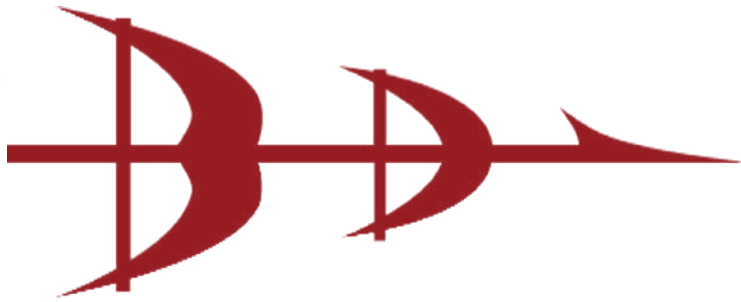


चेतना CHETANA

ANNUAL NEWSLETTER OF VIGILANCE DEPARTMENT-BDL
Volume 1 No.1, November-2020

सतर्क भारत - समृद्ध भारत

Vigilant India-Prosperous India
VIGILANCE AWARENESS WEEK-2020
(27.10.2020 to 02.11.2020)



**VIGILANCE DEPARTMENT
BHARAT DYNAMICS LIMITED**



CVC 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 realise 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.

👉 For Organizations 👉

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 Organisation, 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 sensitise 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.

Message from President



राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat" (Vigilant India Prosperous India)" from 27th October to 2nd November 2020 which coincides with the birthday of Sardar Vallabhbhai Patel.

Corruption has been regarded as one of the foremost hindrance to national development and progress. We must strive to promote integrity and to combat corruption in all walks of life. It is our duty to be a vigilant citizen and prevent corruption of any form in the world around us.

I congratulate Central Vigilance Commission for promotion of systemic improvements and good practices. CVC has taken several proactive steps in disposal of cases in time bound manner. Administering Integrity Pledge and conducting workshops for sensitising on issues related to anti-corruption are appreciable steps in the right direction.

An effective and pro-active vigilance machinery can contribute towards improving the quality of governance. We must take this opportunity to renew our commitment to achieve the goals of promoting integrity, transparency and accountability in public life for a better future.

I extend my greetings to all those associated with the Central Vigilance Commission and wish the campaign every success.


(Ram Nath Kovind)

New Delhi
October 19, 2020

Message from Vice-President



भारत के उपराष्ट्रपति
VICE-PRESIDENT OF INDIA

MESSAGE

I am happy to know that Vigilance Awareness Week is being observed by the Central Vigilance Commission (CVC) on the theme 'Satark Bharat, Samriddh Bharat' (Vigilant India, Prosperous India), from 27th October to 2nd November, 2020.

The social and economic progress of a society is not possible without combating the menace of corruption in the public life. A transparent and corruption free governance system is an essential tool for economic development and progress of a society or a country.

I am sure the public awareness campaign ran by the CVC during the Awareness Week every year sensitizes the public about the ill-effects of corruption and embolden them to adopt a fair system based on the principles of justice and equality in all walks of life.

Let us come together and take a pledge on this occasion to adopt a transparent and efficient work culture, free of corruption and nepotism in our day-to-day conduct and actions.


(M. Venkaiah Naidu)

New Delhi
15th October, 2020.

Message from Prime Minister



प्रधान मंत्री
Prime Minister

MESSAGE

It is heartening to learn that the Central Vigilance Commission is observing Vigilance Awareness Week from 27th October to 2nd November 2020. This year's theme - '*Satark Bharat, Samriddh Bharat*' invokes collective alertness of all citizens for a strong and prosperous nation.

We are marching ahead with resoluteness to build a New India that is self-reliant, a nation that continuously expands its capabilities and focuses on skill acquisition. Our resolve is powered by people's participation.

Our vision of development is human-centric, one where the fruits of prosperity reach everyone in an equitable manner. This can be realized only when 130 crore Indians remain aware and vigilant and perform their duties and responsibilities as proud citizens.

In the last few years, we have repealed several outdated laws and simplified processes. We have been striving to utilize technology optimally to improve Ease of Living and enhance Ease of Doing Business.

We have worked tirelessly to remove corruption and punish the corrupt. In New India, there is no tolerance for corruption and no place for middlemen. It is imperative that vigilant citizens as equal partners strengthen the processes for effective delivery unto the last.

I am sure that the observance of the Vigilance Awareness Week will inspire people to rededicate themselves for the new work culture of transparency and responsibility. Let us collectively work towards making our nation more vigilant and prosperous.

Best wishes to the Central Vigilance Commission for its endeavours.



(Narendra Modi)

New Delhi

आश्विन 29, शक संवत् , 1942

21st October, 2020

Message from Defence Minister

राजनाथ सिंह
RAJNATH SINGH



सत्यमेव जयते

रक्षा मंत्री
भारत
DEFENCE MINISTER
INDIA

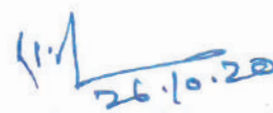
MESSAGE

It is heartening to know that Central Vigilance Commission (CVC) is conducting a public campaign for promotion of integrity in public life through Vigilance Awareness Week from 27th Oct to 02nd Nov, 2020.

I am also delighted to know that the Commission has chosen 'सतर्क भारत, समृद्ध भारत' (Vigilant India, Prosperous India) as the theme for the campaign. Promotion and adoption of systemic improvements and good practices, Integrity Pledge, workshops and similar sensitisation programmes for employees and other stakeholders shall certainly spread awareness on issues related to anti-corruption.

I convey my best wishes to CVC for organizing the Vigilance Awareness Week and sincerely hope that it will strengthen our resolve to adopt fair practices in our conduct.

Date: 26th Oct, 2020
Place: New Delhi


(Rajnath Singh)



Message from CVC

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

सं./No....019/VGL/029.....

दिनांक / Dated...08.10.2020.....

MESSAGE

Vigilance Awareness Week (27th October to 2nd November 2020)

The Commission observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero Tolerance against Corruption".

"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)" has been chosen as the theme this year. Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value.

The Commission believes that citizens and organisations must look inwards at a time when the world is facing an unprecedented crisis. All organisations may focus on improvement of internal processes and activities during this year. Systemic improvements may be carried out to improve the delivery of public services in all organisations. Training and capacity building of staff is an important component supporting this objective. We have been encouraging organisations to implement these initiatives.

The Commission appeals to all citizens to actively work towards promotion of integrity in all aspects of life for the progress of the country.

(Sharad Kumar)
Vigilance Commissioner

(Suresh N. Patel)
Vigilance Commissioner

(Sanjay Kothari)
Central Vigilance Commissioner

Message from CMD



मुझे, यह जानकर प्रसन्नता हो रही है कि भारत डायनामिक्स लिमिटेड का सतर्कता विभाग 27.10.2020 से 02.11.2020 तक आयोजित किये जाने वाले सतर्कता जागरूकता सप्ताह-2020 के दौरान "चेतना" शीर्षक से एक वार्षिक न्यूज लेटर प्रकाशित करने जा रहा है।

इस वर्ष का सतर्कता जागरूकता सप्ताह 'सतर्क भारत - समृद्ध भारत' विषय पर आधारित है। सतर्कता जागरूकता सप्ताह के आयोजन का मुख्य उद्देश्य सभी हितकधारकों में पारदर्शिता और जवाबदेही के माध्यम से समृद्धि-प्राप्ति के लिये जागरूकता लाना है।

आशा है कि "चेतना" से बी डी एल के सभी अधिकारी और कर्मचारी लाभान्वित होंगे। इस न्यूज लेटर में प्रणालीपरक बेहतरी / निदानात्मक सतर्कता उपाय / सतर्कता विभाग द्वारा उठाये गये कदम और मुख्य सतर्कता आयोग के नवीनतम परिपत्रों का सार-संग्रह शामिल है।

मैं, डॉ. उपेंद्र वेन्नम, आई पी ओ एस मुख्य सतर्कता अधिकारी की सराहना करता हूँ कि उन्हें हमारे बीच आये हुए केवल एक वर्ष ही हुआ है। पर इस अल्पावधि के दौरान ही उन्होंने अब तक प्रणालीपरक बेहतरी संबंधी 32 सुझाव दिये हैं जिससे कि कार्य-पद्धतियों में एकरूपता आए और परिणामस्वरूप संगठन की प्रगति हो सके। इसके लिए मैं उनका आभार प्रकट करता हूँ।

मैं, कड़ी मेहनत से निकाले जा रहे इस न्यूज लेटर की प्रशंसनीय पहल के लिए भी मुख्य सतर्कता अधिकारी और उनकी पूरी टीम को बधाई देता हूँ।

I am glad to note that the Vigilance Department of Bharat Dynamics Limited is bringing out the first edition of the annual vigilance newsletter "CHETANA" during "Vigilance Awareness Week-2020" which is being observed from 27.10.2020 to 02.11.2020.

