



CHENNAI METRO RAIL LIMITED

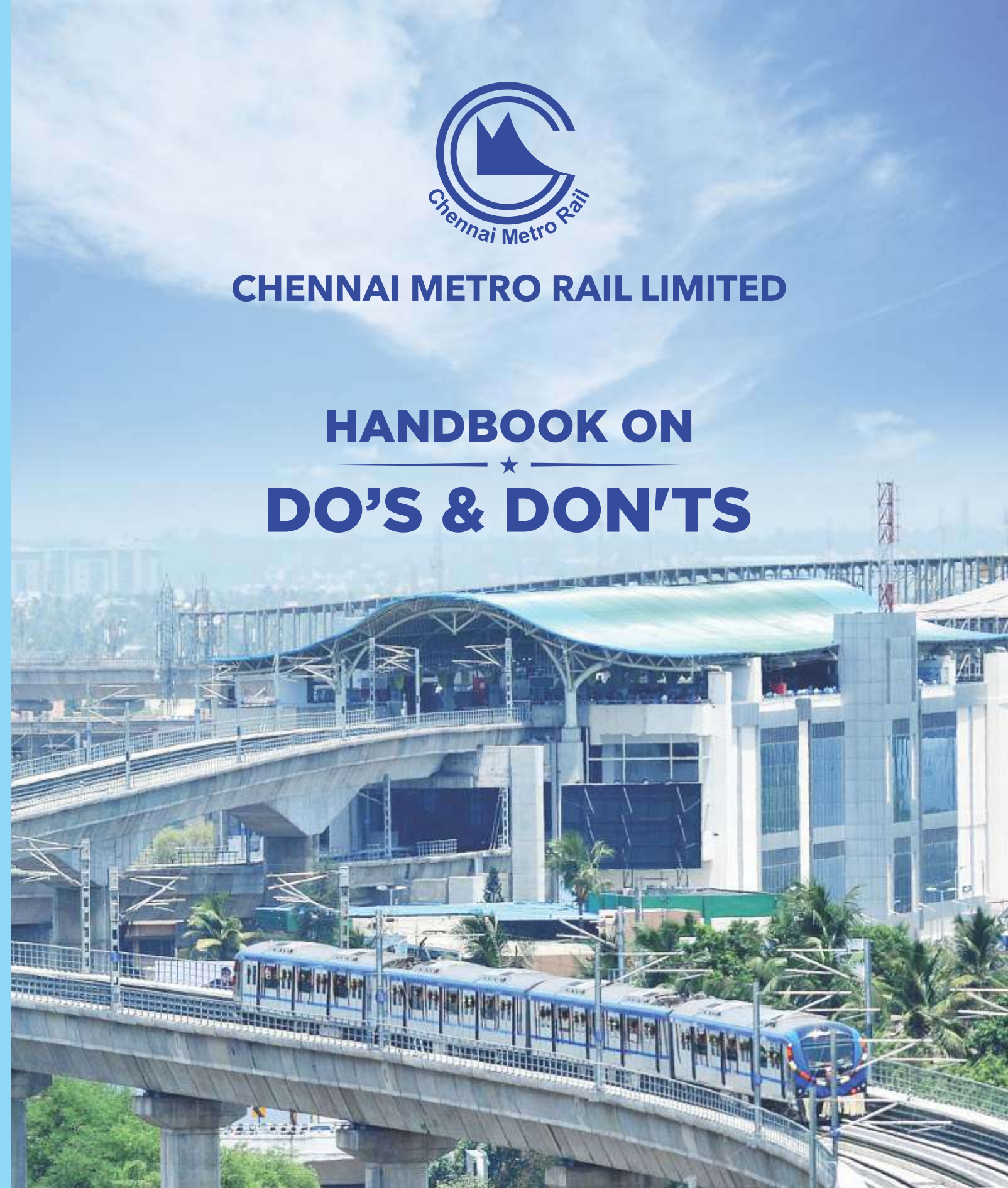
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CHENNAI METRO RAIL LIMITED

HANDBOOK ON ★ DO'S & DON'TS



VIGILANCE AWARENESS WEEK

28th October - 02nd November 2019

Issued by Vigilance Division

INTEGRITY PLEDGE FOR CITIZENS

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country. I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:-

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behaviour;
- To report any incident of corruption to the appropriate agency.

INTEGRITY PLEDGE FOR ORGANISATION

We believe that corruption has been one of the major obstacles to economic, political and social progress of our country. We believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organization, we need to lead from the front in eradicating corruption and in maintaining highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- We shall promote ethical business practices and foster a culture of honesty and integrity;
- We shall not offer or accept bribes;
- We commit to good corporate governance based on transparency, accountability and fairness;
- We shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- We shall adopt a code of ethics for all our employees;
- We shall sensitize our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- We shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- We shall protect the rights and interests of stakeholders and the society at large.

PANKAJ KUMAR BANSAL, I.A.S.
Managing Director



CHENNAI METRO RAIL LIMITED
Chennai - 600 107.

MESSAGE

The Central Vigilance Commission has announced to observe Vigilance Awareness Week from 28th October, 2019 to 02nd November, 2019. The theme chosen for this year is "Integrity - A Way of Life". Observance of Vigilance Awareness Week reaffirms our commitment towards Honesty, Transparency, Integrity and brings out marked change in thinking, attitude and behaviour of individuals.

Towards the Vigilance Awareness Week Celebration, the Vigilance Division of Chennai Metro Rail as a part of Anti-Corruption Prevention Education has prepared and compiled a **"Handbook on DOs & DON'Ts for CMRL Employees"**, which would serve as a single compendium of rules and regulations of conduct, personal matters, financial aspects and various administrative Procedures.

CMRL has been foremost in implementing technology driven initiatives for rapid improvement in efficiency, transparency and trustworthiness in their day-to-day administration. Some of the preventive vigilance measures are digitization of various services like implementation of E-Office, E-Payment, E-Procurement, E-Tender, etc.

I am sure and confident that this preventive vigilance measure will further strengthen the Good Governance through ethical practices by CMRL employees and would be of immense help to all the employees as a guiding document.


[Pankaj Kumar Bansal]

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Lt.Cdr.T.P.Vinod Kumar
Chief Vigilance Officer



Chennai Metro Rail Limited
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MESSAGE

The Central Vigilance Commission has decided that this year the Vigilance Awareness Week (VAW) would be observed from 28th October to 2nd November, 2019 with the theme " Integrity -A way of Life". We at CMRL have geared up for observing the VAW in accordance with the directives of the commission. The Purpose of observing the Vigilance Awareness week is to generate awareness among all stakeholders including the public at large about the ill effects of corruption and measures to be taken to counter it.

CMRL has been actively taking part in observance of VAW by organizing various activities for school students and General Public by conducting various Indoor /Out door activities like Vigilance Workshop, Quiz, Debate & Essay Competitions for School Students and Skit on Vigilance Awareness at Metro Stations for general Public. The records of activities that have been undertaken for VAW are available in CMRL Website vide URL <https://chennaiemrtrail.org/> under icon named Vigilance Corner.

Metro Rail Project planning and implementation requires the need to follow rules / regulations / Govt orders / CVC orders and hence in order to maintain absolute transparency and integrity, it is necessary to have a single "Handbook on Do's & Dont's" be made available at the reach of every employee. The concept of keeping a Vigilance "Hand Book on Do's & Dont's" with the employee would play a great role in generating higher vigilance awareness against malpractices and other irregular activities. It is with this intention the vigilance division has prepared this "Handbook on Do's & Dont's".

I am sure the contents in this "Handbook on Do's & Dont's" would be very useful and of immense help in enhancing transparency and efficiency in Chennai Metro Rail working culture.


[T.P Vinod Kumar]

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EVEN IF WE LOSE THE
WEALTH OF THOUSANDS,
AND OUR LIFE IS
SACRIFICED , WE...
SHOULD KEEP SMILING
AND BE CHEERFUL
KEEPING OUR FAITH IN
GOD AND TRUTH.

- SARDAR VALLABHBHAI PATEL



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LET ME DEFINE A LEADER.
HE MUST HAVE VISION AND
PASSION AND NOT BE
AFRAID OF ANY PROBLEM.
INSTEAD, HE SHOULD KNOW
HOW TO DEFEAT IT.
MOST IMPORTANTLY,
HE MUST WORK WITH
INTEGRITY.

