VIGILANCE AWARENESS WEEK 2022

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Do's & Don'ts

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GENERAL

DO'S :

1. Maintain your image in public as an honest and impartial officer.
2. Your behaviour should be courteous in dealing with the people.
3. Be conversant with CIL. Conduct, Discipline & Appeal rules 1978 and ensure that these rules are not infringed as amended time to time.
4. Be conversant with extant rules, regulations, circulars and orders.
5. Check cases/proposal at micro level to provide clear recommendations for appropriate and prompt decision by the competent authority.
6. Submit annual return of immovable and movable property in time as per CDA rules.
7. Be dispassionate while taking decisions so that no undue favour accrues to anyone.
8. Be careful to invariably put the date under your name & signature in all official documents.
9. Use your discretionary powers judiciously.
10. Record minutes immediately after the meeting.
11. Always get a verbal order approved in writing.

DON'TS :

1. Do not delay in processing files/proposals etc.
2. Do not forget to put a date under your name & signature.
3. Do not sanction a privilege to yourself.
4. Do not act in a manner prejudicial to the interests and image of the company.
5. Don't delay departmental inquiry in vigilance cases violating the existing instruction of CVC.
6. Don't exceed the powers delegated to you.
7. Do not relax rules unilaterally.
8. Avoid seeking/receiving case donations or advertisements from Contractors/Suppliers.
9. Do not allow sexual harassment of a woman employee.

COAL & OB MANAGEMENT

DO'S:

1. Be conversant with procedures for firm measurement of overburden.
2. Ensure the correctness of the plan by transferring a few points from the plan on to the ground.
3. Check the correctness of the benchmark.
4. Where quantities of over burden removed are re-handled, consider the measured quantity as actual re-handled quantity.
5. Preserve all duty signed field books for future reference.
6. In reporting coal production, discount the percentage of stone/shale band if it gets mixed with coal.
7. Keep the stock yard properly fenced and well-guarded.
8. Check the conversion factor of coal every year.
9. Check container/tub factor regularly and apply correction as required.
10. Despatch old stock first.
11. Duly record "Transfer in" and "Transfer out" of coal after observing all the prescribed formalities.
12. Guard against pilferage of coal.
13. Ensure quantum of work before hiring of equipment and guard against double payment for handling the job departmentally and contractually.

14. Guard against false – excess billing in respect of :-
    (a) Transport of coal
    (b) Lift/lead
    (c) Overtime
    (d) Shale picking / stacking
15. Be vigilant about Receipt/Issue/Movement/Use/Return of explosives and strict maintenance of record.

DON'TS :

1. Don't over report/under report figures of production of coal and removal of overburden.
2. Monthly measured Over Burden as per measurement done by colliery survey team shall be considered as firm reported figure of OB removal for the month.
3. Don't accept "Transfer in" and "Transfer out" of coal without documented weighment.
4. Don't consider in-situ coal in quarry bed as stock.
5. Don't issue more coal than norms for boiler consumption.
6. Don't make stock yard below HFL.
7. Don't stock coal on "un-contoured" and "soft" ground.
8. Don't allow the stock of coal to pile high to avoid self-heating.
9. Don't allow extraction of Entry and Exit Fees from trucks of consumers.

TENDERS & CONTRACTS

DO'S:

1. Allow adequate and reasonable minimum time for opening of tenders.
2. Verify eligibility criteria before issue of tender.
3. Guard against insufficient advertisement and not making tender documents available to outstation parties or to those technically sound parties who are interested in the bidding.
4. Always observe specified dates and timings for receipt of tenders and opening thereof.
5. Provide reasonable opportunity to all intending bidders.
6. Always evaluate the bids strictly as per stipulations of the NIT.
7. Properly define the scope of work and time of completion.
8. Ensure that required performance parameters have been included in NIT terms and conditions.
9. Ensure to record every nuance of tender evaluation in TCR.
10. Ensure that salient terms and conditions of NIT is reflected in the Work Order/Purchase Order.
11. Validity period of bid to be strictly monitored.

12. Guard against any unnecessary delay in tender finalization and ensure awarding of contract within bid validity period.

13. Ensure that security deposits and Earnest Money Deposits are collected as per NIT terms.

14. Logical conclusion of tenders to be made by the tender committee members.

15. Ensure tender committee is duly constituted of competent level of officers.

16. Proper Maintenance of Hindrance register, Estimate Register Tender issue register, Tender Opening register, Site Order Book.

17. Validity period of Bank Guarantee to be strictly monitored.

18. Posting of details on award of tenders/contracts on website.

DON'TS :

1. Do not call tenders on the ground of created emergency and without indicating complete scope of work.

2. Do not hold negotiations with those who had either not participated in original tender or whose tender was rejected on any valid ground.