This year, the theme of 'Vigilance Awareness Week' is 'Vigilant India-Prosperous India'. The prime objective of observance of 'Vigilance Awareness Week' is to create awareness amongst all stakeholders towards the policy of achieving prosperity through transparency and accountability.

I hope that "CHETANA" will be of great help to the employees of BDL. This newsletter covers Systemic Improvements / Preventive Vigilance Measures / Initiatives undertaken by the Vigilance Department, Gist of latest CVC Circulars.

I wish to place on record that the CVO, Dr. Upender Vennam, IPoS has been with us for only a year now and he has given 32 Systemic Improvements so far, which are intended to streamline the procedures for betterment of the organisation.

I congratulate the Chief Vigilance Officer and his entire team for this wonderful initiative and putting in all their efforts for bringing out this newsletter.

शुभकामनाओं सहित, Wishing you all the very best.



कमोडोर सिद्धार्थ मिश्रा (से.नि.) Cmde Siddharth Mishra (Retd.)
अध्यक्ष एवं प्रबंध निदेशक Chairman & Managing Director

Message from Director (Technical)



मुझे यह जानकर खुशी हो रही है कि भारत डायनामिक्स लिमिटेड के सतर्कता विभाग की ओर से 27.10.2020 से 02.11.2020 तक मनाये जाने वाले सतर्कता जागरूकता सप्ताह के अवसर पर 'सतर्क भारत - समृद्ध भारत' विषय पर केन्द्रित "चेतना" नामक एक न्यूज़ लेटर प्रकाशित किया जा रहा है।

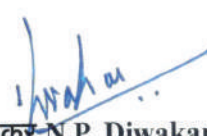
मुझे पूरा विश्वास है कि केंद्रीय सतर्कता आयोग द्वारा हाल ही में जारी परिपत्रों के सार-संग्रह और प्रणालीपरक बेहतरी / निदानात्मक सतर्कता उपाय / बी डी एल सतर्कता विभाग द्वारा की गयी पहल आदि से संबंधित जानकारी से संग्रहित इस न्यूज़ लेटर से बी डी एल के सभी कर्मचारी लाभान्वित होंगे। इस अंक में वर्ष 2020 के सतर्कता जागरूकता सप्ताह के अंतर्गत आयोजित गतिविधियों को भी शामिल किया गया।

न्यूज़ लेटर के प्रवेशांक की इस पहल पर मैं मुख्य सतर्कता अधिकारी सहित उनकी पूरी टीम को बधाई देते हुए शुभकामनाएँ प्रेषित करता हूँ।

I am pleased to note that Vigilance Department of Bharat Dynamics Limited is bringing out a newsletter "CHETANA" during "Vigilance Awareness Week" which is being observed from 27.10.2020 to 02.11.2020 with the theme "Vigilant India-Prosperous India".

I am sure that employees of BDL will find the newsletter useful as it contains the gist of latest CVC Circulars and the Systemic Improvements / Preventive Vigilance Measures / Initiatives undertaken by BDL-Vigilance Department. It also contains the details of various activities undertaken as part of Vigilance Awareness Week-2020.

This is the first edition of the newsletter and I wish to place on record my appreciation to the Chief Vigilance Officer and his team of Vigilance Officers for the initiative and efforts put in for bringing out this newsletter.


एन पी दिवाकर N.P. Diwakar

निदेशक (तकनीकी) Director (Technical)

Message from Director (Production)



मुझे यह जानकारी प्रसन्नता हो रही है कि 27.10.2020 से 02.11.2020 तक मनाये जा रहे 'सतर्कता जागरूकता सप्ताह' के दौरान बी डी एल का सतर्कता विभाग "चेतना" नाम से एक न्यूज लेटर प्रकाशित करने जा रहा है। यह अंक 'सतर्क भारत - समृद्ध भारत' विषय पर केन्द्रित है।

मुझे पूरा विश्वास है कि यह न्यूज लेटर "चेतना" समस्त बी डी एल परिजनों में सतर्कता संबंधी जागरूकता लाने में सहायक होगा। इस न्यूज लेटर में सतर्कता विभाग द्वारा प्रणालीपरक बेहतरी लाने के लिये की गयी पहल, निदानात्मक सतर्कता उपाय सहित मुख्य सतर्कता आयोग द्वारा जारी नवीनतम परिपत्रों का सार-संग्रह और सतर्कता जागरूकता सप्ताह-2020 के दौरान आयोजित कार्यक्रमों की जानकारी शामिल की गयी है। इस पहल से हितधारकों को और अधिक सतर्कता बरतने में मदद मिलेगी।

मैं, इस न्यूज लेटर प्रकाशन के अथक प्रयासों के लिए मुख्य सतर्कता अधिकारी सहित उनकी पूरी टीम को बधाई देता हूँ।

I am glad to note that Vigilance Department of Bharat Dynamics Limited is bringing out the first edition of the newsletter titled "CHETANA" during "Vigilance Awareness Week-2020" being observed from 27.10.2020 to 02.11.2020 with the theme "Vigilant India-Prosperous India".

I am confident that "CHETANA", the newsletter will be helpful in spreading awareness among BDL fraternity. The details of the Systemic Improvements / Initiatives / Preventive Vigilance Measures initiated by Vigilance Department along with gist of latest CVC Circulars and the activities undertaken as part of Vigilance Awareness Week-2020 are contained in this newsletter which will help the stakeholders to be more vigilant.

I congratulate the Chief Vigilance Officer and the entire Vigilance team for their untiring efforts in bringing out this newsletter.



पी राधाकृष्ण P. Radhakrishna

निदेशक (उत्पादन) Director (Production)

Message from Director (Finance)



यह अत्यंत प्रसन्नता का विषय है कि भारत डायनामिक्स लिमिटेड का सतर्कता विभाग दि. 27.10.2020 से 02.11.2020 के दौरान आयोजित किये जा रहे सतर्कता जागरूकता सप्ताह-2020 के अवसर पर "चेतना" नाम से एक न्यूज़ लेटर प्रकाशित कर रहा है जिसका केंद्रीय विषय 'सतर्क भारत - समृद्ध भारत' है।

इस न्यूज़ लेटर में केंद्रीय सतर्कता आयोग द्वारा हाल ही में जारी परिपत्रों का सार-संग्रह और प्रणालीपरक बेहतरी / निदानात्मक सतर्कता उपाय / बी डी एल सतर्कता विभाग द्वारा की गयी पहल से संबंधित जानकारी दी गयी है। साथ ही, न्यूज़ लेटर में सतर्कता जागरूकता सप्ताह-2020 के दौरान सतर्कता विभाग द्वारा आयोजित विभिन्न कार्यक्रम / प्रतियोगिताओं से संबंधित जानकारी भी शामिल की गयी है।

मुझे पूरा विश्वास है कि यह न्यूज़ लेटर बी डी एल के अधिकारी और कर्मचारियों में सतर्कता संबंधी जागरूकता लाने के अपने उद्देश्य में अवश्य सफल होगा।

मैं, मुख्य सतर्कता अधिकारी डॉ. उपेंद्र वेन्नम, आई पी ओ एस और उनकी पूरी टीम को न्यूज़ लेटर के इस प्रवेशांक के लिए बधाई देता हूँ। साथ ही, मैं मुख्य सतर्कता अधिकारी और उनकी टीम को बी डी एल में सतर्कता प्रबंधन में सफलता-प्राप्ति के लिए भी शुभकामनाएँ देता हूँ।

It gives me immense pleasure to note that Vigilance Department of Bharat Dynamics Limited is bringing out a newsletter "CHETANA" during "Vigilance Awareness Week-2020" being observed from 27.10.2020 to 02.11.2020 with the theme "Vigilant India-Prosperous India".