- A.P.J. ABDUL KALAM



DO'S & DON'TS FOR CMRL EMPLOYEES

General Conduct: Do's

1. Do always remember that you are public servants, duly compensated for your services through salaries, allowances, perks, etc. out of the 'public exchequer'. As such, you are covered under the definition of 'public servants' as incorporated under the Prevention of Corruption Act, 1988 and also under the Indian Penal Code, 1860.
2. Do always keep in mind that as public servants you are to do 'public duties' and enhance public well-being only and not private duties to benefit certain private people, with vested interests.
3. Do always appreciate that public servants are answerable for any suspected malafide actions on their part. As such, try to distinguish between 'Malafide' and 'Bonafide' actions or decisions. 'Bonafide' is, what is done in good faith, i.e. done with due care and attention. 'Malafide' is its exact opposite.
4. Do try to understand the implications of the words Conduct, Misconduct & Criminal Misconduct. Briefly, '**Conduct**' means the general & uniform behaviour that is expected of a public servant by the employer organization. Certain types of behaviour are explicitly shown as misconduct - which may be in the form of omissions as well as commissions. '**Misconduct**' attracts departmental actions against the public servants, charged with it. '**Criminal Misconduct**' means the misconduct as has been defined in Section 13 of the Prevention of Corruption Act, 1988, which also amounts to an 'offence', under the Indian Penal Code and a public servant charged with 'criminal misconduct' is proceeded criminally, in the competent court of law; some examples are - demanding or accepting bribe by public servants, show of undue favour causing 'wrongful loss' to the organization and/or wrongful gain to the individual(s)/agency(ies); joining in criminal conspiracy with colleagues/subordinates and others to cause undue favour as foretasted, forging of documents/reports; possession of assets/properties in cash or kind or both disproportionate to the known, legal sources of income etc.
5. Do spread the message that corruption and malpractices by public servants directly or indirectly cost the country heavily as those are discriminative in nature, and as such, are violative of **Article 14** of the Constitution of India, which provides for "**Equality before law**" and Equal Protection of law".

6. Do try your best to combat corrupt practices & wilful violation of the laid down rules, Procedures & Systems by your subordinates & colleagues as "Good Citizens" of the largest democracy.
7. Do a periodical self-assessment or self-analysis of yourself as a public servant, a good citizen and a vigilant professional and also about what others think and talk of you.
8. Do understand that 'liberalisation' of the Economy does not imply liberalisation of 'corruption'. Liberalisation and corruption often go together, as amply demonstrated in advanced as well as third world countries. To ensure speedy decision-making in the new environment, make specific suggestions for liberalization of cumbersome Rules & Procedures and then function within those, not outside.
9. Do always remember that you are an employee of CMRL – the most performing metro rail in the country and that whatever you do, or have to do, you not only keep the CMRL flag fly high, also take it to further commanding heights.
10. Do always keep in mind the CMRL Vision, Mission, Core Values & the Corporate Objectives. To be world leader and to remain as such, each and every employee of the organization has to contribute his/her mite through highest standards of integrity, dedication, commitment, competence and impartiality – in a free, fair, fearless & dispassionate manner.
11. Do create a vigilance friendly environment in the organization, through your own positive, transparent, fair & timely actions. You can make vigilance altogether redundant, thereby.
12. Be cost-conscious, cost-effective and plug all pilferage, wastes and leakages, to be really competitive. Initially, such action may irritate, but in the long run these pay handsomely.
13. Take prompt and firm actions to bring the corrupt to book. This will enhance the moral health of the organization, give extra impetus to the honest and keep the corrupt few under constant pressure. Those on the fence will jump over to your side.
14. Remember always that you are managers and as managers, your duties are to manage men, money, materials, machines and methods in an economic, efficient, effective, excellent and equitable manner.

15. One's actions and decisions in official matters and dealings should be such, as a person of ordinary prudence would usually take in one's own personal business affairs.
16. Keep your image both in public and in the organization as that of an honest, just, reasonable, fair and friendly public servant.
17. Observe normal courtesies in dealing with the public, subordinates and colleagues.
18. Always take prompt action to redress the complaints or grievances of the people, wherever possible. If you have to say 'no' to somebody, say the same very politely, but firmly.
19. Every executive having supervisory functions is a vigilance officer in respect of persons under his/her charge and the Company's Conduct Rules enjoin upon him/her to take all possible steps to ensure the integrity and devotion to duty of the employees under his/her control and authority.
20. Do acquaint yourself with the basic Laws of the Land, respect the laws and observe them, both in letter and spirit. Remember that ignorance of law cannot be an excuse.
21. Infringement or violation of any law could result in departmental action, apart from other proceedings under the law violated e.g. laws relating to prohibition, bigamous marriages, taking or giving dowry, drugs addiction, giving or taking of bribes etc.
22. Please verify whether any rules, regulations, policies, guidelines, procedures, practices and functions exist in the organization about the modalities in which the works of your unit are to be carried out. Some instructions issued from time to time might have become defunct or redundant. It would be advantageous to consolidate them up to date so that clear and unambiguous guidelines are available for following the correct path.
23. If there are no written instructions or procedural guidelines about various types of work/functions to be performed in your unit and the same are being carried out as per certain practices, it would be desirable to make a humble beginning to streamline those through written procedures. It would definitely help the new entrants to your unit to perform his/her duties properly. This will also help in sharing of accountability on individual decisions. Remember, you cannot escape the accountability tomorrow by evading it today.

24. The schedule of Delegation of Power (SOP) confers considerable discretion on the executives, at various levels and the company expects the executives to use the discretionary powers judiciously. Proper caution should be taken in the exercise of discretionary powers and as far as practicable, reasonings for the use of discretion in a particular case, in a particular manner should be recorded. Vigilance would not question the use of such discretionary powers, unless there is clear evidence of abuse or misuse of such powers in a malafide way.
25. In respect of powers vested in you under the SOP a committee may be constituted to evaluate, negotiate, purchase etc. Such committee is to assist you in taking a proper decision; appointment of a committee does not amount to abdication of one's responsibility as the Competent Authority. Whereas each member of such a committee is jointly and severally responsible for its recommendations, the responsibility for the final decision rests on you.
26. In a vibrant organization like CMRL, it might not be always possible to keep detailed records of all actions and even some deviations from the laid down procedures might have to be made occasionally, due to sudden, emergent requirements. Whenever you are deviating from the existing Instructions or taking recourse to emergency measures or situations, kindly record as soon as possible, the nature of emergency and the reasons for deviations logically and systematically. If you are not the Competent Authority, bring your record notes to immediate notice of the Competent Authority for information and approval on ex-post-facto basis. Existence of such contemporary record is your safest insurance against vigilance, C.B.I. case or other such cases.
27. Please make surprise and periodical visits to sites, to check the works in progress, stores etc. On the spot recording of inconsistencies, if any, keeps the subordinates not only on their toes, but also prevents inferior quality in works/supplies, other irregularities and pilferage. Element of "surprise" is as essential as advance planning of visits on periodical basis.
28. Make it a habit to record the minutes of a meeting at the earliest possible and the minutes should be circulated to all concerned at the earliest. Delay in writing minutes of negotiating committee, purchase committee, tender committee, recruitment/promotion committee etc. tends to give scope for suspicion that some manipulations might be taking place.

- Wherever practicable, the minutes of such committee meetings should be recorded immediately, at the conclusion of the meeting and signed by all the members, so that in case there is any point of ambiguity, the same could be clarified by the concerned members at the time of signing.
29. Always date your initials or signatures fully. It might save you sometimes, from any possible future embarrassments.
 30. Chapter-X of CMRL HR Manual under title named "Conduct, Discipline and Appeal Rules stipulates general uniform guidelines which are not only for keeping the Management informed about the personal acquisitions, disposals etc., of the employees, but are also meant for employees protection against allegations made by unscrupulous persons. The disclosures made or permission obtained at appropriate time, as required under the Conduct Rules, would provide employees protection against unnecessary allegations at a later date. Even if you have taken advance for the purchase of car, house etc., from the company, this does not dispense with the requirement of permission or intimation under the Conduct Rules.
 31. All employees shall follow scrupulously the Conduct, Discipline and Appeal Rules as stipulated vide CMRL HR Manual.
 32. Every employee is required to maintain absolute integrity, at all times, under the Conduct Rules. A man of integrity will never listen to any plea against conscience and is always accepted, believed, trusted and befriended by all.
 33. Gifts up to a value as prescribed in CMRL HR Manual can only be accepted from near relatives on occasion such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice. Gifts beyond the value prescribed in CMRL HR Manual require reporting to the Competent Authority.
 34. Gifts on the occasions listed above from personal friends having no official dealings can be accepted up to a value as prescribed in CMRL HR Manual. Gifts beyond the value prescribed in CMRL HR Manual require reporting to the Competent Authority.

