdiction if they are involved along with other officers who are within the jurisdiction of the Commission, as the case would then become composite and fall within the Commission's jurisdiction. The matter may be referred to the Commission, through the CVO, for its advice.

xi) After the first stage advice of CVO/CVC and the decision of the Disciplinary Authority to institute disciplinary proceedings, the complaint should be regarded as having taken the shape of a vigilance case.

xii) On completion of the Departmental Enquiry, the enquiry report in the stipulated format is to be put up to the Disciplinary Authority through CVO for second stage advice. For E-8 and above cases, the decision of DA shall be treated as tentative and referred to CVC for the second stage advice.

2. This Circular supersedes the guidelines on 'Dealing with complaints' issued earlier vide OM No SPMCIL/VIG/3/09/03 dated 03.11.2009 and Circular No. SPMCIL/VIG/03/09/1467 dated 30-03-2011.

3. These guidelines may be noted and followed strictly by all concerned. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit, Corporate Office & displayed on the notice boards. If these guidelines flouted, it will prima-facie constitute a clear violation of guidelines, inviting a vigilance angle.

-contd to ⑤-

4. The detailed CVC guidelines on the subject are available at the CVC website viz. www.cvc.nic.in.

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

(Ajay Nath)
05.05.2011
CVO

Encl: As above.

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office).
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Staff (Corporate Office/Units).
6. Notice Board.

SPMCIL/ VIG/ 03/09/ Date: 05th May, 2011

Annexure – I

VIGILANCE ANGLE: - Formulation of its precise definition is not possible, generally such an angle is obvious in the following acts by:-

- Demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his influence with any other official.
- Obtaining valuable thing, without consideration or with inadequate consideration from a person with whom he has or likely to have official dealings or his subordinates have official dealings or where he can exert influence.
- Obtaining for himself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- Possession of assets disproportionate to his known sources of income.
- Cases of misappropriation, forgery or cheating or other similar criminal offences.
- Irregularities reflecting adversely on the integrity of the public servant:-
  - Gross or wilful negligence;
  - Recklessness in decision making;
  - Blatant violation of systems and procedures.
  - Exercise of discretion in excess, where no ostensible/public interest is evident;
  - Failure to keep the controlling authority/superiors informed in time;

- cont. pg @ -

- Any undue/unjustified delay in the disposal of a case, perceived after considering all relevant factors, would reinforce a conclusion as to the presence of vigilance angle in a case.

* * * * * * * * * * * * * *

05.05.2011

(Ajay Nath)
CVO

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(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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SPMCIL/ VIG/ 03/09/ 1467

Date: 30th March, 2011

CIRCULAR

Sub: Dealing with complaints.

Guidelines on dealing with complaints were notified to all concerned for strict compliance vide OM dated 03.11.2009. It is being observed by the vigilance department that the guidelines are not being followed in true spirit by some of the units as illustrated below:-

a) Complaints are not being sent to the CVO in the first instance for determination of vigilance angle in it.
b) Preliminary investigation/ inquiry in complaints are initiated directly.
c) First stage advice of CVO is not obtained after completion of Preliminary investigation / inquiry.
d) Second stage advice of CVO is not obtained after completion of Disciplinary enquiry etc.

2. A copy of OM No SPMCIL/VIG/3/09/03 dated 03.11.2009 regarding Dealing with complaints is re-circulated here with to all for strict compliance. These guidelines may be noted & followed by all concerned. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. This issues with the approval of CVO, SPMCIL.

Encl: As above.

(A.K.Ray)
Dy.CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office).
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Staff (Corporate Office/Units).
6. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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No. SPMCIL/VIG/3/09/03 Dated: 03.11.2009

OFFICE MEMORANDUM

Sub: Dealing with Complaints.

Complaints are an important source of information about corruption, malpractices and misconduct on the part of officials belonging to the company. Complaints are received from various sources. In official parlance, complaints are communications reporting grievances of malpractices and are the starting point of all vigilance work.

2. A comprehensive complaint handling policy is being formulated & shall be notified shortly. Till such time, following guidelines are to noted & followed by all for strict compliance:-

a) All complaints after its receipt and having Vigilance Angle (refer enclosed Annexure I) are to be sent to the Chief vigilance officer (CVO) in the first instance.

b) The vigilance angle in the complaint shall be determined & confirmed by CVO & then confirmed by CMD. After such determination, it shall then be registered in the complaint register of the corporate office, except in cases of Director's & CVO for which CVO of the Ministry shall deal with the complaint.

c) On completion of the preliminary investigation/enquiry, the case is to be referred to the CVO for first stage advice in a self contained note along with a copy of the complaint, the report of preliminary investigation/enquiry the conclusions/recommendations, Bio data of the officials involved, and any loop hole noticed or procedural reform needed etc. As per guidelines, when complaints are against E-8 and above level officers, then first stage advice is required to be taken from CVC in such cases.

d) On completion of the enquiry, the enquiry report along with the conclusions/recommendations of the disciplinary authorities, Bio data of the officials involved, and any loopholes noticed or procedural reform needed etc, is to be sent to the CVO or CVC as the case may be, for second stage advice.

(Ajay Nath)
Chief Vigilance Officer

Encl: As above.

The GMs/HOD's and Vigilance officers (All Mints/Presses/Paper Mill), SPMCIL.

CC: 1. ES to CMD
2. Director (T) / Director (F) / Director (HR)/CVO
3. GM (IA)/Sr, DGM (S&C)/All DGM's.
4. Notice Board.

☎ 011-23701225-26
011-23701141-42
16 वी मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली - 110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-2370122
E-mail : spmcil@rediffmail.com

No. SPMCIL/VIG/3/09/03 Dated: 03.11.2009

Annexure – I

VIGILANCE ANGLE: - Formulation of its precise definition is not possible, generally such an angle is obvious in the following acts by:-

- Demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his influence with any other official.
- Obtaining valuable thing, without consideration or with inadequate consideration from a person with whom he has or likely to have official dealings or his subordinates have official dealings or where he can exert influence.
- Obtaining for himself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- Possession of assets disproportionate to his known sources of income.
- Cases of misappropriation, forgery or cheating or other similar criminal offences.
- Irregularities reflecting adversely on the integrity of the public servant:-
  - Gross or wilful negligence;
  - Recklessness in decision making;
  - Blatant violation of systems and procedures.
  - Exercise of discretion in excess, where no ostensible/public interest is evident;
  - Failure to keep the controlling authority/superiors informed in time;
- Any undue/unjustified delay in the disposal of a case, perceived after considering all relevant factors, would reinforce a conclusion as to the presence of vigilance angle in a case.

* * * * * * * * * * * * *

(Vigilance officer)

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनिरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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F. No.: SPMCIL/VIG/82/11/1202

Date: 17.03.2011

CIRCULAR

Subject: Operation of new sub-link 'On-line Lodging of Complaint' in the CVO's Corner.

SPMCIL's Vigilance Division is monitoring the vigilance activities of SPMCIL with the objective of enhancing transparency, efficiency and accountability. In order to make the system more transparent, efficient and to expedite the process, a new sub-link 'On-line Lodging of Complaint' in the 'CVO's Corner' has been incorporated in the integrated website of SPMCIL i.e. www.spmcil.com.

2.0 All complaints received through website will be processed further after confirming the veracity of the complaint and ascertaining involvement of any vigilance angle therein. The guidelines and steps to be followed for lodging complaints are available on the said link.

3.0 The widest possible publicity should be given to this circular and all concerned should be informed. This circular should also be uploaded on the website of the unit and displayed on the sectional notice board.

(Ajay Nath) 17.3.2011
CVO

All GMs/HoD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/ Director (F)/Director (HR)/CVO
3. GMs/DGMs(Corporate Office)
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office/Units).
6. Notice Board.

☎ 011-23701225-26
011-23701141-42
16 वीं मंज़िल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली – 110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

- - - - -

"Vigilance in oneself is very important. Vigilance means to be alert to what happens inside, so you can catch an old, collective habit pattern."

-Eckhart Tolle



SECTION II: CIRCULAR/INTRUCTIONS BASED UPON DISCREPANCIES OBSERVED IN COMPLAINTS

"Whoever is careless with the truth in small matters cannot be trusted with important matters"

-Albert Einstein

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/72/17 (Vol.II) / 1343
SPMCIL/VIG/72/17(Vol.II)/

दिनांक 01.06.2018
Dated 01.06.2018

परिपत्र संख्या.05/18 / Circular No.05/18

विषय/Subject: मशीनरी के मूल्यांकन के लिए पारदर्शी और वैज्ञानिक पद्धति के संबंध मे।
Transparent & scientific methodology for valuation of machineries.

एसपीएमसीआईएल द्वारा प्रस्तुत एक रिपोर्ट की जांच के दौरान, केंद्रीय सतर्कता आयोग ने पाया कि मशीन के स्क्रैपिंग के संबंध में, बोली लगाने में प्राप्त राशि की तुलना में दिया गया मूल्यांकन कम है और मशीनों के मूल्यांकन मे पारदर्शी और वैज्ञानिक पद्धति अपनाने के लिए सलाह दी है ताकि कम मूल्यांकन ना हो। During examination a report, submitted by SPMCIL, Central Vigilance Commission observed regarding scrapping of machine, valuation given is on lower side as compared to amount realized in bidding and advised for a transparent & scientific methodology for valuation of machineries to be disposed off so that under-evaluation is not done.

2. सक्षम प्राधिकारी ने उपर्युक्त टिप्पणी को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में सभी संबंधितों को इसके द्वारा सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य मे ऐसी विसंगतियों कि पुनरावृत्ति ना हो। Competent Authority has viewed the above observation seriously. In this regard, all concerned are hereby advised to ensure that such lapses are not repeated in future.

अमित कुमार
01/06/2018

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com
CIN : U22213DL2006GOI144763

3. इस परिपत्र का व्यापक प्रचार - प्रसार किया जाये तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए। The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the Unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।
This issues with the approval of Competent Authority.

01/06/2018

(अमित कुमार /AMIT KUMAR)
वरिष्ठ सतर्कता अधिकारी/Sr.VO

महाप्रबंधक / The General Manager
टकसाल / मुद्रणालय / कागज कारखाना / Mints / Presses / Paper Mill,
भा.प्र.मु.मु.नि.नि.लि. / SPMCIL

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD
2. मु.स.अ./निदेशक(तकनीकी/मा.स./वित्त)/CVO/Director(Tech/HR/Fin).
3. अपर महाप्रबंधक / उप महाप्रबंधक / मुख्य प्रबन्धक / प्रबन्धक(नि.मु.) / AGM / DGM / CM / Mgrs(CHO).
4. सभी सतर्कता अधिकारी/ All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट / Notice Board & Website.

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भा.प्र.मु.नि.नि.लि./सतर्कता/71/17/ 3193
SPMCIL/VIG/71/17/

दिनांक:07.09.2017
Date: 07.09.2017

परिपत्र संख्या 14/17/CIRCULAR NO. 14/17

विषय/Sub: भा.प्र.मु.नि.नि.लि. के अधिकारियों एवं कर्मचारियों द्वारा आश्रितों की घोषणा के संबंध मे| Regarding declaration of dependents by SPMCIL officers and employees.

सतर्कता विभाग द्वारा एक शिकायत के जाँच के दौरान यह पाया गया है कि भा.प्र.मु.नि.नि.लि. के एक कार्यपालक ने अपने माता-पिता को अपने सेवा संबंधी अभिलेखों मे आश्रित घोषित कर, अधिकारिक तौर पर चिकित्सा सुविधाओ का लाभ ले रहा था, जबकि उसके माता-पिता उस पर निर्भर नहीं थे, और वास्तव मे आयकर रिटर्न दाखिल कर रहे थे| इस तरह यह अपने माता-पिता को आश्रित दिखाकर चिकित्सा सुविधाओ के लाभ का दुरुपयोग कर रहा था|

During enquiry of a complaint, Vigilance Department has observed that an official of SPMCIL had been availing the benefits of medical facilities in respect of his parents by showing them as dependent on him in the service records of the office, whereas his parents are not dependent on him and have actually been filing the income-tax returns. In this way he was misusing the benefit of medical facilities for his parents wrongly showing them as dependents.

2. सक्षम प्राधिकारी ने इन अनियमितताओ को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि यह सुनिश्चित करें कि भविष्य में इस तरह से आधिकारिक सुविधाओ का दुरुपयोग ना हो, इसका शक्ति से पालन हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to strictly adhere and ensure that such facilities may not be misused by any official in future.

शशिभूषण वेहेरा

Continue P-2

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
08/09/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ./Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/ उप मु.स.अ./Chief Financial Officer/Dy. CVO.
4. अपर महाप्रबंधक (नि.मु.)/Addl. GMs (CHO).
5. उप महाप्रबंधक (नि.मु.)/ /DGM (CHO)
6. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/383/15(पी.टी.)/ 2955
SPMCIL/VIG/383/15(Pt)/

दिनांक: 25.08.2017
Date: 25.08.2017

परिपत्र संख्या.13/17 CIRCULAR NO. 13/17

विषय/Sub: खरीद प्रक्रिया मे प्रशासनिक और प्रक्रियात्मक अनियमितताओ के संबंध मे |
Administrative and procedural lapses in procurement process- reg.

सतर्कता विभाग द्वारा निविदा से संबंधित शिकायत की जाँच पड़ताल मे यह पाया गया है कि एसपीएमसीआईएल मे इकाई स्तर पर खरीद प्रक्रिया मे केंद्रीय सतर्कता आयोग के दिशानिर्देश तथा एसपीएमसीआईएल खरीद नियमावली का पैरा 4.5 का कड़ाई से अनुपालन नहीं किया गया था | जिसके परिणामस्वरूप खरीद प्रक्रिया मे निम्नलिखित चूक हो गई थी | During investigation of a complaint related to the tender it has been observed by the Vigilance Department that the guidelines of the Central Vigilance Commission and paragraph 4.5 of SPMCIL Procurement Manual were not strictly followed at the unit level in procurement process. As a result, the following lapses had been detected in the procurement process.

i) PAC item की खरीद प्रक्रिया मे एसपीएमसीआईएल खरीद नियमावली के एनेक्चर-21 के अनुसार मूल उपकरण निर्माता को पीएसी सर्टिफिकेट जारी नहीं किया गया था | PAC certificate was not issued to original equipment manufacturer as per Annexure-21 of SPMCIL Procurement Manual in the procurement process for PAC item.

ii) इकाई स्तर पर गठित कमेटी द्वारा निविदा के ईएमडी प्रावधान तथा भुगतान संबंधी नियम मे बदलाव किया गया था, जो इस तरह के निर्णय लेने के लिए सक्षम नहीं थी | E.M.D provision and payment terms of the tender were changed by the committee formed at unit level which was not competent to take such decisions.

2. आगे, यह भी पाया गया है कि इकाइयो द्वारा निविदायें जारी करते समय विनिर्देश को स्पष्ट रूप से दर्शाया नहीं जा रहा है जिसके परिणामस्वरूप बाद के चरण मे विनिर्देशों कि व्याख्या, हेराफेरी और जटिलताओं को बढ़ावा मिल रहा है | Further, it has also been observed that while issuing the tenders the specification, is not being clearly mentioned by the units. As a result this is giving rise to manipulation, interpretation and ambiguity at later stage.

SBehera
25/8/17

Continue P-2

- 2 -

3. सक्षम प्राधिकारी ने उपरोक्त अनियमितताओ को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगतिओ की पुनवृति ना हो।

3. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that such lapses are not repeated in future.

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

SBehera
25/08/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.लि./SPMCIL.

प्रतिलिपि:

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2. निदेशक (तक./मा.सं.)/मु.स.अ./Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)/उप मु.स.अ./Addl. GMs (CHO)/Dy. CVO.
5. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/20/17/ 1195
SPMCIL/VIG/20/17/

दिनांक:30.05.2017
Date: 30.05.2017

परिपत्र संख्या.10/17 CIRCULAR NO. 10/17

विषय/Sub निविदाओं मे विनिर्देशों में हेरफेर और बाद के चरण में जटिलताओ के संदर्भ मे।
Manipulation and Complications at later stage in the specifications in tendering- reg.

सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान यह पाया गया है कि इकाइयों द्वारा निविदाएँ जारी करते समय विनिर्देशों (Specifications) को स्पष्ट रूप से दर्शाया नहीं जा रहा है जिसके परिणामस्वरूप बाद के चरण मे विनिर्देशों की व्याख्या, हेरा-फेरी और जटिलताओं को बढ़ावा मिल रहा है

During investigation of a complaint it has been observed by the Vigilance Department that while issuing tenders, specifications are not being specified clearly by the Units, giving rise to manipulation, interpretation & complications at later stage.

2. सक्षम प्राधिकारी ने इन अनियमितताओ को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगतिओ की पुनवृत्ति ना हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that such lapses are not repeated in future.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

साथिभूषण बेहेरा
30/05/17

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/20/17/ 1195 दिनांक:30.05.2017
SPMCIL/VIG/20/17/ Date: 30.05.2017

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
30/05/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ./Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)/उप मु.स.अ./Addl. GMs (CHO)/Dy. CVO.
5. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/516/16/82
SPMCIL/VIG/516/16/82

दिनांक: 05.04.2017
Date: 05.04.2017

परिपत्र संख्या 07/17/CIRCULAR NO. 07/17

विषय/Sub: भा.प्र.मु.मु.नि.नि.लि. की इकाइयो मे सीमित निविदा की प्रक्रिया मे खरीद नियमावली (संस्करण 1.0, 2011) 4. 9. 1 के अनुच्छेद के अनुपालन के संदर्भ मे | To follow the procurement manual (Version 1.0.2011) clauses 4.9.1 for limited tender enquiry process in the SPMCIL units - reg.

सतर्कता विभाग द्वारा एक मामले मे यह पाया गया है कि इकाईयो द्वारा सीमित निविदा की प्रक्रिया मे खरीद नियमावली (संस्करण 1.0, 2011) के अनुच्छेद 4. 9. 1 का अनुपालन नहीं करवाया जा रहा है |

It has been observed by the Vigilance Department that the compliance of procurement manual (Version 1.0.2011) clauses 4.9.1 for limited tender enquiry process is not being followed by the units.

2. सक्षम प्राधिकारी ने इस अनियमितता को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगति की पुनवृत्ति ना हो।

2. Competent Authority has viewed the above lapse seriously. In this regard, all concerned are hereby advised to ensure that this lapse is not repeated in future.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

अधिसूचना वेबसाइट
05/04/17

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com

भा.प्र.मु.नि.नि.लि./सतर्कता/516/16 /82 दिनांक: 05.04.2017
SPMCIL/VIG/516/16/82 Date: 05.04.2017

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
05/04/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ./Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)/Addl. GMs (CHO).
5. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
6. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/417/16/8
SPMCIL/VIG/417/16/8

दिनांक:03.04.2017
Date: 03.04.2017

परिपत्र संख्या 06/17/CIRCULAR NO. 06/17

विषय/Sub: भा.प्र.मु.मु.नि.नि.लि. की इकाइयो द्वारा जारी किये जा रहे निविदा दस्तावेजों मे सामग्री या सेवा के विनिर्देशन के संदर्भ मे | Specifications of material or services in all tender documents issuing by the SPMCIL units - reg.

सतर्कता विभाग द्वारा यह पाया गया है कि इकाईयो द्वारा जारी या भा.प्र.मु.मु.नि.नि.लि. की साइट पर अपलोड किये जा रहे निविदा दस्तावेजों मे उल्लिखित विनिर्देशन (जैसे विशिष्ट काम / सेवाओं / विवरण / सामग्री / आइटम का विवरण) का स्पष्ट रूप से उल्लेख नहीं किया जा रहा है।

It has been observed by the Vigilance Department that the specification (such as specific job/services / details of material/item..etc) are not being clearly mentioned in tender documents being uploaded on SPMCIL web-site or issuing by units, .

2. सक्षम प्राधिकारी ने इन अनियमितताओ को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी अस्पष्टतया की व्याख्या की पुनवृति ना हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that ambiguity in interpretation is not repeated in future.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

अधिशासन
05/04/17

☎ 011-23701225-26
011-43582200
पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001
Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : info@spmcil.com
CIN - U22213DL2006GOI144763

भा.प्र.मु.नि.लि./सतर्कता/10/9 (खण्ड IV)/8 दिनांक: 03.04.2017
SPMCIL/VIG/10/9 (Vol.IV)/8 Date: 03.04.2017

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

SBehera
05/04/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ./Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)/Addl. GMs (CHO).
5. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
6. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

भा.प्र.मु.नि.लि./सतर्कता/10/9 (खण्ड IV)/5987 दिनांक 28.11.2016
SPMCIL/VIG/10/9 (Vol. IV)/ Date: 28.11.2016

परिपत्र संख्या 23/16/CIRCULAR NO. 23/16

विषय/Sub: भा.प्र.मु.नि.लि. की इकाइयो मे संविदात्मक श्रमिको द्वारा कोइन और करेंसी के चोरी के प्रयास के संदर्भ में / Attempt of steeling coins & currency by contractual labour in the SPMCIL units - reg.

सतर्कता विभाग द्वारा यह पाया गया है कि इकाईयो द्वारा संविदात्मक श्रमिको के पुलिस सत्यापन के संबंध मे निम्नलिखित धारा का अनुपालन नहीं करवाया जा रहा है ।
"ठेकेदार के द्वारा कार्य परिक्षेत्र मे कार्यबल तैनात करने से पहले प्रत्येक कार्यबल का चरित्र / पूर्वत्व का सत्यापन पुलिस प्राधिकरण द्वारा करवाना चाहिए".

It has been observed by the Vigilance Department that the compliance of following clause regarding Police verification of contractual labour are not being followed by the units.
"The contractor should get the character / antecedence of each and every workforce deployed by them at the job premises, verified by the Police Authorities before engaging and deploying them in our premises".

2. सक्षम प्राधिकारी ने इन अनमियताओ को गंभीरता से संज्ञान मे लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगतियों की पुनवृत्ति ना हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that these lapses are not repeated in future.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

कार्यपालक निदेशक (सतर्कता)
28/11/16

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-237
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmc

भा.प्र.मु.नि.नि.लि./सतर्कता/10/9 (खण्ड IV)/ दिनांक 28.11.2016
SPMCIL/VIG/10/9 (Vol.IV)/ Date: 28.11.2016

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 28/11/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ.।/Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
5. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
6. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/149/12 (खण्ड VII)/ 5321
SPMCIL/VIG/149/12 (Vol VII)/

दिनांक 14.10.2016
Date: 14.10.2016

परिपत्र संख्या 18/16/CIRCULAR NO. 18/16

विषय/ Sub: रख-रखाव के कार्य में पाई गई अनियमितताएं/Irregularities observed in maintenance works.

सतर्कता विभाग में रखरखाव के कार्य के संदर्भ में प्राप्त शिकायत की जांच के दौरान, निम्नलिखित अनियमितताएं पाई गई हैं:-

During the investigation on one of the complaint received in Vigilance Section regarding the maintenance work, following irregularities were observed:-

a) Service Entry Sheet acceptance & back-hand certification are without end user endorsement.
b) The concerned file was not made available for inspection & its where about was not known to all concerned Departments.
c) The PR was not processed further & later closed without carry forwarding the same to a logical end.

2. सक्षम प्राधिकारी ने इन अनियमिमताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे निम्नलिखित निदेशों को सुनिश्चित करें तथा भविष्य में ऐसी विसंगतियों की पुनवृत्ति ना करें:-

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure the following and not to repeat these lapses in future maintenance works:

a) To keep a joint inspection notes of PR/Indenting section & End user section at the back hand in token of completion of the services before accepting its Service Entry Sheet in future.
b) A file-tracking system or obtaining acknowledgement to be used in units for all files and correspondence.
c) Responsibilites be fixed (either of Head of Purchase or Head of PR initiating section or both) for ensuring that an PR initiated & approved is carried forward to a logical end i.e. either converted into a PO or closed with the due approval of CFA in case the decision is taken by the unit for not proceeding ahead in the instant matter.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.लि./सतर्कता/149/12 (खण्ड VII)/ 2521 दिनांक 14.10.2016
SPMCIL/VIG/149/12 (Vol VII)/ Date: 14.10.2016

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
14/10/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि.I/SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.I/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)I/Addl. GMs (CHO).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
5. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO).
6. प्रबंधक (नि.मु.)/Managers (CHO).
7. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/400/15/ 1357 दिनांक 26.05.2016
SPMCIL/VIG/400/16/ Date: 26.05.2016

परिपत्र संख्या 12/16/CIRCULAR No. 12/16

विषय: सामग्री की खरीद के लिए अनुमानित लागत की गणना के सम्बन्ध मे ।

Sub: Calculation of Estimated Cost for Procurement of stores – reg.

एसपीएमसीआईएल के सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान यह पाया गया है कि एक इकाई द्वारा भंडार की खरीद के लिए अनुमानित लागत उनके द्वारा प्राप्त केवल दो बजटीय कोटेशनों के औसत पर आधारित थी जिनमें काफी अंतर था तथा बिना विचार किए इस कार्य को किया गया। इसके अलावा तीन टेक्नो-व्यावसायिक रूप से उपयुक्त कंपनियों से प्राप्त कोटेड दरों में भी काफी अंतर था। यदि एल-I फर्म को तकनीकी-वाणिज्यिक उपयुक्तता को छोड़कर किसी भी आधार (प्रक्रियात्मक/असावधानी) पर अयोग्य घोषित कर दिया जाता तो संगठन को वित्तीय हानि हो सकती थी। इसके अलावा बढ़ी हुई अनुमानित लागत के परिणामस्वरूप ब्याना राशि जमा अधिक होने के कारण अन्य पात्र कंपनियों को भाग लेने में रूकावटें हुई होगी।

During investigation of a complaint by the Vigilance Department of SPMCIL, it was observed that the Estimated Cost for procurement of stores was worked out by a unit merely on the basis of an average of two budgetary quotes obtained by them that were having wide variation & without application of their mind. Further, the wide variations were also observed in the quoted rates received from the three Techno-commercially suitable firms. If L-I firm would have been disqualified on any grounds (procedural/over-sight) except techno-commercial suitability, the organization would have incurred financial loss. Moreover, inflated Estimated Cost resulted in higher amount of Earnest Money Deposit would have deterred other eligible companies to participate.

2. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि सामग्री की खरीद के लिए अनुमानित लागत की गणना सावधानी के साथ की जाए।

2. All concerned are hereby advised to ensure that calculation of the Estimated Cost for procurement of stores are worked out with due diligence.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

अभिभूषण 26/05/16

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/400/15/1357 दिनांक 26.05.2016
SPMCIL/VIG/400/16/ Date: 26.05.2016

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3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,

टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,

भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक/उप मु.स.अ./उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ Addl. GMs/Dy. CVO/DGMs/CMs/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09 (खण्ड V)/ 6487 दिनांक 03.02.2016
SPMCIL/VIG/03/09 (Vol V)/ Date: 03.02.2016

परिपत्र संख्या 03/16/CIRCULAR No. 03/16

विषय: जारी किए गए निविदा/अनुबंधों को वेबसाइट पर अपलोड करना के संदर्भ में।
Sub: Posting of details on award of tenders/contracts on website - reg.

निविदाएं/अनुबंधों के विवरण को वेबसाइट पर अपलोड करने के संदर्भ में केंद्रीय सतर्कता आयोग द्वारा जारी निर्देशों का अनुपालन भा.प्र.मु.मु.नि.नि.लि. द्वारा किया जाता है। हालांकि, सतर्कता विभाग द्वारा यह पाया गया है कि ईकाइयों द्वारा पूर्ण विवरण नही भरे जा रहे है एवं निम्नलिखित विवरण का भी मौजूदा प्रोफार्मा में सविस्तार होने की जरूरत है: -

SPMCIL is complying with the directions issued by the Central Vigilance Commission regarding posting of details on award of tenders/contracts on website. However, it has been observed by the Vigilance Department that units are not giving details as per proforma and following details also needs to be elaborated in the existing proforma:-

क) अनुबंध के मूल्य की मुद्रा (रूपया/यूरो/डॉलर आदि) का उल्लेख किया जाना/ Currency (Rupees/Euro/Dollars etc) of Value of Contract be mentioned.
ख) विभिन्न विवरण जैसे कार्य के शुरुआत होने की वास्तविक तिथि, कार्य के पूर्ण होने की वास्तविक तिथि, विलंब के कारण, यदि कोई है तो, इत्यादि को अनुबंध के पूर्ण होने तक समय समय पर अद्यतन किया जाना है।/Various details like Actual date of start of work, actual date of completion of work, reasons for delay, if any etc needs to be updated periodically till the completion of contract.
ग) जारी की गई निविदाओं का विवरण देखने पर अपलोड/अपडेशन की वास्तविक तिथि के बजाए आज की तारीख का दिखना।/On viewing Awarded tenders, it shows current date against the actual date of its uploading/updation.

2. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि उपर्युक्त विवरण को तत्काल प्रभाव से सविस्तार किया जाए। वेबसाइट पर इसके क्रियान्वयन में किसी भी कठिनाई के मामले में, सू.प्रौ. विभाग (इकाई/निगम मुख्यालय) से संपर्क किया जाए।
2. All concerned are hereby advised to ensure that the above details are elaborated with immediate effect. In case of any difficulty in its implementation on website, IT Department (in the unit/Corporate Office) may be contacted.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09 (खण्ड V)/6487 दिनांक 03.02.2016
SPMCIL/VIG/03/09 (Vol V)/ Date: 03.02.2016

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3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
05/02/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)/Addl. GMs (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. मुख्य प्रबंधक (मा.सं.)/Chief Manager (HR).
6. प्रबंधक (विपणन/तकनीकी)/Managers (Marketing/Tech).
7. उप प्रबंधक (सू.प्रौ.) - टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./ DM (IT) - Mints/Presses/Paper Mill/CHO.
8. सभी सतर्कता अधिकारी/All Vigilance Officials.
9. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/390/15/ 6379
SPMCIL/VIG/390/15/

दिनांक 28.01.2016
Date: 28.01.2016

परिपत्र संख्या 02/16/CIRCULAR No. 02/16

विषय: सैप कनेक्टिविटी के साथ इलेक्ट्रॉनिक डिजिटल पैमाने के माध्यम से तोल के सम्बन्ध मे ।

Sub: Weighment through Electronic Digital Scale with SAP connectivity-reg.

भा.प्र.मु.मु.नि.नि.लि. के सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान वजन में त्रुटि पाई गई है जो शायद यांत्रिक वजन पैमाने के शून्य स्तर को समायोजित करने की वजह से थी।

During investigation of a complaint by the Vigilance Department of SPMCIL, an error in weight was observed probably due to tempering mechanism to adjust zero level of mechanical weighing scale.

2. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि इकाइयों में या तो मौजूदा यांत्रिक तराजू यदि कोई है तो, को तुरंत इलेक्ट्रॉनिक डिजिटल पैमाने मे परिवर्तित किया जाए या नए इलेक्ट्रॉनिक डिजिटल पैमाने खरीद किए जाए।

2. All concerned are hereby advised to ensure that either the existing mechanical weighing scales if, any are immediately converted to electronic digital scale or new electronic digital scale are procured in the units.

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालयः 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/390/15/6379 दिनांक 28.01.2016
SPMCIL/VIG/390/15/ Date: 28.01.2016

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4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा
28/01/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।/SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)।/Addl. GMs (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. मुख्य प्रबंधक (मा.सं.)/Chief Manager (HR).
6. प्रबंधक (विपणन/तकनीकी)/Managers (Marketing/Tech).
7. सभी सतर्कता अधिकारी/All Vigilance Officials.
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.नि.लि./सतर्कता/293/14/7238 दिनांक 17.02.2015
SPMCIL/VIG/293/14/ Date: 17.02.2015

परिपत्र संख्या 03/2015/Circular No. 03/2015

विषय/Sub: खरीद प्रक्रिया में पाई गई विसंगतियां/Lapses found in procurement process.

सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान, खरीद प्रक्रिया के अनुपालन में नई खरीद-पुस्तिका (संस्करण 1.0, 2011) के प्रावधानों की तुलना में निम्नलिखित विसंगतियां पाई गई हैं:-

During investigation of a complaint by the Vigilance Department of SPMCIL, following lapses were observed in the Procurement process in comparison to the provision of new Procurement Manual (Version 1.0, 2011):-

a) Unit interacted with the local agent of the firm whose details were not furnished for obtaining security clearance at the PQB stage of Security Product thereby violating clause 5.7.1.
b) Minimum time period of six weeks was not given to the bidders for submission of ICB tender along with ignoring time extension request of two participating firms thereby violating clause 4.7.
c) For converting foreign currency to INR, exchange conversion rate was done on the basis of information available on the website (www.xe.com) against BC selling rate of SBI prevailing on the date of opening of price bid thereby violating clause 10.10.2.
d) Delivery schedule as stipulated in NIT was amended by the unit while issuing LOI to the firm thereby violating clause 10.17.2.
e) Performance Security deposited by local agent was accepted by the unit whose authorization/declaration was not given at the time of submission of bids (both PQB & Techno-Commercial) thereby violating clause 5.7.1 & 8.7.2.
f) Performance Security of lower value accepted by the unit thereby violating clause 8.7.2, 10.10.2, 10.17.4 & 10.17.6.
g) Letter of acceptance of amended delivery schedule with LD informed by the firm is not available on records thereby violating clause 10.17.7, 10.17.8 & 11.5.
h) No reasons found on record for non-refund of EMD even after passage of 20 days of initiating note for the same thereby violating clause 8.7.1 & 10.17.4.

- पृष्ठ संख्या 2 पर जारी/Contd. at Page 2 -

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/293/14/7238 दिनांक 17.02.2015
SPMCIL/VIG/293/14/ Date: 17.02.2015

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2. सक्षम प्राधिकारी ने इन खामियों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा पुन: यह सलाह दी जाती है कि कृपया वे यह सुनिश्चित करें कि नई खरीद-पुस्तिका (संस्करण 1.0, 2011) में खरीद प्रक्रिया से संबंधित सभी प्रावधानों का अनुपालन कड़ाई से किया जाए। यदि इन दिशा-निर्देशों का उल्लंघन होता है तो इसे दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा उचित कार्यवाही की जाएगी।

The above observations have been viewed as a serious lapse by the Competent Authority. All concerned are hereby once again advised to kindly ensure that the procedures as per the provisions of New Procurement Manual (Version 1.0, 2011) are strictly followed. If these guidelines are flouted then it indicates a clear violation of guidelines and appropriate action shall be taken.

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

17/02/15

(एस.एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

- पृष्ठ संख्या 3 पर जारी/Contd. at Page 3 -

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/293/14/7238
SPMCIL/VIG/293/14/

दिनांक 17.02.2015
Date: 17.02.2015

- 3 -

प्रतिलिपि:/CC:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तक.)।/Addl. GM (Fin/HR/Tech).
4. उप महाप्रबंधक (तक.)/उप मु.स.अ.।/DGM (Tech)/Dy. CVO.
5. प्रबंधक (विपणन/तक./मा.सं.)।/Manager (Marketing/Tech/HR).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)।/All Vigilance Officials (CHO /units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/149/12 (खण्ड III)/१५८५.
SPMCIL/VIG/149/12 (Vol. III)/

दिनांक 06.06.2014
Date: 06.06.2014

परिपत्र/Circular

विषय/Sub: उपयुक्तता प्रमाण पत्र जारी करने एवं माल प्राप्ति वाउचर बनाने में असामान्य देरी।/Abnormal delay in issuing suitability certificate and preparing Goods Receipt Voucher (GRV).

एक इकाई के सामग्री, निविदा, बिल भुगतान की प्रक्रिया, इत्यादि के आकस्मिक निरीक्षण के दौरान सतर्कता विभाग द्वारा एक मामले में उपयुक्तता प्रमाण पत्र जारी करने एवं तदपश्चात् माल प्राप्ति वाउचर बनाने में तीन माह एवं एक अन्य मामले में नौ माह की असामान्य देरी पाई गई। इससे बढ़कर, यह खरीद-पुस्तिका (संस्करण 1.0, 2011) की धारा 11.4 का उल्लघंन है तथा इसमें सतर्कता दृष्टिकोण होना भी अपेक्षित है।

During surprise inspection of stores, procurement, process of bill payment, etc by the Vigilance Department in one of the unit, it was observed that there was abnormal delay of three months in one case and nine months in another case for issuance of suitability certificate and preparing Goods Receipt Voucher subsequently. Moreover, this dealy violates clause 11.4 of Procurement Manual (version 1.0, 2011) and also tantamount to presence of a Vigilance angle.

2. इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि भविष्य में सभी प्रापण तथा उससे संबंधित उपयुक्तता, जी.आर.वी., भुगतान/कटौता आदि की उचित कार्रवाई निर्धारित समयावधि में किसी भी असामान्य देरी के बिना करना सुनिश्चित करें।

2. In this regard, all concerned are hereby advised to ensure that appropriate action on all future procurements & its corresponding suitability, GRV, payment/deduction etc is completed within stipulated period of time without any inordinate delay.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

☎ 011-23701225-26
011-43582200
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.नि.नि.लि./सतर्कता/149/12 (खण्ड III)/1454 दिनांक 06.06.2014
SPMCIL/VIG/149/12 (Vol. III)/ Date: 06.06.2014

3. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि इन दिशा-निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. These guidelines may be noted and followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

(ए. के. झा, भा.पु.से.) / (S. K. JHA, IPS)
मुख्य सतर्कता अधिकारी/CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।

- पृष्ठ संख्या 3 पर जारी - / - Contd. at Page 3 –

भा.प्र.मु.नि.लि./सतर्कता/149/12 (खण्ड III)/ १५८५.
SPMCIL/VIG/149/12 (Vol. III)/

दिनांक 06.06.2014
Date: 06.06.2014

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ.।/DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)।/Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/285/14/885
SPMCIL/VIG/285/14/

दिनांक 09.05.2014
Date: 09.05.2014

परिपत्र/Circular

विषय/Sub: निविदा दस्तावेज़ों में पूर्व योग्यता मापदंडो के पूर्ण विवरण के उल्लेख के संदर्भ में।/ Mentioning of complete details of Pre-Qualification Criteria in tender documents - reg.

एक निविदा दस्तावेज़ों में पूर्व योग्यता मापदंड के आवश्यक मापदंडों में खरीद-पुस्तिका से विचलन के संदर्भ में प्राप्त शिकायत की जांच के दौरान, यह पाया गया कि हालांकि अपेक्षित आइटम का पूर्ण विवरण टाइटल में दिया गया था परन्तु इसके पूर्ण विवरण का उल्लेख पूर्व योग्यता मापदंड के विभिन्न मापदंडों में नहीं किया गया था जो मूल्यांकन चरण में जोड़ - तोड़ की गुंजाइश छोड़ता है।

During investigation of a complaint pertaining to deviations from Procurement Manual regarding Essential Criteria of the Pre-qualification tender, it was observed that though the complete details of the requisite item was mentioned in the title but its full details were not mentioned in various parameters of pre-qualification criteria leaving scope of manipulation during evaluation stage.

2. इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सूचित किया जाता है कि या तो पूर्व योग्यता मापदंड के विभिन्न मापदंडों में अपेक्षित आइटम का पूर्ण विवरण दे अन्यथा अगर पूर्ण विवरण शुरुवात में दिया गया है तो 'उपर्युक्त उल्लेखित/अपेक्षित आइटम' का उल्लेख पूर्व योग्यता मापदंड के विभिन्न मापदंडों में करें ताकि इस तरह की शिकायतों को टाला जा सके।

2. In this regard, all concerned are hereby advised either to mention full details of the requisite item in various parameters of pre-qualification criteria or if the full details are mentioned at the start then to mention as 'Above mentioned/Requisite item' in various parameters of pre-qualification criteria to avoid such complaints in future.

3. इन निर्देशों का ध्यान रखें तथा सभी इनका कडाई से अनुसरण करें।

3. These guidelines may be noted and followed by all for strict compliance.

- पृष्ठ संख्या 2 पर जारी - /-Contd. at Page 2 -

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011-43582200
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.नि.नि.लि./सतर्कता/285/14/ 885 दिनांक 09.05.2014
SPMCIL/VIG/285/14/ Date: 09.05.2014

- 2 -

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

5. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. सभी उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. सभी प्रबंधक (नि.मु.)/Managers (CHO).
5. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
6. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
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भा.प्र.मु.नि.नि.लि./सतर्कता/148/12 (खण्ड II)/ 1818 . दिनांक 14.10.2013
SPMCIL/VIG/148/12 (Vol II)/ Date 14.10.2013

परिपत्र/Circular

विषय: निविदा दस्तावेजों के मासिक अध्ययन की रिपोर्ट।
उपशीर्ष: सीमित निविदा दस्तावेज़ो को ई-मेल के द्वारा भी भिजवाना।

Sub: Report of Monthly Study of tender documents.
SH: Sending Limited Tender Documents through e-mail also.

सतर्कता विभाग में प्राप्त शिकायतों के विश्लेषण से यह पता चला है कि विक्रेताओं को प्रेषित किए गए सीमित निविदा दस्तावेज़ प्राप्त नहीं होने अथवा देरी से प्राप्त होने के कारण वे निविदा में भाग नहीं ले पाते हैं। अतः सक्षम प्राधिकारी ने यह निर्णय लिया है कि तत्काल प्रभाव से सीमित निविदा के दस्तावेज़ों की एक प्रति सभी सूचीबद्ध विक्रेताओं को डाक के साथ-साथ ई-मेल द्वारा भी भिजवाई जाए।

On analysis of complaints received in the Vigilance Department, it is observed that the Bidders are unable to participate in the tender either due to non-receipt or delayed receipt of Limited Tender documents sent to them. Therefore, the Competent Authority has decided that a copy of Limited Tender documents may be sent through e-mail to all empanelled vendors with immediate effect along with sending it through post also.

2. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

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E-mail : spmcil@rediffmail.com

भा.प्र.मु.नि.नि.लि./सतर्कता/148/12 (खण्ड II)/ ५६१४ . दिनांक 14.10.2013
SPMCIL/VIG/148/12 (Vol II)/ Date 14.10.2013

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

3. This issues with the approval of Competent Authority.

(एस.एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:/CC:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)/Director (HR/T)
3. उप महाप्रबंधक (निगम मुख्यालय)/DGMs (Corporate Office).
4. सभी सतर्कता अधिकारी (निगम मुख्यालय/इकाइयां)/All Vigilance Officials (Corporate Office /units).
5. सूचना पटल/Notice Board.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.लि./243/13/२७९८ दिनांक 17.07.2013

परिपत्र

विषय: निविदा में मापदंडो को बार-बार बदलना।

सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान, यह पाया गया है कि एक इकाई द्वारा निविदा के मापदंडों में बार-बार परिवर्तन कर उसे रद्द किया गया। सक्षम प्राधिकारी के अनुसार, निविदा को बार-बार रद्द करना इकाई की असमर्थता का परिचायक है एवं विशेष परिस्थिति में इसमें सतर्कता दृष्टिकोण से देखा जा सकता है।

2. सक्षम प्राधिकारी ने इन विसंगतियों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि किसी भी खरीदारी में उसकी जरूरत एवं विनिर्देश (requirements and specifications) को समझकर ही निविदा को जारी करे तथा इन प्रावधानों का अनुपालन कड़ाई से करे। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

17/7/13

(एस. एस. बालानी)
वरिष्ठ सतर्कता अधिकारी

महाप्रबंधक,
टकसाल/मुद्रणालय/कागज़ कारखाना/निगम मुख्यालय,
भा.प्र.मु.मु.नि.लि.।

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्त्तव्य अधिकारी।
2. निदेशक (मानव संसाधन/तकनीकी)/मुख्य सतर्कता अधिकारी (प्रभारी)।
3. सभी उप महाप्रबंधक (निगम मुख्यालय)।
4. सभी सतर्कता कार्यपालक/कर्मचारी।
5. सूचना पटल।

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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पत्र संख्या भा.प्र.मु.मु.नि.नि.लि/विज/212–पी.ई./12/९३। दिनांक 15.05.2013
F. No. SPMCIL/VIG/212-PE/12/९३ Date: 15.05.2013

परिपत्र / Circular

विषय: निविदाओं का खोलना / Opening of Tenders

एक इकाई में निविदा खोलने संबंधित जाँच के दौरान यह देखा गया कि इकाई में टेंडर बॉक्स का उचित प्रकार से रख रखाव न होने के कारण तथा कोटशनों को संभालने में संबंधित अधिकारियों द्वारा अपनाए गए अनौपचारिक दृष्टिकोण के कारण यह पाया गया कि निविदा में हिस्सा लेने वाली दो फर्मों के लिफाफे एक तरफ से फटे हुए थे तथा उन्हें स्टेपल करके निविदा पेटी में डाला हुआ था। सक्षम प्राधिकारी ने इकाई द्वारा अनुसरित प्रणाली में इसे अतयन्त गंभीरता से लिया है।

During investigation of a matter pertaining to opening of tenders in one of the Unit, it was observed that due to non-existence of proper system of maintaining Tender Box and casual approach of concerned officials in handling quotations, the one side of envelopes of two participating bidders had been found in torn & stapled condition in the tender box. The Competent Authority has viewed it as a serious lapse in the existing system followed by the Unit.

2.0 सभी संबंधितों को एतद् द्वारा सलाह दी जाती है कि निविदा संबंधित कार्यों को पूर्ण सावधानी के साथ संपन्न करें क्योंकि निविदाओं में अनजाने में की गई किसी भी गलती के बेहद गम्भीर नतीजे हो सकते हैं।

2.0 All concerned are hereby advised to take due care while handling tender related works as any unintentional flaw, even, may lead to a serious consequence.

3.0 सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि इन दिशा–निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा–निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा–निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3.0 These guideline may be noted and followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

15/05/13

.... पृष्ठ 2 पर जारी

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E-mail : spmcil@rediffmail.com

4.0 इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4.0 The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit and displayed on the sectional notice board.

5.0 इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है।

5.0 This is issued with the approval of Competent Authority.

वी.के.आनंद
15/05/13

(वीरेन्द्र कुमार आनन्द) / (Virender Kumar Anand)
वरिष्ठ सतर्कता अधिकारी / Senior Vigilance Officer

महाप्रबंधक / The General Managers,
टकसाल / मुद्रणालय / कागज़ कारखाना / Mints/ Presses /Paper Mill,
भा.प्र.मु.नि.लि। / SPMCIL.

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्त्तव्य अधिकारी। / OSD to CMD
2. निदेशक (मानव संसाधन / तकनीकी) / प्रभारी मुख्य सतर्कता अधिकारी / Director (HR/T) / CVO (I/c)
3. महाप्रबंधक / उप महाप्रबंधक (निगम मुख्यालय) / GM/DGMs (Corporate Office)
4. मुख्य खरीद तथा स्टोर अधिकारी(सभी इकाईयाँ) / Chief Purchase & Store Officers(All Units)
5. सभी सतर्कता कार्यपालक (निगम मुख्यालय / इकाइयाँ) / All Vigilance Officials (Corporate Office/Units)
6- सूचना पटल। / Notice Board

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
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भा.प्र.मु.मु.नि.लि./192/12/385 दिनांक 17.04.2013
SPMCIL/VIG/192/12/385 Date: 17.04.2013

परिपत्र/ CIRCULAR

विषय/Sub:कार्य निष्पादन में पारदर्शिता।/Transparency during execution of work.

उपशीर्ष/SH:- इंडेंटिंग, कार्यान्वयन तथा भुगतान एक ही प्राधिकारी द्वारा होने की स्थिति में गेट पास जारी करने, शिक्षा/अनुभव की जांच करने तथा उपस्थिति रिकॉर्ड रखने के लिए दूसरे अनुभाग/विभाग (अर्थात् मानव संसाधन विभाग) का सहयोग लिया जाना।/Associating another section/department (i.e. HR Department) to issue gate passes, scrutinizing the qualification/experience & maintaining of attendance records in case of indenting, executing & payment releasing authority being the same.

एक इकाई में कार्य आदेश के नियम एवं शर्तों के अनुपालन न होने से संबंधित शिकायत की जांच में यह पाया गया है कि आउटसोर्स पेशेवरों की सेवा लेने वाले मांग प्राधिकारी, कार्य निष्पादन प्राधिकारी तथा भुगतान जारी करने वाले प्राधिकारी एक ही थे। सक्षम प्राधिकारी ने इसे व्यवस्थानुसार नहीं पाया है।

During investigation of a complaint pertaining to non-compliance of terms and conditions of work order in one of the unit, it was observed that the indenting authority, executing authority and payment releasing authority for availing the services of outsourced professionals were same. The Competent Authority has viewed it as a lapse in the system.

2. सभी संबंधितों को एतद् द्वारा सलाह दी जाती है कि इस प्रकार के मामलों में दूसरे अनुभाग/विभाग (अर्थात् मानव संसाधन विभाग) को गेट पास जारी करने, नियुक्त कर्मचारियों की योग्यता/अनुभव की जांच करने हेतु शामिल करना सुनिश्चित किया जाए. इसके बाद इसे पूर्णतः पारदर्शी करने के लिए यदि अनुबंधित व्यक्तियों की उपस्थिति की इलैक्ट्रानिक व्यवस्था नहीं है तो इन व्यक्तियों की उपस्थिति मानव संसाधन विभाग द्वारा रिकॉर्ड की जाए।

2. All concerned are hereby advised to ensure that in such cases a second section/department (ie HR Department) be involved to issue gate passes, scrutinizing the qualification/experience of the engaged persons. Further to make it full proof, the attendance of these persons be also maintained at HR Department in case the electronic attendance system is not implemented for the contractual persons.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

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E-mail : spmcil@rediffmail.com

3. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि इन दिशा-निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. These guidelines may be noted & followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए.

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

5. This issues with the approval of Competent Authority

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Managers,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.लि.नि.लि.1/SPMCIL.

प्रतिलिपि:/ CC:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)।/Director (HR/T)
3. महाप्रबंधक/उप महाप्रबंधक (निगम मुख्यालय)।/GM/Dy. GMs (Corporate Office).
4. उप प्रबंधक/सहायक प्रबंधक (वित्त विभागाध्यक्ष), टकसाल/मुद्रणालय/कागज़ कारखाना।/ DM/AM (Head of Finance), Mints/Presses/Paper Mill.
5. सभी सतर्कता कार्यपालक (निगम मुख्यालय/इकाइयां)।/All Vigilance Officials (Corporate Office /units).
6. सूचना पटल।/Notice Board.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.लि./156/12/ 6738
SPMCIL/VIG/156/12/ 6738

दिनांक 11.01.2013
Date 11.01.2013

परिपत्र/CIRCULAR

विषय/Sub: निविदा प्रक्रियाओं का अनुपालन।/Compliance to tendering procedures.

सतर्कता विभाग द्वारा एक शिकायत की जांच के दौरान, निविदा प्रक्रियाओं के अनुपालन में नई खरीद-पुस्तिका, संस्करण 1.0, 2011 (New Procurement Manual Version 1.0, 2011) के प्रावधानों की तुलना में निम्नलिखित खामियां पाई गई है:-

During investigation of a complaint by the Vigilance Department of SPMCIL, following lapses were observed in tendering process in comparison to the provisions of the new Procurement Manual (Version 1.0, 2011):-

क्र/ SN	पाई गई खामियां/ LAPSE OBSERVED	नई खरीद-पुस्तिका के प्रावधान जिनका पालन नहीं किया गया।/ PROVISION OF PROCUREMENT MANUAL NOT FOLLOWED
1	उपयोगकर्ता विभाग से सामग्री माँग नोट की रसीद के बिना निविदा आमंत्रित की गई।/ Tender invited without receipt of Material Requisition Note from the user department.	पैरा 6.6/Para 6.6
2	निर्दिष्टीकरण रिकार्ड पर उपलब्ध नहीं थे।/ Specifications were not available on record.	पैरा 6.9/Para 6.9
3	निविदा दस्तावेजों को नहीं बनाया गया।/ Tender Document not prepared.	अध्याय 8/Chapter 8
4	उस ही क्षेत्र में काम कर रही कंपनियों को इन्क्वारी नहीं भेजी गई।/Enquiries not sent to other firms engaged in the same field.	पैरा 4.8/Para 4.8
5	उपयोगकर्ता विभाग से निरीक्षण टिप्पणी/योगयता रिपोर्ट को प्राप्त किए बिना भुगतान कर दिया गया।/Payment released without obtaining Inspection Note/Suitability Report from user department.	पैरा 12.10/Para 12.10

- पृष्ठ संख्या 2 पर जारी - / - Contd at page 2 -

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2. सक्षम प्राधिकारी ने इन खामियों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि इकाई द्वारा नई खरीद-पुस्तिका, संस्करण 1.0, 2011 में निविदा प्रक्रिया से संबंधित सभी प्रावधानों का अनुपालन कड़ाई से किया जा रहा है। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

The above observations have been viewed as a serious lapse by the Competent Authority. All concerned dealing with tendering procedures are hereby once again advised to ensure that all the procedures per the provisions of new Procurement Manual are strictly followed by the unit in the tendering process. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a Vigilance Angle.

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

The widest publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority.

11/9/13

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/ Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि.1/SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्त्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (तकनीकी)/निदेशक (मानव संसाधन)/ मुख्य सतर्कता अधिकारी (प्रभारी)।/ Director (T)/Director (HR)/CVO(I/C)
3. महाप्रबंधक (सूचना प्रौद्योगिकी)।/उप महाप्रबंधक (निगम मुख्यालय)।/GM (IT)/DGM (CHO).
4. सभी सतर्कता कार्यपालक।/ All Vigilance officials.
5. सूचना पटल।/Notice Board.

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SPMCIL/VIG/Sys. Improv/212/12/5334 Date : 25.10.2012

CIRCULAR

Subject: Signing of the Committee Meetings.

It is generally observed that various Committees like Tender Evaluation Committee, Standing Committee of General Managers, Screening Committee, Selection Committee, etc. sign only on the last page of the report. This leaves the other pages of the report vulnerable for change/manipulation at a later date. It is, therefore, essential that all other pages of the report are initiated by all the Committee members and on the last page has the signatures, name, designation of the officials with the dates.

2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the Unit & displayed on the sectional notice board.

3. This issues with the approval of Competent Authority.

VeAnand 25/10/12

(Virender Kumar Anand)
Sr. Vigilance Officer

All General Managers,
Mints/Presses/Mill
SPMCIL.

CC:

1. OSD to CMD
2. Director (T)/Director (HR)/CVO(I/c)
3. GM(IT)/DGM's (Corporate Office)
4. Dy. Manager (OL)
5. All Vigilance Officials (Corporate Office/Units)
6. Notice Board.

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170)

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No. CHO(HR)/Admn./16/8/2012/3687 Date: 01.08.2012

CIRCULAR

Sub: Insurance of property mortgaged against HBA.

During investigation of a complaint pertaining to HBA (House Building Advance) by Vigilance Department of SPMCIL, it was observed that the mortgaged property was not insured against loss or damage by fire, flood & lightning with any of the insurance agencies like LIC, etc. by the Mortgagor. The Competent Authority has viewed it as a serious lapse.

2. All concerned dealing with HBA cases are hereby advised to ensure that the property mortgaged is insured against loss or damage by fire, flood & lightning with any of the insurance agencies like LIC, etc. by the Mortgagor.

3. These guidelines may be noted and followed by all concerned dealing with HBA cases for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. The widest publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. This issues with the approval of Competent Authority.

Bajpai
(B.J. GUPTA)
Dy. GM (IR)

CHIEF GENERAL MANAGER/GENERAL MANAGERS,
MINTS/PRESSES/PAPER MILL

SPMCIL

CC:

1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. General Manager(IT) / Dy. GMs (Corporate Office).
4. Dy. General Manager (Pers.) Corporate Office
5. Notice Board

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SPMCIL/VIG/154/12/ 425 Date: 11.05.2012

CIRCULAR

SUB: Abnormal delay in acceptance/rejection of materials/equipment etc.

During investigation of a complaint pertaining to long outstanding payment in one of the unit, an undue/unjustified & abnormal delay in rejection of an equipment was observed. Such delay in acceptance/rejection of materials/equipment etc is a lapse on the part of the concerned authorities and the Competent Authority has viewed it seriously. Further, this violates Clause 11.4 of Procurement Manual- Version 1.0, 2011 and tantamount to presence of a Vigilance Angle in it.

2. All concerned are hereby advised to ensure that appropriate action on all future procurements & its corresponding suitability, payment/deduction etc is completed within the stipulated period of time, without any inordinate delay in decision making to avoid a chance of legal complication and to earn bad name for our organization.

3. These guidelines may be noted & followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. This issues with the approval of Competent Authority.

(S.S.BALANI)
Sr. VO

CGM (IGM, Mumbai),
All General Managers,
Mints (except IGM-Mumbai)/Presses/Mill,
SPMCIL.
CC:

1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. GM/Dy.GMs (Corporate Office).
4. Dy. Manager (OL): for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board.

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F. No.: SPMCIL/VIG/08/Vol-II/09/ 477 Date: 25.04.2012

To
The Chief General Manager, Mumbai,
All General Managers (Units).

Subject: Preparation of Tenders.

Sir,

A procurement case of one of the units of SPMCIL had been investigated by the CBI alongwith Vigilance Department of SPMCIL. It is noticed that some of the standard terms and conditions of the tenders were ignored in the procurement e.g. non-inclusion of clause in the tender document regarding exact/range of specifications/parameters of the item, non-inclusion of clause in the tender document regarding specific purpose of the item, non-inclusion of clause in the tender document regarding 'Testing & Trial' for pre-production samples-wherever applicable, etc.

2.0 I am directed to request you to advise the concerned officials for taking due care so that the aforesaid loopholes would be blocked during the preparation of tenders, in future.

3.0 This issues with the approval of CMD, SPMCIL.

Yours faithfully,

(Virender Kumar Anand)
Sr. Vigilance Officer

Copy to:

i.) OSD to CMD
ii.) Director(Technical/Finance/HR)/CVO
iii.) General Manager (IT), Corporate Office, SPMCIL
iv.) Dy. Manager (OL) – for Hindi translated copy please
v.) All Vigilance Officials (Corporate Office/Units)
vi.) Notice Board

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SPMCIL/VIG/144/11/ 5087

Date: 22.03.2012

CIRCULAR

SUB: Maintaining of Asset register/records.

During investigation of a complaint pertaining to misutilization of Assets of the company like TV/Cooler/Heater/Geyser, etc by some of the executives in their quarters, it was observed that no Asset register/Authenticated document was maintained by the unit. Non-maintaining of Asset register/records is a lapse on the part of the concerned authorities and the Competent Authority has viewed it seriously.

2. All concerned are hereby advised to ensure that the Asset register/records are properly maintained, periodically updated and duly verified at regular intervals.

3. These guidelines may be noted & followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. This issues with the approval of Competent Authority.

(S.S.BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:

1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. GM/Dy.GMs (Corporate Office).
4. Dy. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board.

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SPMCIL/VIG/99/11/3743

Date: 18.07.2011

CIRCULAR

Sub: Issuing of cheques for payment of pension –reg.

During the investigation of a case in a unit pertaining to issuing of cheque for payment of pension etc. it was observed that the post-dated cheque was signed by an officer that was given to a pensioner on account of payment of pension and dearness relief of pension. As the officer was repatriated back to his parent department, the bank considered the cheque to be signed by an unauthorized signatory.

2. In order to avoid the re-occurrence of such a situation, all concerned are hereby advised to ensure compliance of the guidelines on e-payment/RTGS in all such cases, especially pertaining to pension and dearness relief on pension, etc.

3. These guidelines may be noted and followed strictly by all concerned. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit, Corporate Office & displayed on the notice board.

18/7/11

(S. S. BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mills
SPMCIL.

– contd... Page2 –

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फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

CC:

1.ES to CMD.
2.Director (T)/ Director (F)/ Director (HR)/CVO.
3.All GMs/ Dy. GMs (Corporate Office)/ Dy. CVO.
4.Manager (OL): for Hindi translated copy please.
5.All Vigilance Officials (Corporate Office/units).
6.Notice Board.

(B.S BALANI)
SrVO.

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SPMCIL/VIG/84/11/5234 Date: 23.06.2011

CIRCULAR

Sub: License for Pest control Services-reg.

During investigation of a complaint pertaining to Pest Control Services, it was observed that the Licence required for commercial pest control operation was not obtained for the concerned place of its operation (i.e. for the location of the concerned unit). As per the Insecticides Act, 1968 and the Insecticides Rules, 1971 the license for Pest control operations is required to be issued for each place of its operation.

2. All concerned are hereby advised to ensure that the Licence required for commercial pest control operation is obtained from the concerned place of its operation (i.e. for the location of the concerned unit). It may be ensured to incorporate the same in the tender documents for future works, if not already an existing requirement. These guidelines may be noted & followed by all. It will be personal responsibility of the head of user/indenting section of the unit to ensure this and non-observance of this may indicate a vigilance angle.

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. This issues with the approval of CVO, SPMCIL.

(A.K.Ray)
Dy.CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office)/Dy. CVO.
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Staff (Corporate Office/Units).
6. Notice Board.

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फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

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(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

SPMCIL/VIG/81/11/2337 Date: 16.05.2011

Circular

Sub: Irregularities in Tendering Process.

During investigation of a complaint pertaining to a procurement case of consultancy services in one of the units, the following irregularities have been observed:-

a) The bid opening committee comprised of only two members against three specified under clause No. 3.3.1 of procurement manual.

b) The important data viz. date of submission of enquiry was illegible and EMD amount was not written in words.

c) Non-related clauses of instructions in the tender enquiry were not deleted as detailed below:-

i) As per one of the instructions of the tender enquiry quotations were to be opened at 3.00 pm on next working day of due date which is contrary to the note at another place of the enquiry that the quotation will be opened at 3.00 pm on the same working day of due date.

iii) One of the instructions of the tender enquiry pertains to supply of material and is irrelevant as the subject enquiry was for consultancy services.

iv) As per one of the instructions of the limited tender enquiry, the bidder was requested to forward the enquiry to someone else in case they did not quote. This is irrelevant since it is not in conformity with clause no. 4.9 of the Procurement Manual.

v) One of the instructions of the tender enquiry pertains to Rate Contract with DGS&D for supply of articles on rate contract basis and is irrelevant as the subject enquiry was for consultancy services.

d) Approval of competent authority was not available before issuing corrigendum and the same was regularized ex-post facto.

Contd... Page 2

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e) Empanelment of the consultants was not in accordance with the guidelines mentioned in SPMCIL circular no. 1/2010issued by DGM (Finance) vide letter no. SPMCIL/Fin./22/Misc./9309 dated 25.11.2010.

2. The competent authority has viewed the above lapse seriously on the part of the officials dealing in the matter and advised that all concerned should follow the basic canons of procurement in dealing with such matters in future.

3. These guidelines may be noted by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. The widest possible publicity should be given to this circular and all concerned should be informed. This circular should also be uploaded on the website of the unit & displayed on the sectional notice board.

16.5.2011

(Ajay Nath)
CVO

All General Managers,
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. GMs/DGMs/Dy. CVO (Corporate Office).
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office/Units).
6. Notice Board.

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(भारत सरकार के पूर्ण स्वामित्वाधीन)
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SPMCIL/ VIG/ 03/09/ 1466 Date: 30th March, 2011

CIRCULAR

Sub: Calibration of weighing scale.

During Annual Physical Verification of stocks held by the units, it has been observed that the weighing scales are often not calibrated periodically. SPMCIL is dealing with various costly items including precious metal etc. where even a small error in weight leads to large variation in monetary terms. As and when deviations are observed during APV, the units are taking a plea of faulty balances or non calibration of weighing scales. Keeping the weighing scales in proper working condition and its periodical calibration is utmost important. The units are requested to take care of this with full gravity.

2. All concerned are hereby advised to ensure proper working of balances and calibration of weighing scale. These guidelines may be noted & followed by all. It will be personal responsibility of the head of the unit to ensure this and non-observation of this may indicate a vigilance angle.

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. This issues with the approval of CVO, SPMCIL.

(A.K.Ray)
Dy.CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office).
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Staff (Corporate Office/Units).
6. Notice Board.

011-23701225-26 16 वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली – 110001 फैक्स/Fax : 011-23701223

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No. SPMCIL/VIG/73/10 Date: 15.03.2011

Circular

Sub: Tendering Process.

SH: - Need for Purchase of consumables from the Original Equipment Manufacturer that affect the warranty of the machine.

During investigation of a case of procurement at one of the units, it was observed that the purchase of consumables affecting the warranty of a machine was not specified by the Original Equipment Manufacturer (OEM) at the time of requisition. The competent authority has viewed it as a lapse on the part of the unit and it is directed that all concerned should ensure that the need for consumables affecting the warranty of a machine from the OEM should be specified at the time of requisition of the machine. Further, the possisibility of availability of these consumables & their suitability in use on the new machines should also be explored from the Indian market/manufacturers after completion of the warranty period.

2. These guidelines may be noted by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

3. The widest possible publicity should be given to this circular and all concerned should be informed. This circular should also be uploaded on the website of all units & displayed on the sectional notice board.

(Ajay Nath) 15.3.2011
CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. GMs/DGMs (Corporate Office).
4. Manager (OL)-for Hindi translated copy please.
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6. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

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No. SPMCIL/VIG/66/10 Date: 16.03.2011

Circular

Sub: Tendering Process.
SH: - Technical Evaluation Report - reg.

During investigation of a complaint pertaining to a procurement case of one of the units, it was observed that an attempt was made to change the Technical Evaluation Report. The attempt to change the Technical Evaluation Report is a serious matter and is an extremely unhealthy practice. The competent authority has viewed it as a lapse on the part of the officials dealing in the matter including the Committee Members and advised that all concerned should follow the basic canons of administrative propriety in dealing with such matters in future.

2. Further, it was also observed that the said procurement tender was processed as a Limited Tender Enquiry whereas it should have been an Open Tender since the estimated cost of procurement was Rs. 32 lacs. Due care be taken by all concerned in future.

3. Moreover, it was also seen that the offer of one of the two firms to whom the Tender Enquiry was not sent for the said LTE was discarded by the TEC on the ground that the Tender Enquiry was not sent to them, while the offer of the other firm was considered. Relevantly, the Tender Enquiry was uploaded on website. All concerned are hereby cautioned not to adopt such discretionary procedure and strictly follow the Procurement Manual of SPMCIL.

— contd pg 2 -

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फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

4. These guidelines may be noted by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

5. The widest possible publicity should be given to this circular and all concerned should be informed. This circular should also be uploaded on the website of the unit & displayed on the sectional notice board.

(Ajay Nath) 16-3-2011
CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:

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2. Director (T)/Director (F)/ Director (HR) /CVO
3. GMs/DGMs (Corporate Office).
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6. Notice Board.

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"Corruption is worse than prostitution. The Katter might endanger the morals of an individual, the former invariably endangers the morals of the entire country."

-Karl Kraus



SECTION III: CTE/QPR/APV GUIDELINES

"Fighting corruption is not just good governance. Its self-defence. Its partriotism."

- Joe Biden

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भा.प्र.मु.नि.नि.लि./सतर्कता/05/09 (खण्ड XII)/ 7316 दिनांक 08.03.2016
SPMCIL/VIG/05/09 (Vol. XII)/ Date: 08.03.2016

परिपत्र संख्या 06/16/Circular No. 06/16

विषय/ Sub: मुख्य सतर्कता अधिकारियों द्वारा सार्वजनिक खरीद अनुबंध की गहन जांच के लिए दिशा-निर्देशों के संदर्भ में प्रकाशित आयोग की पुस्तिका 1/Commission's publication on Guidelines for Intensive Examination of Public Procurement Contracts by Chief Vigilance Officers – reg..

केन्द्रीय सतर्कता आयोग द्वारा जारी मुख्य सतर्कता अधिकारियों द्वारा सार्वजनिक खरीद अनुबंध की गहन जांच के लिए दिशा-निर्देशों के संदर्भ में प्रकाशित आयोग की पुस्तिका जो आयोग की वेबसाइट (http://www.cvc.nic.in/gie19012016.pdf) पर उपलब्ध है को भा.प्र.मु.नि.नि.लि. की वेबसाइट में सीवीओ कॉर्नर (http://spmcil.com/Interface/CVO.aspx) के तहत भी जानकारी एवं उचित कार्यवही हेतु अपलोड किया गया है ।

The guidelines for Intensive Examination of Public Procurement Contracts by Chief Vigilance Officers issued by the Central Vigilance Commission available on the Commission's website (http://www.cvc.nic.in/gie19012016.pdf) is also uploaded on SPMCIL's website under CVO's Corner (http://spmcil.com/Interface/CVO.aspx) for information & necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 08/03/16

(शशिभूषण बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि./SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक /उप महाप्रबंधक /मुख्य प्रबंधक /प्रबंधक (नि.मु.) / Addl. GM / DGM / CM / Mgr (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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CIN : U22213DL2006GOI144763

सत्यमेव जयते

GUIDELINES
FOR
INTENSIVE EXAMINATION OF
PUBLIC PROCUREMENT CONTRACTS
BY
CHIEF VIGILANCE OFFICERS

CENTRAL VIGILANCE COMMISSION

CHIEF TECHNICAL EXAMINER'S ORGANISATION

CENTRAL VIGILANCE COMMISSION

1.0 INTRODUCTION:

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

It is the considered opinion of the Central Vigilance Commission (herein after referred to as 'Commission' only) that similar type of Intensive Examinations (IEs) carried out by the CVOs, while functioning as extended arms of the Commission, in their respective organisations, would bring about qualitative and in depth improvement, both in terms of contents and scope, approach to vigilance administration. It is imperative that CVO of an organisation carries out IEs, of some judiciously chosen contracts, broadly representing spectrum of the core activities of the organisation.

Effort is hereby made to prepare broad guidelines to help the CVOs effectively carry out IEs of various procurement contracts at their end.

In order to conduct Intensive Examination effectively and in a proper manner, the CVO should endeavour to associate himself along with his vigilance team whenever any CTE examination is undertaken by the CTEO in the organisation.

2.0 OBJECTIVES:

Our 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 organisation, are multi pronged and as follows:-

(i) preventive vigilance is the first and foremost objective of such IE, conducted by the CVOs. 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 the Management to eliminate such loopholes. Further, system

improvements can also be suggested to bring elements of transparency, fairness and equity in the public procurement process;

(ii) surveillance and detective vigilance will be ensured by way of effective and in depth IEs, which shall bring out various irregularities and malpractices committed/prevailing in the procurement system. People responsible can be suitably taken up for their respective misconduct;

(iii) recoveries, if any to be made, on account of deficiencies in the execution of contractual obligations , on the part of the contractor/s , will be given effect to, as a result of IEs;

(iv) IEs by the CVOs will afford natural justice to the officials of the organisation, 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, of/by the CVO, will help realistic assessment of the systemic deficiencies and degree of culpability of involved officials;

(v) sharing of the experience and outcome of IEs with other organisations, especially from the same industry, on a regular basis, will help maximise 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

(vi) 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 annually assess the performance of the CVOs.

3.0 STRENGTHENING OF CVO'S ESTABLISHMENT:

It is imperative that adequate man-power is available with the CVOs - especially the officers having experience and expertise in various procurement activities of the organisation. It is for the CVOs to make a realistic assessment of the requirement of the man-power and infrastructure. It would be incumbent upon the

Management to provide necessary support and co-operation to the CVOs in this regard.

4.0 SELECTION OF CONTRACTS:

4.1 The selection of contracts for IE should be done from the QPRs, submitted by the CVOs to the CTEO. Each CVO shall carry out IE of not less than six (06 Nos.) of contracts of different nature (supply, works, services, etc), contract values, activity centres and areas in a year. 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 categorised to decide the large, medium or small value contracts, by the CVOs, keeping in view the scale of procurement activities and nature, in the organisation.

4.2 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.

4.3 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, following criteria laid down in Para 4.1 above.

5.0 DOCUMENTS FOR EXAMINATION:

After selection of the contracts for IE, all relevant documents, samples pertaining to the said contract, shall be collected and examined. Following is a list of documents which should normally be requisitioned for taking up an IE -

I. (a) Press cuttings indicating publication of Notice Inviting Tender (NIT)/ Expression of Interest (EOI) and subsequent corrigendum(s),if any.

(b) Copy of print out in support of publicity of the tender on the website:

i)for pre-qualification of Architects / Consultants;

ii)for pre-qualification of contractors;

iii)call of tenders.

(c) Record of sale of tenders.

(d) Record of tender opening.

II. Record of Administrative Approval and Expenditure Sanction.

III. Copy of Detailed Project Report (DPR)/Detailed Estimate (DE) and its Technical Sanction by the Competent Technical Authority.

IV. Approval of NIT in original& draft Tender Document.

V. Pre-Tender Documents.

VI. Record of proceedings of Tender Scrutiny Committee (TSC)/ Tender Evaluation Committee (TEC):

i) for selection of architects/consultants;

ii) for Contractors/suppliers/ other service providers.

VII. Record of current assessment of the cost to assess the reasonableness of the L1/H1 offer.

VIII. Details regarding negotiations, if any, conducted with recording of reasons before acceptance of tenders.

IX. Record of acceptance of tender by the Competent Authority.

X. Original contract with consultant/contractor.

XI. Guarantee bonds towards Performance Guarantee, Security Deposit, Specialised items, Machinery/Mobilization/Material Advances etc. including extension of their validity, if any.