The newsletter consists of gist of the latest CVC Circulars along with Systemic Improvements / Preventive Vigilance Measures / Initiatives undertaken by BDL-Vigilance Department. The newsletter also covers various events / competitions held as part of Vigilance Awareness Week-2020.

I am sure that the newsletter will serve its purpose of spreading vigilance awareness amongst our employees and officers of BDL.

I congratulate the Chief Vigilance Officer, Dr. Upender Vennam, IPoS and his team for taking the initiative for bringing out the first edition of the newsletter. I also wish the CVO and his team a great success in all their endeavours of Vigilance Management in BDL.


एन श्रीनिवासुलू N. Srinivasulu

निदेशक (वित्त) Director (Finance)

Message from CVO



बी डी एल में 27.10.2020 से 02.11.2020 तक सतर्कता जागरूकता सप्ताह-2020 मनाया जा रहा है। इस वर्ष का केंद्रीय विषय है "सतर्क भारत - समृद्ध भारत"।

कंपनी में सतर्कता जागरूकता सप्ताह के आयोजन का मुख्य उद्देश्य है निदानात्मक और प्रतिभागितापरक सतर्कता की संस्कृति तैयार करना। सतर्क रहना प्रत्येक हितधारक की जिम्मेदारी है जिसके बिना प्रभावी सतर्कता संभव नहीं हो सकती।

सतर्कता जागरूकता सप्ताह-2020 के इस अवसर पर आपके समक्ष वार्षिक सतर्कता न्यूज लेटर "चेतना" प्रस्तुत करते हुए मुझे अतीव प्रसन्नता हो रही है। इस न्यूज लेटर में मुख्य सतर्कता आयोग द्वारा जारी नवीनतम परिपत्रों का सार-संग्रह, सतर्कता विभाग द्वारा सुझायी गयी प्रणालीपरक बेहतरी / निदानात्मक सतर्कता के उपाय शामिल किये गये हैं। मुझे विश्वास है कि यह न्यूज लेटर निश्चित ही अपने पाठकों में सतर्कता लाने का अपना महत्तम लक्ष्य प्राप्त करेगा।

"चेतना" का प्रकाशन सतर्कता विभाग के अधिकारियों के कड़े परिश्रम का सुपरिणाम है। मैं उनके इस बहुमूल्य योगदान की प्रशंसा करता हूँ। मैं, सतर्कता जागरूकता सप्ताह-2020 के सफल आयोजन में दिये गये सहयोग के लिए अध्यक्ष एवं प्रबंध निदेशक सहित सभी पूर्णकालिक निदेशकों के प्रति भी कृतज्ञता ज्ञापित करता हूँ।

The 'Vigilance Awareness Week (VAW)-2020' is observed in BDL from 27.10.2020 to 02.11.2020 with the theme "Vigilant India-Prosperous India".

The intent behind observance of Vigilance Awareness Week in the Company is to create a culture of preventive and participative vigilance. Being Vigilant is a prime responsibility of all stakeholders, without which effective Vigilance cannot become a reality.

I am delighted to present to you the first edition of our annual vigilance newsletter "CHETANA" on the Vigilance Awareness Week-2020. This newsletter includes gist of the latest circulars of CVC and the Systemic Improvements / Preventive Vigilance Measures suggested by Vigilance Department. I am sure that the newsletter will help in achieving the highest degree of vigilance by bringing in awareness to its readers.

"CHETANA" is the result of painstaking efforts put in by Officials of Vigilance Department and I appreciate their valuable contribution. I convey my sincere thanks to Chairman & Managing Director and all functional Directors of BDL for their continued support and co-operation in making observance of 'Vigilance Awareness Week-2020', a grand success.



डॉ. उपेंद्र वेन्नम, आई पी ओ एस Dr. Upender Vennam, IPoS
मुख्य सतर्कता अधिकारी Chief Vigilance Officer



Bharat Dynamics Limited- The Force Behind Peace

Established in 1970, Bharat Dynamics Limited (BDL), is a Government of India Enterprise under the Ministry of Defence and a manufacturer of Surface to Air Missile (SAM), Anti -Tank Guided Missile (ATGM), Torpedoes, and allied defence equipments.

CVC and Vigilance Awareness Week

Central Vigilance Commission (CVC) is a statutory multi-member apex institution vested with the superintendence of vigilance administration in the Central Government and its organizations. The Commission endeavors in its outreach measures to create awareness amongst civil society and the public at large towards the policy of achieving transparency, accountability and corruption-free governance. Observance of 'Vigilance Awareness Week' every year as directed by the Commission is one of such measures aimed at the objective of corruption-free governance.

TABLE OF CONTENTS

1.	Preventive Vigilance Measures/Initiatives and Major Systemic Improvement Suggestions given by Vigilance Department, BDL	13 - 25
2.	Gist of CVC Circulars/Guidelines	26 - 29
3.	Article: Post-Covid Contract Management	30 - 34
4.	VAW – Down the memory lane 2012-2019	35 - 38
5.	VAW-2020 in BDL	39 - 41
6.	VAW-2020 Award Winning Posters & Collages	42 - 44
7.	VAW-2020 Award Winning Slogans	45 - 46

A Few Implemented Suggestions

1. Amendment of BDL-CDA Rules in line with DPE Consolidated Model CDA Rules for CPSE-2017

1.0 Brief Introduction

Conduct Discipline and Appeal (CDA) Rules of BDL were amended in line with Department of Public Enterprises (DPE) OM No. 15(07)/99-DPE-GM-VOL-III-FTS-2344, dated 11th December, 2017.

1.1 Background

CDA Rules of BDL were last amended in 1975 and the existing BDL-CDA Rules, 1975 were not in-line with DPE consolidated Model CDA Rules, which are prepared, based on references received from DoPT / CVC. Few of the provisions as given below which figure in Model CDA Rules were not in BDL-CDA Rules:

- Public Servant shall mean;
- Inquiry Authority means;
- Promptness and Courtesy;
- Misconduct: (2A) Obtaining donations / advertisement / sponsorship etc. for the association / NGOs formed by either employee or their spouse / employee's family members etc., from the contractors, Vendors, Customers or other persons having commercial relationship / official dealings.
- Observance of Government's policies;
- Connection with electronic and print media;
- Give or take or abet the giving or taking of dowry, etc.;
- With regard to dealing of the shares of CPSEs;
- Speculation of stock / shares of companies;
- Prohibition regarding employment of children below 14 years of age;
- Disciplinary proceedings / Imposition of Penalty on Employees after their Retirement, etc.;
- Penalties and the related Procedure.

In view of the above, a systemic improvement suggestion was given to the management recommending to modify BDL-CDA Rules, 1975 in-line with Model CDA Rules as circulated by DPE.

1.2 Implementation

Conduct Discipline and Appeal Rules of BDL were amended and BDL-CDA Rules, 2020 have been implemented with effect from 17.06.2020.

1.3 Impact and Benefit

Implementation of BDL-CDA Rules, 2020 have filled the deficiencies in provisions regulating the service conditions of executives.



2. Procurement by 'e-reverse auction' method

2.0 Brief Introduction

A Systemic Improvement suggestion was given to the Management for implementing 'e-reverse auction' as method of e-procurement in place of 'e-bidding'. Subsequently, the practice of 'e-bidding' has been replaced with 'e-reverse auction' by means of amendment in the IMM Manual of the Company.

2.1 Background

e-bidding was the most common method of e-procurement being used in BDL where the company cannot estimate the base price and there is sufficient competition by way of three or more, technically qualified bidders. In e-bidding, the bidder will be able to see his price and whether he is L1 or not. No start price and decrement value are provided in such cases. The price quoted by the first bidder shall be considered as start price. If any other bidder quotes the same price as L1 bidder during the bidding process, his rank will be “_”/2” as the first bidder who quoted the amount will be considered as L1.

The following shortcomings were observed in the e-bidding system:

- i) In the e-bidding, no start price is prescribed. The bidders are expected to give initial price. It is nothing to do with the price quoted by them for the NIT and included in the sealed envelope containing price bid.
- ii) Since e-bidding is resorted to when there are technically qualified 3 (three) or more bidders, it is felt that there is a possibility of cartel formation by those successful bidders, as submitted price bids are not acted upon mandatorily.
- iii) Since bidders quote, price only during the online e-bidding, there is a possibility of quoting a very high price than that of price quoted in the price bid, thereby bids will become non-competitive and result in paying more, after approval.