35. On any other occasion, gifts of value as prescribed in CMRL HR Manual can only be accepted. Any gifts of value beyond this amount require prior sanction of the Competent Authority.
36. Every employee is required to submit a statement of his Immovable and Movable Property on his first appointment. Please make sure that your statement has reached the Competent Authority and you have obtained the acknowledgement for the same and keep this acknowledgement safely and securely with you. Please remember that possession of assets disproportionate to your known/legal sources of income is an offence and your Property Return is going to help you tremendously, if you are faced with any allegations of corruption.
37. Please submit the Periodical Return of Immovable Property as on 1st January of that year; notwithstanding the fact that the return may be a 'Nil' one i.e. there was no acquisition of immovable properties during the period under report.
38. Encourage your subordinates to do their best. The inner most expectation of every human being is the "craving to be appreciated". If you want to effect change, and change fast, encouragement is the best tool.
39. Wherever son, daughter or any member of your family or any other close relative accepts an employment with any private firm with which you have official dealings or with any firm having official dealings with the Company, apply for the previous sanction of the Competent Authority. Where the acceptance of the employment cannot await the prior permission of the Competent Authority, the employment may be accepted provisionally, subject to the permission of the Competent Authority.
40. Always obtain the previous sanction of the Competent Authority before you own wholly or in part; any newspaper or periodical or conduct or participate in the editing, publication or management of any newspaper or periodical.
41. Always obtain the previous sanction of the Competent Authority before you participate in a radio broadcast, or contribute any article or write any letter, either in your own name or anonymously, pseudonymously in the name of any other person to any newspaper or periodical, unless you are satisfied that such a contribution is of a purely literary, artistic or scientific in nature.

42. Do indicate to the Management, if any member of your family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
43. You must seek and obtain sanction of the Competent Authority before you accept any fee or any pecuniary advantage for any work done by you for any public body or any private person.
44. Remember, each one of you as a public servant is expected to act honestly and faithfully, at all times.
45. Always demonstrate a sense of fair play and impartiality in disposing of cases.
46. Avoid seeking and receiving cash donations and advertisements from the CMRL. Contractors / suppliers etc. even for a good cause.
47. Dispose of cases promptly and without undue haste.
48. Do intensive monitoring of delays and disposal of files of your department, it helps curbing corruption.
49. Give job rotation to those who are on sensitive desks / positions at least once in 5 years.
50. Pay personal and particular attention to compliance of Rules and Procedures; it is an effective method of preventive vigilance.
51. Publicize the Rules and Procedures as widely as possible, in simple words and make them less cumbersome.
52. Remember always that corruption starts in a small way; it would thus be wise to 'press the break' in the initial stage itself.
53. Follow scrupulously all laid down procedures; this will go a long way in eliminating malpractices. In case any deviation is considered necessary in CMRL interest, get the approval of Competent Authority.

54. Keep a quiet watch over the style of living, types of visitors etc. of the employees posted on sensitive desks / areas / posts; it will help detection of corruption at early stages.
55. Prepare a short check list of all essential procedures and, before giving sanctions, ensure that all procedures have been followed by referring to the check list; this small step will save you a lot of subsequent botheration.
56. Remember always that vigilance is the function of all employees having supervisory responsibility; not of Vigilance Department alone; as Vigilance is primarily a Management function.

Factory Acceptance Inspection (FAI) / Factory Acceptance Test (FAT) – Do's :

57. Read the technical specifications and standards applicable before going for the FAI/FAT inspections.
58. Submit a detailed written report to the Reporting Officer with your comments of your inspection within a period of two days of your return with a copy to the Managing Director in case the FAIs /FATs are of significant nature.

General Conduct: Don'ts

59. Don't be arbitrary and illogical in your decisions. The decisions should be justifiable on all counts.
60. Never delay the decisions and/or movement of files. Delay creates doubt and breeds corruption. Even innocent delays create suspicion in the minds of the people. Please remember that the percentage of mistakes in quick decisions is no greater than in long drawn ones.
61. Don't mix with the contractors and suppliers having dealings with you or your Company and also do not accept lavish hospitality, except to the extent it is necessary for the business of the Company. Having regular club associations and social parties with such contractors and association businessmen creates suspicions in the minds of public, your colleagues and subordinates, about your Integrity; and could result in avoidable complaints.

62. In case any person or firm comes up, in which you do have direct or indirect interest, do not hesitate to put up the case to your higher authority pointing out what interest you have with the person or the firm.
63. Do not mix up your personal and official business as far as possible. If it is unavoidable, particularly while on tour, you can take casual leave and do not claim Daily Allowance.
64. Never delay submission of your TA Bills. These should be submitted carefully and any excuse that wrong Daily Allowance has been claimed, as the bill was prepared by the Private Secretary, is not acceptable.
65. Never sign the minutes or any other documents back dated. This may or may not achieve the desired objective, but can certainly land you in difficulties during interrogation, in the event of a vigilance case, later.
66. Avoid dealing with firms which do not give full and complete address or detailed particulars. Do go into antecedents of such firms wherever required. Do verify bonafides of the firms which furnish addresses like "C/o Post Box No.....".
67. Don't be bigamous. Even if you are permitted by your personal law to marry while your spouse is living, you would be violating the Conduct Rules by such marriage, unless you have taken written permission of the Competent Authority and that such a marriage has also got legal sanction.
68. Please avoid giving any statements to the Press, unless you are authorized to do so. If you have something to convey to the Press, use the good offices of the CMRL PR Department.
69. Don't fail to be fully conversant with the powers delegated to you under Delegation of Powers. Do not unjustifiably put up proposals to higher authorities if the case can be disposed of at your level, under the delegation of power.
70. Don't be negligent or lack in devotion to duty at any time.

71. Don't forget to conduct yourself in a manner which enhances the image of the Company. This covers not only your actions in your official capacity and position, but also your private life and dealings. For example, if you are found in an inebriated state in a public place, you are liable to be proceeded against for serious breach of Conduct Rules.
72. Don't engage or participate in any demonstration involving incitement to an offence.
73. You are prohibited from engaging directly or indirectly in any trade or business or undertaking any other employment, part time or whole time, without the previous sanction of the Competent Authority.
74. An employee should avoid monetary transactions either directly or through members of his/her family, which places him/them under pecuniary obligation to any person with whom he/she has or is likely to have official dealings.
75. Don't forget to report any acquisition or disposal of immovable property to the Competent Authority in advance. However, previous sanction would be required if the transaction is with a person or a firm having official dealings with the employees concerned, or with his subordinate(s).
76. Don't forget to give prior intimation to the Competent Authority about the construction, including additions and modifications etc. of immovable property. On completion, a "Valuation Certificate" together with the sources of fund, out of which the cost of construction has been met, should be submitted to the Competent Authority within one month of the completion.
77. Don't give evidence in connection with any enquiry other than judicial or departmental enquiry or enquiry before an authority appointed by Government, Parliament, or State Legislature, without previous permission of Competent Authority, and where permitted to give evidence, do not criticize policy or action of the Government or the Company.
78. Don't communicate information to anybody unauthorisedly, either during service or after leaving service. Do not own, edit or publish any newspaper or periodical without previous sanction of Competent Authority.
79. Don't give or take or abet in giving or taking of dowry.