XII. (i) Insurance Policies for work, materials equipment, men etc including extension of validity.

(ii) Letter of credit in original.

XIII. Guarantee for water tightness, termite proofing, etc.

XIV. Standard specifications; inspection documents.

XV. Standard Schedule of Rates.

XVI. Drawing – Architectural and Structural.

XVII. All connected measurement books, level books field books and lead charts.

XVIII. All bills paid in original / running account bills with all connected enclosures/ statements / vouchers.

XIX. Statements showing details of check of measurements by superior officers, copies of order laying down such requirements.

XX. (i) Materials at site accounts / cement, steel bitumen, paints, waterproofing compound, pig lead, anti-termite chemical, etc.

(ii) Stock / Issue register of stores.

XXI. Site order book / test records / log books.

XXII. Details of extra / substituted items and of deviated quantities being executed considered for execution in the work along with analysis of rates.

XXIII. Hindrance Register.

XXIV. Office correspondence files and inspection notes issued by inspecting officer and their file.

XXV. Complaint records, if any.

XXVI. Any other documents relevant to the procurement process.

This list is not exhaustive; CVOs may requisition more documents, as considered necessary, for an effective and holistic examination of the contract.

6.0 INSPECTIONS:

Inspections should be carried out with prior intimation to the Management, unless the situation demands otherwise. Officers connected with various activities of the contract viz. planning, design, tender processing, acceptance of tenders and execution should be duly informed. The representative(s) of the contractor(s) and consultant, if any, should be encouraged to be present during the inspection.

However, samples, if required, should be taken in the presence of representatives of contractor(s) and officials concerned and should be duly sealed. Signatures of the persons present during sampling should be taken as a token of their witness. Samples may be taken by inspecting team for independent testing in a laboratory of repute and reliability, preferably Government ones.

7.0 CHECK POINTS TO CARRY OUT INTENSIVE EXAMINATION BY CVOs:

7.1 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 organisations. It is out of experience in an organisation only that a CVO will get to know about the sensitive areas/activities/stages which are to be kept under watch.

7.2 However, a broad list of the points to guide IE in any organisation 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 Codes/Manuals/instructions on the subject matters of procurement under examination.

VIII. Leveraging technology- status of implementation of e-Procurement, e-Auction, e-Reverse Auction etc.

IX. Training of the officials, dealing with the procurement process, in different aspects of ~~the~~ procurement.

X. Timely fulfilment of the objective, to be met by way of the procurement process under examination.

7.3 The list is not exhaustive. Any other points/activities can be brought under scrutiny to make the examination effective and complete. In this regard, instructions issued by the Commission, from time to time, and a list of check points, hoisted by the Commission, on its website, under the title' *ILLUSTRATIVE CHECK POINTS FOR VARIOUS STAGES OF PUBLIC PROCUREMENT*', may be referred to.

8.0 PRELIMINARY REPORT & REFERENCES TO CONCERNED UNIT HEADS:

8.1 Based on scrutiny of the documents & field inspections carried out, CVO shall summarise the findings in the form of a Preliminary Report. He shall arrange to take over all original documents considered important, necessary and relevant pertaining to the case that are likely to be required to prove charges, if any, during disciplinary action/prosecution stage.

8.2 Wherever required, references shall be made to the concerned unit heads, seeking clarifications and/or advising immediate interim actions, if any.
Such references may seek –

a. a statement regarding correctness of the facts stated in the Preliminary Report; if some of the facts are not correct, this should be clearly brought out and at the same time the correct facts, if different from the facts mentioned in the Report, should also be indicated;
b. suitable reply/clarification/explanation/supplementary information, from the officials immediately responsible, for the facts of commission or omission brought out in the Report;
c. comments of the Unit Heads on (b) as above;
d. any other query/information/document/sample, as considered necessary, to bring the IE to its logical conclusion.

8.3 The reply from the concerned Unit Head will be made in a time bound manner, within 15 days from the date of receipt of the reference from the CVO or as decided by the CVO, depending upon the merit of the case.

9.0 INTENSIVE EXAMINATION REPORT:

After receipt of the reply against the references based on Preliminary Report, from the concerned Unit Head, IE Report shall be prepared covering the following points-

a. Preliminary estimate, administrative approval and expenditure sanction, vetting of demands, framing of specification, assessment of quantity, etc. in respect of the tender.
b. Detailed estimate, technical sanction.
c. Appointment of Consultant.
d. Pre-qualification of bidders.
e. Call of tenders and award of work.
f. Contract Agreement.
g. Inspection, dispatch and acceptance of performance.
h. Scrutiny of bills.
i. Scrutiny of site records.
j. Site inspection.
k. Updation of Codes/ Procurement Manual/instructions.

l. Leveraging technology- status of implementation of e-procurement/e-auction/e-reverse auction, etc.
m. Training of the officials dealing with procurement.
n. Suggested System Improvements.
o. Recoveries effected, if any.

Above list is not exhaustive; other points relevant to the contract may also be incorporated, if required.

The Report will bring out instances of lapses/irregularities in appointment of consultant, prequalification of bidders, defective bidding conditions, awarding contract, defective contract conditions and clauses, pre-dispatch inspection, post contract amendments, over payments made to contractors, substandard work, infructuous and avoidable expenditure etc.

The Report will also suggest preventive measures in certain areas as safeguard against mal-practices or corrupt practices and to plug loopholes in the procedure, rules, regulation etc.In such cases action should be taken by the CVO to have suitable directions issued by the Management of the Organisation.

10.0 ACTIONS ON THE IE REPORT:

10.1 The CVO shall submit the IE Report to the Management for information and necessary action. The Management shall take appropriate/corrective/punitive action with regard to the report within 90 (ninety) days from the date of its receipt and ensure taking them to finality.

10.2 Where serious irregularities, grave misconduct, negligence, etc. are observed on the part of any public servant and disciplinary actions, or otherwise, involves advice of the Commission, same shall be processed as per the extant instructions on the subject, within 90 (ninety) days from the date of preparation of the Report.

10.3 CVOs shall continue to furnish details/Information of these IEs (under the head 'CTE TYPE INSPECTIONS') and their outcome to the Commission, on annual basis, as per extant instructions.

10.4 Each CVO shall share relevant information e.g. facts of the case in brief, irregularities noticed, systemic improvements suggested, issues requiring policy decision, etc., from the examined cases as case study, on regular basis, with other organisations, especially from the same industry.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/05/09/1882 दिनांक 30.06.2015
SPMCIL/VIG/05/09/ Date: 30.06.2015

परिपत्र संख्या 05/15/Circular No. 05/15

विषय/ Sub: वर्ष 2014 - खरीद एवं अन्य अनुबंधों के गहन परीक्षण के दिशा-निर्देशों के संदर्भ में प्रकाशिक आयोग की पुस्तिका।/Commission's publication on Guidelines on Intensive Examination of Procurement & Other Contracts, 2014 – reg..

केन्द्रीय सतर्कता आयोग के दिनांक 08.06.2015 के पत्र द्वारा जारी वर्ष 2014 - खरीद एवं अन्य अनुबंधों के गहन परीक्षण के दिशा-निर्देश के संदर्भ में प्रकाशित पुस्तिका जो आयोग की वेबसाइट (http://cvc.nic.in/cteguide_ie.pdf) पर उपलब्ध है को भा.प्र.मु.नि.नि.लि. की वेबसाइट में सीवीओ कॉर्नर (http://spmcil.com/Interface/CVO.aspx) के तहत भी जानकारी एवं उचित कार्यवही हेतु अपलॉड किया गया है ।

The guidelines on Intensive Examination of Procurement & Other Contracts, 2014 issued by the Central Vigilance Commission vide letter dated 08.06.2015 available on the Commission's website (http://cvc.nic.in/cteguide_ie.pdf) is also uploaded on SPMCIL's website under CVO's Corner (http://spmcil.com/Interface/CVO.aspx) for information & necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

30/06/15

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।/SPMCIL.

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)।/Addl. GM (CHO).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनिरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

SPMCIL/VIG/03/09/5632 Date: 13.10.2011

CIRCULAR

Sub: Guidelines based on observations made during CTE type Intensive Examination of works/purchases by vigilance department of SPMCIL.

The CTE type Intensive Examination of works/purchases are conducted by the Vigilance Department of SPMCIL to ensure that the laid down systems & procedures are followed, there is transparency in award of contracts and no misuse of power in decision making.

2. On the basis of lapses noticed during such inspections, various circulars were issued from the Corporate Office. In this regard, following consolidated guidelines are hereby issued for information and strict compliance by all concerned:-

a) General / Pre-Award Stage:-

i) Indexing of files, numbering of registers/note sheets/correspondence papers is to be ensured for proper track of documents.

ii) Quantity of all the products/items/works to be hired / purchased/executed is to be firmly fixed before the tendering process.

iii) Preliminary cost estimation of work/stores is to be assessed along with ensuring approval of Competent Authority for all tenders.

iv) Preparation of estimates and justification of quoted price based on updated last accepted rates and or actual market rate are to be ensured.

v) Empanelment of vendors/ suppliers for various items being procured through limited tenders is to be updated periodically.

b) Award:-

i) Original NIT/ tender documents consisting of tender notice, instructions to bidders, GCC, SCC drawings etc. are required to be bound, sealed & kept under safe custody to avoid manipulation at a later stage.

ii) Limited Tender enquiry is to be published on the website also for non security mentioning that it is for tendering by the short listed bidders only.

(contd.. at page 2.

011-23701225-26
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

iii) Earnest Money Deposit/Security Deposit/Bid security/Performance Security and warranty/guarantee are to be specified in the tender as mentioned in the Procurement Manual.
iv) Guidelines of CVC & Procurement Manual are to be essentially followed for PQB.
v) Tender sale register and tender opening register is to be page numbered & certified by Issuing Authority.
vi) Bids opened is to be serially numbered (viz. 1/n, 2/n ….n/n).
vii) Corrections/ insertions/Over writing are to be certified by the tender opening committee on each page of the quotation to avoid manipulation at a later date. If there is no C/I/O, then C/I/O is to be certified as NIL.
viii) The terms and conditions involving financial implications are to be encircled and initialled.
ix) Technical bids/Price bids/Price comparative statement/Tender Opening sheet of technical and price bids are to be signed by all the tender opening committee members.
x) CVC instructions regarding submission of undertaking by tender committee members that none of the members has any personal interest in the companies/agencies participating in the tender process is to be ensured.
xi) Conditional Tenders are not to be accepted.
xii) CVC instructions regarding taking of samples from various suppliers along with the bid in the tender process is to be followed strictly.
xiii) The tenders are to be finalized within the validity period of the offer.
xiv) Implementation of CVC instructions regarding leveraging of information technology viz. e-payment & putting tenders & post-award details of tender on the website are to be ensured.
xv) Tender Evaluation Committee and Review Committee members should initial on all the pages of their recommendations.

c) Contract/Agreement Conditions:-

i) Specified time limit for signing of agreement/contract form is to be strictly adhered.
ii) Contract agreement is to be signed and executed within a specified time frame and Original contract agreement consisting of tender notice, instructions to bidders, GCC, SCC drawings, price bids etc. is required to be bound, sealed & kept under safe custody to avoid manipulation at a later stage.
iii) Various delays are to be recorded in a hindrance register and a proper delay analysis is to be carried out to ascertain the reasons of delay in case of granting time extension beyond normal delivery schedule.

(Contd..at page 3

d) Payment:-

i) Payment is to be made strictly as per the terms and conditions of the tender.

e) Execution of Civil Works:-

i) Supervision of specialized job like water proofing etc. to be ensured by qualified civil engineers.

ii) Various site records listed below are required to be maintained at site for effective supervision of civil works:-

- Site order book: For conveying day to day instructions during site visit by the supervising officials and monitoring it compliance.
- Register: For keeping a record of all hindrance causing delays in the work, which forms the official record for ascertaining the genuineness of delays at the time of granting time extension and thus helps in arriving the decision for levy of liquidated damages.
- Materials at Site (MAS) Register:- For keeping a record of all the materials brought at site and ensuring that the theoretical quantity of materials required in execution are brought at site and actually consumed in the work.
- Master Test Register: For keeping a record of all the tests carried out at site for ascertaining the quality of work and ensuring that all the mandatory tests are carried out.

3. These guidelines should be followed strictly by all the concerned officers.

4. This issues with the approval of Competent Authority.

(A.K.RAY)
CVO (I/C)

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:
1. ES to CMD
2. Director (T)/Director (F)/Director(HR)
3. All GMs /Dy.GMs (Corporate Office)
4. Manager (OL): for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

No. SPMCIL/VIG/25/09/4931 Dated: 03.03.2010

OFFICE MEMORANDUM

Sub: Tendering Process.

The Technical Examiner, CVC during one of his inspections of a procurement done in one of the units has raised certain observations on the tendering process in SPMCIL. The observations are important & the following guidelines may be noted & followed by all for strict compliance:-

a) The page numbering of the files is not being done. This is objectionable. The procurement files are sensitive documents and there is need to properly paginate the files. It may be ensured that all files are paginated properly in future.

b) The committee/officials opening the bids should mark serial numbers to the offers e.g. if five offers are opened, then the first quotation will be numbered 1/5, the second 2/5 and so on. Further, the terms & conditions involving financial implications are to be encircled.

c) To avoid manipulation at a later date due to fluctuation in exchange rates of different currencies, all the foreign bidders should be instructed to submit their bids in a single foreign currency say US$ or Euro prevailing on the day opening of price bids for making comparison easier with indigenous bidders quoting in Indian rupees.

d) Hindrance record for each procurement should be maintained and penalties/liquidated damages be levied/recovered as per contractual provisions from the suppliers for the unjustified delays on their part.

e) The tender opening register should be authenticated, page numbered and prices quoted by firms should be entered therein.

f) The bidding document should clearly pre-disclose the methodology for distribution of quantities and its rights to accept or reject any or all tender wholly or in part or split without assigning any reasons.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

g) Purchase preference policy allowing 10% preference to PSU's has been terminated w.e.f 31.3.2008 in terms of DPE's OM No DPE/13(15)/2007-Fin dt.21.11.07. Further, all the administrative Ministries/Departments were requested to take note of it and also to bring it to the notice of the CPSE's under their administrative control for information & necessary compliance. It may further be noted that in accordance with the above order, DEA, M/Finance has not evolved any Purchase Preference Policy as yet.

h) The inspection certificates were not signed on all the pages of report by the team who undertakes inspection of the material. Such documents have no locustandie as they are prone to tampering. All concerned officials/members of inspection teams should note to sign on all the pages of report of inspection certificates.

i) In the tender documents, specific documents based on which the financial standing, competency, capability etc. will be assessed by the unit should be clearly specified.

j) Any post tender revision without tender/agreement provision should not be allowed. Further, applicability of reimbursement of any new tax to the supplier after award, should be duly vetted & approved by the competent authority approving the tender.

2. The widest possible publicity should be given to this circular and all concerned should be informed.

3. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. This issues with the approval of CMD.

Encl: As above.

(Ajay Nath) 3.3.2010
CVO

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T) / Director (F) / Director (HR)/CVO
3. GM (IA)
4. Sr. DGM (S&C) - with a request to up load the OM on website.
5. All DGM's.
6. AD (OL)-for Hindi version.
7. Notice Board.

- - - - -

"Corruption is like a ball of snow, once it's set rolling it must increase."

-Charles Caleb Colton



SECTION IV: CTE/QPR/APV - DISCREPANCIES OBSERVED

"The more corrupt the state, the more laws."

-Tacitus

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/16(J)/09/ खंड-III/868 दिनांक 11.05.2018
SPMCIL/VIG/16(J)/09/Vol.-III Date 11.05.2018

परिपत्र संख्या 04/18/Circular No. 04/18

विषय/Sub:- भौतिकीय सत्यापन कार्य के दौरान पाई गई विसंगतियों के संदर्भ में/Irregularities found during Annual Physical Verification – reg.

एक इकाई मे भा.प्र.मु.मु.नि.नि.लि के सतर्कता विभाग द्वारा किए गए वार्षिक भौतिकीय सत्यापन कार्य के दौरान यह पाया गया कि कनसुमेबल पदार्थ जैसे इंक , पेपर इत्यादि जो की स्टोर मे रखा था उसके लेबल पर शेल्फ लाइफ या समाप्ती तिथि उल्लेख नहीं था।

During Annual Physical verification by SPMCIL Vigilance Team in one of the units, it is observed that the consumable material like Paper, Ink etc. kept at store on which expiry date/shelf life is not mentioned.

२. सक्षम प्राधिकारी ने इन अनियमिमताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सुनिश्चित करने की सलाह दी जाती है कि सभी कोनसुमबल कि सेल्फ लाइफ /समाप्ती तिथि पूर्ण रूप से परिभाषित हो तथा उन्हे सेल्फ लाइफ/ समाप्ती तिथि के भीतर ही उपयोग सुनिश्चित हो।

2. Competent authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that shelf life/expiry date of all the consumable materials are defined and proper utilization within shelf life be ensured.

-पृष्ठ संख्या २ पर जारी - /-**Contd. at Page 2-**

11/05/18

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/16(J)/09/ खंड-III दिनांक 11.05.2018
SPMCIL/VIG/16(J)/09/Vol.-III Date 11.05.2018

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की बेवसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

Behera 11/05/18

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.स./वित्त)/Director (Tech/HR/Fin)/ CVO.
3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई

(भारत सरकार के पूर्ण स्वामित्वाधीन)

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/344/14/483 दिनांक 24.04.2018

SPMCIL/VIG/344/14/ Date 24.04.2018

परिपत्र संख्या 02/18/Circular No. 02/18

विषय/Sub:- सैम्पल के निरीक्षण के दौरान पाई गई विसंगतियों के संदर्भ में।/Irregularities found during testing of samples – reg.

केन्द्रीय सतर्कता आयोग द्वारा एक इकाई में तकनीकी परीक्षण के दौरान यह पाया गया कि निविदा दस्तावेज में विस्तारित तकनीकी विशिष्टताओं के पैरामीटर में से किसी एक से मेल नहीं खाए जाने के बाद भी सामग्री स्वीकार की गई थी।

During Intensive Examination by CVC in one of the units, Central Vigilance Commission observed that the material was accepted even after the samples was not matching one of the parameter of technical specifications elaborated in tender document.

२. सक्षम प्राधिकारी ने इन अनियमितताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा निम्नलिखित को सुनिश्चित करने एवं भविष्य में इन विसंगतियों की पुनवृत्ति ना करने सलाह दी जाती है:-

2. Competent authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure the following and not to repeat these lapses in future:-

क) प्राप्त सामग्री निविदा विनिर्देशों के अनुसार है/Material received is as per tender specifications

ख) उचित नमूनाकरण और गुणवत्ता परीक्षण के लिए प्रक्रिया का पालन किया जाता है/Procedure for appropriate sampling and quality testing is followed.

ग) संतोषजनक परीक्षण रिपोर्ट प्राप्त होने पर सामग्री स्वीकार की जाती है/Material is accepted on receipt of satisfactory test report.

-पृष्ठ संख्या २ पर जारी - /-**Contd. at Page 2-**

SBehera

24/04/18

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली- 110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स / Fax : 011-23701223 E-mail : info@spmcil.com

CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.लि./सतर्कता/344/14/ 483 दिनांक 24.04.2018
SPMCIL/VIG/344/14/ Date 24.04.2018

-2-

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

SBehera
24/04/18

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि.I/SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशकI/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.स./वित्त)/CVO/Director (Tech/HR/Fin).
3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/468/16/4542
SPMCIL/VIG/468/16/

दिनांक 20.11.2017
Date 20.11.2017

परिपत्र संख्या 18/17/Circular No. 18/17

विषय/Sub: अनुमानित लागत का आकलन करने में अनियमितताएं।/ Irregularities in assessing Estimated Cost.

किसी एक इकाई में सीटीई टाइप परीक्षण के दौरान यह पाया गया कि पी.आर. को बनाते समय अनुमानित लागत के आकलन हेतु सभी कारकों जैसे मशीन की लागत, श्रम, मुद्रस्फीति इत्यादि को विचार में नहीं लिया गया जिसके कारण अनुमानित लागत बढ़ गया जिससे ई.एम.डी तथा तदपश्चात् एस.डी. बढ़ने से कंपनियां निविदा में भाग लेने के लिए हतोत्साह हुई जिसके परिणामस्वरुप प्रतिस्पर्धा एवं भागीदारी कम हुई।

During CTE Type Inspection in one of the unit, it was observed that Estimated cost was not properly assessed at the time of raising the PR taking all the factors like machine cost, labour, inflation etc due to which increased estimated cost was given and many companies was discouraged to participate in the Tender due to higher EMD subsequently higher SD resulted in lesser competition and reduced participation.

२. सक्षम प्राधिकारी ने इन अनियमिताओं को गंभीरता पूर्वक लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि अनुमानित लागत का आकलन करते समय खरीद-पुस्तिका की सभी दिशा-निर्देशों का पालन किया जा रहा है। यदि भविष्य में इन दिशा-निर्देशां का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशां का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

2. Competent authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that all the procedures of Procurement Manual are strictly followed while assessing Estimated Cost. If these guidelines continues to be flouted in future, it will prima-facie indicate a clear violation of guidelines and may invite vigilance angle.

-पृष्ठ संख्या २ पर जारी - /-**Contd. at Page 2-**

V. Nareja विवेक नरेजा

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/468/16/
SPMCIL/VIG/468/16/

दिनांक 20.11.2017
Date 20.11.2017

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३. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की बेवसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

४. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

विवेक तनेजा V. Taneja
20/11/17

(विवेक तनेजा)/(Vivek Taneja)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (तकनीकी/मा.स.)/मु.स.अ./ Director (Tech/HR)/CVO
3. मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ CFO/AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/५०४/१६/ ५५५
SPMCIL/VIG/504/16/

दिनांक १४.११.२०१७
Date 14.11.2017

परिपत्र संख्या १६/१७/Circular No. 16/17

विषय/Sub: नोट की प्रिंटिंग एवं कच्चे माल सहित संबंधित खरीद के गहन परीक्षण के दौरान पाई गई विसंगतियों के संदर्भ में।/ Irregularities observed during Intensive Examination of printing of notes and related procurement including raw material - reg.

केन्द्रीय सतर्कता आयोग के तकनीकी परीक्षक ने एक इकाई में निरीक्षण के दौरान निम्नलिखित विसंगतियां पाई है:-

The Technical Examiner, Central Vigilance Commission during the period of inspection of a contract in one of the unit had observed the following irregularities: -

a) निपटान और भंडारण यानी समाप्त सामग्री और खरीदी गई कच्ची सामग्री एक ही स्थान पर पूरी तरह से रखी जाती है, जिससे चोरी हो सकती है/Disposal and storage i.e. finished material and procured raw material are kept altogether at same place, which may lead to pilferage.

b) दो-बोली प्रणाली में बोलियों के मूल्यांकन हेतु विनियम दर को बोली खोलने की तिथि पर माना जाता है जो अस्थिर है एवं सही नहीं है/Exchange rate was considered as on the date of opening of price bid for evaluation of bids in two bid system which are variable and not correct.

c) सामग्री की प्राप्ति के पश्चात् कोई निरीक्षण नहीं किया जाता है/No inspection is being conducted after receipt of material.

-पृष्ठ संख्या २ पर जारी - /-Contd. at Page 2-

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली–110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.लि./सतर्कता/५०४/१६/ ५५१५
SPMCIL/VIG/504/16/

दिनांक १४.११.२०१७
Date 14.11.2017

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२. सक्षम प्राधिकारी ने इन अनियमिमताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा निम्नलिखित को सुनिश्चित करने एवं भविष्य में इन विसंगतियों की पुनवृत्ति ना करने सलाह दी जाती है:-

2. Competent authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure the following and not to repeat these lapses in future:-

a) चोरी से बचने के लिए समाप्त सामग्री और खरीदी गई सामग्री (कच्ची सामग्री) को अलग-अलग रखें/To segregate the stores related to finished material and procured materials (raw materials) to avoid pilferage.

b) बोलियों के मूल्यांकन हेतु विनियम दर के लिए निर्धारित तारीख रखें तथा इसे अग्रिम रखें/को To keep the date fixed for exchange rate for evaluation of price bid and should be upfront.

c) अनुज्ञेय परिसर में वितरण के पश्चात सामग्री के निरीक्षण को शामिल किया जाए जिससे यह सत्यापित किया जा सके कि उत्पादक के परिसर में निरीक्षित की गई सामग्री तथा अंत में वितरित सामग्री सही है/Inspection after delivery at consignee premises may be included in order to verify the material inspected at manufacturers premises and finally delivered material.

३. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की बेवसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

-पृष्ठ संख्या ३ पर जारी - /-Contd. at Page 3-

भा.प्र.मु.नि.लि./सतर्कता/५०४/१६/ ५५१५
SPMCIL/VIG/504/16/

दिनांक १४.११.२०१७
Date 14.11.2017

४. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

(विवेक तनेजा)/(Vivek Taneja)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (तकनीकी/मा.स.)/मु.स.अ. (प्रभारी)/ Director (Tech/HR)/CVO(I/C)
3. मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ CFO/AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.नि.लि./सतर्कता/344/15/9490 दिनांक: 06.02.2017

परिपत्र संख्या 04/17/CIRCULAR NO. 04/17

विषय:- कोरे सिक्कों की खरीद के गहन परीक्षण कार्य मे पाई गई इन्शुरेंस संबंधि अनियमितताएं (Irregularities observed during Intensive Examination of procurement of coin blanks regarding – Insurance

सीटीई सीवीसी केंद्रीय सतर्कता आयोग द्वारा एक इकाई में गहन जांच के दौरान निम्नलिखित अनियमितताएं पाई गई है:-

During Intensive Examination by CTE, Central Vigilance Commission in one of the unit, following irregularities were observed:-

क) बीमा एनआईटी का हिस्सा था लेकिन ठेकेदार ने सामग्री के परिवहन के दौरान बीमा कवर नहीं लिया था। इस संदर्भ मे सभी अनुबंधों के लिए एक आम जोखिम कवर नीति पर्याप्त नहीं हो सकती। प्रत्येक खेप आपूर्ति के लिए एक विशेष बीमा कवर लिया जाना चाहिए।

a) Insurance was part of NIT but contractor has not taken the insurance cover while transporting the material. A common risk policy covering all the contracts in hand may not be sufficient in this regard. A specific insurance cover for each consignment/supply is to be taken.

2. सक्षम प्राधिकारी ने इन अनियमिमताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है भविष्य मे सभी वैधानिक आवश्यकता को पूरा करने के बाद ही ठेकेदार/फर्म को भुगतान किया जाए और इसे निविदा का भाग बनाया जाए।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that payment to contractor/firm may be made after fulfilling of all statutory requirement and this may be made the part of NIT.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

शशिभूषण बेहेड
06/02/17

(629)

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/344/15/ दिनांक: 06.02.2017

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 6/2/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.1/SPMCIL.

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.1/Director (Tech/ HR)/CVO.
3. अपर महाप्रबंधक (नि.मु.)1/Addl. GMs (CHO).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
5. मुख्य प्रबंधक एवं प्रबंधक (नि.मु.)/Chief Managers and Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट1/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/386/15/4546
SPMCIL/VIG/386/15/

दिनांक 03.10.2016
Date: 03.10.2016

परिपत्र संख्या 17/16/CIRCULAR NO. 17/16

विषय/ Sub: मुख्य गहन परीक्षण कार्य के समान गहन परीक्षण कार्य में पाई गई अनियमितताएं/Irregularities observed during CTE Type Intensive Examination.

किसी एक इकाई में मुख्य गहन परीक्षण कार्य के समान गहन परीक्षण कार्य के दौरान निम्नलिखित अनियमितताएं पाई गई है:-

During one of the CTE Type Intensive Examination in one of the unit, following irregularities were observed:-

a) In-principal approval of Competent Authority was not taken and two purchase requisitions were generated for same work/tender with different dates. Further, no proper justification of requirement, price justification & mode of procurement not given in SAP purchase requisition.
b) Manual changes made in the purchase requisition
c) Documentary evidence of sending tender enquiries to firm not maintained in file.
d) Delay in timely completion of procurement process.
e) Delay in refund of EMD to unsuccessful firms.
f) Page numbering of procurement file not done.

2. सक्षम प्राधिकारी ने इन अनियमिमताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगतियों की पुनवृति ना हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that these lapses are not repeated in future.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

03/10/16

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/386/15/१५५७
SPMCIL/VIG/386/15/

दिनांक 03.10.2016
Date: 03.10.2016

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

SBehera 03/10/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)/Addl. GMs (CHO).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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BNE

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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पा.सं. एसपीएमसीआईएल/सत./16 (H)/09/474 दिनांक/ Date: 21.04.2016

परिपत्र/CIRCULAR

विषय/**Subject: वार्षिक भौतिक सत्यापन के दौरान दी गई टिप्पणियों के बारे में/Observations during Annual Physical Verification - reg.**

एक इकाई के वार्षिक भौतिक सत्यापन के दौरान निम्नलिखित कमियां पाई गई/Following lapses were observed during Annual Physical Verification of one of the Unit:

i) भंडार में भार में विविधता थी जो +4 किलोग्राम तथा -14 किलोग्राम के बीच पाई गई। भंडार के निवल भार में कमी के लिए अनुमोदन से संबंधित पात्र अथवा जायज सीमा का कोई दस्तावेज इकाई द्वारा सत्यापन टीम को उपलब्ध नहीं कराया गया तथा इसके समर्थन में प्रस्तुत नहीं किया गया।

The stock had a variation in weight which ranged between +4Kgs and -14Kgs. No admissible or permissible limits related to tolerance in the net weight of the stock could be documented/ supported and provided by the Unit to Verification Team.

ii) प्रतिभूति मदों को संयंत्र में विभिन्न स्थानों पर पड़ा हुआ पाया गया जिसके बारे में सतर्कता टीम को दी गई विवरणिका में कोई विवरण नहीं किया गया था। इन मदों को काफी समय से डाला हुआ था।

Loose stock of Security Items were found lying in different places of the plant without reflecting in the statements provided to the Verification Team. These items were kept since long period.

2. सामान की उचित देख-रेख न होना, खराब भंडारण की स्थिति के कारण बर्बादी, चोरी तथा नुकसान आदि तथा इस प्रकार की अन्य संभावित समस्याओं से बचना चाहिए। भंडार के वार्षिक भौतिक सत्यापन के दौरान सतर्कता टीम को उचित भार की विवरणिका अनुमत्य सीमा सहित उपलब्ध करानी चाहिए।

21/4/16

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

Wastage, pilferage & damage etc., of the materials due to mishandling, poor storage conditions and any other likely problem should be avoided. Statement of correct weight within permissible limit should be produced to Vigilance Team during Annual Physical Verification of stock.

3. सभी संबंधितों को प्रतिभूति मदों के लेखांकन को नियमित आधार पर कड़ाई से करने की सलाह दी जाती है तथा प्रतिभूति मदों को हमेशा सुरक्षित अभिरक्षा में रखा जाए।

All concerned are hereby advised to strictly do the accounting of security items on regular basis and security items be always kept in safe custody.

4. सक्षम प्राधिकारी ने उपरोक्त कमियों को गंभीरता से लिया है/The Competent Authority has viewed the above lapses seriously.

5. इस परिपत्र का अधिकतम संभावित प्रचार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी अपलोड किया जाए तथा विभागीय सूचना बोर्ड पर लगाया जाए/The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

भवदीय,
7/4/16
(राकेश कुमार)
अपर महाप्रबंधक (तकनीकी संचालन)

प्रति/To
महाप्रबंधक/The General Manager,
निगम कार्यालय /टकसाल/मुद्रणालय/कागज कारखाना/ CHO/Mints/Presses/Paper Mill

प्रतिलिपि/Copy to:
1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्तव्य अधिकारी /OSD to CMD
2. निदेशक (मा.सं) के कार्यपालक सहायक / EA to Director (HR)
3. निदेशक (तकनीकी) के वरिष्ठ कार्यपालक सहायक / Sr. EA to Director (Tech.)
4. मुख्य सतर्कता अधिकारी के कार्यपालक सहायक/ EA to CVO
5. अपर महाप्रबंधक (निगम मुख्यालय)/AGMs(CHO)
6. उप मुख्य सतर्कता अधिकारी/Dy. CVO
7. मुख्य प्रबंधक (निगम मुख्यालय)/Chief Manager (CHO)
8. नोटिस बोर्ड तथा वेबसाइट/Notice Board & Website

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Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.नि.लि./सतर्कता/149/12 (खण्ड V)/ 6176
SPMCIL/VIG/149/12 (Vol. V)/

दिनांक 19.01.2016
Date: 19.01.2016

परिपत्र संख्या 01/16/CIRCULAR NO. 01/16

विषय/Sub: अनौपचारिक श्रम के रखरखाव के कार्य में पाई गई अनियमितताएं/Irregularities observed in Maintenance work of Casual labour.

एक इकाई में आकस्मिक निरीक्षण के दौरान सतर्कता विभाग द्वारा यह पाया गया है कि एक ही व्यक्ति जो खरीद अधिग्रहण कर रहा है वो ही किए गए कार्य को प्रमाणित कर रहा है बिना किसी प्रतिपरीक्षण के।

During surprise inspection being conducted in one of the units, it has been observed by Vigilance Department that single person is raising the Purchase requisition and also certifying the work done without being counterchecked.

2. इस संदर्भ में सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि किए गए कार्य की काउंटर जांच कर किसी दूसरे व्यक्ति द्वारा प्रमाणित किया जाए जो खरीद अधिग्रहण नहीं कर रहा है ।

2. In this regard, all the units are hereby advised to ensure that the certification of work done be counter checked & certified by another person not raising the requisition.

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

अभिषेक भूषण बेहेरा
19/01/16

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली 110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/149/12 (खण्ड V)/
SPMCIL/VIG/149/12 (Vol. V)/

दिनांक 19.01.2016
Date: 19.01.2016

- 2 -

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 19/01/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.I/SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. मुख्य प्रबंधक (मा.सं.)/Chief Manager (HR).
5. प्रबंधक (नि.मु.)/Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/159/12 (खण्ड II)/5692 दिनांक 18.12.2015
SPMCIL/VIG/159/12 (Vol. II)/ Date: 18.12.2015

परिपत्र संख्या 11/15/CIRCULAR NO. 11/15

विषय/ Sub: संविदा के निष्पादन के दौरान पाई गई अनियमितताएं/Irregularities observed during execution of a contract.

केन्द्रीय सतर्कता आयोग के तकनीकी सलाहकार ने एक इकाई की संविदा में अपने निरीक्षण के दौरान यह पाया कि इकाई में संपत्ति के रखरखाव में विक्रेता द्वार ढिलाई के लिए दंडात्मक प्रावधान निर्धारित नहीं किया गया था।

The Technical Advisor, Central Vigilance Commission during the inspection of a contract in one of the unit had observed that the penal provision for laxity by the vendor in maintenance of the asset was not prescribed by the unit.

2. इस संदर्भ में सतर्कता विभाग द्वारा दिनांक 04.09.2015 के परिपत्र द्वारा जारी दिशा-निर्देशों की पुनरावृत्ति करते हुए सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में सभी प्रकार की वस्तुओं एवं सेवाओं की खरीद में विक्रेता द्वारा ढिलाई के लिए दंडात्मक प्रावधान निर्धारित किया जाए।

2. In this regard, while reiterating the guidelines issued by Vigilance Department vide circular dated 04.09.2015, all concerned are hereby advised to ensure that the penal provision for laxity by the vendor in procurement of all types of goods and services is prescribed in future.

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

शशिभूषण बेहेड़ा
18/12/15

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.नि.लि./सतर्कता/159/12 (खण्ड II)/5622 दिनांक 18.12.2015
SPMCIL/VIG/159/12 (Vol. II)/ Date: 18.12.2015

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 18/12/15

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।/SPMCIL.

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/159/12 (खण्ड II)/3466 दिनांक 04.09.2015
SPMCIL/VIG/159/12 (Vol. II)/ Date: 04.09.2015

परिपत्र संख्या 08/15/CIRCULAR No. 08/15

विषय: संविदा के निष्पादन के दौरान पाई गई अनियमितताएं।
Sub: Irregularities observed during execution of a contract.

केन्द्रीय सतर्कता आयोग के तकनीकी सलाहकार ने एक इकाई की संविदा में अपने निरीक्षण के दौरान यह पाया कि इकाई में संपत्ति के रखरखाव में विक्रेता द्वारा ढिलाई के लिए दंडात्मक प्रावधान निर्धारित नहीं किया गया था।

The Technical Advisor, Central Vigilance Commission during the inspection of a contract in one of the unit had observed that the penal provision for laxity by the vendor in maintenance of the asset was not prescribed by the unit.

2. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि संपत्ति के रखरखाव में विक्रेता द्वारा ढिलाई के लिए दंडात्मक प्रावधान भविष्य के अनुबंधों में निर्धारित किया जाए।

2. All concerned are hereby advised to ensure that the penal provision for laxity by the vendor in maintenance of the asset is prescribed in future contracts.

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी / - Contd. at Page 2 –

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/159/12 (खण्ड II)/3466 दिनांक 04.09.2015
SPMCIL/VIG/159/12 (Vol. II)/ Date: 04.09.2015

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4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

04/09/15

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)/Addl. GMs (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. प्रबंधक (विपणन/तकनीकी/मा.सं.)/Managers (Marketing/Tech).
6. सभी सतर्कता अधिकारी/All Vigilance Officials.
7. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/342/14/ 3158. दिनांक 13.07.2015
SPMCIL/VIG/342/14/ Date: 13.07.2015

परिपत्र संख्या 06/15/Circular No. 06/15

विषय/ Sub: मुख्य तकनीकी परीक्षक के समान गहन परीक्षण कार्य के दौरान पाई गई विसंगतियों के संदर्भ में।/Lapses found during CTE Type Intensive Examination - reg.

मुख्य तकनीकी परीक्षक के समान गहन परीक्षण कार्य के दौरान भा.प्र.मु.मु.नि.नि.लि. के सतर्कता विभाग द्वारा यह देखा गया है कि चार फर्मों को भेजी गई सीमित निविदाओं के संदर्भ में प्राप्त एकल निविदा के साथ एकल निविदा/सीमित आपूर्ति स्रोत के कारणों का उल्लेख करते हुए एल-1 बिडर के साथ तोल- मोल किया गया। यह खरीद-पुस्तिका के प्रावधानों के अनुसार नहीं है।

During a CTE Type Inspection conducted by the Vigilance Department of SPMCIL, it was observed that negotiations were conducted with the single tender received against the Limited Tender Enquiry sent to four firms citing reason of single tender/limited source of supply. This is not in accordance with the provisions of Procurement Manual

2. इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है वे निम्नलिखित दिशा-निर्देशों का कड़ाई से पालन करें:-

2. In this regard, all concerned are hereby advised to strictly follow the following guidelines:-

a) The selection of prospective bidders for Limited Tender Enquiry (Minimum three as per Para 4.9.1 of Procurement Manual, Version 1.0, 2011) should be from registered bidder's database only i.e. Vendors which are empanelled in accordance with provisions under Chapter 7 of Procurement Manual. The same should not be left to wishes of Purchase personnel which may undermine the principles of transparency, equity, fair play & justice.

- पृष्ठ संख्या 2 पर जारी - /- Contd. at Page 2-

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011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/342/14/ 2153 दिनांक 13.07.2015
SPMCIL/VIG/342/14/ Date: 13.07.2015

b) Even exclusion of any registered/approved supplier should be duly recorded with reasons and should be duly approved by Competent Authority.

c) It should be ensured that LTE sent is actually received by the supplier. The non-response should also be enquired to know the reasons to make it more competitive in future procurement.

d) There is also need for procurement planning in a systematic manner. In the instant case the articles to be procured are spare parts to be kept in stock. The requisition could have been given in Annual indent from the concerned section to avoid urgency at later stage.

e) In the instant case where urgency clause 10.12 was invoked, the unit took approximately three months time to issue notification of award of tender after bid opening. Such delays are unexplainable & unjustifiable where single tender in response to LTE has been announced and further negotiations have been resorted to.

f) Thus, there is urgent need for all units to complete Vendors registration/empanelment process to prevent recurrence of such lapses.

सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि उपर्युक्त निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. All concerned are hereby once again advised to ensure that the above instructions are strictly followed. If these guidelines continued to be flouted in future it will prime-facie indicate a clear violation of guidelines and may invite a Vigilance angle.

- पृष्ठ संख्या 3 पर जारी - /- Contd. at Page 3-

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/342/14/ 2153 दिनांक 13.07.2015
SPMCIL/VIG/342/14/ Date: 13.07.2015

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4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

5. This issues with the approval of Competent Authority.

श.मू. बेहेरा
13/07/15

(एस. बी. बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु)/Addl. GMs (CHO).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
4. प्रबंधक (नि.मु)/Manager (CHO).
5. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO /units).
6. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/282/14/5267 दिनांक 01.09.2014
SPMCIL/VIG/282/14/ Date: 01.09.2014

परिपत्र/Circular

विषय/Sub: भा.प्र.मु.नि.नि.लि. के सतर्कता विभाग द्वारा निर्माण/खरीद के सीटीई प्रकार के गहन परिक्षण के दौरान की गई टिप्पणियों के आधार पर दिशा निर्देशों की पुनरावृत्ति/Reiteration of guidelines based on observations made during CTE Type Intensive Examination of works/purchases by the Vigilance Department of SPMCIL.

एक इकाई में सीटीई प्रकार के गहन परिक्षण के दौरान, निम्नलिखित विसंगतियाँ को अभी भी पाया गया:-

Following lapses were still observed during CTE type Intensive Examination of a contract in one of the unit:-

क) मूल एनआईटी/निविदा दस्तावेज उपलब्ध नहीं थे/Original NIT/Tender document was not available.

ख) विक्रेताओं का नाभिकायन नहीं किया/Empanelment of vendors not done.

ग) तकनीकी-वाणिज्यिक बोलियों के सभी पृष्ठ निविदा खोलने वाली समिति के सदस्यों द्वारा हस्ताक्षर नहीं थे/All pages of Techno-Commercial bids were not signed by the members of Bid Opening Committee.

घ) कोई अनुबंध हस्ताक्षरित नहीं किया गया/No Contract signed.

ङ) प्रारंभिक अनुमोदित अवधि से परे विस्तार का अनुमोदन नहीं था/No extension beyond initial approved period accorded.

च) तैनात किए जाने वाले कामगार की निर्दिष्ट संख्या फर्म को सूचित नहीं की गई/Specified numbers of workmen to be deployed not communicated to the firm.

छ) फर्म द्वारा तैनात कामगार को कोई मजदूरी पर्ची जारी नहीं की गई/No wage slip issued to the deployed workmen by the firm.

ज) ईपीएफ/ईएसआईसी का रिकॉर्ड नहीं रखा गया/Record for EPF/ESIC not maintained.

झ) तैनात कर्मचारियों के लिए बोर्ड प्रदर्शित नहीं किया गया/Board for deployed workmen not displayed.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at page 2 -

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फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.नि.लि./सतर्कता/282/14/ 3267. दिनांक 01.09.2014
SPMCIL/VIG/282/14/ Date: 01.09.2014

- 2 -

2. सक्षम प्राधिकारी ने उपर्युक्त खामियों/मुद्दों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे सतर्कता विभाग द्वारा निर्माण/खरीद के सीटीई प्रकार के गहन परिक्षण के दौरान की गई टिप्पणियों के आधार पर समय-समय पर जारी दिशा निर्देशों का कड़ाई से पालन करें।

2. The Competent Authority has viewed the above lapses seriously. All concerned are hereby advised to strictly ensure compliance of guidelines issued from time to time by the Vigilance Department based on the observations of CTE type Intensive Examination of works/purchase.

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

3. This issues with the approval of Competent Authority.

01/9/14

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.नि.लि/सतर्कता/229/13/ ६५५५ दिनांक 13.03.2014
SPMCIL/VIG/229/13/ Date 13.03.2014

परिपत्र/Circular

विषय: अखबारों में निविदा सूचना का प्रकाशन।
Sub: Publishing of tender notice in newspapers.

एक इकाई में खरीद की मुख्य तकनीकी परीक्षक के समान गहन परीक्षण कार्य के दौरान, यह पाया गया कि नई खरीद मैनुअल (संस्करण 1.0, 2011) की धारा 8.8.1 के प्रावधानों के अनुसार निविदा सूचना को निर्दिष्ट अखबारों में प्रकाशित नहीं किया गया था। आगे, निविदा सूचना को संबंधित इकाई द्वारा अनुरोध किए गए अखबारों में निर्धारित समय के भीतर प्रकाशित करने में विज्ञापन एजेंसी की विफलता पर उनके खिलाफ कार्यवाई करने का प्रावधान निविदा दस्तावेजों/कार्य आदेश में नहीं किया गया था।

During CTE type Intensive Examination of procurement in one of the unit, it was observed that the tender notice was not published in the specified newspaper as per the provisions of Clause 8.8.1 of new Procurement Manual (Version 1.0, 2011). Further, no provision was kept in the tender document/works order to take action against the advertising agency for failure on their part to publish the tender notice in the newspaper(s) within stipulated time requested by the concerned unit.

2. सक्षम प्राधिकारी ने इन खामियों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि इकाई द्वारा नई खरीद-पुस्तिका (संस्करण 1.0, 2011), में निविदा प्रक्रिया से संबंधित सभी प्रावधानों का अनुपालन कड़ाई से किया जा रहा है। आगे, इकाई द्वारा निविदा सूचना अनुरोध किए गए अखबारों में निर्धारित समय के भीतर प्रकाशित करने में विज्ञापन एजेंसी की विफलता पर उनके खिलाफ कार्रवाई करने का उपयुक्त प्रावधान भी निविदा दस्तावेजों/कार्य आदेश में किया जाना चाहिए।

2. The above observation have been viewed as a serious lapse by the Competent Authority. All concerned dealing with tendering procedures are hereby once again advised to ensure that all the procedures as per the provisions of new Procurement Manual (Version 1.0, 2011) are strictly followed by the unit in the tendering process. Further, suitable provision should also be kept in the tender document/works order for taking action against the advertising agency for failure on their part to publish the tender notice in the requested newspaper(s) by the unit within stipulated time.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

13.03.14

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.मु.नि.नि.लि/सतर्कता/229/13/ 8454 दिनांक 13.03.2014
SPMCIL/VIG/229/13/ Date 13.03.2014

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किय जाता है।
4. This issues with the approval of Competent Authority.

वी0 कु0 आनन्द
13.03.14

(वीरेन्द्र कुमार आनन्द)/(Virender Kumar Anand)
वरिष्ठ सतर्कता अधिकारी/Senior Vigilance Officer

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि/SPMCIL.

प्रतिलिपि/CC:
1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)/मु.स.अ. महोदय के कार्यपालक सहायक/ EA to Director (HR/T)/CVO.
3. महाप्रबंधक (सूचना प्रौद्योगिकी), निगम मुख्यालय/GM (IT), CHO.
4. अपर महाप्रबंधक (वित्त एवं लेखा), निगम मुख्यालय/Addl.GM (F&A), CHO.
5. उप महाप्रबंधक (निगम मुख्यालय)/उप मु.स.अ.।/DGMs (CHO)/Dy. CVO.
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)।/All Vigilance Officials (CHO/Units).
7. सूचना पटल।/Notice Board.

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/159/12/4802
SPMCIL/VIG/159/12/4802

दिनांक 11.10.2013
Date: 11.10.2013

परिपत्र/CIRCULAR

विषय: संविदा के निष्पादन के दौरान पाई गई अनियमितताएं।
Sub: Irregularities observed during execution of a contract.

केन्द्रीय सतर्कता आयोग के तकनीकी सलाहकार ने एक इकाई की संविदा में अपने निरीक्षण के दौरान यह पाया कि इकाई में सामाग्री की खपत के निर्धारण के लिए कोई भी प्रणाली प्रचलित नहीं है। भंडार से ली गई सामाग्री एवं ठेकेदार को दी गई सामाग्री को खपत के रूप में लिया गया। संबंधित कार्य में सामाग्री के निर्धारण एवं इसके बाद उसकी खपत को प्रमाणित करने की कोई व्यवस्था नहीं थी।

The Technical Advisor, Central Vigilance Commission during one of his inspections of a contract in one of the unit had observed that there was no system prevailing to measure the consumption of materials. The materials taken out from stores and handed over to the contractor were taken as its consumption. There was no concept of measuring the materials in related work and then certifying its consumption.

2. आगे यह भी पाया गया कि संविदा में मात्रा से अधिक खपत की गई सामग्रियों को वास्तविक खपत के रूप में बिल में दर्शाया गया जबकि मात्रा से कम खपत की गई सामग्रियों को अनुमानित खपत के रूप में बिल में दर्शाया गया।

2. Further, it was also observed that, items which have been consumed in excess of the quantity mentioned in the contract have been billed as per actual consumption whereas the items which have been consumed in lesser quantities have been billed as per the estimated quantities.

3. गहन परीक्षण रिपोर्ट में दी गई टिप्पणियों को संबंधित इकाइयों को पूर्व में ही इस निर्देश के साथ सूचित किया जा चुका है कि ठेकेदार को किए गए अधिक भुगतान को शीघ्रातिशीघ्र वसूल किया जाए।

3. The observation raised in the Intensive Examination Report has already been conveyed to the concerned units with an instruction to immediately recover the excess payment made to the contractor.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

011-23701225-26
011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.नि.लि./सतर्कता/159/12/ 4802 दिनांक 11.10.2013
SPMCIL/VIG/159/12/4802 Date: 11.10.2013

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4. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि संबंधित कार्य में वास्तविक उपयोग के आधार पर सामग्री की खपत को माप-पुस्तक में माप रिकॉर्ड करने के पश्चात प्रमाणित किया जाए। बिल के उद्देश्य के लिए एक सामान्य डायरी तथा माप-पुस्तक को तत्काल प्रभाव से बनाया जाए।

4. All concerned are hereby advised to ensure that the consumption of materials are certified based on its actual use in the related work and that to after recording its measurement in the Measurement Book. A General Diary and Measurement Book for billing purpose to be maintained with immediate effect.

5. इकाइयों को भंडारों से सामान को कार्यस्थल तक लाने तथा वापस करने संबंधी सामान संचालन की सभी प्रविष्टियों के रिकॉर्ड के लिए एक सामान्य डायरी तथा माप-प्रस्तिका रखने तथा उन्हें अद्यतन करने की सलाह दी जाती है।

5. Units are advised to maintain & update a General Diary and Measurement Book to record all unities related with movement of materials from stores to work and vice versa.

6. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

6. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 3 पर जारी - / - Contd. at Page 3 -

भा.प्र.मु.नि.लि./सतर्कता/159/12/ 4802 दिनांक 11.10.2013
SPMCIL/VIG/159/12/4802 Date: 11.10.2013

- 3 -

7. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
7. This issues with the approval of Competent Authority.

(एस.एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि:/CC:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)।/Director (HR/T)
3. उप महाप्रबंधक (निगम मुख्यालय)।/DGMs (Corporate Office).
4. सभी सतर्कता अधिकारी (निगम मुख्यालय/इकाइयां)।/All Vigilance Officials (Corporate Office /units).
5. सूचना पटल।/Notice Board.

- - - - -

"If a country is to be corruption free and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. They are the father, the mother and the teacher."

-APJ Abdul Kalam



SECTION V: INSTRUCTIONS/CIRCULARS REGARDING VIGILANCE CLEARANCE

"Without strong watchdog institutions, Impunity becomes the very foundation upon which systems of corruption are built."

-Rigoberta Menchu Tum
(Nobel Prize Laureate)

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/12(ए)/09/1082 दिनांक: 24.05.2017
SPMCIL/VIG/12(A)/09/ Date: 24.05.2017

परिपत्र संख्या 09/17/CIRCULAR NO.09/17

विषय/Sub: पदोन्नति हेतु सतर्कता अनापत्ति प्रमाणपत्र के संदर्भ मे/Vigilance Clearance Certificate for promotion - reg.

संदर्भ/Ref: परिपत्र संख्या 13/16/ CIRCULAR NO.13/16 दिनांक 03.06.2016

On receipt of Office Memorandum dated 2nd November, 2012 issued by DOPT, this Department has issued above referred Circular No.13/16 dated 03.06.2016 regarding vigilance clearance certificate for promotion.

2. As laid down in the above referred DOPT OM dated 02.11.2012, on the basis of procedure laid down by Supreme Court in K.V. Jankiraman case AIR 1991 SC 2010, it is reiterated that vigilance clearance for promotion may be denied only in the following three circumstances:

(i) Government servants under suspension;
(ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
(iii) Government servants in respect of whom prosecution for a criminal charge is pending.

3. It is further reiterated in Para 10 of this DOPT OM dated 02.11.2012 that after the disciplinary proceedings are concluded and penalty is imposed, vigilance clearance certificate will not be denied. The details of the penalty imposed are to be conveyed to the DPC.

4. Vide OM F.No.22011/4/2007-Estt. (D) dated 21.11.2016 issued by DOPT have further clarified that:

"In assessing the suitability of the officer on whom a penalty has been imposed, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of general service record of the officer and

अशिमभूषण वैद्य
24/05/17

the fact of imposition of penalty, the officer should be considered for promotion. The DPC, after due consideration, has authority to assess the officer as 'unfit' for promotion. However, where the DPC considers that despite the penalty the officer is suitable for promotion, the officer will be actually promoted only after the currency of the penalty is over."

5. In view of above, Competent Authority has directed that while according Vigilance Clearance in cases of promotion only the enclosed Proforma may be used.

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

(S.B. Behera) 24/05/17
Dy. Chief Vigilance Officer

The General Manager,
Mints/Presses/Paper Mill/CHO, SPMCIL

Copy to:
1. OSD to CMD
2. EA to Director (HR/Tech/CVO)
3. Addl. GMs (CHO).
4. Dy. CVO
5. Chief Manager (CHO)
6. Managers (CHO)
7. All Vigilance Officials and Employees (CHO/Units).
8. Notice Board & Website.

फ़ाइल क्रमांक दिनांक:

नाम, पद, स्तर, इकाई का नाम

भाग ख:

17.	क्या कोई सतर्कता जांच लंबित है अथवा विचाराधीन है जिसमें कर्मचारी प्रथम दृष्या संलिप्त है? (कर्मचारी पिछले तीन वर्षों के दौरान जिन इकाइयों में तैनात था उनसे भी पूछताछ की जाए)	
18.	क्या कर्मचारी के विरुद्ध अन्य एजेंसी जैसे केन्द्रीय जांच ब्यूरो, पुलिस आदि के पास कोई अपराधिक मामला लंबित है?	
19.	क्या अधिकारी को सेवा अवधि के दौरान समत सूची अथवा संदेहास्पद के अधिकारियों की सूची में रखा गया है? यदि हाँ, पूर्ण विवरण दिया जाए।	
20.	क्या उसके विरुद्ध पिछले 10 वर्षों के दौरान सुस्पष्ट सतर्कता दृष्टिकोण के साथ दुराचार के किसी आरोप की जांच की गई थी तथा यदि हाँ, तो किस परिणाम के साथ।	

सतर्कता स्थिति .....
दिनांक:

(नाम एवं हस्ताक्षर)
वरिष्ठ सतर्कता अधिकारी भा.प्र.मु.मुनि.नि.लि.।

भाग ग: उप मुख्य सतर्कता अधिकारी को भेजा गया (जैसा लागू हो)

सतर्कता स्थिति .....
दिनांक:

(नाम एवं हस्ताक्षर)

उप मुख्य सतर्कता अधिकारी, भा.प्र.मु.मुनि.नि.लि.।

भाग घ: मुख्य सतर्कता अधिकारी को भेजा गया (जैसा लागू हो)
सतर्कता स्थिति .....
दिनांक:

(नाम एवं हस्ताक्षर)

मुख्य सतर्कता अधिकारी
भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड

अधिसूचना देखें
24/05/17

854

F.No.22034/4/2012 -Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

North Block,
New Delhi
Dated the 2nd November, 2012

OFFICE MEMORANDUM

Subject :**Comprehensive review of instructions pertaining to vigilance clearance for promotion**-regarding.

Instructions issued vide O.M. No. 22012/1/99-Estt. (D) dated 25.10.2004 based on the O.M. No. 22011/4/1991-Estt. (A) dated 14.09.1992 (issued on the basis of procedure laid down by Supreme Court in K.V. Jankiraman case AIR 1991 SC 2010) makes it clear that vigilance clearance for promotion may be denied only in the following three circumstances:-

(i) Government servants under suspension;
(ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending; and
(iii) Government servants in respect of whom prosecution for a criminal charge is pending.

Withholding of vigilance clearance to a Government servant who is not under suspension or who has not been issued a charge sheet and the disciplinary proceedings are pending or against whom prosecution for criminal charge is not pending may not be legally tenable in view of the procedure laid down in the aforesaid O.Ms.

2. Existing instructions provide for processing the cases of disciplinary proceedings in a time bound manner. A number of cases have however, come to notice where initiation of disciplinary proceedings/issue of chargesheet/processing of the case is considerably delayed by the administrative Ministries/Departments. Such delays allow an officer whose conduct is under cloud, to be considered for promotion. It becomes essential in respect of officer(s) in whose case disciplinary proceedings are contemplated or pending and are included in consideration zone for promotion, necessary action be taken for placing the proposal before the DPC so that vigilance clearance is not allowed as per conditions mentioned in para 1 above.

3. The Hon'ble Supreme Court in its judgment dated 27.08.1991 in Union of India Vs. K.V. Jankiraman etc.(AIR 1991 SC 2010) has held

> "5. An employee has no right to promotion. He has only a right to be considered for promotion. The promotion to a post and more so, to a selection post, depends upon several circumstances. To qualify for promotion, the least that is expected of an employee is to have an unblemished record. That is the minimum expected to ensure a clean and efficient administration and to protect the public interests. An employee found guilty of misconduct cannot be placed on par with the other employees and his case has to be treated differently. There is therefore, no discrimination when in the matter of promotion, he is treated differently".

4. The issue of promotion of an officer who may be technically cleared from vigilance angle but in whose case it may not be appropriate to promote him/her in view of doubtful integrity or where a charge-sheet is under consideration etc. has been under examination in this Department.

5. The O.M No. 22012/1/99-Estt. (D) dated 25th October, 2004 further provides that a DPC shall assess the suitability of the Government servant coming within the purview of the circumstances mentioned in para 2 of the Office Memorandum No. 22011/4/91-Estt.(A) dated 14.09.1992, alongwith other eligible candidates, without taking into consideration the disciplinary case/criminal prosecution pending. No promotion can be withheld merely on the basis of suspicion or doubt or where the matter is under preliminary investigation and has not reached the stage of issue of charge sheet etc. If in the matter of corruption/dereliction of duty etc., there is a serious complaint and the matter is still under investigation, the Government is within its right to suspend the official. In that case, the officer's case for promotion would automatically be required to be placed in the sealed cover.

6. When a Government servant comes under a cloud, he may pass through three stages, namely, investigation, issue of charge sheet in Departmental Proceedings and/or prosecution for a criminal charge followed by either penalty/conviction or exoneration/acquittal. During the stage of investigation prior to issue of charge sheet in disciplinary proceedings or prosecution, if the Government is of the view that the charges are serious and the officer should not be promoted, it is open to the Government to suspend the officer which will lead to the DPC recommendation to be kept in sealed cover. The sealed cover procedure is to be resorted to only after the charge memo/charge sheet is issued or the officer is

placed under suspension. The pendency of preliminary investigations prior to that stage is not sufficient to adopt the sealed cover procedure.

7. The law on sealed cover based on the judgment of the Apex Court in Union of India vs. K.V. Janakiraman etc. (AIR 1991 SC 2010), is by now well settled. The O.M. dated 14.9.92 confined the circumstances for adopting sealed cover to the three situations mentioned in para 2 of the said O.M. Even after recommendation of the DPC, but before appointment of the officer if any of the three situations arise, the case is deemed to have been kept in sealed cover by virtue of para 7 of the O.M. dated 14.9.92.

8. As regards the stage when prosecution for a criminal charge can be stated to be pending, the said O.M. dated 14.9.92 does not specify the same and hence the definition of pendency of judicial proceedings in criminal cases given in Rule 9 (6)(b)(i) of CCS (Pension) Rules, 1972 is adopted for the purpose. The Rule 9 (6)(b)(i) of CCS (Pension) Rules, 1972 provides as under :-

> "(b) judicial proceedings shall be deemed to be instituted –
> (i) in the case of criminal proceedings, on the date on which the complaint or report of a Police Officer, of which the Magistrate takes cognizance, is made".

9. For the purpose of vigilance clearance for review DPC, instructions exist in O.M. No. 22011/2/99-Estt.(A) dated 21.11.2002 that review DPC will take into consideration the circumstances obtaining at the time of original DPC and any subsequent situation arising thereafter will not stand in the way of vigilance clearance for review DPC. However, before the officer is actually promoted it needs to be ensured that he/she is clear from vigilance angle and the provision of para 7 of O.M. No. 22011/4/91-Estt.(A) dated 14.09.1992 are not attracted.

10. Opening of sealed cover on conclusion of proceedings, is covered in the instructions in para 3 of the O.M. dated 14.9.92. In cases where by the time the Departmental Proceedings are concluded and the officer is fully exonerated but another charge sheet has been issued, the second charge sheet will not come in the way of opening of sealed cover and granting promotion notionally from the date of promotion of the junior and para 7 of O.M. dated 14.9.92 will not apply as clarified in the O.M. No. 22011/2/2002-Estt.(A) dated 24.2.2003. After the disciplinary proceedings are concluded and penalty is imposed, vigilance clearance will not be denied. The details of the penalty imposed are to be conveyed to the DPC.

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11. This Department has issued separate instructions for accordance of vigilance clearance to a member of Central Civil Services/holder of Central Civil post with respect to (a) empanelment (b) deputation (c) appointments to sensitive posts and assignments to training programmes (except mandatory training) vide O.M. No. 11012/11/2007-(Estt. A) dated 14.12.2007. It has been further clarified in the O.M. No. 11012/6/2008-Estt. (A) dated 07.07.2008 that these instructions do not apply to promotions. While consideration for promotion is a right of an employee but empanelment, deputation, posting and assignment for training (except mandatory training) is not a right of an employee and is decided keeping in view the suitability of the officer and administrative exigencies.

12. It may thus be noted that vigilance clearance cannot be denied on the grounds of pending disciplinary/criminal/court case against a Government servant, if the three conditions mentioned in para 2 of this Department's O.M. dated 14.09.1992 are not satisfied. The legally tenable and objective procedure in such cases would be to strengthen the administrative vigilance in each Department and to provide for processing the disciplinary cases in a time bound manner. If the charges against a Government servant are grave enough and whom Government does not wish to promote, it is open to the Government to suspend such an officer and expedite the disciplinary proceedings.

13. All Ministries/Departments are, therefore, requested to keep in view the above guidelines while dealing with cases of vigilance clearance for promotion of the Government servants.

Virender Singh
2/11/2012

(Virender Singh)
Under Secretary to the Government of India
Tel. No. 2309 3804

To,

All Ministries/Departments of the Government of India

Copy to:

1. President's Secretariat, New Delhi
2. Vice-President's Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
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No.22011/4/2007-Estt. (D)
Government of India
Ministry of Personnel, Public and Training
(Department of Personnel and Training)

North Block, New Delhi – 110 011

November 21, 2016

OFFFICE MEMORANDUM

Sub: Guidelines on treatment of effect of penalties on promotion – role of Departmental Promotion Committee

The Department of Personnel & Training *vide* its OM of even number dated 28.4.2014 issued instructions on the above subject. Paragraph 7(d), 7(f) and 7(g) of the said OM provides as follows:

7(d) ***If the official under consideration is covered under any of the three condition mentioned in paragraph 2 of OM dated 14.9.1992, the DPC will assess the suitability of Government servant along with other eligible candidates without taking into consideration the disciplinary case / criminal prosecution pending. The assessment of the DPC including 'unfit' for promotion and the grading awarded are kept in a sealed cover. [Paragraph 2.1 of DoPT OM dated 14.9.1992]***

7(f) ***If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he / she is found guilty in the criminal prosecution against him / her, the findings of the sealed cover / covers shall not be acted upon. His / her case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him / her [paragraph 3.1 of DoPT OM dated 14.9.1992].***

7(g) ***In assessing the suitability of the officer on whom a penalty has been imposed, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of general service record of the officer and the fact of imposition of penalty, the officer should be considered for promotion. The DPC, after due consideration, has authority to assess the officer as 'unfit' for promotion. However, where the DPC considers that despite the penalty***

the officer is suitable for promotion, the officer will be actually promoted only after the currency of the penalty is over [paragraph 13 of DoPT OM dated 10.4.1989].

2. Questions have been raised by the Ministries and Departments asking whether this is applicable in the case of '***Censure***' also. In this regard, it is *reiterated* that paragraphs 7(d), 7(f) and 7(g) cited above are applicable in all the recognized penalties under CCS (CCA) Rules including the minor penalty of Censure as well for which no currency has been prescribed, it would mean that as per para 7(g), if the DPC considers the officer fit for promotion notwithstanding the award of censure, he / she can be promoted without referring to the currency of penalty.

G Jayanthi

(G. Jayanthi)
Director
Tel. no. 2309 2479

All Ministries / Departments of the Government of India

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(a) OM's / Orders →Establishment →Promotion; and
(b) OMs / Orders →Establishment →CCS (CCA) Rules.

Rajesh Sharma

(Rajesh Sharma)
Under Secretary to the Govt. of India
Tel no. 2304 0340

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/12 (ए)/09/ 1590 दिनांक: 03.06.2016
SPMCIL/VIG/12 (A)/09/ Date: 03.06.2016

परिपत्र संख्या 13/16/CIRCULAR NO. 13/16

विषय/Sub: पदोन्नति हेतु सतर्कता अनापति प्रमाणपत्र के संदर्भ में/Vigilance Clearance Certificate for promotion-reg.

आर्थिक कार्य विभाग के अवर सचिव के द्वारा जारी दिनांक 02.11.2012 के कार्यालय ज्ञापन जिसके द्वारा यह निर्देशित किया गया है कि अनुशासनिक कार्यवाही पूर्ण होने तथा दंड के अधिरोपित होने के पश्चात् पदोन्नति के मामलों में सतर्कता अनापति प्रमाणपत्र को नहीं रोका जाएगा तथा विभागीय पदोन्नति समिति को दंड का विवरण सूचित किया जाएगा की एक प्रति सभी संबंधितों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु परिचालित की जाती है।

A copy of Office Memorandum dated 02.11.2012 issued by the Under Secretary, DoPT instructing that after the disciplinary proceedings are concluded and penalty is imposed, vigilance clearance in case of promotion will not be denied and the details of penalty imposed are to be conveyed to the DPC is circulated herewith to all concerned for information and necessary action.

(एस. के. झा, भा.पु.नि.) (S. K. JHA, IPS)
मुख्य सतर्कता अधिकारी/CVO

महाप्रबंधक/**The General Manager,**
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि./SPMCIL

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

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दिनांक: 07.04.2016
Date: 07.04.2016
08

परिपत्र संख्या 09/16/CIRCULAR NO. 09/16

विषय/Sub: सतर्कता अनापति प्रमाणपत्र के संदर्भ में/Vigilance Clearance Certificate-reg. उपशीर्ष: अधिकारिक विदेश दौरे के मामलों के संदर्भ में/Foreign official tour cases - reg.

सतर्कता विभाग ने यह पाया है कि संगठन से अधिकारिक विदेश दौरे पर जाने वाले कार्यपालकों का सतर्कता अनापति प्रमाणपत्र समय से नहीं लिया जा रहा है जो कि सतर्कता विभाग द्वारा जारी परिपत्र दिनांक 24.06.2011 के दिशा-निर्देशों के विरुद्ध है।

It has come to the notice of Vigilance Department that Vigilance Clearance are not being taken timely for the officials going on foreign official tours which is not in line with the guidelines of Vigilance Department issued vide circular dated 24.06.2011.

2. इस संदर्भ में सभी इकाइयों को यह सलाह दी जाती है कि ये विदेश दौरे पर जाने वाले कार्यपालकों के लिए सतर्कता अनापति प्रमाणपत्र सामान्य परिस्थितियों में 15 दिनों पूर्व प्रस्ताव भेजना सुनिश्चित करें। यदि अकस्मात या आपात स्थिति में कार्यक्रम निर्धारित होता है तो तत्संबंधी जानकारी प्रभारी द्वारा स्पष्ट रुप से अंकित किया जाए।

2. In view of this, all units are advised to ensure that the Vigilance Clearance should be processed for the employees going on foreign official tours before 15 days in general circumstances. In case of emergencies & exigency of the situation, the information should be clearly marked by the incharge.

3. सभी संबंधितें को एतद् द्वारा यह सलाह दी जाती है कि इन दिशा-निर्देशों का कड़ाई से अनुपालन करें। यदि भविष्य में इन दिशा-निर्देशों का उल्लघंन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लघंन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. All concerned are hereby advised to note these guidelines for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

अतिरिक्त प्रभार

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
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SPMCIL/VIG/12 (A)/09/ Date: 07.04.2016

4. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

5. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
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5. मुख्य प्रबंधक (नि.मु.)/Chief Manager (CHO).
6. प्रबंधक (नि.मु.)/Managers (CHO).
7. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/12 (बी)/09 (खण्ड XXXII)/7779 दिनांक: 29.03.2016
SPMCIL/VIG/12 (B)/12 (Vol 32)/ Date: 29.03.2016
31

परिपत्र संख्या 08/16/CIRCULAR NO. 08/16

विषय/Sub: सतर्कता अनापति प्रमाणपत्र के संदर्भ में/Vigilance Clearance Certificate- reg. उपशीर्ष: सेवानिवृत मामलों के संदर्भ में/Retirement cases - reg.

सतर्कता विभाग ने यह पाया है कि संगठन से सेवानिवृत होने वाले कर्मचारियों का सतर्कता अनापति प्रमाणपत्र नहीं लिया जा रहा है जो कि सतर्कता विभाग द्वारा जारी परिपत्र दिनांक 24.06.2011 के दिशा-निर्देशों के विरुद्ध है।

It has come to the notice of Vigilance Department that Vigilance Clearance are not being taken for the employees being retired from the organization which is not in line with the guidelines of Vigilance Department issued vide circular dated 24.06.2011.

2. इस संदर्भ में सभी इकाइयों को यह सलाह दी जाती है कि सेवानिवृत होने वाली पदधारियों का सतर्कता अनापति प्रमाणपत्र यथा उचित समय पर लेना सुनिश्चित करें।
In view of this, all units are advised to ensure that the Vigilance Clearance is taken for the employees being retired at appropriate time.

3. सभी संबंधितें को एतद् द्वारा यह सलाह दी जाती है कि इन दिशा-निर्देशों का कड़ाई से अनुपालन करें। यदि भविष्य में इन दिशा-निर्देशों का उल्लघंन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लघंन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।
3. All concerned are hereby advised to note these guidelines for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

अविभूषण वेहिंग
30/03/16

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंज़िल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
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भा.प्र.मु.नि.लि./सतर्कता/12 (बी)/09 (खण्ड XXXII)/~~२२९९~~ दिनांक: 29.03.2016
SPMCIL/VIG/12 (B)/12 (Vol 32)/ Date: 29.03.2016

4. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

5. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/**The General Manager,**
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO.
भा.प्र.मु.नि.लि.I/SPMCIL

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3. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. मुख्य प्रबंधक (मा.सं.)/Chief Manager (HR).
6. प्रबंधक (नि.मु.)/Managers (CHO).
7. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भा.प्र.मु.नि.नि.लि./सतर्कता/150/12/3067 दिनांक 20.08.2014
SPMCIL/VIG/150/12/ Date: 20.08.2014

परिपत्र/Circular

विषय/Sub: सतर्कता अनापति प्रमाणपत्र के संदर्भ में।/Vigilance Clearance Certificate - reg.

सभी संबंधितों को यह अधिसूचित किया जाता है कि उन कर्मचारियों का जारी सतर्कता अनापति प्रमाणपत्र जो तदपश्चात् दोषी पाए जाते है प्रथम श्रेणी की सलाह के जारी होने के तत्काल प्रभाव से निरस्त माना जाए तथा संबंधित इकाई के मानव संसाधन प्रतिनिधि द्वारा उन कर्मचारियों का नया सतर्कता अनापति प्रमाणपत्र मांगा जाए।

It is notified to all concerned that the Vigilance Clearance issued to those officials who are found to be errant at later date should be presumed to be void with immediate effect of issuance of First Stage Advice and a new vigilance clearance certificate of these officials shall be sought by the HR representative of the concerned unit.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

(ए. के. रे)/(A. K. RAY) 20/8/14
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।

प्रतिलिपि:

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2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. मानव संसाधन विभाग के संबंधित प्रतिनिधि/Concerned representatives of HR Dept.
7. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

011-23701225-26 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/12/09 (खण्ड XXI)/1435 दिनांक 09.06.2014
SPMCIL/VIG/12/09 (Vol. XXI)/ Date: 09.06.2014

परिपत्र/Circular

विषय/Sub: विदेश दौरे के लिए सतर्कता अनापत्ति प्रमाणपत्र के संदर्भ में।/Vigilance Clearance Certificate for foreign visit - reg.