In view of the above perceived limitations in the system of e-bidding being followed in the company, a detailed web search and study was made to know the other e-procurement methods being followed in other organisations and it was found that many PSUs are using 'e-reverse auction' for procurement. Accordingly, a detailed systemic improvement suggestion was issued to management for implementation of 'e-reverse auction' for e-procurement.

2.2 Implementation

e-reverse auction has been implemented in the company by bringing in suitable amendments in IMM Manual of the Company in this regard.

2.3 Impact and Benefit

In e-reverse auction, the element of discretion, subjectivity is minimised so that possible Vigilance- related issues relating to the process followed in procurement done, may not crop up.

Price bids of the techno-commercially qualified vendors are being opened in e-reverse auction. The L1 price in the price bid or MPR estimate whichever is less is considered as the Reserve price /Start price.

Till October-2020, 15 e-reverse auctions have been taken place with total estimated value of ₹12,56,46,685/- and against this, total value of L1 bidders in the price bid is ₹8,63,29,809/- However, total value of L1 bid price after e-reverse auction is ₹7,80,16,281/- This shows that there is 38% saving over estimated price. e-reverse auction has established price reasonability and has helped the company in saving significant amounts.

As price bids of the techno-commercially qualified vendors are being opened and start price is being fixed, the number of bids during the e-reverse auction has reduced which saves a lot of valuable time.



3. System of issue of Returnable Material Gate Passes (RMGPs) at Vizag Unit

3.0 Brief Introduction

BDL launched Online system of issue of Returnable Material Gate Passes (RMGPs) at Vizag Unit of the Company where the passes are used to be issued manually based on a vigilance systemic improvement suggestion.

3.1 Background

RMGPs were being issued at Vizag Unit of BDL manually by the concerned officers for movement of material from the company premises to vendors. Materials going out with RMGP were to be entered in a register by the security. It was observed that there was no uniformity in the allotment of RMGP number to the items and each department was following a different format. Further, the material code of the items being sent out was also not recorded in the RMGP. The RMGPs which were issued in the year 2014 onwards were still pending which means, the items that were sent outside are long overdue to return to the company.

A systemic improvement suggestion was given to management for introducing online system of issue of RMGP at Vizag Unit which will help in bring in a more transparent system with the ease of tracking and monitoring.

3.2 Implementation

An online system of issue of RMGPs developed by the internal IT department has been introduced at Vizag Unit. Officers authorized can log in to the system and enter the details such as Purchase Order number, Material code, quantity, reason for sending the material to vendor, return date of material by the vendor etc. The system generates a RMGP which duly witnessed and verified by security at the time of movement of material to outside. An SOP prescribing the competent authority depending on the value of material proposed to be sent out is prepared.

3.3 Impact and Benefit

With introduction of online system RMGPs, Vizag Unit has better control and monitoring of the incoming and outgoing material. The system ensures movement of materials of authorised personnel only and generates reports to keep track on number of RMGPs pending at any given point of time.



4. System of disposal of welfare items available in common services stores

4.0 Brief Introduction

A comprehensive Standard Operating Procedure (SOP) was prepared and implemented for effective utilization of surplus welfare items available at common services of the Company.

4.1 Background

Welfare items such as uniforms, gifts, diaries, etc. are procured by IMM- CS and stored at Common Services Stores. As a part of its surprise check activity on the systems of the company by the vigilance department, it was observed that several welfare items like Suiting and shirting clothes, shoes, rice cookers, bicycles, briefcases, paper bundles, etc. are lying since many years and out of which some of the items' quality deteriorated over a period of time.

It was also observed that there is 'no' mechanism available for utilisation / disposal of non-moving / undistributed items (gifts, shirts, shoes, etc.) available in the stores department and there is 'no' process/ procedure to distribute the said welfare items to the intended users. A systemic improvement suggestion was given to management for formulating a comprehensive SoP for distribution/disposal of surplus welfare items at common services stores.

4.2 Implementation

A comprehensive SOP for effective utilization of surplus welfare items at Common Services has been prepared. The SOP contains details regarding condemnation, storage and disposal of surplus welfare and gift items.

4.3 Impact and Benefit

The implementation of SOP has helped in speedy disposal of welfare items such as uniform clothes, shoes, rice cookers etc. pending for a long time in stores. There is also provision of periodical review of all such welfare items in respective stores.



5. System of job rotation of executives working in sensitive and other areas

5.0 Brief Introduction

A comprehensive guideline for regulating job rotation or transfer of executives from sensitive or other areas has been implemented in the company.

5.1 Background

Job rotation of executives working in the sensitive areas of the company are regulated by Central Vigilance Commission instructions/ office memorandums issued in this regard from time-to-time and executives completing more than three years in sensitive posts are rotated. However, with respect to postings in non-sensitive areas, a Circular was released by the company which states that executives who have completed four years in the present job role/assignment needs to be rotated from their present job. Accordingly, all Unit HR Heads are directed to effect Job Rotation in consultation with Unit Heads/Divisional/Department Heads.

Based on the *ibid* circular, proposals have been initiated to rotate executives working in a particular post/area for more than 4 years and vigilance clearance has been sought for effecting transfers with regard to sensitive posts. From the proposals the following were observed:

- a) Executive working in a particular area is not being rotated however, a new section is being added to his area of work and a new designation is being given which makes it look like a separate section/department. For example, PMG changed to PMG & Akash Prime, IMM-Akash changed to IMM-Akash& GSD, PMG-Akash to PMG-Akash Missile.
- b) Swapping of work or mere change in job role under same Reporting Officer

In view of the above observations, the following were suggested for effecting Job Rotation/Transfer:

- i) An executive on his/her transfer to new assignment should not deal with same vendors/contractors/suppliers as he/she was dealing with them in his/her previous assignment.
- ii) An executive should ideally be transferred/rotated and ensure to report to a different Divisional Head. If not possible, to a different Departmental Head. If not possible, at least, he/she should be transferred to a different Reporting Officer.
- iii) If the above are not possible, the Authority while recommending the transfers need to invariably certify that:
 - a) the compelling reason/operational justification and
 - b) there is no possibility of developing vested interest by the transferee executive.



5.2 Implementation

An inter-departmental note has been issued by the competent authority to the concerned unit/divisional heads and unit HR heads intimating about the vigilance observations and suggestions for effecting job rotation or transfer.

5.3 Impact and Benefit

The suggestion given by vigilance has helped in evolving a system for rotation or transfer of executives working in areas for more than the prescribed period. This also helped the company in creating an atmosphere where there is less likelihood of developing vested interest by an executive and this also helped executives in avoiding monotony or fatigue in work.



6. System of preparation of approved vendor list

6.0 Brief Introduction

IMM-Manual of the company requires maintenance of approved vendor list item-wise. Vigilance department suggested for the maintenance of the same and accordingly approved vendors list for each item has been prepared for Konkurs-M and Invar missiles. For other items, the list is being prepared.

6.1 Background

During checking of files pertaining to procurement of high value items, it was observed that these items were purchased on single tender (single approved source) basis. Approved vendor list is not maintained by IMM for some of the items. However, the IMM Manual of the Company specifies that, “The list of approved vendors for each item is maintained by divisional IMM and in CIM system, with details of basis of approval.”

It was also observed that no efforts were made by concerned departments to develop alternate sources of supply which resulted in a price increase of the items. However, IMM Manual of the Company states that, “Items ordered on approved vendors are reviewed quarterly by Divisional IMM to avoid the possibility of single vendor situation and to increase competition.”

Vigilance department recommended for developing a system of preparation of approved vendor list for each item and for review of the items ordered on single approved vendors and develop more vendors in order to have competitive bidding.

6.2 Implementation

Approved vendors list for each item has been prepared for Konkurs-M and Invar missiles. For other items, the preparation of list is under process.