80. Don't take part in the registration, promotion or management of any society, bank or any other company which is required to be registered under the Companies Act or any other Act, or a Cooperative Society, for commercial purposes subject to exceptions, if any, provided in the Conduct Rules.
81. Don't be harsh in telling 'no' to anybody for any request made by him/her. Try to learn the art of saying 'no' politely, but firmly. A soft answer always turns away the wrath.
82. Don't forget to do your duty as efficiently as you can. Every duty is holy and devotion to duty is the highest form of worship of God.
83. Never use your position to influence directly or indirectly to secure employment for any person related to you, whether by blood or marriage, or to your wife or husband, irrespective of whether such a person is dependent on you or not.
84. Always desist from dealing with any matter or sanction of any contract to any Company or to any person if any member of your family or any of your relatives is employed in that Company or under that person.
85. Don't fail to report to your Controlling/Competent Authority when you apply to be declared; or is adjudged, or declared insolvent by any court of jurisdiction.
86. Don't yield to temptation or run after petty gains; it does not pay ultimately.
87. Don't live beyond your means; it may be tempting but dangerous.
88. Don't make any attempt to flout or circumvent or short-circuit the Rules or Regulations, to suit vested interests; it may cost you heavily in the long run.
89. Don't take any obligation in any form, from anyone; it may boomerang.
90. Don't allow your family members to use your name for personal gains, it can ruin your reputation. Do not fail to remember: reputation once gone is not retrievable.
91. Don't use your influence for securing any advantage for yourself or anyone related or known to you; It does not speak well of you.

92. Don't exceed your powers – financial and administrative, except in an emergency; it is irregular and gives rise to suspicion.
93. Avoid getting influenced by personal likes and dislikes, whims and prejudices while disposing of the files or cases.
94. Don't relax while you are on supervision duties; this may bring trouble for you and your Company.
95. Avoid misuse of the organization's property, i.e. subletting of allotted houses, misuse of vehicles etc.
96. Don't take part in political activities, such as, (a) being an office bearer of political party or an organization which takes part in politics; (b) to take part or assist, in any manner in any movement / agitation or demonstration of political nature; (c) to take part in an election to any legislature or local authority; and (d) to canvass in any manner in any election to legislature or local authority.
97. Don't make any unauthorized communication directly or indirectly or part with any information to any other employee or person to whom you are not authorized to communicate or to part with such information, or which may be detrimental to the interests of the Company.
98. Don't accept or permit any member of your family or even a person acting on your behalf to accept any gift which includes free transport, boarding, lodging or other services or any other pecuniary advantage from a person other than a near relative or personal friend having no official dealings with the employee. Even in permitted situations, do not accept any gift in cash or kind, of more than the specified value.
99. Don't accept or permit any member of your family or any person acting on your behalf to accept gifts if the value thereof exceeds the prescribed limit as stipulated in CMRL HR Manual without the sanction of the Competent Authority.
100. Don't demand directly or indirectly from the parents or guardian of a bridegroom as the case may be any dowry, either in cash or in kind or both.

101. Avoid habitual indebtedness.



Tours - Foreign Tours arranged by Contractors : Don'ts:

102. Never accept expensive gifts, presents, etc. from the contractors nor lay yourself under any obligation to such contractors in any other way.
103. Don't accept over patronisation and indiscriminate hospitality, particularly of informal nature.
104. Don't take members of family along with you while undertaking such trips especially when on tour to contractor facilities.



Canons of Financial Propriety: Do's

105. Every employee should spend the public money most frugally in the same way as a person of ordinary prudence would do concerning his own money.
106. Always follow the recognized accounting systems and rules for recording all transactions accurately.
107. Do comply to the provisions of the Company Act and Statutory provisions for preparation of the Accounts.
108. Do ensure that the supporting documents are attached with the claim form and the Competent Authority approves the bills/claim form.
109. Do review the expenditure incurred on various heads periodically with the object of effecting reduction in the expenditure and to ensure that the expenditure is within the approved budgetary limits.
110. Do standard costing for each product to compare it with the actual cost sheet and highlight variances.
111. Do ensure that procurement cost does not exceed the amount worked out as per the standard costing.
112. Do ensure compliance to the purchase procedure while clearing the purchase proposals.
113. Do ensure deductions of Income Tax at source as per the Income Tax Act.
114. Do submit the Income Tax, Sales Tax, Wealth tax etc. returns within time to avoid action under those Acts for such delays.
115. Do obtain proper receipts for the money deposited by you.
116. Do clear all payments within the reasonable time.
117. Do accord priority to payments of statutory nature, e.g. electricity and water supply bills etc.

118. Do verify the savings made by the employees for claiming tax rebate with actual proof of savings.
119. Amount of allowances, such as travelling allowances granted to meet expenditure of particular type should be so regulated that allowances do not become a source of profit to the recipient.
120. Do select the lowest evaluated, technically and commercially responsive bid, meeting qualifying requirements.
121. In case you are authorised to make an advance for official purpose in emergency in absence of the Competent Authority, it must be regularized at the first opportunity by getting the approval of the Competent Authority in writing, as soon as he returns to office.
122. Always be consistent with criteria for Bid Evaluation.
123. Do take decision within reasonable time.
124. Do maintain the Cash Book on day-to-day basis.
125. Always communicate the award of Contract promptly.
126. Do follow the principle of the 'value for money'.
127. Always close a Contract as per the Contract signed/amended.
128. Always realize amount as per the Contract Agreement.
129. Do follow eligibility notified in the requisition.
130. Always receive/pay correct and fair amount.
131. Do adopt Company's policy of competitive tendering wherever possible. Your Company can not afford to show partiality towards any Agency with whom it does business.
132. Give a 'certificate of dependence' only about those of your family members who come under the definition of 'dependent' as per Rule(s).

133. Always consider whether any indiscreet or anti-social behaviour by an employee could affect the Company's reputation or an individual's ability to discharge his or her duties (e.g. making that person vulnerable to special pressures from outside).
134. The personal claims preferred by the employees should be examined very closely and verified before they are passed or referred to the Vigilance department for clarification / investigation, wherever malafide irregularities are detected.

Canons of Financial Propriety: Don'ts

135. Don't sanction any advance until and unless the employee clears the advance given earlier.
136. Don't process any payment, which is not in accordance with the rules of the Company.
137. Don't act on any verbal instructions with regard to release of any advance payments.
138. Do not process any payment not approved by the Competent Authority.
139. Don't process payment/ expenditure over and above the amount budgeted for unless authorized by the Competent Authority.
140. Don't transact with any bank or financial institution, unless officially authorized.
141. Don't disclose/part with any information relating to the financial matters of the company to any outside agency.
142. Expenditure should not prima facie be more than the occasion demands.
143. No authority should exercise powers of sanctioning expenditure to pass order which will directly or indirectly be to its own advantages.
144. Public money should not be utilized for the benefit of a particular person or section of the community, unless
 - Amount of expenditure is insignificant.
 - A claim for the amount would be enforced in a Court of Law.
 - Expenditure is in pursuance of recognised custom or policy.
145. Never go beyond the provisions of a Contract/Purchase Order during execution of work or procurement material.

146. Don't use Company's assets for unlawful purposes or for personal gains, nor do disclose without authority or misuse electronic data.
147. Don't commit an illegal or unethical act, or instruct or encourage another employee to do so. The known laws and regulations of the countries, in which we operate or in which we have any contractual association, should always be observed.
148. Never accept business gifts other than of small value on ceremonial occasions.
149. Never accept or give gifts within the context of business relationships if they can influence a business decision or can be considered by an impartial observer to be extravagant. Gifts or favour must never be solicited. All spending on gifts should be properly authorised and recorded.
150. Don't accept hospitality outside normal business criteria.
151. Never give preferences to bills of particular Contractors/Suppliers over the others.
152. Don't defer the recoveries due from contractors as well as employees.
153. Don't ever make a false claim for any allowance or facility provided by the Company like LTC or T.A. bills etc. by making a fake certificate/ bills.
154. Don't overlook the financial rules and the limits of your authority while entering into any financial transaction on behalf of the Company.
155. Never make financial sanctions more than you are officially authorised.
156. Never forget that any departmental advance made from the Company's coffers must be got adjusted within reasonable as per the Company Rules.
157. Don't miss to declare costly gifts (including trips, discounts, loans, commissions or other favour) which have been offered to you, especially if it is suspected that the gift may have been offered in order to influence you in the conduct of your duties.
158. Don't release any payment till the required form for the same is filled with you, duly filled-in in all respects.

- 159. Do not miss to report all detected irregularities to Competent Authority.
- 160. Never keep the money collected from the employees or from other agencies with you but deposit it with the Finance Department promptly.
- 161. Don't prolong the processing of tenders. They must be finalized within reasonable period.
- 162. Never delay refunding Security Deposit/Earnest Money Deposits (EMD) to unsuccessful tenders.
- 163. Don't forget to intimate to the Competent Authority, as soon as a 'dependent family member' does not remain dependent on you because of employment, marriage or otherwise.
- 164. Do not miss to make due verification of stock items periodically.
- 165. Don't miss to bring to the notice of the head of department details of inventories lying unused in Stores.