यह पाया गया है कि कुछ इकाइयों द्वारा विदेश दौरे/निरीक्षण (कागज़/मशीन इत्यादि) के लिए प्रतिनियुक्त किए गए कर्मचारियों का सतर्कता अनापत्ति प्रमाणपत्र नहीं लिया जा रहा है। यह सतर्कता विभाग द्वारा जारी दिनांक 24.06.2011 के परिपत्र संख्या भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/3298 के अनुच्छेद 5 (ई) का उल्लघंन है तथा इसमें सतर्कता दृष्टिकोण होना भी अपेक्षित है।

It has been observed that some of the units are not obtaining Vigilance Clearance Certificate for the officials deputed for foreign visit/inspection (Paper/Machine etc). This violates Para 5 (e) of circular dated 24.06.2011 issued by the Vigilance Department vide no SPMCIL/VIG/03/09/3298 and tantamount to presence of a Vigilance angle.

2. इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि विदेश दौरे/निरीक्षण (कागज़/मशीन इत्यादि) के लिए प्रतिनियुक्त किए गए कर्मचारियों का सतर्कता अनापत्ति प्रमाणपत्र लेना सुनिश्चित करें। आगे, यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

2. In this regard, all concerned are hereby advised to ensure that Vigilance Clearance Certificate for the officials deputed for foreign visit/inspection (Paper/Machine etc) is obtained invariably. Further if these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/12/09 (खण्ड XXI)//475. दिनांक 09.06.2014
SPMCIL/VIG/12/09 (Vol. XXI)/ Date: 09.06.2014

-2-

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

(ए. के. झा, भा.पु.से.)/(S. K. JHA, IPS)
मुख्य सतर्कता अधिकारी/CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ.।/DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)।/Managers (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड IV)/ 2645 दिनांक 03.07.2013

परिपत्र

विषय: भा.प्र.मु.नि.लि. की इकाइयों एवं निगम मुख्यालय में कार्यरत कार्यकारियों के लिए सतर्कता विभाग द्वारा सतर्कता अनापत्ति प्रमाणपत्र जारी की प्रक्रिया।

उपशीर्ष: सतर्कता अनापत्ति प्रमाणपत्र जारी करने के संदर्भ में।

भा.प्र.मु.नि.लि. के सतर्कता विभाग द्वारा दिनांक 24.06.2011 को जारी परिपत्र संख्या भा.प्र.मु.नि.लि./सतर्कता/03/09/3298 के अनुच्छेद 7 में उल्लेखित कार्मिक और प्रशिक्षण विभाग के दिनांक 14.12.2007 के परिपत्र संख्या 11012/11/2007-स्थापना.ए के अनुच्छेद 2 (सी) (प्रति संलग्न) के आंशिक संशोधन में, कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय के कार्मिक और प्रशिक्षण विभाग ने दिनांक 21.06.2013 (**प्रति संलग्न**) का परिपत्र संख्या 11012/11/2007-स्थापना.ए जारी किया है। इस परिपत्र को सभी संबंधितों की जानकारी एवं आवश्यक कार्रवाई हेतु भा.प्र.मु.नि.लि. में परिचालित किया जाता है।

2. इसके अलावा उपर्युक्त विषय में पूर्व जारी दिनांक 24.06.2011, 04.07.2011 एवं 19.10.2011 के परिपत्रों के अन्य सभी विवरण अपरिवर्तित हैं।

3. इसे प्रभारी मुख्य सतर्कता अधिकारी, भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड के अनुमोदन से जारी किया गया है।

संलग्न: यथोपरि।

भवदीय,

03/07/2013

(एस. एस. बालानी)
वरिष्ठ सतर्कता अधिकारी

सभी सतर्कता कार्यपालक/कर्मचारी,
टकसाल/मुद्रणालय/कागज़ कारखाना/निगम मुख्यालय,
भा.प्र.मु.नि.लि.।

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।
2. निदेशक (मा.सं.)/मु.स.अ. (प्रभारी)।
3. सभी महाप्रबंधक (टकसाल/मुद्रणालय/कागज़ कारखाना/निगम मुख्यालय)।
4. सभी उप महाप्रबंधक (निगम मुख्यालय)।
5. सूचना पटल।

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16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail spmcilvc@rediffmail.com

MOST IMMEDIATE

No. 11012/11/2007-Estt. (A)
Government of India
Ministry of Personnel & Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi,
Dated the 14th December, 2007

OFFICE MEMORANDUM

Subject:- Guidelines regarding grant of vigilance clearance to members of the Central Civil Services/Central Civil posts.

The undersigned is directed to say that the matter regarding guidelines for giving vigilance clearance to members of the Central Civil Services/ Central Civil posts has been reviewed by the Department of Personnel & Training and it has been decided that the following guidelines for the grant of vigilance clearance to the Government servants belonging to the Central Civil Services/ Central Civil posts shall be applicable with immediate effect:

1. These orders regarding accordance of vigilance clearance to members of the Central Civil Services/posts shall be applicable with respect to (a) empanelment (b) any deputation for which clearance is necessary, (c) appointments to sensitive posts and assignments to training programmes (except mandatory training). In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

2. The circumstances under which vigilance clearance shall not be withheld shall be as under:

a) Vigilance clearance shall not be withheld due to the filing of a complaint, unless it is established on the basis of at least a preliminary inquiry or on the basis of any information that the concerned Department may already have in its possession, that there is, prima facie, substance to verifiable allegations regarding (i) corruption (ii) possession of assets disproportionate to known sources of income (iii) moral turpitude (iv) violation of the Central Civil Services (Conduct) Rules, 1964.

b) Vigilance clearance shall not be withheld if a preliminary inquiry mentioned in 2(a) above takes more than three months to be completed.

...2/-

c) Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) a chargsheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iii) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of passing such order (iv) chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (v) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of initiating proceedings (vi) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (vii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the charge sheet is served within three months from the date of filing/registering the FIR/case and (viii) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.

d) Vigilance clearance shall not be withheld due to an FIR filed on the basis of a private complaint unless a chargesheet has been filed by the investigating agency provided that there are no directions to the contrary by a competent court of law.

e) Vigilance clearance shall not be withheld even after sanction for prosecution if the investigating agency has not been able to complete its investigations and file charges within a period of two years. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the parent cadre in case he is on deputation and not for any other dispensation listed in para 1 of this O.M..

3. In cases where complaints have been referred to the administrative authority concerned, and no substantive response has been received from such administrative authority concerned within three months from the date on which the reference was made, the Disciplinary Authority may provide a copy of the complaint to the officer concerned to seek his comments. If the comments are found to be prima facie satisfactory by the Competent Authority, vigilance clearance shall be accorded.

4. Vigilance clearance shall be decided on a case-by-case basis by the Competent Authority keeping in view the sensitivity of the purpose, the gravity

...3/-

of the charges and the facts and circumstances, in the following situations:

a) where the investigating agency has found no substance in the allegation but the Court refuses to permit closure of the FIR.; and
b) where the investigating agency/inquiry officer holds the charges as proved but the competent administrative authority differs, or the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of the Central Civil Services/Central Civil posts of a particular batch, the vigilance clearance/status will continue to be ascertained from the respective Cadre Authority. In all such cases, the comments of the Central Vigilance Commission will be obtained. However, if no comments are received within a period of three months, it will be presumed that there is nothing adverse against the officer on the records of the body concerned.

6. Vigilance clearance will be issued in all cases with the approval of the Head of Vigilance Division for officers upto one level below their seniority in service. In the case of officers of the level of Additional Secretary/Secretary, this will be issued with the approval of the Secretary. In case of doubt, orders of the Secretary will be obtained keeping in view the purpose for which the vigilance clearance is required by the indenting authority.

7. Vigilance clearance will not normally be granted for a period of three years after the currency of the punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, vigilance clearance will not normally be granted for a period of five years, after the currency of punishment. During the period, the performance of the officer should be closely watched.

8. Insofar as the personnel serving in the Indian audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9 All the Ministries/Departments are requested to bring the above guidelines for the notice of all concerned for information and compliance.

(P. Prabhakaran)
Deputy Secretary to the Government of India

...4/-

8

Copy forwarded to :

1. Prime Minister's Office (with reference to their I.D. No. 600/68/13/07-ESII, dated 24.10.2007).
2. Cabinet Secretariat
3. Ministries/Departments of the Government of India.
4. Secretary, Central Vigilance Commission.
5. Central Bureau of Investigation, New Delhi
6. Union Public Service Commission, New Delhi
7. Comptroller and Auditor General of India, New Delhi

Copy to:

(i) PS to MOS(PP)
(ii) PPS to Secretary(P)
(iii) PPS to AS(S&V)
(iv) PPS to EO & AS
(v) PS to JS(E)
(vi) PS to JS(V) (w.r.t. AVD Division's O.M. No. 104/33/2005-AVD-I dated 31.10.2007.

(P. Prabhakaran)
Deputy Secretary to the Government of India

No. 11012/11/2007-Estt A
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 21 June, 2013

Office Memorandum

Subject: **Guidelines regarding grant of vigilance clearance to members of the Cenral Civil Services / Central Civil Posts.**

The undersigned is directed to refer to this Department's O.M. of even number dated 14.12.2007 on the above subject and to say that it has been decided to modify Para 2(c) thereof as under:-

"(c) Vigilance clearance shall not be withheld unless (i) the officer is under suspension (ii) the officer is on the Agreed List, provided that in all such cases the position shall be mandatorily revisited after a period of one year (iii) a chargesheet has been issued against the officer in a disciplinary proceeding and the proceeding is pending (iv) orders for instituting disciplinary proceeding against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of passing such order (v) chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending (vi) orders for instituting a criminal case against the officer have been issued by the Disciplinary Authority provided that the chargesheet is served within three months from the date of initiating proceedings (vii) sanction for investigation or prosecution has been granted by the Competent Authority in a case under the PC Act or any other criminal matter (viii) an FIR has been filed or a case registered by the concerned Department against the officer provided that the chargesheet is served within three months from the date of filing / registering the FIR / case (ix) the officer is involved in a trap / raid case on charges of corruption and investigation is pending."

(J.A. Vaidyanathan)
Director (Establishment)

Copy forwarded to:

1. All Ministries / Departments of the Government of India
2. Prime Minister's Office
3. Cabinet Secretariat
4. Secretary, Central Vigilance Commission
5. Central Bureau of Investigation, New Delhi.
6. Union Public Service Commission, New Delhi.
7. Comptroller and Auditor General of India, New Delhi.

Copy to:

(i) PS to MOS(PP)
(ii) PPS to Secretary (P)
(iii) PPS to AS(S&V)
(iv) PPS to EO & AS
(v) PS to JS(E)
(vi) PS to JS (V)
(vii) US (AVD-i A) w.r.t. File No. 142/15/2013-AVD.I
(viii) NIC, DoP&T with the request to upload this O.M. on Department's website (OMs/Orders → Establishment → CCS(CCA Rules)

(J.A. Vaidyanathan)
Director (Establishment)

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./214/12 / 7819 दिनांक 27.02.2013
SPMCIL/VIG/214/12/ Date 27.02.2013

परिपत्र/CIRCULAR

विषय/Sub: भा.प्र.मु.मु.नि.नि.लि. पदधारियों द्वारा निजी विदेश यात्रा तथा भारत से बाहर अवकाश।/Private foreign visit and Ex-India leave by SPMCIL officials.

निजी विदेश यात्रा तथा भारत से बाहर अवकाश से संबंधित एक शिकायत की जांच के दौरान, भा.प्र.मु.मु.नि.नि.लि. के सतर्कता विभाग ने यह पाया कि कार्यालयीन विदेश दौरे के साथ की गई निजी विदेश यात्रा हेतू न तो सतर्कता अनापत्ति प्रमाणपत्र लिया गया था और न ही भारत से बाहर अवकाश लेने की कोई पूर्व सूचना दी गई थी।

During investigation of a complaint pertaining to private foreign visit and Ex-India leave by Vigilance Department of SPMCIL., it was observed that the Vigilance Clearance Certificate was not obtained for private foreign visit in continuation with an official foreign tour along with prior intimation of availing Ex-India leave.

2. सक्षम प्राधिकारी ने इन खामियों को गंभीरतापूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भा.प्र.मु.मु.नि.नि.लि. पदधारियों द्वारा निजी विदेश यात्रा तथा भारत से बाहर अवकाश से संबंधित निर्धारित कार्यालय प्रक्रियाओं का अनुपालन कड़ाई से करें। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लघंन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

2. The above observations have been viewed as a serious lapse by the Competent Authority. All concerned are hereby once again advised to ensure that all the laid down office procedures regarding Private foreign visit and Ex-India leave are strictly followed. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a Vigilance Angle.

- पृष्ठ संख्या 2 पर जारी - / - Contd at page 2 -

011-23701225-26 6वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली - 110001

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी/OSD to CMD.
2. निदेशक (मानव संसाधन)/मुख्य सतर्कता अधिकारी (प्रभारी)/Director (HR)/CVO(I/C)
3. महाप्रबंधक (सूचना प्रौद्योगिकी)/सभी उप महाप्रबंधक (नि. मु.)/GM (IT)/All DGM (CHO).
4. सभी सतर्कता कार्यपालक/ All Vigilance officials.
5. सूचना पटल/Notice Board.

- - - - -

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SPMCIL/VIG/03/09/[illegible] Date: 10.01.2012

CIRCULAR

Sub: Private foreign visits by SPMCIL officials.

Central Vigilance Commission vide circular dated 06.07.2009 has directed CVOs of all Organizations/Departments to maintain a data bank in respect of employees of their organization who had undertaken "private foreign visits" during the preceding calendar year in the prescribed format. Further, the CVOs has to inform CVC, mandatorily every year by the end of February that the updated information along with all details are available with them and to be made available to the Commission at a short notice as and when required. In this regard, DoPT vide OM dated 15.12.2004 has specified the proforma in which the details are to be furnished by the concerned officials who undertake such private foreign visits.

2. In compliance to above, all concerned are hereby notified to furnish the details in the enclosed proforma while seeking Vigilance clearance to undertake the private foreign visits. In case, the journey is not performed by the official(s) then the same may be intimated to the Vigilance Department immediately.

3. This issues with the approval of CVO (I/C), SPMCIL.

Encl: As above.

(S. S. BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mills
SPMCIL.

CC:

1. OSD to CMD.
2. Director (T)/ Director (HR)/CVO (I/C).
3. GM/ Dy. GMs (Corporate Office).
4. Manager (OL): for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office/units).
6. Notice Board (Corporate Office/Units).

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16th Floor, Jawahar Vyapar Bhawan, Janpth, New Delhi-110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@vsnl.com

SPMCIL/VIG/03/03/145A Dt: 10-01-2012

PROFORMA

a) Name:

b) Designation:

c) Grade Pay/Level:

d) Place of posting:

e) Passport No.:

f) Details of private foreign travels to be undertaken in the following format:

Period of stay in abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/lodging, visa, misc, etc.)	Source of funds	Remarks
From	To					
1	2	3	4	5	6	7

g) Details of previous foreign travel, if any undertaken during the last four years (as under item no. f)

Dated: **Signature**

****

(S.S. Balani)
GM-HD

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SPMCIL/VIG/03/09/ ५ ' ४ ५ ४ ' Date: 19.10.2011

CIRCULAR

Sub: Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office.
SH: Furnishing of additional details of the executive for whom Vigilance Clearance is being sought.

Kindly refer to Circular No. SPMCIL/VIG/03/09/3298 dated 24.06.2011 and its subsequent amended vide Circular No. SPMCIL/VIG/03/09/3458 dated 04.07.2011 wherein Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office was described.

2. In this regard, following additional details of the executives for whom Vigilance Clearance is being sought are required to be furnished along with the proposal with immediate effect:-

> **'Whether the executive for whom Vigilance Clearance is being sought has submitted his Annual Property Return (APR) of the previous year by 31st January of the following year as per SPMCIL CDA Rules 2010.'**

3. All other contents of the circulars dated 24.06.2011 and 04.07.2011 remain the same.

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

(A.K.RAY)
Dy. CVO

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:
1. OSD to CMD
2. Director (T)/Director (F)/Director(HR)
3. All GMs /Dy.GMs (Corporate Office)
4. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units) along with a copy of DoPT circular dated 14.12.2007 and 27.09.2011.
6. Notice Board.

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E-mail : spmcil@rediffmail.com

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SPMCIL/VIG/03/09/3458 Date: 04.07.2011

CIRCULAR

Sub: Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office.
SH: Amendment to Circular dated 24.06.2011-reg.

Kindly refer to Circular No. SPMCIL/VIG/03/09/3298 dated 24.06.2011 wherein Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office was described.

2. In this regard, following amendments are made with immediate effect:-

SN	Reference	IN PLACE OF	READ AS
1	Para No. 2 (iii) and line no. 3 & 4	from the present disciplinary authority of the concerned officer / official.	By nominated HR officials
2	Annexure-A (Part-A, between Sr. No. 15 & 16)	Dy. General Manager (HR), SPMCIL.	Nominated HR official in the unit/ DM (HR)/DGM (HR), SPMCIL.

3. All other contents of the circular dated 24.06.2011 remain the same.

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

(A.K.RAY)
Dy. CVO

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:
1. ES to CMD
2. Director (T)/Director (F)/Director(HR)/CVO
3. All GMs/Dy.GMs (Corporate Office)/ Dy. CVO
4. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board

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E-mail : spmcil@rediffmail.com

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SPMCIL/VIG/03/09/ ३२१८ Date: 24.06.2011

CIRCULAR

Sub: Procedure of Vigilance clearance of SPMCIL employees by the Vigilance Department of the units and the corporate office.

The Central Vigilance Commission has issued instructions from time to time to improve the Vigilance administration in the organizations under its purview and to ensure that the posts in the organizations are occupied by persons with exemplary service and clean vigilance track records. After careful consideration, it is considered expedient to put a system at place for Vigilance clearance / non-clearance to the SPMCIL employees coming under the purview of unit cadre as well as corporate cadre, as the case may be.

2. Accordingly, all concerned officials are hereby again instructed to comply with the following procedure as stated below in the matter of Vigilance clearance as stated below:

(i) Vigilance clearance certificate for below Board Level Executives starting from E-1 level to E-8 level shall hence forth be provided from Vigilance Department of corporate office only. For this purpose, clearance certificate up to E-3 level shall be issued by the Dy. Chief Vigilance Officer and from E-4 to E-8 level, it shall be issued by the Chief Vigilance Officer.

(ii) The Vigilance clearance / non-clearance for other categories of employees (viz. Supervisors S-1 & S-2 level and Workmen from W-1 to W-5 level) shall be given by the Senior Vigilance Officer posted in the unit.

(iii) Vigilance clearance proposals are to be submitted in the prescribed proforma enclosed as **Annexure-A** with clearance certificate / comments from the present disciplinary authority of the concerned officer / official.

– cont. Pg (2) –

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फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

3. The above may be summarized in tabular form as below:

Category	Level	Who should initiate	Clearance to be issued by
All Corporate Office employees	• Upto E-3 level • E-4 level and above	• Dy. Manager (HR) • Dy. GM (HR) (DGM (HR) in turn shall submit to CVO)	• Dy. CVO • CVO
Executives posted in the Units	E-4 to E-8 level	Sr. VO posted in the Unit, who in turn shall submit to Dy.GM (HR) for onward submission to CVO.	CVO
Executives posted in the Units	E-1 to E-3 level	Sr. VO posted in the Unit, who in turn shall submit to CVO	Dy. CVO
Supervisors posted in the Units	S-1 & S-2 level	VA posted in the Unit	Sr. VO posted in the Unit
Workmen	W-1 to W-5 level	VA posted in the Unit	Sr. VO posted in the Unit

4. Notwithstanding anything contained above in the matter of Vigilance clearance / non-clearance to any of the Company Employees irrespective of his / her belonging to unit cadre or the corporate cadre, the inherent power to interpret the provisions, remains with the CVO of SPMCIL.

5. Vigilance Clearance would be essentially required for the following purposes:

a) Confirmation
b) Adhoc promotion /promotion.
c) ACP/MACP(Modified ACP).
d) Forwarding of application to other organizations.
e) Foreign training / seminar/ visit.
f) Passport,
g) Retirement on superannuation/ voluntary retirement/ resignation/ compulsory or pre-mature retirement

-contd/3-

6. The above guidelines shall come into force with immediate effect and all concerned in units and the corporate office hereby directed to comply accordingly.

7. The guidelines issued by Department of Personnel & Training vide OM No. 11012/11/2007-Estt. (A) dated 14-07-2007 while issuance of Vigilance clearance/ non-clearance to any of the Company Employees shall be followed.

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

Encl: As above.

(A.K.RAY)
Dy. CVO

All General Managers,
Mints/Presses/Mill,
SPMCIL.

Copy to :

1. ES to CMD
2. Director (T)/Director (F)/Director(HR)/CVO
3. All GMs /Dy.GMs (Corporate Office)/ Dy. CVO
4. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board

Annexure-A

DETAIL OF THE OFFICERS FOR WHOM VIGILANCE CLEARNACE IS BEING SOUGHT

PART A:

1.	NAME OF THE OFFICER (IN FULL)	
2.	FATHER'S NAME	
3.	DATE OF BIRTH	
4.	DATE OF ENTRY INTO SERVICE	
5.	DATE OF RETIREMENT	
6.	POSITIONS HELD (DURING PRECEDING 10 YRS.)	PLEASE SEE OVERLEAF
7.	EMPLOYEE CODE	
8.	DEPARTMENT/UNIT	
9.	PURPOSE OF SEEKING VIGILANCE CLEARANCE	
10.	WHETHER THE EMPLOYEE IS UNDER SUSPENSION?	
11.	WHETHER ANY ACTION IS PENDING AGAINST HIM ON AN ORDER OF CONVICTION PASSED BY A COURT OF LAW?	
12.	WHETHER ANY CRIMINAL TRIAL/PROSECUTION IS PENDING AGAINST HIM IN A COURT OF LAW (CRIMINAL PROSECUTION SHALL BE CONSIDERED AS PENDING WHEN A CHARGESHEET IS ISSUED TO THE EMPLOYEE?)	
13.	WHETHER ANY DEPARTMENTAL PROCEEDING INTO A MISCONDUCT IS PENDING (A DEPARTMENTAL PROCEEDING SHALL BE CONSTRUED AS PENDING AS SOON AS IT HAS BEEN DECIDED BY THE COMPETENT AUTHORITY TO ISSUE A CHARGE SHEET) ?	
14.	WHETHER A PENALTY (MAJOR/MINOR) WAS IMPOSED DURING THE LAST 10 YEARS?	
15.	WHETHER ANY CRIMINAL CASE AGAINST THE EMPLOYEE IS PENDING WITH OTHER AGENCIES LIKE CBI, POLICE ETC. ?	

NOTE: FORWARDED TO VIGILANCE HEAD
DATE:.....

Dy. General Manager (HR)
SPMCIL

PART B:

16.	WHETHER ANY VIGILANCE INVESTIGATION IS PENDING OR CONTEMPLATED WHERE THE EMPLOYEE PRIMAFACIE APPEARS TO BE INVOLVED ? (TO BE ALSO CHECKED WITH UNITS WHERE THE EMPLOYEE WAS PREVIOUSLY POSTED DURING LAST THREE YEARS)	
17.	WHETHER ANY CRIMINAL CASE AGAINST THE EMPLOYEE IS PENDING WITH OTHER AGENCIES LIKE CBI, POLICE, ETC. ?	
18.	WHETHER THE OFFICER WAS AT ANY STAGE OF HIS OFFICIAL CAREER PLACED ON THE "AGREED LIST" OR "LIST OF OFFICERS OF DOUBTFUL INTEGRITY". IF YES, FULL DETAILS MAY BE GIVEN.	
19.	WHETHER ANY ALLEGATION OF MISCONDUCT WITH A DISTINCT VIGILANCE ANGLE WAS EXAMINED AGAINST HIM DURING THE LAST 10 YEARS AND IF SO, WITH WHAT RESULT.	

20. **STRIKE OUT WHICH ARE NOT APPLICABLE:**

1 VIGILANCE CLEARNACE GIVEN
2 VIGILANCE CLEARANCE WITHHELD
3 VIGILANCE STATUS IS

DATE: .....

(NAME, SIGNATURE OF Sr. VO/Dy.CVO)
SPMCIL

PART C:
FORWARDED TO CVO (AS APPLICABLE)

21. **STRIKE OUT WHICH ARE NOT APPLICABLE:**

1 VIGILANCE CLEARNACE GIVEN
2 VIGILANCE CLEARANCE WITHHELD
3 VIGILANCE STATUS IS

DATE:.....

(NAME, SIGNATURE OF CVO)
SPMCIL

BACK TO HEAD HR

6

Sl.No.	NAME OF THE ORGANISATION	POSITION HELD	FROM	TO
6.1				
6.2				
6.3				
6.4				
6.5				

Dy. General Manager (HR)
SPMCIL

- - - - -



SECTION VI: VENDORS REGISTRATION/MEET

"People should be conscious that they can change a corrupt system."

-Peter Eigen,
Founder of Transparency International

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भा.प्र.मु.नि.लि./सतर्कता/211/12/ 2875 दिनांक 22.08.2017
SPMCIL/VIG/211/12 Date: 22.08.2017

परिपत्र संख्या- 12/17 Circular No. 12/17

विषय/Sub: वेंडरस पैनल के संदर्भ मे। (Vendors Empanelment reg-)।

सतर्कता विभाग द्वारा पाया गया है कि सभी इकइयो द्वारा विक्रेता के पैनल के बाद गतिविधि कुछ इकाइयो मे धीमी/ बंद हो गई है।

वेंडर पैनल एक निरंतर प्रक्रिया है और खरीद प्रक्रिया मे पारदर्शिता रखने के लिए आवश्यक है। सभी इकाइयो यह सुनिश्चित करने के लिए सलाह दी जाती है कि विक्रेता प्रतिपादन गतिविधि प्रत्येक वर्ष की जानी चाहिए और सूची को नियमित आधार पर अदयनत किया जाना चाहिए।

It is observed by Vigilance Department that Vendor Empanelment has slowed down/stoped in some units
As Vendor empanelment is a continuous activity and is required for transparency in procurement process.All units are advised to ensure Vendor Empanelment activity should be done every year & list to be updated on regular basis.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 22/08/17

(शशिभूषण बेहेरा)/(S.B.BEHERA)
उप मुख्य सतर्कता अधिकारी/ Dy. CVO.

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).
3.मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।Chief Financial Officer/Addl.GMs/Dy.CVO/CMs/Mgrs ,(CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/369/15/771 9 दिनांक 09.03.2015
SPMCIL./VIG/369/15/ Date 09.03.2015

परिपत्र संख्या 04/15/Circular No. 04/15

विषय: भा.प्र.मु.मु.नि.नि.लि. की इकाइयों द्वारा जारी सीमित निविदा एवं एक्सप्रेस निविदा के संदर्भ में शिकायतें (Complaints regarding limited tender and express tender floated by the units of SPMCIL.)। **उपशीर्ष:** वेडरस् रेजिस्ट्रेशन एवं उसकी सामयिक समीक्षा के संदर्भ में (Vendors Registration and its Periodical Review - reg.) ।

सतर्कता विभाग को भा.प्र.मु.मु.नि.नि.लि. की इकाइयों द्वारा जारी सीमित निविदा एवं वेडरस् रेजिस्ट्रेशन प्रकिया के संदर्भ में लगातार शिकायतें प्राप्त हो रही है। इन शिकायतों की जांच के दौरान यह पाया गया है कि शिकायतों का मुख्य कारण वेडरस् रेजिस्ट्रेशन ना होना, वेडरस् रेजिस्ट्रेशन की सामयिक समीक्षा ना होना तथा सीमित निविदाओं के लिए वेडरस् का चयन विवेकाधीन/का कोई स्पष्ट आधार ना होना, इत्यादि है जो खरीद-पुस्तिका में दिए गए सीमित निविदा एवं वेडरस् रेजिस्ट्रेशन के प्रावधानों का स्पष्ट उल्लंघन है तथा सतर्कता दृष्टिकोण दर्शाता है।

Vigilance Department is in receipt of regular complaints regarding limited tenders issued by the units of SPMCIL and vendors registration process. During the investigation of these complaints, it is observed that the main reasons behind these complaints are non-availability of vendor registration, lack of periodic review of vendor's registration, arbitrary selection of vendors for limited tenders etc. which is a clear violation of provisions of Procurement Manual and clearly indicates vigilance angle.

2. इस संदर्भ में कृपया खरीद-पुस्तिका (संस्करण 1.0, 2011) के खण्ड 7 का अवलोकन करें जिसके अनुसार इकाइयों में वेडरस् रेजिस्ट्रेशन प्रकिया को पूर्ण किया जाना है तथा उसकी वार्षिक समीक्षा भी की जानी है। परन्तु खरीद पुस्तिका के लागू होने के करीब 3.5 वर्ष के पश्चात् भी कुछ इकाइयों में यह प्रक्रिया अभी भी अपूर्ण है।

2. In this regard, kindly refer to the Clause 7 of Procurement Manual (Version 1.0, 2011) wherein the process of empanelment of vendors is described along with its annual review. But nearly 3.5 years after the implementation of Procurement Manual, the process is still incomplete in some of the units.

- पृष्ठ संख्या 2 पर जारी -/Contd. at Page 2

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

भा.प्र.मु.नि.लि./सतर्कता/369/15/ 7719
SPMCIL./VIG/369/15/

दिनांक 09.03.2015
Date 09.03.2015

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3. अतः इन शिकायतों की पुनावृत्ति रोकने के लिए, प्रणाली में सुधार हेतु तथा खरीद-पुस्तिका के प्रावधानों के अनुपालन हेतु इकाइयों में निम्नलिखित बिन्दुओं का अनुपालन सुनिश्चित करें:-

3. Thus to stop the reoccurrence of such complaints, to improve system and to comply with the provisions of the Procurement Manual, kindly ensure the compliance of the following points:-

क) इकाई में वेडरस् रेजिस्ट्रेशन प्रकिया को निर्धारित समयावधि में दिनांक 31.08.2015 तक पूर्ण करने का प्रबंध करें एवं दिनांक 15.09.2015 तक पालन प्रतिवेदन भेजे।/Complete the Vendors Registration process in the unit before 31.08.2015 and send a report to this effect before 15.09.2015.

ख) यदि इकाई में यह प्रक्रिया पूर्ण हो गई है तो वर्ष 2014 के लिए उसकी वार्षिक समीक्षा दिनांक 31.08.2015 तक करें एवं दिनांक 15.09.2015 तक पालन प्रतिवेदन भेजे।/If the process is completed in the unit, then kindly complete its annual review for the year 2014 till 31.08.2015 and submit compliance before 15.09.2015.

ग) आगे, इकाई में वेडरस् रेजिस्ट्रेशन एक सतत प्रक्रिया है एवं रजिस्टर्ड वेडरस् की समीक्षा एक वार्षिक प्रक्रिया है जिसका अनुपालन सुनिश्चित करने एवं उसकी जानकारी (दिनांक 31 दिसबंर को समाप्त पिछले वर्ष की जानकारी) मुख्य सतर्कता अधिकारी को प्रत्येक वर्ष दिनांक 31 जनवरी तक या उससे पूर्व भिजवाने का प्रबंध करें।/Further, kindly ensure the compliance of registration of vendors which is a continuous process and review of registered vendors which is an annual process and submit its information to CVO, SPMCIL till 31st January every year for the preceding year ending on 31st December.

- पृष्ठ संख्या 3 पर जारी -/Contd. at Page 3

09/03/15

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/369/15/ 7719
SPMCIL./VIG/369/15/

दिनांक 09.03.2015
Date 09.03.2015

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4. आगे, इकाईयों में वेडरस् रेजिस्ट्रेशन के स्थिति की मासिक रिपोर्ट प्रत्येक माह की 05 तारीख तक या उससे पूर्व भिजवाने का प्रबंध करें।/Further, kindly furnish **a monthly report on status of vendors registration in the units on or before fifth of every month.**

5. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया गया है।
5. This issues with the approval of Competent Authority.

09/03/15

(एस. बी. बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)/Addl. GM (CHO).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/211/12/6806 दिनांक 29.01.2015
SPMCIL/VIG/211/12/6806 Date: 29.01.2015

परिपत्र/Circular

विषय/Sub: वर्ष 2014 में आयोजित वार्षिक वेंडरस मीट।/Annual Vendors Meet for the year 2014.

उपशीर्ष: निविदा से जुड़े विभिन्न मुद्दे।/Various matters related to tendering.

वर्ष 2014 के दौरान भा.प्र.मु.मु.नि.नि.लि. की सभी इकाइयों में वार्षिक वेंडरस् मीट का आयोजन किया गया था। बैठक के दौरान, वेंडरस् ने मौजूदा निविदा प्रक्रिया में अपनी संतुष्टि व्यक्त की और प्रबंधन द्वारा उठाए गए कदमों की सराहना की। हालांकि 'सी' फार्म के जारी होने में हो रहे विलंब तथा ईएमडी/एसडी के भुगतान में हो रहे विलंब के संदर्भ में सूचित किया गया है। आगे, संबंधित वेंडरस् को भुगतान की जानकारी अभी भी नहीं भिजवाई जा रही है।

Annual Vendors Meet for the year 2014 was held in all the units of SPMCIL. During the meet, vendors expressed their satisfaction with the existing procedure of tendering and applauded the steps taken by the management. However, it was informed that there is delay in issuance of 'C' Forms and refund of EMD/SD. Further, payment details including deductions etc are still not being sent to the concerned vendors.

2. उपर्युक्त के संदर्भ में सतर्कता विभाग द्वारा ईएमडी/एसडी के भुगतान में हो रहे विलंब एवं संबंधित वेंडरस् को भुगतान की जानकारी भिजवाने के संदर्भ में पूर्व जारी क्रमशः दिनांक 14.01.2013 एवं 31.01.2014 के परिपत्र को एक बार फिर कड़ाई से अनुपालन हेतु दोहराया जाता है। आगे, समय से 'सी' फार्म को जारी करने एवं ईएमडी/एसडी के भुगतान करना सुनिश्चित करें। आगे, क्रय आदेश वेंडरस् को ई-मेल द्वारा भी भिजवाना सुझावित है।

In view of above, it is once again reiterated that the Vigilance Circular dated 14.01.2013 and 31.01.2014 regarding refund of EMD/SD and sending of payment details to Vendors respectively be strictly complied. Further timely issuance of 'C' form and refund of EMD/SD be ensured. Further, it is suggested to send purchase orders to vendors by e-mail also.

-पृष्ठ 2 पर जारी-

011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: spmcil@rediffmail.com
CIN : U22213DL2006GOI144763

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

4. This issues with the approval of Competent Authority.

(एस.एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)/Addl. GM (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. प्रबंधक (विपणन/तकनीकी/मा.सं.)/Manager (Marketing/Tech/HR).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/211/12/7536 दिनांक 31.01.2014
SPMCIL/VIG/211/12/ Date 31.01.2014

परिपत्र/Circular

विषय: वर्ष 2013 की वार्षिक वैंडरस् मीट।

उपशीर्ष: संबंधित वैंडरस् को भुगतान की जानकारी भिजवाना।

Sub: Annual vendors Meet for the year 2013.

SH: Sending of Payment details to concerned vendors.

वर्ष 2013 के दौरान भा.प्र.मु.नि.नि.लि. की सभी इकाइयों में वार्षिक वैंडरस् मीट का आयोजन किया गया था। बैठक के दौरान, वैंडरस् ने मौजूदा निविदा प्रक्रिया में अपनी संतुष्टि व्यक्त की और आरटीजीएस के माध्यम से सीधे उनके खाते में भुगतान होने के संबंध में प्रबंधन द्वारा उठाए गए कदमों की सराहना की। हालांकि, यह सूचित किया गया कि कटौती सहित भुगतान की जानकारी संबंधित वैंडरस् को नहीं भिजवाई जा रही है। अतः सक्षम प्राधिकारी ने यह निर्णय लिया है कि तत्काल प्रभाव से कटौती सहित भुगतान की जानकारी संबंधित वैंडरस् को पत्र/ई - मेल के माध्यम से भिजवाई जाए।

Annual Vendors Meet for the year 2013 was held in all the units of SPMCIL. During the meet, vendors expressed their satisfaction with the existing procedure of tendering and applauded steps taken by the management regarding deposition of payment directly into their account through RTGS. However, it was informed that payment details including deductions etc are not being sent to the concerned vendors. Therefore, the Competent Authority has decided that payment details including deductions etc may be sent to the concerned vendors through letter/e-mail with immediate effect.

2. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011 23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.मु.नि.लि./सतर्कता/211/12/ दिनांक 31.01.2014
SPMCIL/VIG/211/12/ Date 3101.2014

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
3. This issues with the approval of Competent Authority.

(एस.एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.1/SPMCIL.