6.3 Impact and Benefit

- Review of single vendor situations
- Increase competitions and vendor base
- Fairness, transparency and discipline in procurement system
- Timely delivery to end user increasing customer confidence
- Reduction in Liquidated Damage



7. Integrity Survey-assessing integrity orientation in BDL as part of systemic improvement

7.0 Brief Introduction

An integrity survey was conducted for executives in the company with an objective to gauge the integrity orientation of employees. A total of 73% of executives responded to questionnaires on integrity and the response have been analysed using various statistical tools to get the findings.

7.1 Background

Integrity is a basic tool and its absence could prompt failures in governance and trigger fraud, inefficiency, corruption etc. Integrity is a vital characteristic for the company and therefore company is expected to be transparent, ethical and highly efficient. Government of India/CVC's main objective is to safeguard the public interest by having good corporate governance practices which should be efficient and effective to ensure that rights of public/customers are protected. Therefore, it is essential to identify the different factors of integrity and their linkages to create an objective and reliable tool that can measure the integrity orientation of the Organization. With this backdrop, an exercise was conducted with the objective of :

- i) Identifying different factors of integrity at personal, at workplace and at organizational level and then to assess their interplay.
- ii) Creating an objective and reliable tool that measures the integrity orientation of the organization.

7.2 Implementation

An Integrity questionnaire consisting 30 items were given to the executives and 653 executives in Grade-I to X responded. The collected data was analysed using various statistical tools and the findings were communicated to management. The results of the survey indicated for improvement in systems in the following areas:

- Upward and downward communication
- Alignment of commercial decision making and goals of the organization
- Creating a workplace of harmony, mutual trust and sharing common values

7.3 Impact and Benefit

The results of the integrity survey would help the company to create an ecosystem which improve the level of integrity of employees. It will also help in devising suitable interventions and policies for creating an environment of accountability and transparency.



Major systemic improvement suggestions given by vigilance department which are under consideration by Management

I. Preparation of NIT

- During inspection of documents of procurement of an item through e-bidding, it was observed that the bid form mentioned the requirement as 'Quantity-1' and 'Unit-1 Lot (10 X, 1 Y and 1 Z), whereas in special instructions it was mentioned as "Required Quantity 11 Nos. (10 X, 1 Y and 1 Z= 1 lot). This ambiguity led to some bidders quoting for 1 quantity whereas some others quoted for 1 Lot.
- Vigilance wing suggested to evolve a system of preparation, scrutinizing and approving of NIT with responsibility matrix inbuilt. To avoid recurrence of such conflicting situation now a checklist for approval of NIT before uploading has been prepared. IMM officers are being sensitized in monthly meetings.

II. Digitisation of Land/Buildings Records and Land Management System

- It was observed that there is no structured SOP or Land Management Policy. The land records are maintained in paper files and scattered across various units.
- A study was made to know practice of land management in other PSU and accordingly, a systemic improvement suggestion has been given to management on the following:
 - i) To formulate a comprehensive land management policy with responsibility matrix in built and control & monitoring mechanism.
 - ii) Land Audit/Survey: An audit of the available land of the company may be done to evaluate the current status. The land records related to land acquisition, ownership and general records are to be identified and digitized with appropriate software-based program.
 - iii) Digitalization of the land records related to land acquisition, ownership and general records with appropriate software-based program.
 - iv) Periodical survey of the vacant lands may be done religiously and are to be protected.

III. Probation and Confirmation on First Appointment

- Upon review of the system of probation confirmation on first appointment, it was observed by vigilance department that the threshold value of rating for confirming an Executive / Non-Executive is not defined in the extant rules. Further, there is 'no' provision for moderating the ratings given by the 'Reporting Officer' by the Departmental Head and/or Divisional Head.
- In order to ensure clarity in the Probation & Confirmation Rules, it has been suggested by vigilance department to incorporate the 'threshold value' in the relevant rules and to make provision for Reviewing Officer to moderate the score of an Executive / Non-Executive, which is given by the Reporting Officer.



- It has also been suggested to implement a 10-point numerical rating scale which renders a quantitative representation of an attribute (1 to 3.99 i.e., below 4= Poor, 4 to 4.99=Average, 5 to 5.99=Satisfactory, 6 to 6.99=Good, 7 to 8.99= Very Good, 9 to 10=Excellent) while assessing by the prescribed authority / competent authority.

IV. Improvement on Performance evaluation during Management Training Absorption Process

- To improve the process of performance evaluation of MTs on completion of Training Period during their absorption, it has been suggested by vigilance to have a component of Written Test on service matters apart from other criteria as prescribed.
- As it is imperative for an employee in managerial role to know the service rules, it has also been suggested that Training Plan of the MTs irrespective of their discipline should contain classroom session on Service matters such as CDA Rules, Standing Order, Leave Rules, and Grievance Procedure etc.

V. Preparation of Realistic Estimation/ BOQ in civil works

- As a part of scrutiny of civil project file relating to construction of toilets, it was observed that the estimation had been changed number of times. Final value of the contract after execution of the work was 34% less than the estimated value.
- Further, on analysis of line item-wise details indicating the Actual work done vs. Quantity mentioned in service order, it was observed that against total quantity of service order unit, the total consumption of units is less by 23%.
- Vigilance department suggested that a practical approach need to be adopted by the concerned while arriving at BOQ and while preparing Estimates properly.
- The Estimates prepared by the Civil Wing need to be thoroughly scrutinized for its correctness. The quantity specified need to be critically reviewed. The on-site examination of works periodically need to be done and mandatory site registers are to be updated and inspected.

VI. Issue of Admission Memo and Certification of attendance during hospitalization period

- As a part of surprise check activity, a study of details of in-patient Admission Memos issued for employees during the period October-December 2019, against whom bills from the hospital have been received and their attendance during the period of hospitalization were examined. It was observed that a few employees instead of applying 'Leave' for the period of hospitalization has been granted 'OD' and they have been granted incentive based on 'OD' certification.
- Vigilance wing recommended for cancellation of 'OD' certification and apply of 'Leave' for the said period of hospitalization. Further, it was

recommended to recover the production incentive paid. It has also been recommended to develop an integrated system to track the hospitalization of employees and the Attendance Certifying Authority should be kept in the loop to know the status of hospitalization of the employee.

VII. Improvement on Supplies & Vehicle Pass

- It was observed that while receiving the provisions for canteen, a few of the items mentioned in the Delivery Challan have not been received at the canteen. Registration Number of the vehicle has not been mentioned in the delivery challan.
- Vigilance wing recommended to develop and implement an online system across units for capturing details like purchase order no., receipt of no. of items against PO, vehicle no., driver, in-time, out-time etc.
- It was also recommended that the suppliers of canteen items need to be advised to send the items as per the Delivery Challan without any shortfalls and also to indicate the details of the PO No. & Date in DC.

VIII. Improvement on Vendor Registration of Civil Contractors

- During a study by vigilance department of the vendor registration of civil contracts, it was observed that there is no centralized repository of all civil contractors / service providers. The absence of such a system may provide a scope for same contractors to float firms with different names and thereby the same bidder may participate in tender with different company names.
- Therefore, it was recommended by vigilance department that a centralized repository of all civil contractors / service providers need to be created on priority basis. Registration/renewal of civil contractors/service providers need to be done in line with the process followed by corporate commercial department.

IX. 'Vigilance Module' as part of In-house Training Program

- The main aim of Vigilance is preventive in nature. Preventive Vigilance includes analysis of rules and regulations of the organization, identifying complexities in the procedures, regular/surprise checks and inspections, and arrange in-house as well as external vigilance training program for employees.
- To create awareness amongst employees on various issues related to vigilance, a vigilance module was hosted in intranet which covers topics on concept of vigilance, vigilance angle, role of CVC, complaints & investigation, departmental proceedings, public procurement & unethical bidding etc.
- It was also suggested that during in house training programs one hour need to be dedicated for training on preventive vigilance.



X. Improvement in Estate Management

- A study relating to allotment of residential quarters and commercial establishment at township was undertaken by vigilance department. It was observed that there is no standard operating procedure for allotment of commercial establishment/residential quarters.
- It was recommended to adopt an SoP for allotment of residential/commercial establishment in township. Revision of licence fee for commercial establishment/quarters is also required in-line with market rates.
- Adoption of automatic credit clearing system i.e., automatic electronic transfer of license fee & other charges from the bank accounts of the allottees.
- Fixing the duration of stay allowed for families of deceased employees in line with Government of India directives regarding allotment of Government accommodation to dependants of Govt. servants who die in service.