Tenders Pre – Award: Do's

- 166. Incorporate only relevant specifications in tender documents and avoid specifying brand name.
- 167. List out general and special conditions in a detailed manner as possible.
- 168. Commercial clauses especially taxes and duties of all nature should be clearly specified in the tender documents.
- 169. List out technical specifications and other details in a detailed manner as far as possible.
- 170. Publish all tenders in CPP Portal / CMRL Website.
- 171. Mention date and time of submission of e-tenders in the notice inviting tender and give adequate publicity for date if extended.
- 172. Open the e-bids as per the time stipulated in the tender.

- 173. Conditions and rates with financial implications should be read out at tender opening stage.
- 174. Encircle each rate and condition if any mentioned in the schedule by the bidder.
- 175. Whenever there is corrections or overwriting in the tender bidding, mention whether corrections have been attested and also total the number of corrections at the bottom of each tender page so as to avoid subsequent tampering.
- 176. Conditions having financial implications should be suitably evaluated on the tender offer. Tender Committee should also check this aspect.
- 177. Reasonability of rates should be analysed and compared with market rates. Rates analysed should be scrutinized by the tender committee.
- 178. Tender committee should identify a normally high/low rated item and specifically restrict such quantities for execution.
- 179. Don't follow post tender negotiation because the Central Vigilance Commission has banned all post tender negotiations with immediate effect except in the case of negotiations with Eligible L-1 i.e. Eligible Lowest Tender.

Tenders Pre-Award : Don'ts

- 180. Don't take rates of previously awarded works without checking the basis on which they were then awarded.
- 181. All tenders to be published in CPP portal and only e-bids are to be accepted for E-procurement process. In case of procurement done in conventional method, then don't accept bids received after the schedule time of opening. Immediately superscribe the word 'Delayed/Late' on the cover and the offer.
- 182. Don't overlook lowest offer without specific reasons.
- 183. Don't negotiate rates unless warranted. Don't correspond or discuss technical bid with only one tenderer in the technical bid stage when other tenderers have also quoted.
- 184. Don't resort to oral/telephonic enquiries and finalise contract on that basis.

Tenders Post – Award: Do's

- 185. Write the conditions of contract carefully.
- 186. Always ensure approval of Competent Authority in-cases of deviation/substitution of works.
- 187. Reconciliation of cement and steel issued to contractors may be ensured preferably in every bill.
- 188. Maintain site order book to record daily instructions.
- 189. Conduct surprise checks on quality of work. Keep a watch on quality of high rated items.
- 190. Amount retained due to substandard work should be mentioned in the Measurement Books with full details.
- 191. Check and record the correct quantity.
- 192. Restrict issue of materials out of scope of contract.

Tenders Post – Award: Don'ts

- 193. Don't resort to modifications on payment terms or any condition having financial implications.
- 194. Don't increase quantity of high rate items without recording detailed reason and with approval of the Competent Authority.
- 195. Don't delay in identifying substandard works and rectifying the same at the contractor's risk and cost.
- 196. Don't agree to any Mobilisation Advance (even if recoverable) if such a clause is not in original contract condition.

Personnel Matters – General: Do's

- 197. Be at work place during designated shift timings and punch your own attendance card, regularly.
- 198. Always wear identity badges while within the CMRL premises / offices.
- 199. Intimate loss of identity card to concerned authorities promptly to avoid misuse.
- 200. Avail leave with the prior permission and submit leave application well in time.
- 201. Allow personal search by Security within the CMRL premises or at the main entrance.
- 202. Communicate change in address and personal / family status to the Personnel Section.
- 203. Maintain proper discipline while being at Offices and make proper use of its facilities.
- 204. Keep the work place clean.
- 205. Identify the hazards of your work area and adhere to safety measures.
- 206. Be cost conscious.
- 207. Participate in the Safety Training Programmes and Safety Promotional Activities as and when asked for.
- 208. Be always consistent with accountability to your superior officer.
- 209. Always make decisions on merit. You are in a position of trust.
- 210. Always use the working hours for discharging your duties to the Company.
- 211. Ensure that your outside interests are not detrimental to the Company by their very nature or due to your involvement in them during working hours.
- 212. Make a checklist for sanctioning of LTC, HRA, Medical and other administrative perks.



- 213. Work in your assigned section / area, entry to other work areas shall be with the prior permission of the area-in charge concerned.
- 214. Do ensure that all confidential documents are duly sealed; packed and no pre-despatch tampering is made.
- 215. Publicize the Rules and Procedures as widely as possible, in simple words and make them less cumbersome.
- 216. Always keep in mind the CMRL Vision, Mission and Objectives.
- 217. Sign the vehicle log book with the driver at time of release of the vehicle.

Personnel Matters - General: Don'ts

- 218. Don't forget to punch the attendance card.
- 219. Don't forget to follow proper channel for making application for employment elsewhere.
- 220. Don't falsify, deface or destroy any personnel / other official records.
- 221. Don't interfere with the record of attendance.
- 222. Do not abet or attempt at any of the acts of misconduct.
- 223. Don't hold any protest meeting in the CMRL premise or take part in the same without permission of the Competent Authority.
- 224. Don't fail to observe safety instructions or interfere with any safety device or equipment installed within the establishment.
- 225. Don't miss to report any accidents / injuries occurring during the course of duty to Section / Departmental Head who in turn will report the same to the General Manager and Safety Officer.
- 226. Don't take part or go any strike in Contradiction of proper procedure laid down in CMRL HR Manual.



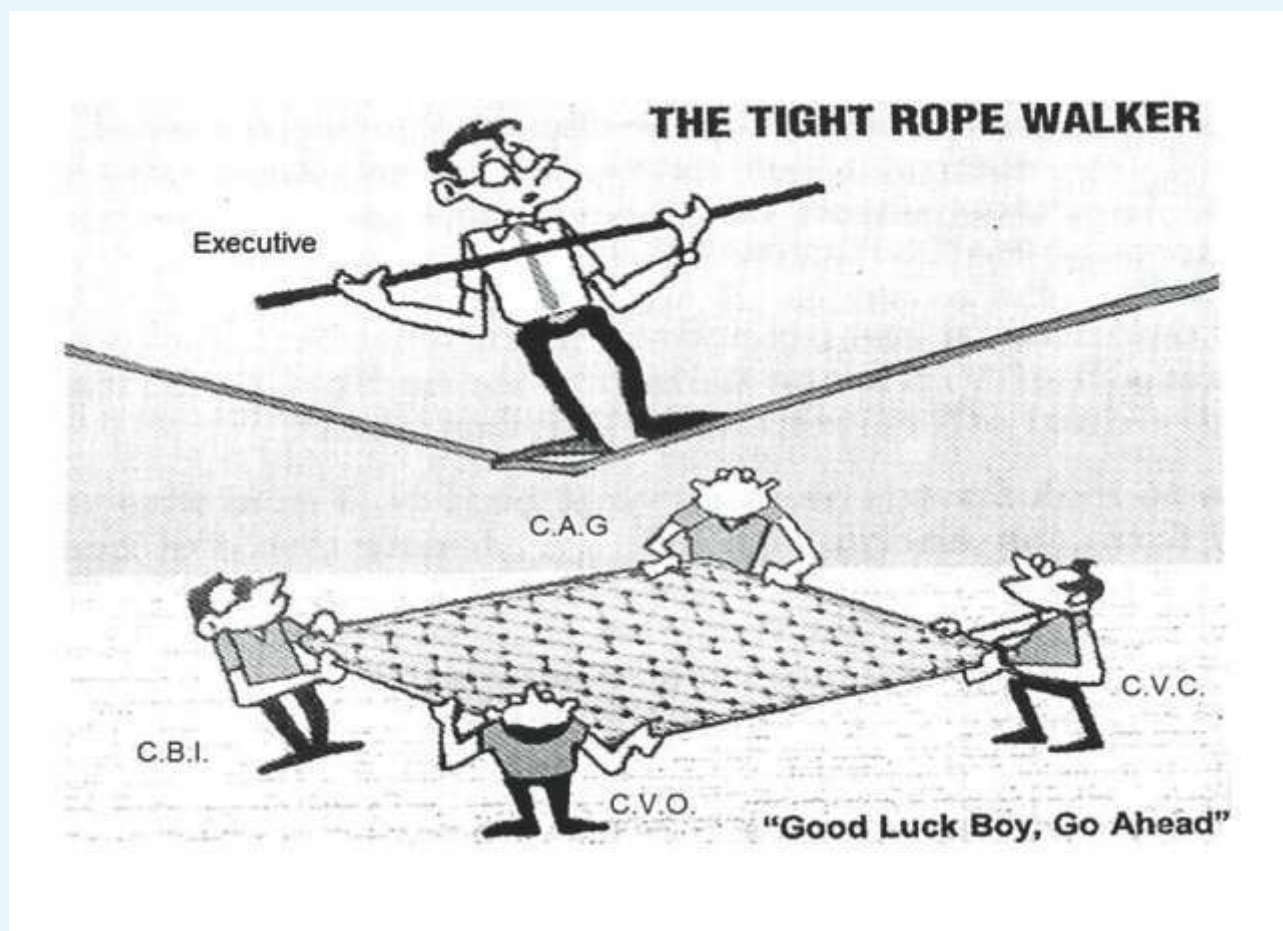
- 227. Don't accept any torn and tampered packet / envelope from Post Office, Courier Service Agents.
- 228. Do not delay your decisions; matters must be decided within reasonable time.
- 229. Don't deal with any matter or give any contract to any company / person in discharge of official duties, if any family member is employed in that company / under that person except with the approval of Competent Authority.
- 230. Don't miss to report any other irregularity observed to the higher authorities.
- 231. Don't ask for personal outstation call unless duly authorized by the Competent Authority.
- 232. Don't hold official outstation calls for longer duration. Learn to be brief and to the point.
- 233. Don't indulge in activities, which are not permitted by the Rules and Regulations of the Company.
- 234. Don't give ambiguous orders, they tend to create confusion and chaos.
- 235. Never miss to record the minutes of a meeting at the earliest possible and the minutes should be circulated to all concerned. Delays in writing minutes of the negotiating committee, purchase committee, tender committee, recruitment / promotion committee etc., tends to give scope for suspicion that some manipulations might be taking place. Wherever practicable, the minutes of such committee meetings should be recorded immediately at the conclusion of the meeting and signed by all the members, so that in case there is any point of ambiguity, the same could be clarified by the concerned members at the time of signing.
- 236. Whenever any application is put up to you in the prescribed proforma, don't pass the same till it is ensured that information against all the columns incorporate therein has been given.
- 237. Don't forget that service to your Company is the service to the Nation.