प्रतिलिपि:/CC:
1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्त्तव्य अधिकारी1/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)1/Director (HR/T)
3. उप महाप्रबंधक (निगम मुख्यालय)1/DGMs (Corporate Office).
4. सभी सतर्कता अधिकारी (निगम मुख्यालय/इकाइयां)1/All Vigilance Officials (Corporate Office /units).
5. सूचना पटल1/Notice Board.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.मु.नि.नि.लि./211/12/671 दिनांक 14.01.2013

परिपत्र

विषय: वर्ष 2012 के दौरान इकाइयों में आयोजित वार्षिक वेंडरस मीट।

उपशीर्ष: निविदा प्रक्रिया से जुड़े विविध मुद्दे।

वर्ष 2012 के दौरान भा.प्र.मु.मु.मु.नि.नि.लि. की इकाइयों में वार्षिक वेंडरस मीट का आयोजन किया गया था। इस मीट के दौरान लगभग सभी वेंडरस द्वारा नई खरीद-पुस्तिका, संस्करण 1.0, 2011 *(New Procurement Manual Version 1.0, 2011)* के लागू होने के पश्चात् निविदा प्रक्रियाओं में हुए परिवर्तन तथा बिलों के भुगतान को आरटीजीएस द्वारा सीधे खातों में जमा होने की प्रक्रिया पर खुशी जताते हुए भा.प्र.मु.मु.मु.नि.नि.लि. की इन पहलों का स्वागत किया।

2. आगे, प्रबंधन का ध्यान निम्नलिखित मुद्दों की ओर आकर्षित किया गया है जहां अभी भी प्रणाली में सुधार की संभावना है:-

क) ईएमडी/एसडी (EMD/SD) के भुगतान में विलंब होना।

ख) मूल्यांकन रिपोर्ट (Evaluation Report) जारी करने में विलंब होना।

ग) भुगतान में की गई कटौती का विवरण (Details of deductions made from payment) का उल्लेख ना होना।

घ) उपयोगीता रिपोर्ट (Suitability Report) जारी करने में विलंब होना।

3. सक्षम प्राधिकारी ने उपर्युक्त खामियों/मुद्दों को गंभीरता पूर्वक लिया है। सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि इकाई द्वारा नई खरीद-पुस्तिका, संस्करण 1.0, 2011 में निविदा प्रक्रिया से संबंधित सभी प्रावधानों का अनुपालन कड़ाई से किया जा रहा है। आगे, प्रणाली में पारदर्शिता बनाए रखने के लिए भुगतान में की गई कटौतियों का विवरण वेंडरस को भी सूचित किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

- पृष्ठ संख्या 2 पर जारी -

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011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितो को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

14/01/13

(एस. एस. बालानी)
वरिष्ठ सतर्कता अधिकारी

महाप्रबंधक,
टकसाल/मुद्रणालय/कागज कारखाना,
भा.प्र.मु.मु.नि.नि.लि.।

प्रतिलिपिः
1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्तव्य अधिकारी।
2. निदेशक (तकनीकी)/निदेशक (मानव संसाधन)/मुख्य सतर्कता अधिकारी (प्रभारी)।
3. महाप्रबंधक (सूचना प्रौद्योगिकी)।/उप महाप्रबंधक (निगम मुख्यालय)।
4. सभी सतर्कता कार्यपालक।
5. सूचना पटल।

- - - - -



SECTION VII: GENERAL INSTRUCTIONS/GUIDELINES

"Everyone says Corruption is everywhere, but for me it seems strange to say that and then not try to put the people guilty of that corruption away."

-Alexie Navalny

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09 (खण्ड VI)/ 2391 दिनांक 20.07.2018
SPMCIL/VIG/03/09 (Vol VI)/ Date 20.07.2018
23

परिपत्र संख्या 06/18/Circular No. 06/18

विषय/Sub:- नामांकन के आधार पर दिए गए कार्यों / खरीद / सलाहकार अनुबंधों में पारदर्शिता के संदर्भ में/Transparency in Works/Purchases/ Consultancy contracts awarded on nomination basis – reg.

केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 11.07.2018 के परिपत्र जिसके द्वारा आयोग ने उपर्युक्त विषयार्गत दिशा-निर्देशानुसार जारी किए है को सूचनार्थ एवं उचित कार्यवाही हेतु संलग्न पाएं जिसके अनुसार आयोग ने नामांकन के आधार पर दिए गए कार्यों / खरीद / सलाहकार अनुबंधों में आयोग के दिनांक 05.07.2007 के कार्यालय आदेश संख्या 23/7/07 (प्रति संलग्न) के द्वारा जारी दिशा-निर्देशों के अनुसार केवल असाधारण परिस्थितियों में ही जारी करने के दिशा-निर्देशों को पुनरावृति किया है। ।

A copy of circular dated 11.07.2018 issued by Central Vigilance Commission wherein Commission has given instructions regarding above mentioned subject is enclosed herewith for information and necessary action wherein Commission has reiterated its guidelines to issue contracts on nomination basis only in exceptional circumstances issued vide its Office Memorandum no 23/7/07 dated 05.07.2007 (copy enclosed).

2. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न:यथोपरि।/Encl: As above.

शशिभूषण बेहेरा 24/7/18

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
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Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail : info@spmcil.com
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SPMCIL/VIG/03/09 (Vol VI)/ Date 20.07.2018
23

-२-

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. निदेशक (तकनीकी/मा.स./वित्त)/Director (Tech/HR/Fin).
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4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

Telegraphic Address :
'SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलेक्स,
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

फा.सं. / No. 005/CRD/19-386121

दिनांक / Dated 11.07.2018

Circular No.06/07/18

Subject: **Transparency in Works/Purchases/Consultancy contracts awarded on nomination basis – reg.**

Reference: **(i) Commission's Circular No.15/5/06 dated 09.05.2006**
(ii) Commission's Office Order No.23/7/07 dated 05.07.2007
(iii) Commission's Office Order No.19/05/10 dated 19.05.2010

Reference is invited to Commission's Circulars cited above wherein the need for award of contracts in a transparent and open manner has been emphasized. The Commission is still receiving representations reporting instances of award of contracts and procurements in a non-transparent manner on nomination basis by several Departments/CPSUs.

2. The award of contracts/procurements/projects on nomination basis without adequate justification amounts to a restrictive practice eliminating competition, fairness and equity. The Commission would reiterate its earlier instructions that award of contracts on nomination basis can be resorted to only in exceptional circumstances as laid down in Commission's Office Order No.23/7/07 dated 05.07.2007.

3. All Ministries/Departments/CPSUs are therefore advised to apprise the afore-mentioned guidelines to the concerned officers for strict compliance.

(J. Vinod Kumar)
Director

To

(i) The Secretaries of all Ministries/Departments of GoI.
(ii) All Chief Executives of CPSUs.
(iii) All CVOs of Ministries/Deptts/CPSUs.

No.005/CRD/19
Government of India
Central Vigilance Commission
*****

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 5th July 2007

Office Order No.23/7/07

Subject:- **Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis.**

Reference is invited to the Commission's circular No.15/5/06 (issued vide letter No.005/CRD/19 dated 9.5.2006), wherein the need for award of contracts in a transparent and open manner has been emphasized.

2. A perusal of the queries and references pertaining to this circular, received from various organizations, indicates that several of them believe that mere post-facto approval of the Board is sufficient to award a contracts on nomination basis rather than the **inevitability of the situation, as emphasized in the circular.**

3. It is needless to state that **tendering process or public auction** is a basic requirements for the award of contract by any Government agency as any other method, especially award of contract on nomination basis, would amount to a breach of Article 14 of the Constitution guaranteeing right to equality, which implies right to equality to all interested parties.

4. A relevant extract from the recent Supreme Court of India judgement in the case of Nagar Nigam, Meerut Vs A1 Faheem Meat Export Pvt. Ltd. [arising out of SLP(civil) No.10174 of 2006] is reproduced below to reinforce this point.

> "The law is well-settled that contracts by the State, its corporations, instrumentalities and agencies must be normally granted through public auction/public tender by inviting tenders from eligible persons and the notifications of the public-auction or inviting tenders should be advertised in well known dailies having wide circulation in the locality with all relevant details such as date, time and place of auction, subject matter of auction, technical specifications, estimated cost, earnest money deposit, etc. The award of Government contracts through public-auction/public tender is to ensure transparency in the public procurement, to maximize economy and efficiency in Government procurement, to promote healthy competition among the tenderers, to provide for fair and equitable treatment of all tenderers, and to eliminate irregularities, interference and corrupt practices by the authorities concerned. This is required by Article 14 of the Constitution. However, in rare and exceptional cases, for instance, during natural

calamities and emergencies declared by the Government; where the procurement is possible from a single source only; where the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists; where the auction was held on several dates but there were no bidders or the bids offered were too low, etc., this normal rule may be departed from and such contracts may be awarded through 'private negotiations'."

(Copy of the full judgement is available on the web-site of the Hon'ble Supreme Court of India, i.e., www.supremecourtofindia.nic.in)

5. The Commission advises all CVOs to formally apprise their respective Boards/managements of the above observations as well as the full judgement of the Hon'ble Supreme Court for necessary observance. A confirmation of the action taken in this regard may be reflected in the CVO's monthly report.

6. Further, all nomination/single tender contracts be posted on the web-site ex post-facto.

(Rajiv Verma)
Under Secretary

To

All Chief Vigilance Officers

- - - - -

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SPMCIL/VIG/03/09 (Vol V)/ Date 04.05.2018

परिपत्र संख्या 03/18 /**Circular No.** 03/18

विषय/Sub:- सार्वजनिक खरीद (मेक इन इंडिया), आदेश 2017 (पीपीपी-एमआईआई आदेश) - संबंधित। /Public Procurement (Preference to Make in India), Order 2017 (PPP-MII Order)- regarding.

केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 20.04.2018 के परिपत्र जिसके द्वारा आयोग ने उपर्युक्त विषयार्गत दिशा-निर्देशानुसार जारी किए है को सूचनार्थ एवं उचित कार्यवाही हेतु संलग्न पाएं।

A copy of circular dated 20.04.2018 issued by Central Vigilance Commission wherein Commission has given instructions regarding above mentioned subject is enclosed herewith for information and necessary action.

संलग्न:यथोपरि।/Encl: As above.

SBehera 04/05/18

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
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भा.प्र.मु.नि.लि./SPMCIL.

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3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

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फैक्स / Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक–ए, आई.एन.ए., नई दिल्ली–110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 018/VGL/022-377353

दिनांक / Dated.....20.04.2018.....

Subject:- Public Procurement (Preference to Make in India), Order 2017 (PPP-MII Order) – regarding.

Department of Industrial Policy and Promotion (DIPP) has issued 'Public Procurement (Preference to Make in India), Order 2017' (PPP-MII Order) dated 15.06.2017 pursuant to Rule 153 (iii) of General Financial Rules, 2017, which seeks to promote domestic production of goods and services. As per this Order, restrictive and discriminative clauses cannot be included in procurement by Central Government agencies against domestic suppliers. The Commission has received a request from DIPP to widely disseminate the Order to the CVOs and IEMs to exercise oversight on all contracts over an amount of Rs. five crores.

2. In order to implement to PPP-MII order in letter and spirit, the Commission would direct all the Chief Vigilance Officers (CVO) to exercise oversight on all contracts over an amount of Rs. five crores so as to ensure that restrictive and discriminative clauses against domestic suppliers are not included in the tender documents for procurement of goods and services and that the tender conditions are in sync with the PPP-MII Order, 2017 in their respective Departments/Organisations.

3. The Commission further desires that the Independent External Monitors (IEMs) appointed by the respective organisations may keep in view the provisions of PPP-MII Order 2017 while exercising their functions / duties as IEM in respect of procurements / contracts which fall in their purview.

(J.Vinod Kumar)
Director

1. All Chief Vigilance Officers of Ministries/Departments/CPSUs/Public Sector Banks/Insurance Companies/Autonomous Organisations /Societies etc. for compliance and to circulate to the Independent External Monitors.

2. To be placed on website.

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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09 (खण्ड V)-326 दिनांक 16.04.2018
SPMCIL/VIG/03/09 (Vol V)/ Date 16.04.2018

परिपत्र संख्या 01/18/Circular No. 01/18

विषय/Sub:- विश्व बैंक और अन्य अंतर्राष्ट्रीय वित्तपोषण एजेंसियों जैसे अंतर्राष्ट्रीय मुद्रा कोष (आईएमएफ), एशियाई विकास बैंक (एडीबी), आदि द्वारा वित्त पोषित परियोजनाओं के संदर्भ में आयोग के निविदा वार्ता के बाद दिशानिर्देशों की प्रयोज्यता /Applicability of Commission's guidelines on post tender negotiations with regard to projects funded by World Bank and other international funding agencies like IMF, ADB, etc.

केन्द्रीय सतर्कता आयोग द्वारा जारी दिनांक 06.04.2018 के परिपत्र जिसके द्वारा आयोग ने उपर्युक्त विषयांगत दिशा-निर्देशानुसार जारी किए है को सूचनार्थ एवं उचित कार्यवाही हेतु संलग्न पाएं।

A copy of circular dated 06.04.2018 issued by Central Vigilance Commission wherein Commission has given instructions regarding above mentioned subject is enclosed herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी की स्वीकृति से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

संलग्न:यथोपरि।/Encl: As above.

16/04/18

(शशिभूषण बेहेरा)/(Shashibhushan behera)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD.
2. मु.स.अ./ निदेशक (तकनीकी/मा.स./वित्त)/CVO/Director (Tech/HR/Fin).
3. अपर महाप्रबंधक/उप महाप्रबंधक/मुख्य प्रबंधक/प्रबंधक (नि.मु.)/ AGM/DGM/CM/Mgrs (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट/Notice Board & Website.

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011-43582200
पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001
Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
CIN : U22213DL2006GOI144763
फैक्स/Fax : 011-23701223
E-mail : info@spmcil.com

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलेक्स,
ब्लॉक-ए, आई एन ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

फा. / No. 98/ORD/001

दिनांक / Dated 06.04.2018

Circular No.01/04/18

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

Ref: Commission's Circular No. 8(1)(h)/98(1) dated 18.11.1998, 3(V)/99/9 dated 01.10.1999 and 98/ORD/001 dated 28.10.2011

References have been received seeking clarifications on the applicability of Commission's guidelines to projects funded by the World Bank and other international funding agencies like IMF, ADB, etc.

2. The Commission vide its Circular No. 3(V)/99/9 dated 01.10.1999 has prescribed the following:

The Commission's instruction dated 18.11.1998 (on post tender negotiations) would not be applicable to the World Bank Projects and other international funding agencies, such as IMF, ADB, etc. However, the instructions of Central Vigilance Commission would be binding on purchases / sales made by the department within the country. The Central Vigilance Commission's instructions dated 18.11.1998 would however, apply if purchase/sales are within the budget provisions and normal operations of the department/organisation even though the purchases / sales are made from sources outside the country.

3. Subsequently , a clarification issued vide Circular No. 98/ORD/001 dated 28.10.2011 provided the following:

"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. The matter has been examined in the light of Commission's circulars No. 8(1)(h)/98(1) dated 18.11.1998, 3(v)/99/9 dated 01.10.1999 and 98/ORD/001 dated 28.10.2011. Apparently, funds from International Agencies like World Bank, IMF, ADB or other multilateral agencies are available by way of grants-in-aids or as loans. In the former category of funding, there is no liability on the Govt of India to repay such funded amounts. In the latter category of funds received by way of loans, with or without interest, ultimately the Government of India as the receiving agency has to repay the loans so received. Thus, there is a need to distinguish between these two categories of funding options. If any of the International Agencies while granting aid prescribes certain terms and conditions which are contrary to the existing guidelines of the Government (GFR) or of the Commission relating to the process of procurement/tendering to be adopted, determination of the qualifications, negotiations, other terms and conditions, etc., where the funding is by way of grants-in-aid with no obligation to repay such amounts, the agency receiving the fund may accept such conditions as the International Agency may lay down. However, where such funding is by way of a loan with or without interest and there is a liability on the Government and/or the recipient agency to repay the money in due course, it is essential that prudent norms on making the procurements at best possible rates in a transparent, competitive environment providing opportunity to all eligible and willing bidders, the guidelines/instructions of the Central Vigilance Commission in regard to qualification, criteria, terms and conditions of procurement, negotiations, etc. will have to be followed keeping in view the best interest of transparency, accountability and efficiency.

5. It is clarified that any project funding originating from the Consolidated Fund of India, wholly or partially, must be subject to the Government of India's and Commission's guidelines for expenditure of public money and the same condition may be stipulated while negotiating terms with external funding agencies. Furthermore, any project funding involving future outflows of public money may also be subject to the same guidelines.

(J Vinod Kumar)
Director

To

(i) The Secretaries of all Ministries / Departments of GoI
(ii) All Chief Executives of CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies, etc.
(iii) All Chief Vigilance Officers

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भा.प्र.मु.नि.लि./सतर्कता/41/17/ 771 दिनांक: 08.05.2017
SPMCIL/VIG/41/17/ Date: 08.05.2017

परिपत्र संख्या 08/17/CIRCULAR NO. 08/17

विषय/Sub: मुख्य सतर्कता अधिकारियों के लिए शिकायतों के अभिगमन के संदर्भ मे निर्देश।
Access of complaints to the CVOs- Instructions regarding.

केंद्रीय सतर्कता आयोग द्वारा जारी मुख्य सतर्कता अधिकारियों के लिए शिकायतों के अभिगमन के संदर्भ मे निर्देशो को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है। A copy of instructions issued by the Central Vigilance Commission regarding access of complaints to CVOs is circulated herewith for information and necessary action.

2. कृपया सुनिश्चित करें कि भविष्य में जो शिकायते, भा.प्र.मु.नि.लि. की इकाइयों और निगम मुख्यालय मे प्राप्त होती है, उनकी प्रति अविलंब मुख्य सतर्कता अधिकारी को भेजी जाएँ। Kindly ensure that, a copy of the complaint received in future at SPMCIL Corporate office and its Units, may be sent to the Chief Vigilance Officer immediately.

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है। This issued with the approval of Competent Authority.

संलग्न/Encl.: यथोपरि/As above

शशिभूषण बेहेरा 08/05/17

(शशिभूषण बेहेरा/SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill (भा.प्र.मु.नि.लि. /SPMCIL)

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (तक.@मा.सं.)/मु.स.अ.।/Director (Tech/HR)/CVO.
3. मुख्य वित्तीय अधिकारी/ अपर महाप्रबंधक (नि.मु.)/ उप मु.स.अ./ मुख्य प्रबंधक तथा प्रबंधक(नि.मु.)/C. F.O/ Addl.GM (CHO) / Chief Managers & Managers (CHO).
4. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

No. 009/VGL/035
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block-A,
GPO Complex, INA,
New Delhi- 110023
Dated the 1st July, 2009

Circular No. 15/07/09

Sub: Access of complaints to the CVOs- Instructions regarding.

Complaints containing information about corruption, malpractice or misconduct by public servants are received in a decentralized manner. CVOs receive complaints, also from many a decentralized location. According to the prevailing practice what is sent to the CVO from different decentralized locations entirely depends on the appreciation of 'vigilance angle' or otherwise by the officers controlling these decentralized locations. In such a system there is every chance that a complaint with a vigilance overtone may not be forwarded to the CVO, due to a lack of appreciation or for other bonafide reasons. This has also been revealed through the vigilance audit by the Commission in some organizations.

2. In order to have uniform practices and procedures in the handling and processing of complaints in an organisation/department, it is imperative that a 'Complaint Handling Policy' is laid down in all organisations/departments for receipt, handling and processing of all types of complaints/grievances from the public, contractors, vendors, suppliers etc. The policy should make it clear that any complaint/grievance received in the organisation/department by any functionary containing any element of alleged corruption, malpractices or misconduct etc., should necessarily be sent to the CVO of the organisation for scrutiny and action. All Departments/Organisations are, therefore, directed to put in place necessary policy and systems in this regard.

3. Para 3.2.2 of Chapter III of Vigilance Manual Volume-I (6th edition) prescribes that the CVO concerned may also devise and adopt such methods, as considered appropriate and fruitful in the context of nature of work handled in the organisation, for collecting intelligence about any malpractice and misconduct among the employees.

4. The Commission is of the view that all CVOs should, on a continuous basis, scrutinize the complaints, grievances etc., received by other divisions/units of the department/organisation concerned and ensure that issues/allegations involving vigilance angle if any, in such complaints are duly forwarded to them to be duly attended to by the Vigilance Department.

(Shalini Darbari)
Director

To

All Chief Vigilance Officers

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09 (खण्ड V)/ 8359 दिनांक10.03.2017
SPMCIL/VIG/03/09 (Vol. V)/ Date: 10.03.2017

परिपत्र संख्या 05/17/Circular No. 05/17

विषय/ Sub: मंत्रालयों/ विभागों /संगठनो के पास लंबित विभागीय कार्यवाईयों के शीघ्र निपटान के संदर्भ में । Expeditious finalization of departmental proceedings pending with the Ministries/Department/ Organizations-regarding.

केन्द्रीय सतर्कता आयोग के द्वारा मंत्रालयों/ विभागों /संगठनो के पास लंबित विभागीय कार्यवाईयों के शीघ्र निपटान के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of guidelines issued by the Central Vigilance Commission regarding Expeditious finalization of departmental proceedings pending with the Ministries/Department/ Organizations is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा
10/03/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill
भा.प्र.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).
3. मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।Chief Financial Officer/Addl.GM/Dy.CVO/CM/Mgr.,(CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

म./No. 017/MSC/002-

दिनांक / Dated 07.03.2017

OFFICE MEMORANDUM

Subject: **Expeditious finalisation of departmental proceedings pending with the Ministries / Departments / Organisations – regarding.**

Reference: **Commission's O.M. of even no. dated 10.01.2017.**

The Commission had vide its O.M. referred to above directed CVOs of all Ministries/Departments/Organisations to furnish particulars of all departmental inquiries, as on 31.12.2016, pending with them after submission of IO's report in respect of officials under the CVC jurisdiction (Category 'A' cases) and other officials (Category 'B' cases) in a prescribed format by 31.01.2017.

2. The Commission has since received information from around 290 organisations till date. On perusal of the data furnished by the individual organisations, the Commission has noticed that significant number of IO's reports in disciplinary cases are pending for consideration / processing at various stages with 173 organisations. The Commission has been time and again emphasising the need for expeditious finalisation of disciplinary proceedings and adherence to the time lines prescribed by the DoPT/CVC by all Administrative Authorities. Despite such persuasion, it is observed that the required attention is not being accorded to this activity by the DA's concerned entailing inordinate delays in finalisation of cases.

3. All Disciplinary Authorities (DAs) may note that such inordinate delay in processing inquiry reports is neither in the interests of the organisation nor the officer concerned. The Commission has directed that all such departmental inquiries pencing after receipt of IO's report are required to be brought to a logical conclusion within the prescribed timeline by issue of final orders by the competent authorities concerned in the Ministries/Departments/Organisations expeditiously without any further delay, following

laid down procedure. The DAs concerned in the individual organisations are, therefore, advised to expeditiously process all such pending reports. Further, the CVOs concerned are also directed to vigorously pursue all such pending matters with the DAs. Non-compliance to the above directions and timelines would be viewed adversely by the Commission.

4. This issues with the approval of the Central Vigilance Commissioner.

(J Vinod Kumar)
Director
Tel.No. 2465 1019

To:

The CEOs / CVOs as per enclosed list (173 nos.)

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/7359 दिनांक 31.01.2017
SPMCIL/VIG/03/09 (Vol. V)/ Date: 31.01.2017

परिपत्र संख्या 02/17/Circular No. 02/17

विषय/ Sub: प्रणाली में सुधार के दिशानिर्देश - परामर्शदाता के नियोजन के संदर्भ में।/ System improvement Guidelines - Engagement of Consultants - regarding.

केन्द्रीय सतर्कता आयोग द्वारा प्रणाली में सुधार हेतु परामर्शदाता के नियोजन के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of guidelines for system improvement issued by the Central Vigilance Commission regarding Engagement of Consultants is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा 31/01/17

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).
3. मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)। Chief Financial Officer/Addl. GMs/Dy. CVO/CMs/Mgrs. (CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Web-site
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं./No. 011/VGL/063-334761

दिनांक / Dated 23rd January, 2017

Circular No. 01/01/17

Subject :- Systemic Improvement Guidelines - Engagement of Consultants – regarding.

Attention is invited to Commission's Circular No.08/06/11 dated 24th June, 2011 (**copy enclosed**) regarding selection and employment of consultants. The Commission, taking into account the practices and procedures, being followed by various organisations, would advise following measures while finalising the contracts for engaging consultants:

(a) **Framework of Instructions of GOI / Guidelines of CVC / others :** Departments / Organisations (employer / client), engaging a consultant, should draw attention of the consultant to the relevant and extant instructions of Government of India, GFR issued by Ministry of Finance, guidelines of CVC and provisions of the Procurement Manual / relevant instructions of the respective organisation, as applicable to the subject matter of the advice / service to be rendered by the consultant and required to be complied with.

(b) **Accountability of the employer / client and the consultant:** A consultant engaged by the employer has to have a certain degree of accountability, on its part, for any advice and / or for any service rendered to the employer, keeping in view norms of ethical business, professionalism and the fact that such advice / service is being rendered for a consideration, as per the terms of the contract. At the same time, the employer also has to have its share of accountability, for accepting the advice and services, provided by the consultant.

To ensure adequate accountability, suitable tender terms and conditions for apportioning accountability, between the employer and the consultant, need to be incorporated. Also, there should be suitable provisions to enforce such accountability, in case of improper discharge of contractual obligations / deviant conduct by / of any of the parties to the contract.

(c) **Conflict of Interest:** The consultant shall avoid any conflict of interest while discharging contractual obligations and bring, before-hand, any possible instance of conflict of interest to the knowledge of the employer / client, while rendering any advice or service.

The consultant must act, at all times, in the interest of the employer / client and render any advice / service with professional integrity. A consultant is expected to undertake an assignment / project, only in areas of its expertise and where it has capability to deliver efficient and effective advice / services to the employer.

(d) **Maximum Possible Use of In-house Expertise:** Before arriving at a decision to engage consultant and in matters of accepting advice / service rendered by the consultant, all organisations should, in the first instance, explore the possibility of using in-house expertise. Proof checking / peer review, in case of advice rendered by a consultant, especially in high value projects, may be advantageous.

2. Apart from above, following few measures may be considered for better and efficient execution of consultancy contracts:

(a) Suitably incorporating Integrity Pact in the consultancy contracts.
(b) An advisory to the consultant, in suitable format, to keep in view transparency, competitiveness, economy, efficiency and equal opportunity to all prospective tenderers / bidders, while rendering any advice / service to the employer / client, in regard with matters related to selection of technology and determination of design and specifications of the subject matter, bid eligibility criteria and bid evaluation criteria, mode of tendering, tender notification, etc.
(c) Normally, pre-bid conference and timely addressing of objections / queries, in appropriate manner, from prospective tenderers / bidders should be in place.
(d) Suitably incorporating a provision making the consultant to cooperate fully with any legitimately provided / constituted investigative body, conducting inquiry into processing or execution of the consultancy contract / any other matter related with discharge of contractual obligations by the consultant.

3. The Commission desires that the above guidelines be brought into the notice of all concerned.

(J. Vinod Kumar)
Director

To

(i) The Secretaries of all Ministries / Departments of GOI
(ii) All Chief Executives of CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc
(iii) All CVOs of Ministries / Departments of GoI / CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc.
(iv) Website of CVC

TelegraphicAddress :
"SATARKTA: New Delhi
E-Mail Address
cenvigil@nic.in
Website
www.cvc.nic.in
EPABX
24651001 - 07
फैक्स/Fax : 24616286

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 011/VGL/063 -134657

दिनांक / Dated 24th June, 2011

Circular No. 08/06/11

Subject: Selection and employment of Consultants.

The issue of role and professional liability of consultants in government contracts has been under consideration in the Commission for quite some time. The Commission has decided that following guidelines, be kept in view while finalising the contracts for engaging consultants.

1. Conflict of Interest. The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting or other activities that conflict with the interest of the employer under the contract.

The contract shall include provisions limiting future engagement of the consultant for other services resulting from or directly related to the firm's consulting services in accordance with following requirements:-

(a) The consultants shall provide professional, objective, and impartial advice and at all times hold the employer's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other employers, or that may place them in a position of being unable to carry out the assignment in the best interest of the employer. Without limitation on the generality of the foregoing, consultants shall not be hired under the circumstances set forth below:

(i) Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e., services other than consulting services covered by these Guidelines) – A firm that has been engaged by the employer to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from subsequently providing goods, works, or services (other than consulting services covered by these Guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the Contractor's obligations under a turnkey or design and build contract.

(ii) Conflict among consulting assignments – Neither consultants (including their personnel and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of

the consultants. As an example, consultants assisting a employer in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

(iii) Relationship with Employer's staff – Consultants (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of the Employer (or of the project implementing agency) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the contract.

(iv) A consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.

(b) Unfair Competitive Advantage - Fairness and transparency in the selection process require that consultants or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Employer shall make available to all the short listed consultants, together with the request for proposals, all information that would in that respect give a consultant a competitive advantage.

2. Professional Liability - The consultant is expected to carry out its assignment with due diligence and in accordance with prevailing standards of the profession. As the consultant's liability to the Employer will be governed by the applicable law, the contract need not deal with this matter. The client (purchaser) may, however, prescribe other liabilities depending on the requirement in each case without any restriction on the Consultant's liability as per the applicable law.

The Commission desires that the above guidelines be brought into the notice of all concerned.

(J Vinod Kumar)
Officer on Special Duty

To

1. All Chief Vigilance Officers of Ministries / Departments / PSUs / Banks / Insurance Companies / Autonomous Organizations / Societies / UTs.
2. All Secretaries to the Government of India.
3. All CEOs / Heads of Organizations of PSUs / Banks / Insurance Companies etc.

- - - - -

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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/ 6731 दिनांक 02.01.2017
SPMCIL/VIG/03/09 (Vol. V)/ Date: 02.01.2017

परिपत्र संख्या 01/17/Circular No. 01/17

विषय/ Sub: प्रणाली में सुधार- सरकारी कार्यालयो द्वारा वाहनो को किराए पर लेने हेतु दिशानिर्देश।/System improvement Guidelines regarding hiring of vehicles by Government offices.

केन्द्रीय सतर्कता आयोग के द्वारा सरकारी कार्यालयों द्वारा वाहनों को किराए पर लेने के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of guidelines issued by the Central Vigilance Commission regarding hiring of vehicles by government offices is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा
02/01/2017
(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).
3. मुख्य वित्तीय अधिकारी/अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।Chief Financial Officer/Addl.GM/Dy.CVO/CM/Mgr.,(CHO).
4. सभी सतर्कता अधिकारी/All Vigilance Officials.
5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Systems improvement - Guidelines regarding hiring of vehicles by Government offices

The Commission has come across instances of hiring vehicles owned by near ones/relatives of Government servants, for operational/ staff car purposes, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined prices. It is further seen that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. There are also allegations that some officers are buying high end expensive cars in the names of their relatives or persons known to them and are taking such vehicles on lease allegedly for official purposes.

2. The Commission is of the view that such a practice virtually amounts to carrying on private business by the officers which is a prohibited conduct. Accordingly, the Commission advised Ministry of Finance and DoPT on 12.08.2016 to prescribe guidelines and procedure to curb such undesirable practices in hiring vehicles and that an open, transparent procedure through which vehicles registered as taxi or public transport are hired to effect systemic improvements and prevent such undesirable practices.

3. As advised by the Commission, the Department of Revenue, Ministry of Finance vide Circular No.13011/50/2016-Vig dated 23rd September, 2016 issued instructions to prevent corrupt / undesirable practices in awarding contracts for hiring of vehicles to Government offices. D/o Revenue advised all HoDs and concerned officers of the attached / subordinate offices of the Department to ensure that in addition to the existing provisions/rules for hiring of vehicles, the following instructions are duly complied with:

(i) Relevant provision of GFR are strictly followed while hiring of vehicles;
(ii) An open, transparent tendering procedure is adopted;
(iii) Only vehicles registered as taxi or public transport vehicle are hired;
(iv) Log book is maintained as in case of Department vehicles.

No. 130116/2/2016-Vig
Government of India
Ministry of Finance
Department of Revenue
(Vigilance-II)

North Block, New Delhi
Dated the 23rd September, 2016

CIRCULAR

In a recent communication, the Central Vigilance Commission has indicated the instances of complaints received from time to time in the Commission regarding growing undesirable trend of the officers of the Government entitled to hire a vehicle either for operational use or as staff car have been hiring such vehicles from the near and dear of Government servants, either without following the due processes of tendering, or by following such procedure as an empty formality by getting three or more quotes from interested parties at pre-determined process. It has also observed that majority of the vehicles so hired are not registered as taxi/transport vehicles but are registered as private vehicles. Also there are allegations that some officers are buying high end expensive cars in the name of their near or dear or persons known to them and are taking such vehicles on lease allegedly for official purpose. These are certainly undesirable practices and virtually amount to carrying on private business by the offices which is a prohibited conduct.

2. In view of above, in addition to the existing provisions/rules for hiring of vehicles, all HoD and concerned Officers may be instructed to ensure the following:

(i) relevant provisions of GFR are strictly followed while hiring of vehicles
(ii) an open, transparent tendering procedure is adopted
(iii) only vehicles registered as taxi or public transport vehicle are hired
(iv) log book is maintained as in case of Departmental vehicles

3. This is being communicated for improving the systems and to prevent corrupt/undesirable practices henceforth. This is only illustrative, not comprehensive hence, all relevant rules in this regard may also be adhered to.

4. This issues with the approval of AS (R) & CVO.

23/9/16
(Sunil Kumar Meena)
Under Secretary (Vig.)

Distribution -

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2. Chairperson, CBDT, North Block, New Delhi
3. Director (Admn), D/o. Revenue, North Block, New Delhi
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Copy for information to:

- - - - -

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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/ 5900 दिनांक 22.11.2016
SPMCIL/VIG/03/09 (Vol. V)/ Date: 22.11.2016

परिपत्र संख्या 22/16/Circular No. 22/16

विषय/ Sub: न्यायिक या अर्ध-न्यायिक कार्यों के प्रयोग के दौरान पाई गई प्राधिकारियों की खामियों को जांचने हेतु मानदंड के संदर्भ में।/ Criteria to be followed while examining the lapses of authorities exercising judicial or quasi-judicial functions - regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 24.10.2016 के परिपत्र द्वारा न्यायिक या अर्ध-न्यायिक कार्यों के प्रयोग के दौरान पाई गई प्राधिकारियों की खामियों को जांचने हेतु मानदंड के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 24.10.2016 issued by Central Vigilance Commission regarding Criteria to be followed while examining the lapses of authorities exercising judicial or quasi-judicial functions is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा 22/11/16
(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
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5. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 007/VGL/054-

दिनांक / Dated 24th Oct.2016

Circular No. 12/10/16

Subject:- Criteria to be followed while examining the lapses of authorities exercising judicial or quasi-judicial functions– regarding.

The Commission vide its Circular No. 39/11/07 dated 1st November 2007 had desired that while examining cases of officials exercising quasi-judicial functions, the criteria laid down by the Supreme Court in the K.K. Dhawan's case should be kept in mind for a uniform approach in such matters.

2. In a recent judgment dated 12th July 2016 in R.P. Parekh Case (Civil Appeal Nos. 6116-6117 of 2016), the Supreme Court has prescribed the procedure / principles to be followed while examining the case against an officer exercising judicial/quasi-judicial function. The relevant para -15 of the judgment is reproduced below:

"The issue of whether a judicial officer has been actuated by an oblique motive or corrupt practice has to be determined upon a careful appraisal of the material on the record. Direct evidence of corruption may not always be forthcoming in every case involving a misconduct of this nature. A wanton breach of the governing principles of law or procedure may well be indicative in a given case of a motivated, if not reckless disregard of legal principle. In the absence of a cogent explanation to the contrary, it is for the disciplinary authority to determine whether a pattern has emerged on the basis of which an inference that the judicial officer was actuated by extraneous considerations can be drawn. Cases involving misdemeanours of a judicial officer have to be dealt with sensitivity and care. A robust common sense must guide the disciplinary authority. At one end of the spectrum are those cases where direct evidence of a misdemeanour is available. Evidence in regard to the existence of an incriminating trail must be carefully scrutinized to determine whether an act of misconduct is established on the basis of legally acceptable evidence. Yet in other cases, direct evidence of a decision being actuated by a corrupt motive may not be available. The issue which arises in such cases is whether there are circumstances from which an inference that extraneous considerations have actuated a judicial officer can legitimately be drawn. Such an inference cannot obviously be drawn merely from a

hypothesis that a decision is erroneous. A wrong decision can yet be a bona fide error of judgment. Inadvertence is consistent with an honest error of judgment. A charge of misconduct against a judicial officer must be distinguished from a purely erroneous decision whether on law or on fact. .....".