XI. Verification of Antecedent, Educational Certificate, Experience Certificate and Caste Certificate etc.

- A study relating to status of verification of documents such as Antecedent, Educational Certificate, Experience Certificate, Caste and PwD certificate etc. was undertaken by vigilance department. It was observed that verification of antecedent and others certificates are pending against many employees who joined during 2006 onwards.
- Vigilance wing recommended to expedite the verification of certificates. It was suggested to send the verification letters to the 'issuing authority' with a copy to the District Collector. It was also suggested to make verification of Caste & PwD certificate mandatory as is in the central govt.

XII. System of hiring of vehicles

- As a part of preventive vigilance activity, a study and examination of system of hiring of vehicles across all units of the company was undertaken by vigilance wing.
- It was observed that there is no uniformity in the tender conditions being floated by different units for hiring of vehicles. It was also observed that vehicle RC submitted by contractors are fake in few occasions and the vehicles supplied are not as per tender conditions.
- As part of systemic improvement, Vigilance department suggested that the Transport departments of the respective units need to verify the genuineness of the RCs submitted by the contractor.
- It was recommended that an SOP need to be prepared with standardized requirements and Terms & Conditions for hiring of vehicles in order to maintain uniformity across the units.



Gist of Latest CVC Circulars*

1. CVC Office Order No. 04/05/20 dated 12.05.2020, Expeditious disposal of cases involving public servants due to retire shortly

- (i) The Commission had directed CVOs of all Ministries/Departments/ Organisations to ensure expeditious finalization of disciplinary proceedings/ action, particularly in respect of officials likely to retire shortly. The Commission had specifically impressed upon the vigilance functionaries as well as administrative authorities concerned, the need to prioritize their activities of conducting investigations and completion of disciplinary action well in advance so as to avoid late references to the Commission. Further, it was also conveyed that all such retirement cases should be received by the first week of the month of superannuation of the officer(s) concerned. Cases/ references received for advice after the first week of the month would be returned back to the Department/Organization without advice of the Commission.
- (ii) The Commission, while reiterating its earlier instructions emphasized that all such retirement cases for advice should be received in the Commission by 10th of every month by 5 PM. Further, if 10th is a holiday, by the next working day.

2. CVC Circular No.05/07/2020 dated 20.07.2020, Reporting cases of deviations by Appellate / Reviewing Authorities by CVOs

- (i) The Commission has stated that as per the provisions laid down in para 7.38 of Chapter-VII of the Vigilance Manual-2017, in matters of appeal, the Appellate Authority is expected to keep in view the advice tendered by the Commission / penalty imposed by the Disciplinary Authority and decide the appeal. Further, in case the Appellate Authority / Reviewing Authority decides to deviate from the advice given by the Commission and final orders issued by the concerned Disciplinary Authority, the CVO is required to report such individual cases decided at appeal / review stage to the Commission which would thereafter take an appropriate view whether the deviation is serious enough to be included in its Annual Report.
- (ii) The Commission has advised all CVOs to report such individual cases of deviation without any delay immediately after decision / orders issued at the Appellate / Review stage and also indicate in the relevant column in the QPRs filed by the Chief Vigilance Officers.



3. CVC Circular No. 06/08/2020 dated 06.08.2020, Reference to the Commission for reconsideration of the advice

- (i) The Commission had prescribed that the Departments / Organisations are required to approach the Commission for advice wherein a lenient view or stricter view than that advised by the Commission is proposed to be taken by the Competent Administrative Authorities. Further, it was also prescribed that such reconsideration proposals should be sent within a period of two months from the date of receipt of the Commission's advice.
- (ii) However, the Commission has observed that proposals for reconsideration of the Commission's first stage advice are not being received within the specified time line of two months and further, many a time, justification warranting reconsideration / new material facts are not presented meriting reconsideration in such proposals by the Departments / Organisations. Such references for reconsideration result in avoidable delay in processing vigilance cases and taking expeditious action on Commission's advice.
- (iii) Therefore, the Commission has decided that any proposal for reconsideration of its first stage advice should be made to the Commission with the approval of the concerned Disciplinary Authority / Head of the Department / Chief Executive of the Organisation concerned within one month of receipt of the Commission's first stage advice and that too only in those exceptional individual cases having additional/new material facts.

4. CVC Circular No. 07/08/2020 dated 13.08.2020, Action taken by CVOs on complaints sent for necessary action and updation of status in Complaint Management System application

- (i) In terms of Complaint Handling Policy (CHP) of the Commission and Para 3.4.3 of Chapter-III of Vigilance Manual, 2017, complaints are sent to CVOs for necessary action through Complaint Monitoring System (CMS application). Though no report is required to be sent by the CVOs, however CVOs are required to examine and decide on complaints received from the Commission within a period of one month from the date of receipt of complaint from the Commission. Further, it is mentioned that if any complaint, referred to CVOs for necessary action by the Commission, are taken up for inquiry/investigation by the CVO, the time limit of 12 weeks for completion of investigation and submission of report would apply. Otherwise, such complaints require no further reference to the Commission and are to be disposed off by the Departments / Organisations themselves after taking necessary action. CVO should update the status of complaints sent for necessary action on the Commission's website" (in CMS application).



5. CVC Office Order No. 08/08/2020 dated 14.08.2020, Adherence to time limits for investigation of complaints referred by the Commission to CVOs of Departments / Organisations-reg.

- (i) In terms of the powers under Section 8(1) (d) of CVC Act, 2003, the Commission seeks reports from Chief Vigilance Officers (CVOs) of Departments/Organisations on complaints received by the Commission. The CVOs are required to furnish investigation reports on such complaints with in three months from the date of receipt of references from the Commission. The Commission has observed that the Departments/Organisations are not adhering to the laid down time limits, due to which such matters are inordinately delayed, where by timely action on complaints is not possible.
- (ii) Therefore, the Commission has reiterated that the prescribed time lines of three months should be strictly followed by the CVOs of Departments/Organisations. In case, if it is not possible to complete the investigations and refer the matter to the Commission with in three months, the CVO should seek extension of time stating the specific reasons/ constraints in each case, within 15 days of receipt of reference from the Commission with the approval of the Secretary/CMD/Chief Executive of the Department/Organisation concerned as the case may be.

6. CVC Office Order No.10/9/20 dated 09.09.2020, Reference to the Commission for reconsideration of its advice- Dispensing with reconsideration of second stage advice-reg.

- (i) Para 1.6.4 of Chapter I, Para 7.19.3 and 7.28.5 of Chapter VII of Vigilance Manual, 2017 and aforesaid Circulars provide for consultation with the Commission, if the administrative authorities do not agree with Commission's advice and propose to take either a "lenient view" or a "stricter view" than recommended by it, for reconsideration of its 1st stage or 2nd stage advice.
- (ii) The Commission has analysed the cases received for reconsideration of its second stage advice tendered, and observes that second stage advice is tendered based on inputs received from Department/ organisations which includes all material / information pertaining to individual disciplinary case. Further, in most of the cases, Commission had reiterated its earlier advice tendered at second stage and in almost all such proposals, no new material/ additional facts were brought out by the Departments/ Organisations to justify any change. Also, in such cases of second stage advice, there is little scope for reconsideration. The Commission, therefore, has decided to dispense with consultation for reconsideration of its second stage advice.



7. CVC Office Order No.11/09/20 dated 10.09.2020, Expeditious disposal of Vigilance cases- regarding

- (i) The Commission has observed that several reminders are sent to CVOs of concerned Departments/ Organisations seeking further information / clarifications on reports received in complaints referred by the Commission for investigation as well as in Vigilance cases referred for First / Second Stage advice of the Commission. Such further information are sought by the Commission, since references made by CVOs are either incomplete or matters have not been considered/analysed in proper perspective, due to which the Commission is unable to tender its advice on references received from Departments/Organisation. The reply / further information from the CVOs are many a time, delayed and takes several months / years and leads to wastage of precious time and reduction in impact of punitive action on suspect / charged officials and to the public at large.
- (ii) The Commission on consideration of the processing / examination of the cases, therefore, has observed that system of examination needs systemic change and has decided a course of action for adherence to finalized and tender advice in such long pending references.