Personnel Matters C. Personal Claim: Do's

- 238. Always prefer TA claim as per the actual mode of travelling.
- 239. Do give true declaration of dependents for availing medical, LTC benefits etc.

Personnel Matters C. Personnel Claim: Don'ts

- 240. Don't prefer false personal claims, such as medical, Hotel bills, LTC, local conveyance, daily allowance, transportation of personal effects on transfer, etc. for petty gains. Such acts being intentional in nature may entail stringent punishments.

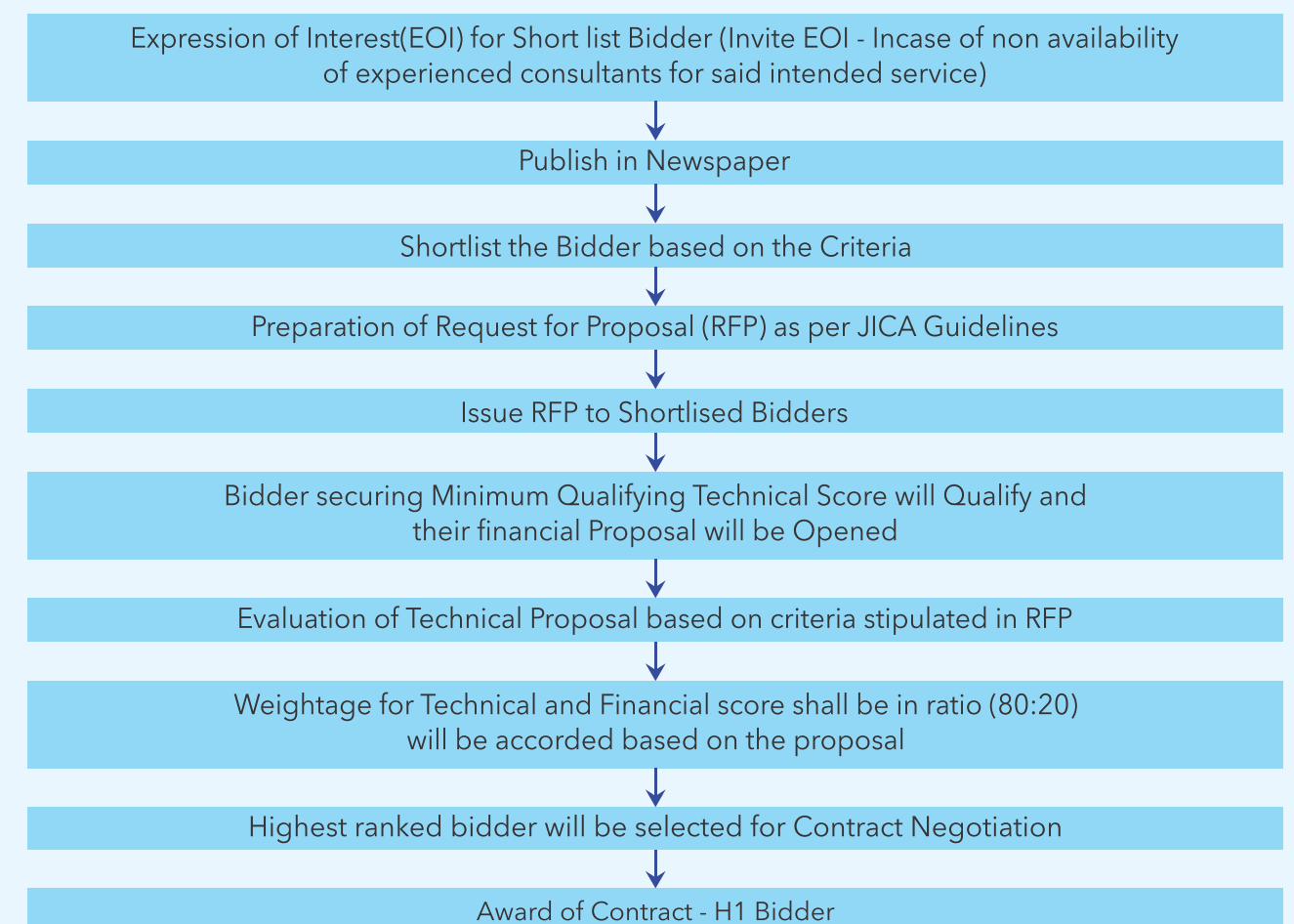


Procurement Guidelines for Procurement under Japan ODA Loans

E-Hand Book for Procurement under Japanese ODA Loans : The Procurement Guidelines for the Employment of Consultants under Japanese ODA Loans and the procurement Guidelines for Procurement of Works and Goods under Japanese ODA Loans are available vide URL mentioned below and the E-Handbook can be downloaded from the above website for reference.

https://www.jica.go.jp/english/our_work/types_of_assistance/oda_loans/oda_op_info/guide/handbooks/201204.html

Guidelines for the Employment of Consultants under Japanese ODA Loans

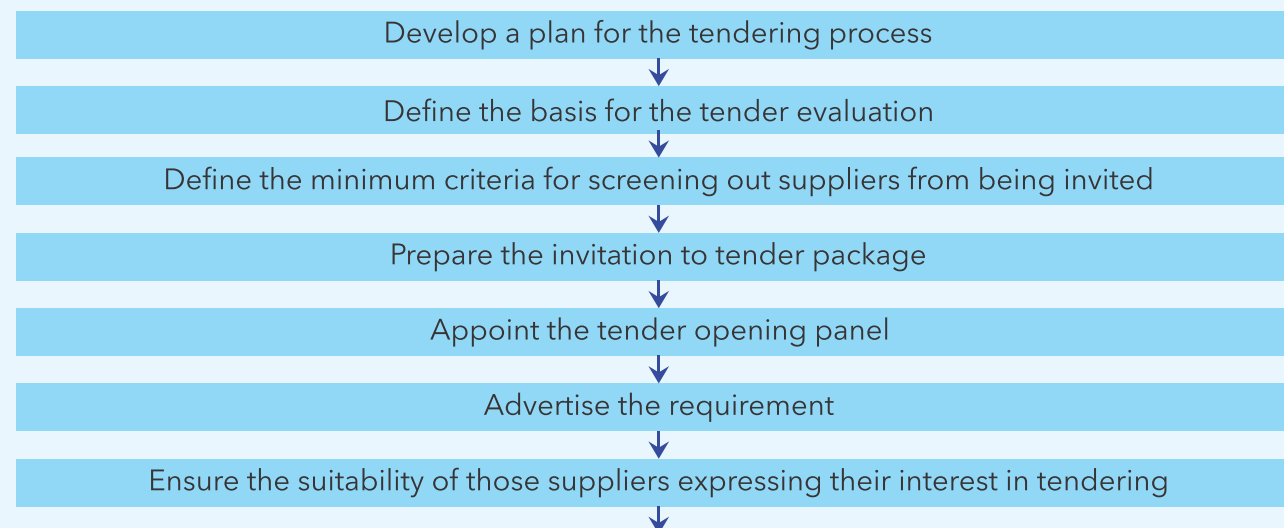


The above procurement process to be followed for employment of consultant through Quality and Cost based selection method (QCBS) of procurement.