3. The Supreme Court in R P Parekh case has laid down the following conditions / procedure to be followed to determine as to whether an act of a judicial officer has been actuated by an oblique motive or corrupt practice:

(i) Since, direct evidence of corruption may not always be forthcoming in every case involving a misconduct, a wanton breach of the governing principles of law or procedure may well be indicative in a given case of a motivated, if not reckless disregard of legal principle.

(ii) In the absence of cogent explanation, it is for the disciplinary authority to determine whether a pattern has emerged on the basis of which an inference that an officer was actuated by extraneous considerations can be drawn.

(iii) The disciplinary authority has to determine whether there has emerged from the record one or more circumstances that indicate that the decision which form the basis of the charge of misconduct was not an honest exercise of judicial power.

(iv) A charge of misconduct against a judicial officer must be distinguished from a purely erroneous decision whether on law or on fact.

4. The Commission desires that in addition to the principles enunciated in the Commission's Circular dated 1st November, 2007, the afore-mentioned criteria in the judgment may also be kept in mind while examining alleged lapses/misconducts in respect of officials exercising quasi-judicial functions/powers.

5. All CVOs are also advised to apprise the above said principles to all Disciplinary Authorities / Administrative Authorities in the Organisations for guidance.

(J.Vinod Kumar)
Director

To,

All CVOs of Ministries/Deptts./CPSEs/ PSBs/FIs/PSICs/Autonomous Organisations.

F.No.007/MISC/Legal/04(Pt.)
Government of India
Central Vigilance Commission
******

Satarkata Bhawan, Block 'A',
GPO Complex, INA,
New Delhi-110 023
Dated: 1st November, 2007

Circular No.39 /11/07

Subject: Criteria to be followed while examining the lapses of authorities exercising quasi-judicial powers in accordance with the criteria laid down by the Hon'ble Supreme Court.

The Commission has observed that certain departments, while approaching the Commission for advice in respect of alleged/perceived lapses of the officials exercising quasi-judicial powers, do not follow an uniform approach in examining such lapses. In certain cases, it is routinely defended that the official had exercised his quasi-judicial powers and no disciplinary proceedings were warranted. In certain other cases, for similar lapses, disciplinary proceedings were proposed alleging that the official had shown recklessness or acted negligently and lacked devotion to duty. The Commission is of the view that there should be an uniform approach in examining such cases and it is important not to create an impression that the department was following a policy in targeting only few officials exercising such powers.

It is observed that the Hon'ble Supreme Court had laid down the criteria in K.K.Dhawan's case which, however, were being ignored and the officials were being defended on the basis of a subsequent Supreme Court judgement in the case of Z.B. Nagarkar Vs. Union of India. The Hon'ble Supreme Court in its judgment in the case of Union of India Vs. Duli Chand has held that the decision in the Z.B. Nagarkar's case did not represent the law correctly and decided that the decision in the K.K. Dhawan's case (decided earlier by a larger bench of the Supreme Court) would prevail. The judgment in K.K. Dhawan's case, had laid down the following criteria:

(i) Where the officer had acted in a manner as would reflect on his reputation for integrity or good faith or devotion to duty.
(ii) If there is prima facie material to show recklessness or misconduct in the discharge of his duty;

(iii) If he has acted in a manner which is unbecoming of a Government Servant;
(iv) If he had acted negligently or that he omitted the prescribed conditions which are essential for the exercise of the statutory powers;
(v) If he had acted in order to unduly favour a party;
(vi) If he had actuated by corrupt motive, however, small the bribe may be because Lork Coke said long ago "though the bribe may be small, yet the fault is great".

The Commission has therefore, decided that the CVOs, while sending the case to the Commission for advice against the lapses of officials exercising quasi-judicial powers, should examine critically whether any of the above criteria listed, was attracted or not. In either case, detailed justification should be given in arriving at the conclusion as to how none of the criteria was attracted, or how any of them was attracted.

(Vineet Mathur)
Deputy Secretary

To

All Chief Vigilance Officers

- - - - -

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भा.प्र.मु.नि.नि.लि./सतर्कता/47/14 (खण्ड XXIX)/ ६४५१ दिनांक 18.11.2016
SPMCIL/VIG/47/14 (Vol. 29)/ Date: 18.11.2016

परिपत्र संख्या 21/16/CIRCULAR NO. 21/16

विषय/ Sub: प्रोप्राइटरी आर्टिकल आइटम के प्रमाणपत्र के संदर्भ में/Certificate of Proprietary Article Item - reg.

सतर्कता विभाग द्वारा यह पाया गया है कि खरीद-पुस्तिका, संस्करण 1.0, 2011 के अनुलग्नक-21: प्रोप्राइटरी आर्टिकल आइटम के प्रमाणपत्र में वित्तीय विभाग की सहमति लेना अनिवार्य है जिसे इकाइयों द्वारा नहीं लिया जा रहा है।

It has been observed by the Vigilance Deparment that concurrence of Finance wing is not being taken by the units in the Annexure-21: Certificate for Proprietary Article Item of Procurement Manual Version 1.0, 2011 which is mandatory as per the provisions in the Manual.

2. सक्षम प्राधिकारी ने इन अनियमितताओं को गंभीरता से लिया है। इस संदर्भ में, सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वे यह सुनिश्चित करें कि भविष्य में ऐसी विसंगतियों की पुनरावृति ना हो।

2. Competent Authority has viewed the above lapses seriously. In this regard, all concerned are hereby advised to ensure that these lapses are not repeated in future.

3. इस परिपत्र का व्यापक प्रचार-प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

3. The widest possible publicity should be given to his circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 -

18/11/16

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CIN : U22213DL2006GOI144763

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/47/14 (खण्ड XXIX)/ ८४५। दिनांक 18.11.2016
SPMCIL/VIG/47/14 (Vol. 29)/ Date: 18.11.2016

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

18/11/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि.1/SPMCIL

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (तक./मा.सं.)/मु.स.अ.।/Director (Tech/HR)/CVO.
3. मुख्य वितीय अधिकारी/Chief Financial Offier.
4. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
5. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGM (CHO)/Dy. CVO.
6. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO)
7. प्रबंधक (नि.मु.)/Managers (CHO).
8. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
9. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/5602 दिनांक 02.11.2016
SPMCIL/VIG/03/09 (Vol. V)/ Date: 02.11.2016

परिपत्र संख्या 19/16/Circular No. 19/16

विषय/ Sub: कानूनी मामलों में जहां केंद्रीय सतर्कता आयोग को संबंधित संगठनों के साथ-साथ प्रतिवादी बनाया गया है के मानक संचालन प्रक्रिया के संदर्भ में।/ Standard Operating Procedure regarding legal cases where Central Vigilance Commission has been made respondent along with the organizations concerned.

केन्द्रीय सतर्कता आयोग के दिनांक 05.10.2016 के परिपत्र द्वारा कानूनी मामलों में जहां केंद्रीय सतर्कता आयोग को संबंधित संगठनों के साथ-साथ प्रतिवादी बनाया गया है के मानक संचालन प्रक्रिया के संदर्भ में दिशा-निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 05.10.2016 issued by the Central Vigilance Commission regarding Standard Operating Procedure regarding legal cases where Central Vigilance Commission has been made respondent along with the organizations concerned is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

SBehera 02/11/16

(शशिभूषण बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/Mints/Presses/Paper Mill,
भा.प्र.मु.नि.लि./SPMCIL.

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. मु.स.अ./निदेशक (तकनीकी/मा.सं.)।/CVO/Director (Tech/HR).
3. मुख्य वित्तीय अधिकारी/Chief Financial Officer.
4. अपर महाप्रबंधक/उप मुख्य सतर्कता अधिकारी/मुख्य प्रबंधक/प्रबंधक (नि.मु.)।/ Addl. GM/Dy. CVO/CM/Mgr (CHO).
5. सभी सतर्कता अधिकारी/All Vigilance Officials.
6. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

016/Misc/Legal/005
सं./No.....

05.10.2016
दिनांक / Dated.....

Circular No. 11/09/2016

Subject: **Standard operating procedure regarding legal cases where Central Vigilance Commission has been made respondent alongwith the organizations concerned.**

The Central Vigilance Commission, under the provisions contained in Section-8(1)(g) and Section-17(2) of the CVC Act, 2003 has the mandate to tender advice to the Central Government, corporations established by or under any Central Act, Government companies, societies and local authorities owned or controlled by the Central Government, regarding the officers covered under its advisory jurisdiction as defined under Section 8(2) of the CVC Act, 2003.

2. The Central Vigilance Commission takes a considered view regarding the further course of action to be taken in respect of officers/cases as mentioned above, based on the records/evidence/material available with it and should advise either prosecution of the Suspected Public Servant or initiation of appropriate disciplinary proceedings or for imposition of appropriate penalty as the case should be, based on the irregularities noticed on their part.

3. The officers concerned, against whom action has been advised by the Central Vigilance Commission, sometimes feel aggrieved by the advice of the Central Vigilance Commission and approach either Central Administrative Tribunal or other Courts of Law with the prayer to get the advice tendered by Central Vigilance Commission and subsequent disciplinary action against them quashed. The Central Vigilance Commission and/or its officers, alongwith the organization concerned to whom the officer belongs and the Disciplinary Authority of the petitioner officer are made respondents by them.

4. In such cases, where the Central Vigilance Commission has been named as a respondent alongwith the organization concerned/other respondents, the authorities concerned in the organization, immediately on receipt of a notice from the respective court or on receipt of advance copy of the petition/application/plaint etc. should bring the same to the notice of the Chief Vigilance Officer of the organization. The Chief Vigilance Officer of the organization

.....2/.....

should inform the Central Vigilance Commission immediately about the court case. The Chief Vigilance Officer should also forward a self contained note containing a summary about the issues raised in the petition/application/plaint etc., indicating the paras where Central Vigilance Commission's actions have been described/questioned and also quoting the Central Vigilance Commission's references/correspondences exchanged with the organization concerned relating to the case mentioned before the Court/Central Administrative Tribunal etc., if any.

5. During the intervening period, when correspondence is being made by the Chief Vigilance Officer of the organization with the Central Vigilance Commission and prior to receipt of its specific advice/directions, the Chief Vigilance Officer of the organization concerned should ensure that the Central Vigilance Commission's and its officers' interest are duly protected before the Court, if the case comes up for hearing. The Chief Vigilance Officer and/or any other authority concerned of the organization, should suitably brief the counsel/advocate of the organization about Central Vigilance Commission's functions and powers and its advisory jurisdiction, as mandated under Section 8 and 17 of the CVC Act, 2003 to suitably apprise the court accordingly. Provisions contained under Section 15 of the CVC Act, 2003 stating that "*No suit, prosecution or other legal proceeding shall lie against the Commission, the Central Vigilance Commissioner, any Vigilance Commissioner, the Secretary or against any staff of the Commission in respect of anything which is in good faith done or intended to be done under this Act*" should also be brought to the notice of respective Courts, through the organization's counsel/advocate in order to get the name of the Central Vigilance Commission or its officers deleted from the list of respondents.

6. Many a times, petitioners/applicants/plaintiffs approach the Courts alleging corrupt/inappropriate activities against various Govt. organizations and/or by public servants and seek investigation about such inappropriate activities through Central Vigilance Commission. In case they had made complaint to the Central Vigilance Commission earlier regarding the issues mentioned before the court, they point out this fact in their petition/prayer and sometimes express dissatisfaction about the action taken by the Central Vigilance Commission on their complaints, as should have been intimated to them. In such cases also, immediately on receipt of a notice from the respective court or on receipt of advance copy of the petition/application/plaint etc., the authorities concerned in the organization should bring the same to the notice of the Chief Vigilance Officer of the organization immediately. The procedure as prescribed in paras (4) and (5) above should be followed in respect of such cases also.

7. Wherever a need arises to debate or argue, before the respective Courts, the merits of specific advice tendered by the Central Vigilance Commission in a particular case or action taken by it on an individual complaint or any other action of Central Vigilance Commission, the organization should seek specific comments and advice of Central Vigilance Commission before informing/apprising the Court through their counsel/advocate.

.....3/.....

8. The Chief Vigilance Officers should suitably sensitise/ inform the officers of their organizations about the guidelines as given above.

9. This issues with the approval of the Commission.

7/10/16

(Praveen Sinha)
Additional Secretary

To:-

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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
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(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
(Wholly owned by Government of India)

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09 (खंड v)/345 दिनांक 16.08.2016
SPMCIL/VIG/03/09 (Vol.V) Date: 16.08.2016

परिपत्र संख्या 16/16 Circular No.16/16

विषय/Sub: सीपीएसई/पीएसबी अधिकारियों एवं उनके आश्रितों द्वारा गठित/संरक्षित संघों द्वारा सीपीएसई/पीएसबी से संबंध रखने वाले ठेकेदारों अथवा व्यक्तियों से चंदा लेने की प्रक्रिया पर नियंत्रण करने के संबंध में-

केंद्रीय सतर्कता आयोग ने सीपीएसई/पीएसबी अधिकारियों एवं उनके आश्रितों द्वारा गठित/संरक्षित संघों द्वारा सीपीएसई/पीएसबी से संबंध रखने वाले ठेकेदारों अथवा व्यक्तियों से चंदा लेने की प्रक्रिया पर नियंत्रण करने के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular issued by Central Vigilance Commission regarding Guidelines to curb practice of Associations formed/patronized by CPSE/PSB officials, their spouses etc. obtaining donations from contractors or persons having commercial relations/official dealings with the CPSEs/PSBs is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि/As above.

(शशिभूषण बेहेरा)/(S.B.BEHERA)
उप मुख्य सतर्कता अधिकारी/ Dy. CVO.

महाप्रबंधक/ The General Manager,
टकसाल/मुद्रणालय/कागज कारखाना/नि.मु./ Mints/Presses/Paper Mill/CHO
भा.प्र.मु.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD
2. निदेशक (मा.सं.)/मु.स.अ./Director (HR)/CVO
3. अपर महाप्रबंधक/ मुख्य प्रबंधक/ प्रबंधक (नि.मु.)/ Addl. GM/CM/Mgr (CHO)
4. सभी सतर्कता अधिकारी/ All vigilance Officials.
5. सूचना पटल एवं वैबसाइट/ Notice Board & Website.

☎ 011-23701225-26 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 फैक्स/Fax : 011-23701223
011-43582200 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Guidelines to curb practice of Associations formed/patronized by CPSE/PSB officials, their spouses etc. obtaining donations from contractors or persons having commercial relations/official dealings with the CPSEs/PSBs regarding

The Commission had observed instances of obtaining of donations by associations/organisations formed/patronised by employees, their spouses, etc. from the contractors, vendors, customers or other persons having commercial relations /official dealings with the CPSEs /PSBs. Considering the fact that such contributions may lead to unethical practices and misuse of power, the Commission advised the administrative ministries, i.e. Department of Public Enterprises(DPE) and Department of Financial Services (DFS) as well as the Department of Personnel & Training (DoPT) to examine the issue of incorporating suitable and specific provision in the Conduct Rules governing the conduct of the officers/officials or issue necessary instructions to curb such practice of associations/organisations, formed by employees, their spouses, dependents, etc. obtaining donations, advertisements or sponsorships from contractors or other persons having commercial/business dealings with the CPSE/PSBs.

2. The DPE reported to the Commission in December,2015 [DPE OM dtd. 14.12.2005] that instructions have been issued to all administrative Ministries/Departments advising them to further issue necessary instructions to all CPSEs under their administrative control to curb the practice and to suitably amend the Conduct, Discipline & Appeal (CDA)

es to incorporate a specific provision as advised by the ommission.

3. The DFS also reported in January, 2016 [DFS letter dtd 28.1.2016] issuance of appropriate instructions to all Public Sector Banks / Public Sector Insurance Companies / Financial Institutions to curb the practice of obtaining donations for associations of employees / their spouses/dependents, etc. from the contractors/ or persons having commercial / business relations with their organisation.

4. DFS has further advised by letter dated 28.03.2016 that violation of these instructions by any officials will be viewed seriously and delinquent officials will be liable to be proceeded for disciplinary action and as for offence of bribery under Prevention of Corruption Act, 1988.

F.No.DPE-GM-06/0002/2015-GM/FTS-4861
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhavan,
Block No. 14, CGO Complex,
Lodhi Road, New Delhi-110 003.
Dated: 14th December, 2015

OFFICE MEMORANDUM

Subject: Guidelines to curb practice of obtaining donations by the associations formed by either employees or their spouses etc. from the contractors, vendors, customers or other persons having commercial relationship / official dealings with the CPSE.

The undersigned is directed to state that the CVC has observed that there is a practice of obtaining donations by the associations/NGOs formed by either employees or their spouse etc. from the contractors, vendors, customers or other persons having commercial relationship / official dealing with the CPSE. Such practice of associations comprising of officials/spouses of employees of CPSEs taking donations, advertisement or sponsorships etc. from the contractors, customers, vendors or persons having commercial / business relationship with the Public Enterprises is unethical. The CVC has further observed that such practice is avoidable in the interest of transparency and fairness.

2. The Modal Conduct, Discipline & Appeal (CDA) Rules circulated by DPE vide OM No. BPE No. 2(121)/73-BPE (GM-I) dated 26-04-1974 already lays down certain acts construed as misconduct which includes taking any illegal gratification. It is, therefore, advised that the concerned Ministries / Departments having CPSEs under their administrative control may issue necessary instructions to curb such practice in their CPSEs and also instruct them to suitably amend their Conduct, Discipline & Appeals (CDA) Rules to incorporate a specific provision as under:

"Obtaining donations/ advertisement / sponsorship etc. by the associations/NGOs formed by either employees or their spouse / family members etc. from the contractors, vendors, customers or other persons having commercial relationship / official dealings with the CPSE will be treated as misconduct".

(J. N. Prasad)
Director

To

All Administrative Ministries / Departments concerned with CPSEs and a copy each to:

(i) Chief Executive of all CPSEs.

(ii) Central Vigilance Commission (CVC) in respect of letter no. 015/MSC/058/300851 dated 27th November, 2015.

(iii) NIC, Cell DPE with a request to upload a copy at DPE's web-site under the link Guidelines/Chapter-II/Vigilance.

(iv) Guard File.

F. No. 14/56/2015/Vig
Ministry of Finance
Department of Financial Services
(Vigilance Section)

3rd Floor, Jeevan Deep Bldg.,
Parliament Street, New Delhi
Dated: 12th January, 2016

To,

All CMDs/MDs & CEOs of PSBs/FIs/PSICs
All CVOs of PSBs/FIs/PSICs

Subject: Guidelines to curb practice of Associations formed/ patronized by CPSU/PSB officials, their spouses etc. obtaining donations from contractors or persons having commercial relation with the CPSUs/PSBs regarding.

Sir,

Central Vigilance Commission has noticed that in various organizations there is a practice of obtaining donations by the associations formed by either employees or their spouses etc. from the contractors, vendors, customers or other persons having commercial relationship/ official dealings with the organization.

2. Commission has referred to a recent case where a NGO formed by spouses (lady members) of the officers of Central Public Sector Undertaking (CPSU) had received donations from the contractors having business dealings with the CPSU. High Court of Gujarat had taken cognizance of this issue in a Public Interest Litigation and had caused a detailed inquiry/investigation into whether any public servant, by corrupt or illegal means or by abusing his position, has obtained for himself or for any other person, any valuable thing or pecuniary advantage, by extending any undue favour to the contractors. The Commission had caused an inquiry through the CBI and in its report had inter-alia observed that the practice of taking donations from its own contractors is unethical and the association containing officials/spouses of CPSUs should not accept any such benefit/donations, with whom they have commercial relations. Commission has stated that such practice of associations getting/obtaining donations, advertisement or sponsorships from the contractors, customers, vendors or persons having commercial/ business relationship with the enterprise/bank is avoidable in the interest of transparency and fairness and there is a need to put in a suitable mechanism to deal with such issues.

3. You are requested to ensure that necessary rules are put in place to avoid similar practices in your organisation so that donations are not received by your employees/their spouses/dependents etc. from the contractors/ or persons having commercial/ business relations with your organisation.

Yours faithfully,

Mihir Kumar
Director (Vig.)
Tel. No. 011-23344052

F. No. 14/56/2015-Vig
Ministry of Finance
Department of Financial Services
(Vigilance Section)

3rd Floor, Jeevan Deep Bldg.,
Parliament Street, New Delhi
Dated: 24/4 March, 2016

To

All CMDs/MDs & CEOs of PSBs/FIs/PSICs
All CVOs of PSBs/FIs/PSICs

Subject: Guidelines to curb practice of Associations formed/ patronized by CPSU/PSB officials, their spouses etc. obtaining donations from contractors or persons having commercial relation with the CPSUs/PSBs regarding.

Sir,

In continuation to this Department's letter of even number dated 28.01.2016(copy enclosed) on the subject cited above, it is further advised that the aforesaid instruction be put up to the respective Board of Directors. It may also be noted that violation of these instructions by any officials will be viewed seriously and the delinquent officials will be liable to be proceeded for disciplinary action as for offences of bribery under Prevention of Corruption Act, 1988.

2. Action taken in this regard may kindly be intimated to this Department.

Encl: as above.

Yours faithfully,

(Mudita Mishra)
Director (Vig.)
Tel. No. 011-23362349

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09 (खंड v)/ 3424 दिनांक16.08.2016
SPMCIL/VIG/03/09 (Vol.V) Date: 16.08.2016

परिपत्र संख्या 15/16 Circular No. 15/16

विषय/Sub: केंद्रीय सतर्कता आयोग के लिए सोशल मीडिया का उपयोग- आयोग के लिए आधिकारिक टिवीटर खाते के संचालन संबंधी-

केंद्रीय सतर्कता आयोग ने दिनांक 02.08.2016 के परिपत्र संख्या 09/08/2016 द्वारा आयोग के आधिकारिक टिवीटर खाते के संचालन संबंधी जारी जानकारी को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 02.08.2016 issued by Central Vigilance Commission regarding Use of Social Media for the Central Vigilance Commission- Operation of official Twitter Account for the Commission is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि/As above.

शशिभूषण बेहेरा
16/08/16
(शशिभूषण बेहेरा)/(S.B.BEHERA)
उप मुख्य सतर्कता अधिकारी/ Dy. CVO.

महाप्रबंधक/ The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./ Mints/Presses/Paper Mill/CHO
भा.प्र.मु.नि.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD
2. निदेशक (मा.सं.)/मु.स.अ./Director (HR)/CVO
3. अपर महाप्रबंधक/ मुख्य प्रबंधक/ प्रबंधक (नि.मु.)/ Addl. GM/CM/Mgr (CHO)
4. सभी सतर्कता अधिकारी/ All vigilance Officials.
5. सूचना पटल एवं वैबसाइट/ Notice Board & Website.

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
CIN : U22213DL2006GOI144763

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 016/VGL/023

दिनांक / Dated 02.08.2016

Circular No. 09/08/2016

Subject:- Use of Social Media for the Central Vigilance Commission- Operation of official Twitter Account for the Commission

The Commission has desired that it should have outreach on the social media platforms which are being used by various central and state government agencies as well as autonomous and statutory authorities. Accordingly, an official twitter account of the Commission has been opened *(www.twitter.com/@cvcindia)* and is currently in operation.

2. The present social media engagement is for the purpose of furthering activities of preventive vigilance and informing the public about the activities of the Commission in this regard. Existing protocols laid down by the Commission are being followed with respect to the information being shared on the media platform, viz. that information which may be imparted under the RTI Act may be released in the social media. It is informed that the Commission will not divulge individual information of investigations, cases etc. nor will social media accounts be used as a corruption compliant mechanism. Separate organizational arrangements exist for these activities.

3. Furthermore, attention is drawn to Commission's Circular No. 01/01/2016 dated 06.01.2016 where CVC had observed that several CVOs were not using the CVO corner of the CVC website to check their pendencies regularly. It is requested that the CVOs may fully utilize the IT interfaces provided by the Commission including the submission of periodical returns and the monitoring of pendencies at their end.

Ajoshi

[Aditya Joshi]
Director

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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खंड V)/ दिनांक 03.08.2016
SPMCIL/VIG/03/09 (Vol.V) Date: 03.08.2016

परिपत्र संख्या 14/16/ Circular No. 14/16

विषय/ Sub: प्राथमिकता मामलों पर फास्ट ट्रैक आधार पर कार्यवाही संबंधी।/
Processing of priority cases on Fast Track Basis-regarding.

केंद्रीय सतर्कता आयोग के दिनांक 21.06.2016 के परिपत्र द्वारा प्राथमिकता मामलों पर फास्ट ट्रैक आधार पर कार्यवाही के संदर्भ में जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 21.06.2016 issued by Central Vigilance Commission regarding Processing of priority cases on Fast Track Basis is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि/As above.

शशिभूषण बेहेरा
03/08/16

(शशिभूषण बेहेरा)/(S.B.BEHERA)
उप मुख्य सतर्कता अधिकारी/ Dy. CVO.

महाप्रबंधक/ The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./ Mints/Presses/Paper Mill/CHO
भा.प्र.मु.नि.लि./SPMCIL

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक/CMD
2. निदेशक (मा.सं./तक.)/मु.स.अ./Director (HR/Tech)/CVO
3. अपर महाप्रबंधक/ मुख्य प्रबंधक/ प्रबंधक (नि.मु.)/ Addl. GM/CM/Mgr (CHO)
4. सभी सतर्कता अधिकारी/ All vigilance Officials.
5. सूचना पटल एवं वैबसाइट/ Notice Board & Website.

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Website
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EPABX
24600200

फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 015/IT/01-317795

दिनांक / Dated 21.06.2016

Circular No. 07/06/2016

Subject:- Processing of priority cases on Fast Track basis – regarding.

The Commission has taken a serious note of huge delays in finalisation of Vigilance cases and accordingly has decided to fast track important cases for being attended on priority. Following type of cases shall be considered as Fast track Cases:

a) Cases involving serious nature of misconduct like bribery, embezzlement of Government fund, forgery, frauds of amount exceeding Rs 10 crores and cases of nature of scam which attracted national public attention and which are likely to have deterrent or demonstrative effect on other employees/officers.

b) Cases referred by Supreme court/High courts to the Commission & being monitored by these courts and Cases referred by PMO/Committee of Parliament seeking specific report/attention of the Commission.

c) Cases wherein retirement of charged officer is due within next six months and in case of retired government officers within the limitation period.

d) Cases of Board level officers in PSUs, Public Sector Banks, Insurance companies, Autonomous Bodies etc. and of the rank of AS & above in Central Government & in All India services.

e) Any other case as may be decided by the Commission.

2. The time limits for various activities of a vigilance case like conducting investigation and submission of report, action on investigation report, reference to CVC for first stage advice, action taken on CVC's advice, issue of charge sheet, if required, appointment of IO/PO, conduct of oral inquiry, forwarding the case for Commission's second stage advice etc have been prescribed by the Commission vide its circular no 000/VGL/18 dated 23/05/2000.

3. The Commission would therefore, flag vigilance cases of each Department / Organisation identified as such for fast tracking. It will be the personal responsibility of the CVO and the Disciplinary Authority concerned to follow and adhere to the above prescribed time limits for each Fast Track case. CVOs would be able to see the Fast Track references in their respective accounts with **"FT"** flag after the file number. CVOs should, therefore, regularly login to their respective accounts under the link CVO's corner on Commission's website cvc.nic.in and take stock of the pendency so that action could be taken within the specified time limits.

4. All Administrative Authorities/Disciplinary Authorities/CVOs are therefore advised to ensure that the above time limits are adhered to in all cases designated as Fast Track case right from the start of investigation of complaints, processing of investigation reports, seeking & implementing Commission's advice.

[J.Vinod Kumar]
Director

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

- - - - -

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/148/12 (खण्ड V)/ 492 दिनांक 18.04.2016
SPMCIL/VIG/148/12 (Vol. V)/ Date: 18.04.2016

परिपत्र संख्या 10/16/Circular No. 10/16

विषय/ Sub: सेवा खरीद के संदर्भ में।/Service Procurements - reg.

सतर्कता विभाग द्वारा एक मामले में यह पाया गया है कि विशेष निविदा खंड को सेवा की निविदा में इसलिए शामिल नहीं किया गया क्योंकि अधिसूचित की गई खरीद मैनुअल केवल सामग्री के लिए है तथा सेवा खरीद मैनुअल अभी तक अधिसूचित नहीं की गई है।

It has been observed by Vigilance Department in one case that a particular tender clause was not incorporated in a service tender stating that the Procurement Manual notified is only for Goods and that the Service Procurement Manual has not yet been notified.

2. इस संदर्भ में, यह सूचित किया जाता है कि स्टैंडर्ड बिडिंग डॉक्यूमेंट (एस.बी.डी.) (खरीद मैनुअल के पृष्ठ संख्या 253 पर प्रस्तुत), यह स्पष्ट रूप से कहा गया है कि एस.बी.डी. 'सामग्री एवं सेवा' दोनों की खरीद के लिए है। अतः सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि जब तक भा.प्र.मु.मु.नि.नि.लि. द्वारा सेवा खरीद मैनुअल अधिसूचित नहीं कि जाती तब तक ये खरीद मैनुअल में दिए गए सभी दिशा-निर्देशों का सेवा खरीद की निविदाओं में भी कड़ाई से पालन करें ।

2. In this regard, it is informed that as per Standard Bidding Document (SBD) (page 253 of Procurement Manual), it is clearly stated that the SBD is for both 'Procurement of Goods and Services'. Thus, all concerned are hereby advised to strictly follow all the guidelines mentioned in Procurement Manual for Procurement of Services also till Service Procurement Manual is notified by SPMCIL.

- पृष्ठ संख्या 2 पर जारी - /- Contd. at Page 2-

अखिलेश कुमार सिंह
22/04/16

☎ 011-23701225-26 011-43582200 पंजीकृत कार्यालय: 16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001 Regd. Office: 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001 फैक्स/Fax : 011-23701223 E-mail: info@spmcil.com
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भा.प्र.मु.नि.नि.लि./सतर्कता/148/12 (खण्ड V)/ ५९२ दिनांक 18.04.2016
SPMCIL/VIG/148/12 (Vol. V)/ Date: 18.04.2016

3. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाइट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।
3. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

4. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
4. This issues with the approval of Competent Authority.

शशिभूषण बेहेरा 22/04/16

(शशिभूषण बेहेरा)/(SHASHIBHUSHAN BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.I/SPMCIL

प्रतिलिपि:
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2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (नि.मु.)।/Addl. GMs (CHO).
4. उप मु.स.अ./Dy. CVO.
5. मुख्य प्रबंधक (नि.मु.)/Chief Managers (CHO).
6. प्रबंधक (नि.मु.)/Managers (CHO).
7. सभी सतर्कता कार्यपालक (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.नि.लि./सतर्कता/03/09 (खण्ड V)/ 38949 दिनांक 19.08.2015
SPMCIL/VIG/03/09 (Vol. V)/ Date: 19.08.2015

परिपत्र संख्या 07/15/Circular No. 07/15

विषय/ Sub: संस्थानों में यूजर आई डी एवं पासवर्ड का दुरुपयोग के संदर्भ में।/ Misuse of user ids and passwords in organizations - regarding.

केन्द्रीय सतर्कता आयोग के दिनांक 30.07.2015 के परिपत्र द्वारा संस्थानों में यूजर आई डी एवं पासवर्ड के दुरुपयोग के संदर्भ में समय-समय पर पासवर्ड बदलने हेतु जारी निर्देशों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of circular dated 30.07.2015 issued by Central Vigilance Commission regarding changing of passwords periodically to avoid misuse of User ids and password in organizations is circulated herewith for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

शशिभूषण बेहेरा 19/08/15

(शशिभूषण बेहेरा)/(S. B. BEHERA)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.लि.।/SPMCIL

प्रतिलिपि: 1. अध्यक्ष तथा प्रबंध निदेशक।/ CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त/मा.सं./तकनीकी)।/Addl. GMs (Fin/HR/Tech).
4. उप महाप्रबंधक (तकनीकी)/उप मु.स.अ./DGM (Tech)/Dy. CVO.
5. प्रबंधक (विपणन/तकनीकी/मा.सं.)/Managers (Marketing/Tech).
6. सभी सतर्कता अधिकारी/All Vigilance Officials – को इस निदेश के साथ कि वे उपर्युक्त मामले के अनुपालन की पहली जांच रिपोर्ट दिनांक 31.08.2015 तक या उससे पूर्व एवं तदपश्चात् प्रत्येक वर्ष 31 मार्च तक भिजवाए।/with a direction to send first inspection report on compliance in above matter to CVO, SPMCIL on or before 31.08.15 and subsequently by 31st March every year.
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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CIN : U22213DL2006GOI144763

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cenvigil@nic.in

Website
www.cvc.nic.in

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फैक्स/Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No....010/VGL/080-290733.....

दिनांक / Dated.....30.07.2015.....

Circular No. 09/07/2015

Subject:- Misuse of user ids and passwords in organisations – preventive vigilance measures.

The Commission has of late observed that in many cases relating to Banking Sector, Insurance Sector, CPSEs and even in other organisations functioning in a computerised environment, frauds are being perpetrated on account of the officer(s) sharing their user id and password with unauthorised persons and/or not disabling them on transfer/retirement/suspension/long leave of officers; not frequently changing the passwords, etc. The Commission is of the view that periodic change of passwords by officers would be an important preventive vigilance measure to address the issues. Mail ids, user ids etc. for accessing the secure systems should be disabled once an officer superannuates/placed under suspension/not required to perform any function on account of proceeding on long leave, training, deputation, transfer etc. Introducing a provision in the system/software itself at a pre-decided time period (i.e., a fortnight or a month) to change password could also be one of the options for preventing misuse by unauthorised persons.

2. In addition, it also needs to be ensured by way of periodic surprise inspections / checks by next higher authority / controlling officers as to whether the user ids and password are being shared by the officers with any unauthorised persons.

3. The Commission, vide circular No. 38/11/10 dated 30.11.2010, advised CVOs of all Public Sector Banks to ensure secrecy of employees' passwords and also keep on changing them frequently so that frauds being committed on account of misuse of passwords of employees may be avoided in the Public Sector Bank. CVOs of Banks were to take suitable action and regularly monitor secrecy of passwords and any instances of casual approach by any password holder was to be dealt ruthlessly by the concerned bank as the same may put huge funds at risk. It appears that the spirit of the circular is not being implemented

4. CVOs may, therefore, bring the above preventive measures to the notice of concerned authorities in their organisation and also ensure that periodic inspections / checks are conducted to ensure complete implementation.

5. CVOs are further advised to send an action report in this regard of the verification conducted by them or the supervisory officers in their organisation within a month by mail to coord1-cvc@nic.in.

[J.Vinod Kumar]
Officer on Special Duty

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

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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F. No. SPMCIL/VIG/47/(Vol XIV)/14/7526 Dated : 31.01.2014

To
All General Manger(s)
Presses/Mints/Mill,
SPMCIL.

Sub: Addition of details in the Monthly Dissemination of Information Report submitted to CVO, SPMCIL by 5th of every month.

Sir,

I am directed to inform to add the following three points in addition to the existing six points of extent Monthly Dissemination of Information Report from the next month i.e. February, 2014:

Sl No. 7. Status of delay in Payment to Contractors/Suppliers/Venders/Service Providers.

Sl No.	Details of Works/ Supply/Services etc. for which payment is pending for more than four weeks.	Reasons for Pending/Delay

Sl No. 8. Status of Tenders issued and actually uploaded on the Website:-

Sl No.	Actual no. of Tender Enquiries issued during the month	Actual no. of Tender Enquiries uploaded on the website during the month	Reasons for not uploading all Tender Enquiries on the Website

Sl No. 9. Status of Post-Award details of Tender issued and actually uploaded on the Website:-

Sl No.	Actual no. of Awarded Tenders during the month	Actual no. of Post-Award details uploaded on the website during the month	Reasons for not uploading all the Post-Award details on the Website

2. It is reiterated that all Tender Enquiries (including PAC & Nomination basis) and Post-Award details of tenders should be uploaded on the website and payments to the suppliers should be done through E-payment mode in

.... Contd. 2

31.01.14

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011-43582200
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

compliance with the terms & conditions of the Contract. Further, it is requested to furnish this report to CVO, SPMCIL strictly by 5th of every month.

3. This issues with the approval of Competent Authority.

Yours faithfully,

31.01.19

(Virender Kumar Anand)
Senior Vigilance Officer

Copy to:

1. OSD to CMD
2. EA to Director (HR)/ EA to Director (Technical).
3. General Manager (IT)
4. Addl GM (Finance).
5. All DGMs (IR/Paper/Personnel/Print/Mint).
6. All Sr. Vigilance Officers & VA's (Corporate Office/Presses/Mints/Mill) – for co-ordination.