8. CVC Circular No.12/09/20 dated 24.09.2020, Action on anonymous / pseudonymous complaints

- (i) The Commission vide CVC Circular No.12/09/20 dated 24.09.2020, has invited attention to the DoPT's OM No.104/76/2011-AVD.I dated 18/10/2013 & 18/06/2014 and CVC Circular No.07/11/2014 dated 25/11/2014 wherein it was prescribed that 'no action would be taken on anonymous/pseudonymous complaint' by Ministries/Departments / Organisations and such complaints should be filed. The Commission requires strict compliance to these instructions.

9. CVC Circular No.13/10/20 dated 01.10.2020, Expeditious disposal of cases involving public servants due to retire shortly

- (i) The Commission vide this Circular No.13/10/20 dated 01.10.2020, has reiterated its instructions relating to expeditious finalization of disciplinary proceedings/ action, particularly in respect of officials likely to retire shortly.
- (ii) In continuation of Commission's Office Order No.04/05/20 dated 12/05/2020, Commission now prescribes that all such retirement cases for advice should be received in the Commission 30 days before the date of retirement of the officer.

** The gist is furnished for guidance only. For reference, circulars issued by the CVC need to be consulted.*



Post – Covid Contract Management : Conditions & Guidelines*

-S.P.Gautam

Technical Examiner, CVC

1. The COVID-19 is the pandemic whole World is facing now a days, including India. The Government of India is trying to tackle the situation on war-footing stage through the stage-wise lockdown across the country and has been successful also in its endeavour. However the subject matter of this article is not related to medical aspects of COVID-19 crusade but the impact of lockdown on contracts management. This has really been an issue to worry by various contractors be they small scale or big contractors carrying out high valued infrastructure projects. Some of these issues arising out of the lockdown have already been taken care and have been successfully resolved by the Government by issuing the fresh guidelines on them or modifying the already existing guidelines. These very issues have been discussed in this article, one by one, as below:

2. Invoking of Force Majeure Clause (FMC):

- i. Vide Department of Expenditure O.M. F. 18/4/2020-PPD dtd.13.05.2020 FMC can be invoked in case of **delays in or non-fulfillment** of contractual obligations. these delays or non-fulfilment being further caused due to restrictions placed on movement of goods, services and man-power on account of lock-down situation prevailing in **India & Overseas**. This FMC can be invoked in case of:
 - Supply contracts (para 9.7.7 of Manual for Procurement of Goods 2017)
 - Works Contracts (Para 6.4.2 of manual for procurement of Works 2019)
 - Consultancy and Services Contracts (Para 8.14.1 of manual for procurement of consultancy and other services 2017)
 - PPP Concession contracts
- ii. After invoking the FMC date for completion of contractual obligation which had to be completed **on or after 20th February 2020** shall stand extended for a period **not less than three months and not more than six months**, without imposing and cost or penalty over contractor or concessionaire. The period between three and six months can be decided based on:
 - Specific circumstances of the case and
 - Period for which performance was affected due to FM.
- iii. It is to be ensured before invoking FMC in the lockdown period that parties to the contracts were not in default of the contractual obligation on the cut-off date of 19th February 2020.



- iv. Further it is to be noted that invocation of FMC doesn't absolve all non-performance of a party to the contract but only in respect **such non-performance as is attributable to lockdown or restrictions imposed on account of COVID-19** e.g. guaranteed performance of a machine supplied by contractor in pre-lockdown period if is not achieved than it can't be blamed to lockdown.
- v. It may also be noted that all contractual obligations shall revive on completion of the concession period.
- vi. Precautions:
 - Payment can't be made to PPP Concessionaire in lieu of extension of contract for any duration and at any rate.
 - Price variation may be allowed to contractor for extended duration of contract.
 - FMC shall not be invoked to those non-performances which are not attributable to lockdown or restrictions imposed on account of COVID-19.
 - No risk –Purchase clause shall be implied once FMC is invoked.
 - FMC can't be invoked and Risk-Purchase shall be invoked **if & only** if the contractors were in default of the contractual obligation on the cut-off date if 19th February 2020.
 - If FMC has been invoked then no penal interest will be payable for delay in submission of PBG.

4. Performance Security:

- i. Vide Department of Expenditure O.M. F. 18/4/2020-PPD dtd. 13.05.2020 it has been decided that part of performance security in proportion to the **supply already made/contract work already completed** may be returned by the contractee (Government Department) to the contractor/supplier provided:
 - Application for the same is made by a contractor who is not in default of any contractual obligation.
 - FMC is invoked by the contractor and all requirements of FMC are fulfilled.

If the above two conditions are not fulfilled then contractee shall be under no obligation to take action as per these guidelines.
- ii. Extending the analogy further, the same can be applied to performance security in form of Performance Bank Guarantee (PBG) and then PBG corresponding to full contract value may be replaced with by PBG of value of work yet to be done.
- iii. Precautions:
 - The two conditions mentioned above in Pare 3(i) are mandatory to be fulfilled for invoking this clause of security refund.



- FMC shall not be invoked to those non-performance which are not attributable to lockdown or restrictions imposed on account of COVID-19.

5. Payment of wages to outsourced staff:

- i. Vide Department of Expenditure O.M.s 23(4)/E. Coord/2020/1 dtd. 23.03.2020 in order to avoid any undue hardship due to corona; **contractual, casual and outsourced** staff in the Ministries/Department and other organizations in Government of India if stay at home in view of lockdown then they shall be treated as “on duty” and necessary pay/wages would be paid to them accordingly.
- ii. Lockdown period shall be as announced by various states/UT Governments.
- iii. This instruction also applies to attached/subordinate offices, autonomous/statutory bodies of Government of India.
- iv. Precautions:
 - Service contracts like house-keeping, supply of DEO etc. shall not be extended soon to invoking the FMC because payment is continue to be made for even the period of lockdown.
 - This instruction also applies to attached/subordinate offices, autonomous/statutory bodies of Government of India.
 - This instruction can't be applied to applied to contracts for engaging outsourced staff for any type of consultancy services.

6. Promoting Self –reliance, Make in India and MSMEs:

- i. Vide Department of Expenditure O.M.s 12/17/2019-PPD dtd. 15.05.2020, un order to Promote self-reliance, Make in India and to promote MSMEs, modification has been made in GFR 161(iv) and as per modified rule:

“No Global Tender Enquiry (GTE) shall be invited for tenders up to ₹200 crore or such limit as may be prescribed by the Department of Expenditure from time to time”

In view of the above guidelines no GTE will be invited for tenders up to ₹200 Cr.

Provided:

- For tenders below such limit if there are special reason for GTE, Ministry or Department may record detailed justification and seek prior approval for relaxation to above rule from the competent authority.

However tender being above or below threshold limit of ₹200 Cr. may depend upon the discretion of authority making estimates in some cases. Therefore, splitting the tender or clubbing them will now be a crucial aspect.



7. Relaxation in procurement:

i. Vide Department of Expenditure O.M.s F 6/18/2019-PPD dtd. 27.03.2020, Single Source Procurement (vide GFR 166) and Procurement of Non-consulting services by nomination (GFR-204) have been allowed for procurement of **medical and other essential supplies** related to COVID-19 operation. These relaxation have been allowed to following five Ministries/Departments:

- Department of Pharmaceuticals
- Ministry of Health & Family Welfare
- Ministry of Textiles
- Department of Consumers Affairs
- Ministry of Civil Aviation

Essentiality will be certified by the Secretary of Ministry /Department. Secretary if they feel so may constitute of officers to deal with and recommend and/or decide on these matters.

ii. Further relaxation given in above are:

- Provision of Rule 149 (Procure through GeM) will not be applicable for such purchases
- Procurement may be simultaneously undertaken from more than one source if quantity required is not available or is not immediately available.
- Procurement can be made through Indian Missions abroad. Prices shall be fixed by the Indian Mission in consultation with Ministry/Department.
- If the entire quantity is not available from any one method of procurement then procurement may also be resorted to simultaneously by multiple methods (by GeM/Indian Mission/by GFRs 116 & 204) and if unavoidable procurement may be at different rates also.