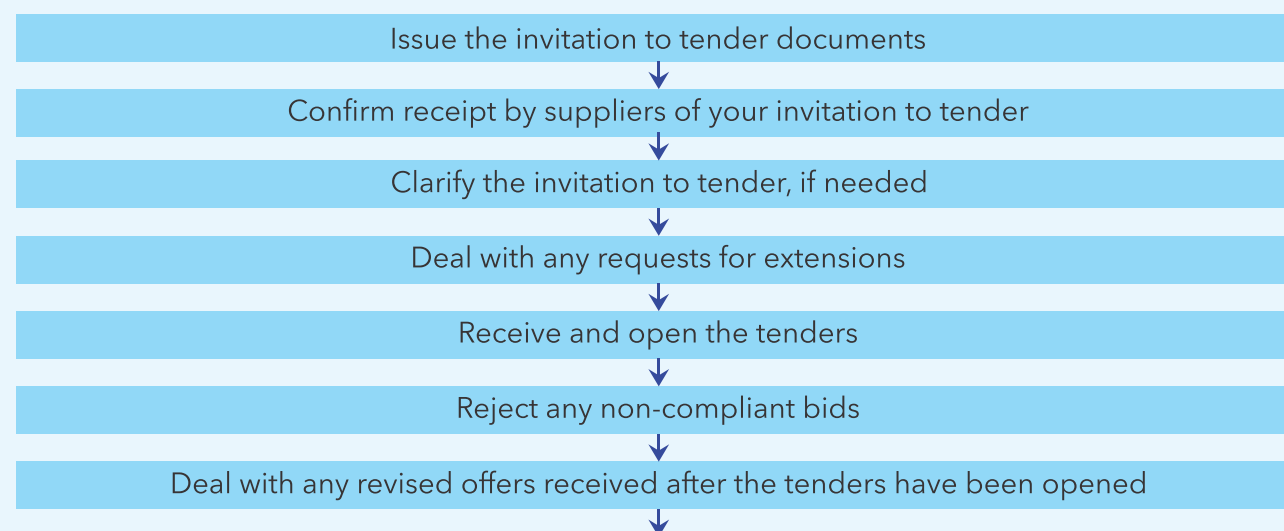
In case of Quality based selection method (QBS), after the evaluation of Technical proposal, the bid of the Highest rank bidder in the technical proposal will be selected and H1 bidder will be directed to submit the Financial proposal and thereafter contract negotiation will be conducted for award of contract. Both the methods are used by CMRL for selection of consultant.

Guidelines for Procurement under Japanese ODA Loans

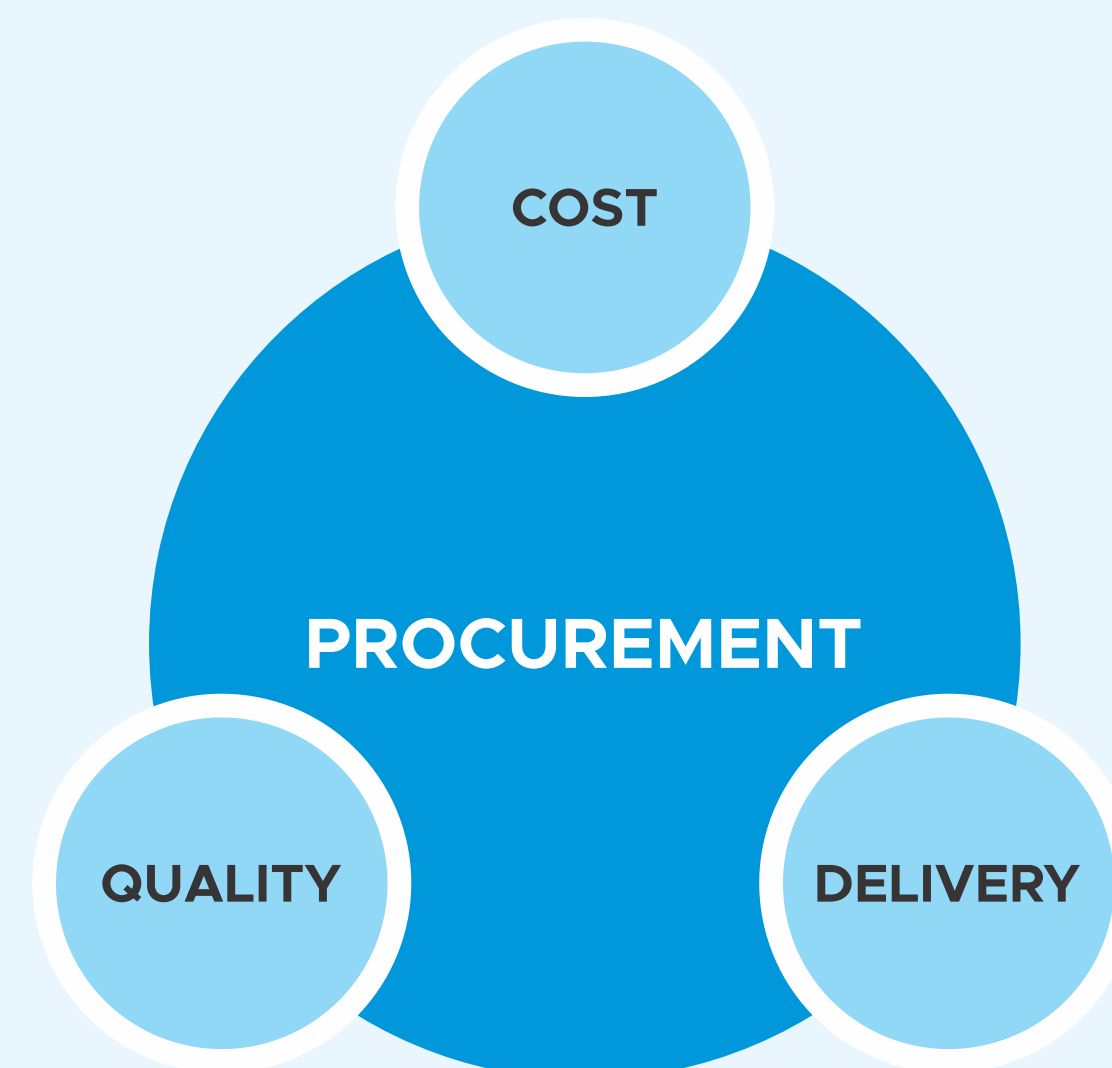
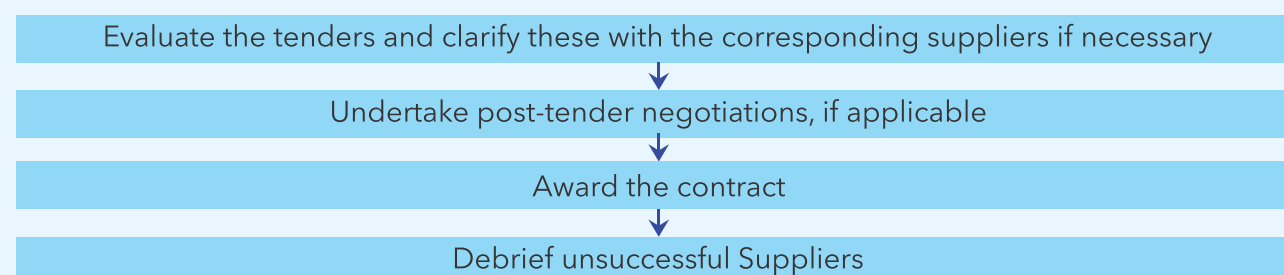
The stage in the tendering process (1): FLOW CHART