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
Miniratna Category-I, CPSE
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/44/14 (खण्ड III)/1402 दिनांक 05.06.2014
SPMCIL/VIG/44/14 (Vol. III)/1402 Date: 05.06.2014

परिपत्र/Circular

विषय/Sub: वार्षिक संपत्ति विवरण के संदर्भ में।/Annual Property Return - reg.

सतर्कता विभाग द्वारा वार्षिक संपति विवरण की संवीक्षा के दौरान यह पाया गया है कि कर्मचारियों द्वारा अचल/चल संपत्ति का पूर्ण विवरण उल्लेख करने के बजाए अपूर्ण अथवा संक्षिप्त विवरण अथवा विवरण नहीं दिया जा रहा है।

During scrutiny of APRs by the Vigilance Department, it has been observed that instead of mentioning full details regarding immovable/movable property, incomplete or brief or no details are being furnished by the officials.

2. इस संदर्भ में, सभी संबंधितों को एतद् द्वारा निम्नलिखित दिशा-निर्देशों का कड़ाई से अनुपालन करने की सलाह दी जाती है:-

2. In this regard, all concerned are hereby advised to strictly adhere to the following guidelines:-

I. कर्मचारियों द्वारा अनुपालन हेतु/For compliance by officials:-

क) सेवा में प्रवेश करने की तिथि से लेकर पिछले वर्ष की 31 दसिम्बर तक वार्षिक संपति विवरण में सभी अचल/चल संपति के लेन-देन का उल्लेख किया जाए।

a) Details of all immovable/movable property transactions made from the date of entering into the service till 31st Dec of preceeding year is to be mentioned in the APR every year.

ख) 'कोई परिवर्तन नहीं' अथवा 'पूर्व वर्षानुसार' के बजाए, वार्षिक संपत्ति विवरण में पूर्ण विवरण का उल्लेख करें।

b) Instead of mentioning 'No change', 'Same as previous year', mention full details in the APRs.

- पृष्ठ संख्या 2 पर जारी - / - Contd. at Page 2 –

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011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/44/14 (खण्ड III)/1402 दिनांक 05.06.2014
SPMCIL/VIG/44/14 (Vol. III)/1402 Date: 05.06.2014

ग) भा.प्र.मु.मु.नि.नि.लि. के आचरण, अनुशासन एवं अपील नियमावली, 2010 में उल्लेखित आर्थिक सीमा के अनुसार, सभी लेन-देन की पूर्व जानकारी देना सुनिश्चित करें एवं इसका उल्लेख वार्षिक संपति विवरण में करें।

c) Ensure to give prior intimation for every transaction entered into in accordance with monetary limit specified in SPMCIL CDA Rules, 2010 and to mention it in the APRs.

घ) वार्षिक संपति विवरण के प्रपत्र के सभी कॉलमस् में स्पष्ट और विशिष्ट जानकारी देना सुनिश्चित करें।

d) Ensure that all columns of the APR form are filled with specific and clarified information.

II. इकाई/नि.मु. के मानव संसाधन विभाग के संबंधित प्रतिनिधि द्वारा अनुपालन हेतु/For compliance by the concerned HR representative of the unit/CHO:-

क) भा.प्र.मु.मु.नि.नि.लि. के आचरण, अनुशासन एवं अपील नियमावली, 2010 में उल्लेखित आर्थिक सीमा के अनुसार कर्मचारियों द्वारा रिपोर्ट किए गए सभी लेन-देन की अनुमति देना एवं उसकी प्रति संबंधित कर्मचारी के वार्षिक संपति विवरण फोल्डर में लगाना सुनिश्चित करें।

a) Ensure that permission for every transaction in accordance with monetary limit specified in SPMCIL CDA Rules, 2010 as reported by the official is accorded and its copy is filed in the APR folder of the concerned official.

ख) भा.प्र.मु.मु.नि.नि.लि. के आचरण, अनुशासन एवं अपील नियमावली, 2010 के नियम 23 (डी) के अनुसार, सभी नवनियुक्त कर्मचारियों द्वारा उनका पहला वार्षिक संपत्ति विवरण उनकी निर्युक्ति से एक माह के भीतर भरवाना सुनिश्चित करें।

b) To ensure that every newly appointed official fill their first APR within one month of joining to the service as per SPMCIL CDA Rule 23 (D).

- पृष्ठ संख्या 3 पर जारी - / - Contd. at Page 3 –

भा.प्र.मु.मु.नि.नि.लि./सतर्कता/44/14 (खण्ड III)/६५०५ दिनांक 05.06.2014
SPMCIL/VIG/44/14 (Vol. III)/ ६५०५ Date: 05.06.2014

-3-

ग) सभी कर्मचारियों द्वारा वार्षिक संपत्ति विवरण से संबंधित भा.प्र.मु.मु.नि.नि.लि. के आचरण, अनुशासन एवं अपील नियमावली, 2010 का अनुपालन सुनिश्चित करें।

c) To ensure compliance of the SPMCIL CDA Rules, 2010 pertaining to APRs by all officials.

3. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि इन दिशा-निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. These guidelines may be noted and followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

5/6

(ए. के. झा, भा.पु.से.)/(S. K. JHA, IPS)
मुख्य सतर्कता अधिकारी/CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि.।

- पृष्ठ संख्या 4 पर जारी - / - Contd. at Page 4 –

भा.प्र.मु.नि.लि./सतर्कता/44/14 (खण्ड III)/५७१ दिनांक 05.06.2014
SPMCIL/VIG/44/14 (Vol. III)/ ५७१ Date: 05.06.2014

-4-

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ.।/DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)।/Managers (CHO).
6. इकाई/नि.मु. के मानव संसाधन विभाग के सभी संबंधित प्रतिनिधि/All Concerned HR representative of the unit/CHO.
7. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
8. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

- - - - -

118

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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भा.प्र.मु.नि.नि.लि./सतर्कता/03/09/1148
SPMCIL/VIG/03/09/

दिनांक 26.05.2014
Date: 26.05.2014

परिपत्र/Circular

विषय/ Sub: अनुशासनात्मक शक्तियों का प्रयोग करते समय प्राधिकारियों द्वारा स्वत: स्पष्ट एवं सकारण आदेश जारी किए जाने की आवश्यकता।/Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers.

केन्द्रीय सतर्कता आयोग ने दिनांक 19.05.2014 के परिपत्र द्वारा अनुशासनात्मक शक्तियों का प्रयोग करते समय प्राधिकारियों द्वारा स्वत: स्पष्ट एवं सकारण आदेश जारी किए जाने की आवश्यकता के संदर्भ में जारी निर्देशों की एक प्रति उसके संलग्नकों के साथ सभी संबंधितों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of instructions issued vide circular dated 19.05.2014 by Central Vigilance Commission regarding Need for self-contained speaking and reasoned order to be issued by the authorities exercising disciplinary powers is circulated herewith along with its enclosures to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

23/05/14

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.नि.लि.।

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. प्रबंधक (नि.मु.)/Manager (CHO).
6. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
7. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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011-43582200
16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली -110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

1129

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स /Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

फा. / No. 003/DSP/3

दिनांक / Dated 19th May, 2014

Circular No. 02/05/2014

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

Attention is invited to the Commission's office order No. 51/9/03 dated 15.09.2003, officer order No. 14/2/04 dated 26.02.2004 and circular No. 02/01/09 dated 15.01.2009, wherein it was clarified that Disciplinary Authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2. The Commission has observed that inspite of the above said instructions, the orders issued in disciplinary matters by the Disciplinary Authorities concerned are sometimes not in the form of a speaking and reasoned order indicating due application of mind. The Commission would, therefore, again advice all administrative authorities to ensure that officials exercising disciplinary powers conferred under the applicable statutory rules/CDA Rules etc. governing the public servants concerned in the CPSUs/PSBs/Ministries/ Departments/Organizations to issue the orders which are self-contained, speaking and reasoned indicating due application of mind by them especially when they differ with the advice/recommendations of CVO or Inquiry Officer or the Commission as the case may be giving cogent reasons thereof.

3. Instances have also come to the notice of the Commission wherein the orders passed by Disciplinary Authorities only indicate their designation in the organization and the name of the officer is not indicated in the orders issued. Commission would, therefore, advice that in all such orders issued in disciplinary matters, the name and designation should also be clearly indicated.

4. Heads of Departments/Organizations and CVOs should ensure that all the Disciplinary Authorities in their organization(s) strictly follow the above guidelines of the Commission in future.

(J. Vinod Kumar)
Officer on Special Duty

All Secretaries in Ministries/Departments to the Government of India
All CMDs of CPSUs/PSBs/Insurance Companies/Autonomous Organisations
All Chief Vigilance Officers

1178

No.003/DSP/3
Government of India
Central Vigilance Commission
*****

Satarkta Bhavan, Block "A"
GPO Complex, I.N.A.
New Delhi –110023
Dated 15th September 2003

Office Order No. 51/9/03

To

(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 Executives of All PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/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

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

Sir/Madam,

It was clarified in the Department of Personnel & Administrative Reforms' OM No. 134/11/81/AVD-I dated 13.07.1981 that the disciplinary proceedings against employees conducted under the provisions of CCS (CCA) Rules, 1965, or under any other corresponding rules, are quasi-judicial in nature and therefore, it is necessary that orders issued by such authorities should have the attributes of a judicial order. It was also clarified that the recording of reasons in support of a decision by a quasi-judicial authority is obligatory as it ensures that the decision is reached according to law and is not a result of caprice, whim or fancy, or reached on ground of policy or expediency. Such orders passed by the competent disciplinary/appellate authority as do not contain the reasons on the basis whereof the decisions communicated by that order were reached, are liable to be held invalid if challenged in a court of law.

2. It is also a well-settled law that the disciplinary/appellate authority is required to apply its own mind to the facts and circumstances of the case and to come to its own conclusions, though it may consult an outside agency like the CVC. There have been some cases in which the orders passed by the competent authorities did not indicate application of mind, but a mere endorsement of the Commission's recommendations. In one case, the competent authority had merely

endorsed the Commission's recommendations for dropping the proposal for criminal proceedings against the employee. In other case, the disciplinary authority had imposed the penalty of removal from service on an employee, on the recommendations of the Commission, but had not discussed, in the order passed by it, the reasons for not accepting the representation of the concerned employee on the findings of the inquiring authority. Courts have quashed both the orders on the ground of non-application of kind by the concerned authorities.

3. It is once again brought to the notice of all disciplinary/appellate authorities that Disciplinary Authorities should issue a self-contained, speaking and reasoned orders conforming to the aforesaid legal requirements, which must indicate, inter-alia, the application of mind by the authority issuing the order.

Yours faithfully,

Sd/-
(Anjana Dube)
Deputy Secretary

No.003/DSP/3
Government of India
Central Vigilance Commission
*****

Satarkta Bhavan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated the 26th February 2004

Office Order No.14/02/04

To

All Secretaries to the Government of India
All Chief Vigilance Officers
Deputy Secretary (AVD III), DOPT

Subject:- Role of Disciplinary Authority in decision taken.

Sir/Madam,

The Commission vide its Office Order No. 51/9/03 dated 15.9.2003 stressed the need for self-contained speaking and reasoned orders to be issued by the authorities exercising disciplinary powers. The Commission has however, noticed that at the time of issuing final orders imposing a penalty on the charged officer on the advice of the Commission and/or at the time of deposing affidavits in the courts, some Disciplinary Authorities (DA) mention the Commission's reference. The Commission has observed that this leads to an unwarranted presumption that the DA has acted under the influence/pressure of the Commission.

2. The DAs are again informed that, their orders in the matter of disciplinary cases or affidavits to the courts, should in no case imply that any decision has been taken under the influence of the Commission; as the Commission is only an Advisory Body and it is for the Disciplinary Authority to apply its mind subsequent to obtaining the Commission's advice and take reasoned decisions on each occasion. The Disciplinary Authorities are required to strictly follow the above guidelines of the Commission at all stages.

Yours faithfully,

Sd/-
(Anjana Dube)
Deputy Secretary

1175

No. 003/DSP/3/31364
Government of India
Central Vigilance Commission

Satarkta Bhawan, Block 'A'
GPO Complex, INA,
New Delhi- 110023
Dated the 15/01/09

Circular No. 02/01/09

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

Attention is invited to the Commission's Office Order No. 51/9/03 dated 15.09.2003 and Office Order No. 14/2/04 dated 26.2.2004 wherein, it was clarified that disciplinary authorities (DAs) should issue a self-contained, speaking and reasoned order which must indicate, inter-alia, due application of mind by the authority issuing the order.

2. As regards, making available a copy of CVC's first and second stage advises to the employees concerned, the Commission vide its circular No. 99/VGL/66 dated 28.09.2000, had prescribed that the same should be supplied to the employees by the Disciplinary Authorities. It was precisely stated, therein that a copy of CVC's 2nd state advice should be supplied to the employee concerned alongwith the IOs report, in order to give him an opportunity to make a representation against IO's findings and CVC's advice.

3. Instances have, however, come to the notice of the Commission in which the final orders passed in disciplinary cases by the competent disciplinary authorities did not indicate proper application of mind, but a mere endorsement of the Commission's recommendations which leads to an unwarranted presumption that the DA has taken the decision under the influence of the Commission's advice. Further, it is also observed that the DA's in the Departments/Organisations, in practice, do not provide a copy of Commission's advice to the employees concerned. The cases where the final orders do not indicate proper application of mind by the DA and or non supply of Commission's advises, are liable to be quashed by the courts.

4. The Commission would, therefore, again reiterate that the CVC's views/advices in disciplinary cases are advisory in nature and it is for the DA concerned to take a reasoned decision by applying its own mind. The DA while passing the final order, has to state that the Commission has been consulted and after due application of mind, the final orders have been passed. Further, in the speaking order of DA, the Commission's advice should not be quoted verbatim.

5. CVOs should ensure that the DAs in their respective Departments/Organisations strictly follow the above guidelines/procedures while processing the disciplinary cases.

Shalini 15/1/09

[Shalini Darbari]
Director

All Chief Vigilance Officers

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनीरत्न श्रेणी-I, सीपीएसई
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/01/09 (खण्ड VII)/ 1077 दिनांक 21.05.2014
SPMCIL/VIG/01/09 (Vol. VII)/ Date: 21.05.2014
22

परिपत्र/Circular

विषय/Sub: सतर्कता विभाग को तुरंत एवं समय पर विवरण/जवाब प्रस्तुत करने की कार्यवाही।/ Prompt and timely action on furnishing of details/reply to the Vigilance Department.

विभिन्न अनुस्मारकों के बावजूद भी यह देखा गया है कि कुछ इकाइयों द्वारा अभी भी सतर्कता विभाग को तुरंत एवं समय पर विवरण/जवाब प्रस्तुत नहीं किए जा रहे है। इसके निपटारे में अनुचित देरी सतर्कता कोण के दायरे में आता है।

It has been observed that in spite of various reminders, some of the units are still not furnishing requisite details/reply to the Vigilance Department. Undue delay in disposal of the same falls under the ambit of Vigilance angle.

2. उपरोक्त के संदर्भ में, सभी संबंधितों को एतद्द्वारा यह सलाह दी जाती है कि सतर्कता विभाग को प्रस्तुत किए जाने वाले विवरण/जवाब की कार्यवाही को तुरंत एवं समय पर करना सुनिश्चित करें।

2. In view of above, all concerned are hereby advised to ensure prompt and timely action on furnishing of details/reply to the Vigilance Department.

3. सभी संबंधितों को एतद् द्वारा यह सलाह दी जाती है कि वह यह सुनिश्चित करें कि इन दिशा-निर्देशों का अनुपालन कड़ाई से किया जाए। यदि भविष्य में इन दिशा-निर्देशों का उल्लंघन जारी रहता है तो इसे प्रथम दृष्टया दिशा-निर्देशों का स्पष्ट उल्लंघन माना जाएगा तथा इसे सतर्कता की दृष्टि से देखा जाएगा।

3. These guidelines may be noted & followed by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

- पृष्ठ संख्या 2 पर जारी - /-Contd. at Page 2 -

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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/01/09 (खण्ड VII)/1077 दिनांक 21.05.2014
SPMCIL/VIG/01/09 (Vol. VII) Date: 21.05.2014

4. इस परिपत्र का व्यापक प्रसार किया जाए तथा सभी संबंधितों को जानकारी दी जाए। इसे इकाई की वेबसाईट पर भी डाला जाए तथा विभागीय सूचना बोर्ड पर प्रदर्शित किया जाए।

4. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the unit & displayed on the sectional notice board.

संलग्न/Encl: यथोपरि।/As above.

(एस. के. झा, भा.प्र.से)/(S. K. JHA, IPS)
मुख्य सतर्कता अधिकारी/CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि:

1. अध्यक्ष तथा प्रबंध निदेशक।/CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. सभी उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. सभी प्रबंधक (नि.मु.)/Managers (CHO).
5. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
6. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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भा.प्र.मु.नि.लि./सतर्कता/03/09/ 790
SPMCIL/VIG/03/09/

दिनांक 06.05.2014
Date: 06.05.2014

परिपत्र/Circular

विषय/ Sub: निविदा दस्तावेज़ों में कमियां।/Short-comings in Bid Documents.

केन्द्रीय सतर्कता आयोग ने दिनांक 29.04.2014 के परिपत्र द्वारा निविदा दस्तावेज़ों में कमियों के संदर्भ में जारी निर्देशों की एक प्रति सभी संबंधितों को सूचनार्थ एवं उचित कार्यवाही हेतु परिचालित किया जाता है।

A copy of instructions issued vide circular dated 29.04.2014 by Central Vigilance Commission regarding short-comings in bid documents is circulated herewith to all concerned for information and necessary action.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि.।

प्रतिलिपि:
1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मा.सं./तक.)/मु.स.अ.।/Director (HR/Tech)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ./DGMs (CHO)/Dy. CVO.
5. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)/All Vigilance Officials (CHO/units).
6. सूचना पटल एवं वेबसाइट।/Notice Board & Website.

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E-mail : spmcil@rediffmail.com

(213)

Telegraphic Address :
"SATARKTA, New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स /Fax : 24651186

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

फा./No. 98/ORD/1(viii)

दिनांक / Dated 29th April, 2014

Circular No.01/04/14

Sub: Short-comings in bid documents

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

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

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

3. The above instructions are reiterated for compliance by all Ministries/Departments/ Organisations.

(J Vinod Kumar)
Officer on Special Duty

To

All Chief Vigilance Officers.

3/2

No.98/ORD/1
Government of India
Central Vigilance Commission
(CTE's Organization)

Satarkta Bhavan, Block 'A'
G.P.O. Complex, I.N.A.,
New Delhi– 110 023
Dated the 9th July, 2003

Office Order No. 33/7/03

To

All the Chief Vigilance Officers

Subject:- ***Short-comings in bid documents.***

Sir/Madam,

The Commission has observed that in the award of contracts for goods and services, the detailed evaluation/exclusion criteria are not being stipulated in the bid document and at times is decided after the tender opening. This system is prone to criticism and complaints as it not only leads to a non-transparent and subjective system of evaluation of tenders but also vitiates the sanctity of the tender system.

2. The Commission would reiterate that whatever pre-qualification, evaluation/exclusion criteria, etc. which the organization wants to adopt should be made explicit at the time of inviting tenders so that basic concept of transparency and interests of equity and fairness are satisfied. The acceptance/rejection of any bid should not be arbitrary but on justified grounds as per the laid down specifications, evaluation/exclusion criteria leaving no room for complaints as after all, the bidders spend a lot of time and energy besides financial cost initially in preparing the bids and, thereafter, in following up with the organizations for submitting various clarifications and presentations.

3. This is issued for strict compliance by all concerned.

Yours faithfully,

Sd/-
(Mange Lal)
Deputy Secretary
Telefax No.24651010

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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F. No. SPMCIL/VIG/47/(Vol XIV)/14 /7810 Dated : 13.02.2014

To
All General Manager(s)
Presses/Mints/Mill,
SPMCIL.

Sub: Monthly Dissemination of Information Report.

Sir,

I am directed to inform the following in respect of the Monthly Dissemination of Information Report:

a) All the Units of SPMCIL are making payments to the Vendors/Government Departments through RTGS/NEFT and Cheques. The criteria followed by the units for calculation of E-payment made during the month should be uniform. Therefore, primarily the payments made through cheques to the Government Institutions should be de-linked from this calculation and payment to other suppliers/vendors should be done through RTGS/NEFT Transfer and the target for achieving 100% payment through RTGS/NEFT Transfer should be made.

b) In the Monthly Dissemination Report, the concerned officer signing the Report should sign every page of the report and the name and designation of the officer should be clearly mentioned on every page of the report.

2. This issues with the approval of Competent Authority.

Yours faithfully,

Verma 13.02.14
(Virender Kumar Anand)
Senior Vigilance Officer

Copy to:

1. OSD to CMD
2. EA to Director (HR)/ EA to Director (Technical).
3. General Manager (IT)
4. Addl GM (Finance).
5. All DGMs (IR/Paper/Personnel/Print/Mint).
6. All Sr. Vigilance Officers & VA's (Corporate Office/Presses/Mints/Mill) – for co-ordination.

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भा.प्र.मु.नि.लि./सतर्कता/12/09 (खण्ड XIX)/ 4-10
SPMCIL/VIG/12/09 (Vol XIX)/

दिनांक 23.04.2014
Date 23.04.2014

परिपत्र/Circular

विषय: सतर्कता अधिकारियों को सतर्कता के अलावा अन्य कर्तव्यों/जिम्मेदारियां निर्दिष्ट करने के संदर्भ में।

Sub: Assigning duties/responsibilities other than Vigilance to the Vigilance officials - reg.

यह देखा गया है कि एक इकाई द्वारा भा.प्र.मु.नि.लि. के मुख्य सतर्कता अधिकारी महोदय की पूर्व अनुमति के बिना सतर्कता अधिकारी को सतर्कता से भिन्न अन्य कार्य हेतु अधिकृत किया जा रहा था। उपर्युक्त के संदर्भ में, सभी संबंधितों को यह सूचित किया जाता है कि वे किसी भी सतर्कता अधिकारी (कार्यपालक/ कर्मचारी दोनों) को सतर्कता के अलावा अन्य कर्तव्य/जिम्मेदारियां सौंपने सं पहले भा.प्र.मु.नि.लि. के मुख्य सतर्कता अधिकारी महोदय की पूर्व अनुमति लेना सदा ही सुनिश्चित करें।

It has been observed that a Vigilance officer was being assigned some work other than Vigilance by one of the unit without prior approval of CVO, SPMCIL. In view of above, all concerned are hereby informed to ensure that whenever any Vigilance Official (both executive/non-executive) is intended to be assigned any duty/responsibility other than related to Vigilance, prior approval of CVO, SPMCIL should be invariably obtained.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

(ए. के. रे.)/(A. K. RAY)
उप मुख्य सतर्कता अधिकारी/Dy. CVO

महाप्रबंधक/The General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/नि.मु./Mints/Presses/Paper Mill/CHO,
भा.प्र.मु.नि.लि.I/SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक महोदय के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (मानव संसाधन/तकनीकी)/मु.स.अ.।/Director (HR/T)/CVO.
3. अपर महाप्रबंधक (वित्त)।/Addl. GM (Finance).
4. उप महाप्रबंधक (नि.मु.)/उप मु.स.अ.।/DGMs (Corporate Office)/Dy. CVO.
5. सभी सतर्कता अधिकारी (नि.मु./इकाइयां)।/All Vigilance Officials (CHO/units).
6. सूचना पटल।/Notice Board.

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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भा.प्र.मु.मु.नि.नि.लि./सतर्कता/03/09/8563 दिनांक 14.01.2013
SPMCIL/VIG/03/09/ Date: 14.01.2013

परिपत्र/ CIRCULAR

विषय/Sub: विजआई पोर्टल (VIGEYE Portal) पर नागरिकों द्वारा मोबाइल फोन एवं इंटरनेट के माध्यम से शिकायतों का पंजीकरण एवं दर्ज कराने की प्रक्रिया।/Procedure for registration and lodging complaints through mobile phone and internet by the citizens on VIGEYE portal.

केन्द्रीय सतर्कता आयोग ने नागरिकों द्वारा मोबाइल फोन एवं इंटरनेट के माध्यम से शिकायतों का पंजीकरण एवं दर्ज कराने की प्रक्रिया के दिशा-निर्देशों की एक प्रति को सूचनार्थ एवं उचित कार्रवाई (यदि कोई हो तो) हेतू परिचालित किया जाता है।

A copy of guidelines sent by Central Vigilance Commission regarding "Procedure for registration and lodging complaints through mobile phone and internet by the citizens on VIGEYE portal is circulated here with to all for information and necessary action, if any.

2. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

2. This issues with the approval of Competent Authority.

संलग्न/Encl: यथोपरि।/As above.

(एस. एस. बालानी)/(S. S. BALANI)
वरिष्ठ सतर्कता अधिकारी/Sr. VO

महाप्रबंधक/General Manager,
टकसाल/मुद्रणालय/कागज़ कारखाना/ Mints/Presses/Paper Mill,
भा.प्र.मु.मु.नि.नि.लि./SPMCIL.

प्रतिलिपि/CC:

1. अध्यक्ष तथा प्रबंध निदेशक के विशेष कर्तव्य अधिकारी।/OSD to CMD.
2. निदेशक (तकनीकी)/निदेशक (मानव संसाधन)/ मुख्य सतर्कता अधिकारी (प्रभारी)।/ Director (T)/Director (HR)/CVO(I/C)
3. महाप्रबंधक (सूचना प्रौद्योगिकी)।/उप महाप्रबंधक (निगम मुख्यालय)।/GM (IT)/DGM (CHO).
4. सभी सतर्कता कार्यपालक।/ All Vigilance officials.
5. सूचना पटल।/Notice Board.

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Project VIGEYE

Project VIGEYE (Vigilance Eye) is a citizen-centric initiative, wherein citizens join hands with the Central Vigilance Commission in fighting corruption. It is a platform through which vigilance information flows freely from common public to the commission, making it possible to provide easy access for sending sensitive information in complaints quickly.

Requirements for registering complaints through Mobile

1. **GPRS** facility enabled mobile phone.
2. Citizens having a suitable mobile (see the list of supported mobile phone models on http://www.vigeye.com/register_mobile_init.php) can lodge complaints through mobile phone, after downloading the mobile software.

How to Register for VigEYE application through Mobile

1. Send a **blank SMS** to **09223174440.**
2. A registration link will be received on your mobile (http://www.vigeye.com/register_mobile_init.php).
3. Click the link.
4. Enter name, address, mobile number, mobile model, email (optional).
5. System confirms the request and sends mobile application link, with login and password as SMS to mobile and email, if provided.
6. Download the application by clicking on the link received in the SMS.
7. Application automatically prompts for installation after download.
8. Permit the application to be installed on the mobile.

How to submit a complaint on mobile phone

1. Login with the user-id and password provided in the SMS earlier.
2. Lodge the complaint with Category, Complaint type, Organisation, Region in first screen.
3. Press **Next.**
4. Reference-Id will be displayed on the screen.
5. Uploading option is available for attaching Photo, Video, Audio, Notes with the complaint.
6. Press **Thanks** for submitting the complaint.
7. Login with registered mobile number and password to see the status of the complaints lodged.

How to Register for VigEYE application through Internet

1. Go to www.vigeye.com (can also reach this site through CVC website www.cvc.nic.in)
2. Under the tab **"WEB COMPLAINTS"**, register by further clicking either the "Web Complaints System" or "Register Web" links appearing on the first two lines in the content of the page.
3. A **"Web User Registration"** Screen appears
4. Register with your complete details like Name, E-Mail, Address, Pin Code, State, Mobile Number and press **Submit**.
5. System sends user name and password at the email and an SMS provided during registration.

How to submit a complaint through Internet

1. Login using the provided username and password
2. Fill up the textual complaint in the web form. Upto 5 files may be uploaded with the complaint.
3. Complaint ID will be given by the system once complaint is lodged.
4. Login with registered user name and password to view the status of the complain.
5. Please refer **VigEYE website** (www.vigeye.com) for any clarification/details.

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण लिमिटेड
Security Printing and Minting Corporation of India Limited
मिनिरत्न श्रेणी-I, सीपीएसई
(भारत सरकार के पूर्ण स्वामित्वाधीन)
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SPMCIL/VIG/03/09/ 7 7 6 5 Date: 25.01.2012

CIRCULAR

SUB: Consideration of Indian Agents.

A copy of CVC Circular No 03/01/12 issued vide no. 12-02-6-CTE/SPI (I)-2/161730 dated 13.01.2012 regarding guidelines on Consideration of Indian Agents is re-circulated herewith to all for information and strict compliance.

2. This issues with the approval of CVO (I/C), SPMCIL.

Encl: As above.

(S.S.BALANI)
Sr. VO

All General Managers,
Mints/Presses/Mill,
SPMCIL

CC:
1. OSD to CMD
2. Director (T)/Director(HR)/CVO (I/C)
3. GM/Dy.GMs (Corporate Office).
4. Manager (OL): for hindi translated copy please.
5. All Vigilance Officials (Corporate Office /units).
6. Notice Board.

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16वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001
16th Floor, Jawahar Vyapar Bhawan, Janpth, New Delhi-110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

TelegraphicAddress :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24651001 - 07

फैक्स/Fax : 24616286

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No.....12-02-6-CTE/SPI (I)-2/161730

दिनांक / Dated.....13.01.2012.....

Circular No. 03/01/12

Sub: Consideration of Indian Agents.

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

****

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

2. A number of references have been received in the Commission citing certain specific situations and difficulties being faced in dealing with tenders. Therefore, the matter has been again examined by the Commission.

3. In supersession to the earlier OMs dated 7.01.2003 and 21.04.2004, Commission has decided that in all cases of procurement, the following guidelines may be followed:

a) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

b) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

4. The tender conditions may be carefully prepared keeping in view the above guidelines.

5. The receipt of these guidelines may please be acknowledged and circulated amongst the concerned officials for their information and guidance.

(J.Vinod Kumar)
Officer on Special Duty

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

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भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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F. No.: SPMCIL/VIG/47/11/Vol-IV/1771 Date: 15.04.2011

CIRCULAR

Subject: Uploading of Tenders and Post-award details of tenders on the SPMCIL website.

Reference: Monthly Dissemination of Information Report.

Inspite of several communications and reminders, it is observed that units are not regularly uploading tender enquiries and post award-details of tenders on the SPMCIL website which is not as per the CVC guidelines. The competent authority has viewed it as a lapse on the part of the units and advise that all concerned should ensure that tenders and Post-award details of tenders be uploaded on the SPMCIL website.

2. These guidelines may be noted by all for strict compliance. If these guidelines continue to be flouted in future it will prima-facie indicate a clear violation of guidelines and may invite a vigilance angle.

3. The widest possible publicity should be given to this circular and all concerned should be informed. This circular should also be uploaded on the website of the unit and displayed on the sectional notice board.

(A.K. RAY)
Dy. CVO

All GMs
(Mints /Presses/Paper Mill),
SPMCIL.

CC:

1. ES to CMD
2. Director (T)/Director (F)/Director (HR)/CVO
3. GMs/DGMs (Corporate Office).
4. Manager (OL)- for Hindi translated copy please.
5. All Vigilance Officials (Corporate Office / Units).
6. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

- - - - -

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SPMCIL/ VIG/ 03/09/732 Date: 23rd February, 2011

CIRCULAR

SUB: Transparency in Tendering System.

A copy of CVC Circular No.01/02/11 dated 11/02/2011 regarding transparency in tendering system, is re-circulated here with to all for information and necessary action.

2. This issues with the approval of the competent authority.

(A.K.Ray)
Manager (Vig)

Encl: As above.

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office).
4. Manager (OL)-for Hindi translated copy please.
5. All Vigilance Staff (Corporate Office/Units)
6. Notice Board.

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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24651001 - 07

फैक्स/Fax : 24616286

सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्पलेक्स,
ब्लॉक-ए, आई एन ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

No.011/VGL/014

सं./No.

11th February, 2011
दिनाक / 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 broad objectives, constraints etc. could be published while calling for EOI. On receipt of the Expressions of Interest, technical discussions/presentations may be held with the short-listed manufacturers/suppliers, who are prima facie considered technically and financially capable of supplying the material or executing the proposed work. During these technical discussions stage the procurement agency may also add those other stake holders in the discussions who could add value to the decision making on the various technical aspects and evaluation criteria. Based on the discussions/presentations so held, one or more acceptable technical solutions could be decided upon 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

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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SPMCIL/ VIG/ 03/09/ 7[illegible] Date: 23rd February, 2011

CIRCULAR

SUB: Mobilisation Advance.

A copy of CVC Circular No 02/02/211 dated 17/02/2011 regarding Mobilisation Advance, is re-circulated here with to all for information and necessary action.

2. This issues with the approval of the competent authority.

(A.K.Ray)
Manager (Vig)

Encl: As above.

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
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16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

No. 01-11-CTE-SH-100
Central Vigilance Commission
****

Satarkta Bhawan, Block 'A'
GPO Complex, I.N.A.,
New Delhi- 110023
Dated the 17th Feb, 2011

Circular No. 02/02/11

Sub: Mobilization Advance

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

2. The matter has been further reviewed and it has decided by the Commission that following additional guidelines may be followed in case of grant of Mobilisation Advance.

(i) The Bank Guarantee etc. taken towards security of 'Mobilisation Advance' should be at least 110% of the advance so as to enable recovery of not only principal amount but also the interest portion, if so required.

(ii) The mobilisation advance should not be paid in less than two instalments except in special circumstances for the reasons to be recorded. This will keep check on contractor misutilizing the full utilisation advance when the work is delayed considerably.

(iii) A clause in the tender enquiry and the contract of cases providing for interest free mobilisation advances may be stipulated that if the contract is terminated due to default of the contractor, the 'Mobilisation Advance' would be deemed as interest bearing advance at an interest rate of _____%, (*to be stipulated depending on the prevailing rate at the time of issue of NIT*) to be compounded quarterly.

(Anil Singhal)
Chief Technical Examiner

To

All Chief Vigilance Officers

- - - - -

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड
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No. SPMCIL/ VIG/ 03/09/10/9718 Date: 13th December, 2010

CIRCULAR

SUB: Caution to be exercised in entertaining persons of Dubious Identity.

A copy of CVC Circular No.17/50/10-Admn/110685 dated 25-11-2010 regarding caution to be exercised in entertaining persons of dubious identity, is re-circulated here with to all for information and necessary action.

2. This issues with the approval of the competent authority.

(S S BALANI)
Sr.VO

Encl: As above.

All GMs/HOD's
(Mints/Presses/Paper Mill),
SPMCIL.

CC:
1. ES to CMD
2. Director (T)/Director (F)/ Director (HR) /CVO
3. All GMs/DGM (Corporate office).
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5. All Vigilance Staff (Corporate Office/Units)
6. Notice Board.

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16 वीं मंजिल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली – 110001
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi - 110001
फैक्स/Fax : 011-23701223
E-mail : spmcil@rediffmail.com

No.17/50/10-Admn. 110685
Central Vigilance Commission
****

Satarkta Bhavan, Block – A,
General Pool Offices Complex,
INA, New Delhi, the 25.11.2010

CIRCULAR

The following cases of impersonation have been brought to the notice of Commission: -

a) A person claiming himself to be Shri KVR Reddy, IRS, Addl. Commissioner (South), Central Vigilance Commission (copy of false visiting card enclosed) visited the office of CVO, Union Bank of India, Mumbai attempting to get details of some accounts pertaining to Hyderabad Region.

b) A person by the name and designation of Dr. R. Dayal Yadav, Director-Research, Study Group DIM, IUI and claiming to be working in the name of the President of India and under the lens of CVC has been sending e-mails to officers of Oil India Limited (OIL) and Numaligarh Refinery Ltd (NRL) either asking for certain details or making a programme of visits/inspections.

2. The persons referred to above are not associated with the Central Vigilance Commission in any capacity whatsoever. All CVOs are requested to exercise caution in entertaining such persons of dubious identity and inform all subordinate/field offices to be alert. The list of officers of the level of Under Secretary & above in the Commission is available on the Commission's web-site (www.cvc.nic.in). The undersigned may be contacted for confirmation of identity of any officer whenever necessary.

(R.N. Nayak)
Officer on Special Duty (Admn)
Tele No: 2469 3592

Copy to: -

All CVOs

Enclosure

Government of India
The Central Vigilance Commission

K.V.R. REDDY IRS
Add. Commissioner (South)

Mobile : +91 94944 66999
Office : 040-23453765-33 Ext., Fax. : 040-24500069

Central Head Office : Government of India, Central Vigilance Commission,
Satarkta Bhawan, Block 'A' GPO Complex, INA, New Delhi - 110 023

- - - - -

"To believe in something, and not to live it, is dishonest."

-Mahatma Gandhi


Character
Is Best
Shown
When
Nobody
Is Watching.
The Fresh Quotes

Notes