3. Do not allow contractual and departmental work of same type at one place (i.e. side by side).

4. Do not split up the work in order to avoid scrutiny and sanction of higher authorities.
5. Never include dummy firms to increase the number of parties.
6. Do not accept modified offers not considered by the Tender Committee.
7. Do not dilute technical aspects for rejecting inconvenient bids.
8. Do not allow annual maintenance contract beyond expiry by not taking early action for renewal.
9. Changing of Tender committee members once constituted without prior approval of competent authority.
10. No alteration in Bill of quantity should be made after the tender has been published, if any changes needed to be incorporated, the said tender should be cancelled, and retendering should be done.

SITE EXECUTION

DO'S:

1. Ensure execution of work conforming to the specifications.
2. Keep proper account of materials issued to the contractors at worksite.
3. Make proper inspection of the materials supplied by contractors before these are used in work.
4. Ensure supply of materials to the contractors as per progress of work only through authorised representatives with proper account as well as classification of issued material.
5. Ensure recovery of cost of materials supplied by ECL, hire charges for tools and plants etc. from the contractors' running bills immediately after their use.
6. Ensure correct measurements particularly in "hidden' items.
7. Ensure inspection of correct thickness of items payable on "area measurements" such as, slabs, flooring, premixed road carpet, wood work etc.
8. Guard against inflated measurements in running bills for on account payment.
9. Ensure proper entry in measurement book.
10. Ensure recovery of mobilisation advance, if any, given to the contractor as per contract.

11. Ensure prescribed deductions and also recovery of penal rates for excess consumption of materials as per terms of contract.

DON'TS :

1. Do not allow execution of work without proper sanctioned work order- except in special circumstances.
2. Do not allow the contractor to first execute only those items considered more profitable by him at his discretion.
3. Do not allow recoveries on account of use of departmental machinery by contractors to be accumulated up to the final bill.
4. Do not accept the materials of other makes which are not included in the work order.
5. Do not issue excess quantity of materials / equipment to the contractors.
6. Do not permit use of sub -standard materials.
7. Do not depend upon visual inspection to assess oversize aggregate.
8. Do not make any advance entry in measurement book for any work.
9. Do not allow passing of bills without necessary and adequate checks.

REPAIRS

DO'S:

1. Guard against frequent and bogus repairs of machines and rewinding of motors and transformers.

2. Take adequate care in preparing departmental estimates and indicate date of commissioning, date of last repairs, cost of last repairs and all such other relevant details in the proposal.

3. Keep proper records of machineries sent out for repairs to outside parties.

4. Take back the returnable items from the repairer keeping full records thereof.

DON'TS:

1. Don't allow the repairer to retain the machineries under repair for time longer than necessary.

2. Don't allow outside repairers to undertake repair of machineries by utilising infrastructural facilities available at our workshops.

3. Don't accept any repairer not having sufficient infrastructure support.

4. Don't accept any repairer whose past performance is not up to the mark.

PURCHASE

DO'S:

1. Provide clear and complete description of required items leaving no scope for manipulation.

2. Adopt competitive tendering systems such as open tenders as far as possible.

3. Ensure that tender opening is done in letter and spirit as per the relevant instructions.

4. Always obtain sealed quotations.

5. Always go for rate contract for recurring type of consumable items.

6. Indicate the estimated / last purchase rate in all purchase proposals.

DON’TS:

1. Do not place indent for items far in excess of normal consumption pattern.

2. Do not furnish tailor-made specifications to attract selected suppliers.

3. Do not accept offers with corrections unattested by the tender opening committee members.

4. Do not allow suppliers to modify their offers at the time of tenders opening.

5. Do not accept offers with significant deviations from the specifications as other competitors may be able to offer even a lower price for the permitted deviations.

6. Do not accept material not conforming to specifications.

STORES

DO'S:

1. Ensure verification of physical store at the time of handing over taking over charge of Stores I/C as per office order ref. no.- ECL/DT(P&P)/3.18/284; dated- 23.10.2021.
2. Ensure that Goods Inward Register (GIR) / Quality Inspection Report for all receipts are promptly raised and maintained in SAP.
3. Ensure that all issues are made only on proper indents / Reservation through SAP MM module.
4. Ensure that all materials go out always on DCs/Gate Pass to authorized persons.
5. Ensure proper maintenance of physical Kardex. This Kardex balance should be matched with SAP balance.
6. Watch against disposal of usable materials as scrap. Also ensure timely disposal of waste material as scrap.
7. Ascertain right type of scrap before disposal of scrap materials as per Uniform Policy for Disposal of Scrap.
8. Guard against manipulation in auction and supervise disposal of scrap to ensure that good materials are not mixed with it for sale before or at the time of lifting by the scrap buyer.
9. Ensure proper upkeep of hazardous and inflammable materials.