The stage in the tendering process (2): FLOW CHART

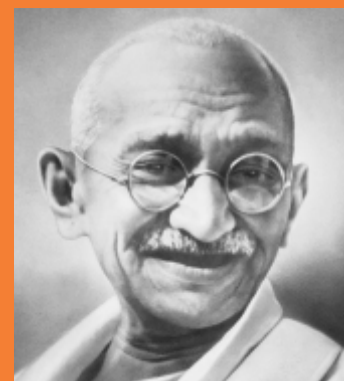


The stage in the tendering process (3): FLOW CHART



**CIVIL DISOBEDIENCE
BECOMES A SACRED DUTY
WHEN THE STATE HAS
BECOME LAWLESS OR
CORRUPT. AND A CITIZEN
WHO BARTERS WITH
SUCH A STATE SHARES
IN ITS CORRUPTION AND
LAWLESSNESS.**

- MAHATMA GANDHI



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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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98/ORD/001
सं./No. 332683
दिनांक / Dated 28.08.2018

Circular No.10/08/18

Sub: 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 Circulars Nos.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.

The Commission on receiving references 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., had last issued a Circular No.01/04/18 dated 06.04.2018. On a review of the said instruction and all previous circulars on the subject, the Commission would clarify as under:

The Commission's instructions dated 18.11.1998 (on post tender negotiations) and other guidelines relating to procurement / sales, etc., would not be applicable to projects funded by World Bank and other International Funding Agencies, as such external aid / loans, etc., received are covered under the applicable policies / legal agreement executed, as permitted under Rule 264 of General Financial Rules, 2017 (GFR), Manual for Procurement of Goods of 2017, Manual for Procurement of Consultancy and other Services, 2017 issued by the D/o Expenditure, M/o Finance, etc.

2. All Ministries / Departments / Organisations may note for information / guidance.


(J. Vinod Kumar)
Director

To

- The Secretaries of all Ministries / Departments of Govt
- All Chief Executives of CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies, etc.
- All Chief Vigilance Officers

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Block A, INA, New Delhi-110023
98/ORD/001
सं./No. 332683
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 Govt
- (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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005/CRD/19-336121

सं./No.
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 aforementioned guidelines to the concerned officers for strict compliance.


(J. Vinod Kumar)
Director

To

- (i) The Secretaries of all Ministries/Departments of Govt
- (ii) All Chief Executives of CPSUs,
- (iii) All CVOs of Ministries/Deptts/CPSUs


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सत्यमेव जयते

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Block A, INA, New Delhi-110023

सं. / No. **018/VGL/022-377353**

दिनांक / Dated.....**20.04.2018**.....




केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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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Block A, INA, New Delhi-110023

सं. / No. **011/VGL/063-334701**

दिनांक / Dated.....**23rd January, 2017**.....



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

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:

- Suitably incorporating Integrity Pact in the consultancy contracts.
- 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.
- Normally, pre-bid conference and timely addressing of objections / queries, in appropriate manner, from prospective tenderers / bidders should be in place.
- 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
- The Secretaries of all Ministries / Departments of GOI
 - All Chief Executives of CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc.
 - All CVOs of Ministries / Departments of GOI / CPSUs / Public Sector Banks / Public Sector Insurance Companies / Autonomous Bodies etc.
 - Website of CVC

No. 02-07-1-CTE-30/389204
Central Vigilance Commission
Chief Technical Examiner's Organization

Satarkta Bhavan, Block-A
GPO Complex, INA, New Delhi
Dated, the 04.03.2016

Circular No. 04/03/2016

OFFICE MEMORANDUM

Sub: Acceptance of Bank Guarantee (BG) – Reg.


Reference is invited to the Commission's Circular No. 01/01/08 dated 31.12.2007 (issued vide OM No. 02-07-1-CTE-30 dated 09.05.2006), wherein necessity for ensuring verification of genuineness of Bank Guarantee prior to its acceptance was emphasized and steps were suggested.

2. It is, however, observed that the practice of paper based verification of BGs followed by the organizations is not only time consuming causing delay in acceptance/award of works or advance related payments but also its trustworthiness cannot always be ensured due to human intervention in it.

3. In this background, organizations are advised to follow IT enabled confirmation system which is swift and secured in addition to their existing paper based confirmation system. The following methods for verification may be considered by the organizations:-

- Getting confirmation through digitally signed secured e-mails from issuing Banks;
- Online verification of Company portal with user ID and password followed by 2nd stage authentication system generated One Time Password (OTP) on portal for reconfirmation;
- E-mail confirmation followed by 2nd stage authentication by system generated SMS through registered mobile and reconfirmation through SMS to the verifying officer.

4. Keeping above in view, organizations may evolve their own procedure adopting any one or more of the above methods for ensuring genuineness of BGs, which is compatible with the guidelines of Banks/Reserve Bank of India.


(Ramesh Chandra)
Chief Technical Examiner
4/3/2016

To

All Chief Vigilance Officers

ACTIVITIES CONDUCTED FOR VIGILANCE AWARENESS WEEK - 2018



Presentation of Bouquet by MD, CMRL to Honourable Chief Guest



Taking of Integrity Pledge by CMRL Employees at Auditorium

SKIT AT CENTRAL METRO STATION



DANCE, SKITS TO PUT AN END TO CORRUPTION

◆ CMRL, IOC celebrate Vigilance Awareness Week

[NT Bureau]
Chennai, Nov 1:

Chennai Metro Rail Ltd (CMRL) in association with Indian Oil Corporation (IOC) celebrated Vigilance Awareness Week by conducting events at various places in the city including Central, Alandur and Airport Metro stations on Wednesday.

As guided by Central Vigilance Commission, CMRL and IOC are jointly observing Vigilance Awareness Week from 29 October to 3 November. The theme for this year is 'Eradicate Corruption and Build a New India' emphasising the significance of probity and integrity in public life.

As a part of the celebrations, <I>Puliattam</I> took place at Chennai Central Station, Koyambedu Bus Terminus and skits were staged at Chennai Central Sub-urban Station, Egmore Railway Station, Central and



Chennai Airport Metro Station. The events concluded with a flash mob at Alandur and Chennai Airport Metro Stations.

Additionally, radio spots are also being broadcast through various FM channels in Tamilnadu and an SMS blast has been done to two lakh customers with the motto of creating awareness among the masses. Drawing and essay competitions on the theme at various schools across Tamilnadu is also currently on to ignite the young minds. A total of 3,817 students from 33 schools participated so far. Students from

15 colleges participated in elocution and jingle contests on the same topic, a press release said.

IOC retail outlets have arranged for various quality and quantity ensuring campaigns where the customers can scientifically test the fuel at any point of time before fueling. Hearings have also been put up at select high-selling retail outlets across Tamilnadu on vigilance awareness motivating customers to participate in an online integrity pledge.

It is to be noted that CMRL kickstarted the celebrations 29 October by taking on the integ-

A skit to create awareness on eradicating corruption was staged at Chennai Central Metro Station on Wednesday.

rity pledge at its admin building, Koyambedu, in the presence of Additional Chief Secretary / State Vigilance Commissioner Mohan Pyare along with CMRL MD, Pankaj Kumar Bansal, Directors, CGMs, GMs, officials and staff of CMRL participated.

CONDUCT OF QUIZ COMPETITION



CONDUCT OF ESSAY COMPETITION- THEME "ERADICATE CORRUPTION - BUILT A NEW INDIA" AT C.S.I JESSIE MOSES SCHOOL



DO'S AND DON'T ON PROCUREMENT AND AWARENESS ON LATEST CVC



DISCLAIMER

The Booklet is only indicative and is by no means exhaustive. Nor it is intended to be a substitute for rules, procedures and existing instruction/guidelines on the subject. The provisions herein do not in any way supersede the rules contained in any of the Metro Rail Codes, manuals and the circulars referred to herein should be read both individually and in conjunction with other relevant policy circulars for proper appreciation of the issues involved. This booklet also should not be produced in any Court of Law and wherever necessary, References should always be made to the original rules/instructions on the subjects