10. Ensure all shutters/doors are properly sealed at the time of closing of store on daily basis.

DON'TS:

1. Do not permit unauthorised personnel to enter the Stores.
2. Do not modify description of items to make them non-stock items.
3. Do not hand over any material to any person unless his identity has been established and authorisation cross-checked.
4. Do not postpone the entries of issue of store items to a later date.
5. Do not allow materials to lie unattended for a long time leading to their deterioration.
6. Do not issue a proprietary article certificate for any item unless fully convinced.
7. Do not mix running items with obsolete and unmoved items.
8. Do not receive the procured materials after expiry of scheduled delivery date without due procedures.
9. Do not miss to keep the materials in predefined shed/rack as per existing store.
10. Do not accept the materials without quality inspection by concerned official which are procured at area level.

FINANCE & ACCOUNTS

DO'S:

1. Ensure that the expenditure or remission of revenue has been sanctioned by the Competent Authority and that the expenditure has been incurred by an officer competent to incur it.
2. Do exercise checks based on a check-list before passing bills.
3. Ensure that the bills presented for payment are in original and in prescribed form duly signed by the officer competent to sign the same.
4. Ensure that alterations, if any, in the bills have been duly attested by the officer and contractor / supplier.
5. Ensure that the rates claimed in the bills agree with those entered in the agreement.
6. Ensure that the bills bear satisfactory completion certificates.
7. Ensure that the claim is not time-barred.
8. Ensure that the prescribed percentage checks are done.
9. Make payments in accordance with contract agreements. Do make payments on first come first served basis keeping in view the contract agreement.
10. Ensure that the expenditure has been properly and fully vouched and has been so recorded as to render the second claim on the same account impossible.

11. Do make percentage random check of vouchers for preventive vigilance.
12. Due care should be taken while refunding Security Deposit/Earnest Money Deposit.
13. Ensure that while passing the contractor's bills, record entries in MBs are scored out and cancelled in red ink in order to prevent double payment in future.
14. Validity of Bank Guarantee should be strictly monitored.

DON'TS:

1. Do not delay in passing bills on flimsy grounds.
2. Do not give undue preference in passing bills.
3. Do not pass O. T. bills without signature of the competent authority.
4. Do not pass the bill with erasures or alterations unless attested by the bill signing authority as many time as such alterations are made.
5. Do not allow payment of rates higher than those included in the Agreement without specific competent sanction.
6. Do not delay refund of earnest money to the unsuccessful tenderers after the tenders are finalised.
7. Do not fail to deduct statutory dues, where due.
8. Do not pass personal claims without complete vouchers.

PERSONNEL

DO'S :

1. Guard against impersonation by any one.
2. Give sufficient publicity to employment notice for recruitments.
3. Send the interview letters, appointment letters etc. through registered post (A/D).
4. Scrupulously follow the instructions regarding medical examination / verification of antecedents etc.
5. Announce the number of vacancies / expected number of vacancies within specified time to avoid recruitment of unspecified candidates.
6. Ensure that inflated and disproportionate panel of candidates is not drawn.
7. Ensure that the service books of employees are properly maintained.
8. Do give true declaration of dependents for availing various benefits.
9. Do ensure gender equality at the workplace.
10. Ensure reply to RTI applications within stipulated period as per the statute.
11. Ensure structural Meetings with Trade Unions as per the schedule.
12. Monitor progress of ongoing departmental enquiries and ensure its timely completion.
13. Ensure compliance to Principals of Natural justice in cases of Departmental Enquiries.

14. Disciplinary Authorities should limit award of Punishment to relevant clauses of Certified Standing Orders.
15. Issue promotion orders after proper scrutiny of seniority, caste certificates, VC/DC, Validity of Statutory Licences & Certificates on the Scheduled Day.
16. In respect of schools receiving grants and aid from ECL, ensure adherence to related Memorandum of Agreement, Circulars and Directions issued by Competent Authorities on the subject.

DON'TS :

1. Do not relax rules unauthorisedly regarding qualification, age etc. during recruitment and promotion.
2. Do not destroy answer sheets after examination.
3. Do not allow the validity of the Selection List/Panel to expire without tangible reasons.
4. Do not recommend for employment or employ ineligible persons.
5. Do not allow business of money lending and raising of fund by any employee.
6. Do not keep the GHS and terminal benefit etc. cases unnecessarily pending.
7. Do not keep the disciplinary proceeding cases unduly pending.
8. In any case do not violate guidelines/instructions issued by ECL/CIL.
9. Avoid favouritism or partiality in matters of promotions etc.

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