8. Further precaution:

- Tenders received prior to Lockdown may not be fit under new circumstances e.g. there may be issue of pricing or issue of delivery timeline. Under such circumstances, it is advisable that tenderers may be asked to confirm their offers and to supplement the tenders by submitting the supplementary price bid if they need.
- Completion date envisaged in tenders yet to be finalised may also be revised so that clauses of price variation etc. may be accordingly applied.



9. Some issues still left unanswered:

- i. Contractors may ask for relaxation in payment of Interest on Interest bearing Mobilisation advance for at least the Lockdown period. But no guideline have yet been issued on this particular aspect.
- ii. For purpose of resolving crisis of mobility, Industry may ask for releasing the retention money being kept by contractee. This may be dealt by respective Industry/PSU if they wish to release the same as one time measure.

**Source: VIGEYE VANI, Central Vigilance Commission Newsletter, Special Issue on Indian Railways, January to June, 2020.*



VAW- Down the Memory Lane (2012-2013)



CMD Shri S N Mantha administering integrity pledge during inauguration of VAW-2012



Shri S. Anwar, IAS (Retd.), former Special Chief Secretary, Govt. of A.P. along with CMD, CVO and other Directors during inauguration function of VAW-2012



Shri B. Prasada Rao, IPS, Director General, Anti-Corruption Bureau of Andhra Pradesh, the Chief Guest along with other Directors & CVO during Valedictory Function of VAW-2012



Shri K. Satyanarayan, Former Sr.GM of Nizam Sugar Factory Ltd. along with CMD, CVO and other Directors during inauguration function of VAW-2013



Shri R.K. Shekhawat, Director (Vigilance/ DDP) giving prizes to competition winners during VAW-2013



Shri K. Satyanarayan addressing the audience during inauguration function of VAW-2013

VAW- Down the Memory Lane (2014-2015)



Justice Shri K.C. Bhanu, High Court of Hyderabad for State of Telangana & State of Andhra Pradesh as Chief guest inaugurated Vigilance Awareness Week-2014



Justice Shri K.C. Bhanu and other dignitaries releasing Vigilance Compendium during Vigilance Awareness Week-2014



Shri R. Sri Kumar, Former Vigilance Commissioner, CVC, New Delhi being welcomed by CVO for delivering a guest lecture during VAW-2014



Dr. Jayaprakash Narayan, IAS (Retd.) and other dignitaries releasing Vigilance Compendium CD during valedictory function of VAW-2014



Shri K.R. Nandan, IPS (Retd.), Vigilance Commissioner, Telangana State lighting the lamp during inaugural function VAW-2015



Dr. K. Nageshwar, Professor delivering Guest lecture during valedictory function of VAW-2015

VAW- Down the Memory Lane (2016-2018)



Chief Guest Shri K. Padmanabhaiah, IAS(Retd.), Chairman of ASCI-Hyd. & Ex-Home Secretary, Govt. of India and other dignitaries during inauguration of VAW-2016



Shri L. Narasimha Reddy, Former Chief Justice of Patna High Court is welcomed by Shri Mujib Pasha Shaikh, CVO, BDL during valedictory of VAW-2016



CVO/BDL administering integrity pledge to citizens during Grama Sabha at Nandigama village as part of observance of VAW-2017



Shri P.V.K. Ramana Prasad, Principal Chief Legal Advisor, ACB, Telangana State delivered guest lecture at BDL-Bhanur during VAW-2017



Shri G.V. Seethapathy, Former Judge of Andhra Pradesh High Court and other dignitaries releasing Vigilance Manual during VAW-2017



Justice Shri Avinand Kumar Shavili, High Court of Telangana lighting lamp during VAW-2018



VAW- Down the Memory Lane (2018-2019)



CVO/BDL with winners of competitions held for school children as part of VAW-2018



CVO/BDL reading out message of CVC during pledge ceremony of VAW-2019



Plantation drive at Kanchanbagh Unit during observance of VAW-2019



CVO/BDL flagging off 4 Km walkathon held during VAW-2019



A philatelic exhibit on quotes of Mahatma Gandhiji prepared by Dr. Upender Vennam, CVO/BDL is inaugurated at DAV school, Bhanur Unit as part of setting up 'Integrity Club' during Vigilance Awareness Week-2019



Chief Guest Shri VV Lakshminarayana, IPS (Retd.), Former Jt. Director CBI releasing Vigilance Compendium during valedictory function of VAW-2019

Vigilance Awareness Week 2020

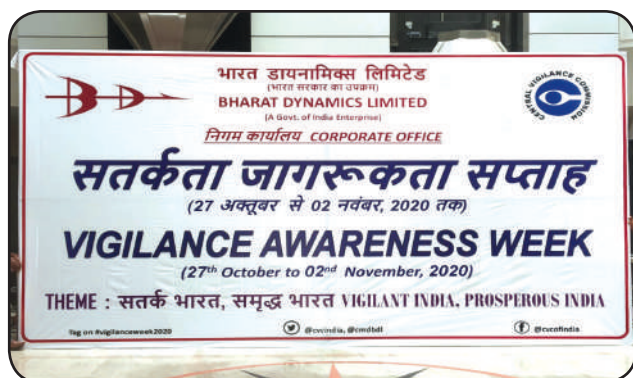
As directed by the Central Vigilance Commission (CVC) vide its Circular No.09/09/2020 dated 08.09.2020, the Vigilance Awareness Week-2020 with the theme 'Vigilant India-Prosperous India' was observed in Bharat Dynamics Limited from 27th October 2020 to 02nd November 2020. Internal (Housekeeping) activities were conducted in campaign mode to strengthen the systems and procedures. Apart from this, various outreach measures are conducted to create awareness amongst employees and citizens about the evil impacts of corruption and benefits of transparency, accountability and corruption-free governance. Keeping in view the prevailing pandemic situation, most of the activities were conducted in digital platforms and with strict adherence to COVID – 19 guidelines issued by Ministry.

ACTIVITIES PLANNED BY CVC & CBI

CMD, all Functional Directors, CVO and all departmental heads participated in the Inaugural address of Hon'ble Prime Minister, Shri Narendra Modi on 27-10-2020 at 04.45 pm.

Dr Upender Vennam, CVO/BDL, GM(HR), AGM(IA), AGM(CC) & DGM(Vigilance) attended the 'National Conference on Vigilance and Anti Corruption' via virtual platform from 27-29th October 2020, organized by CBI.

DISPLAY OF BANNERS



To spread the message of 'Vigilant India-Prosperous India' and sensitize employees and public at large, 'Banners' on the theme were displayed at conspicuous places across units of the company.

PLEDGE ADMINISTRATION



The observance of 'Vigilance Awareness Week-2020' commenced with Chairman & Managing Director, Cmde Siddharth Mishra (Retd.) administering 'integrity pledge for citizens' on 27.10.2020 at Corporate Office. This was followed by reading out messages of Hon'ble President of India, Hon'ble Vice-President of India, Hon'ble Prime Minister of India and CVC by CVO and other Directors. The program was live across units of the company through video conference. Employees of Kanchanbagh Unit, Bhanur Unit, Visakhapatnam Unit and Ibrahimpatnam Unit took the integrity pledge at their respective places.

OUT REACH ACTIVITIES

To create awareness among employees and citizens, various activities such as Elocution, Essay Writing, Slogan Writing, Poster and Collage Making were conducted for the employees, spouse and Children of employees across the units of BDL through online mode.

VENDOR MEET



Virtual Vendors Meet was organised by Corporate Commercial Dept. of BDL on 30th October 2020, wherein, vendors from across India were invited to be a part of the business prospects of BDL and also to address their grievances, if any. More than Sixty vendors have participated. The meet was inaugurated by Shri P Radha Krishna, Director (Production). The Director (Production) highlighted the importance of having vendor meet periodically so as to ensure transparency and accountability. Shri N.P. Diwakar, Director (Technical) was also present during the inauguration. Speaking on the occasion, after administering the integrity pledge to vendors, CVO, Dr. Upendar Vennam expressed that the business should be done in a transparent manner & with highest integrity. He also stressed on Multiple Vendor Development to reduce dependency and increase competitiveness. Shri GN Sudharshan Reddy, Additional General Manager (Corporate Commercial) welcomed the gathering and briefed on the Vendor Development initiatives of the Corporate Commercial Department of the Company and online session on 'Integrity Pact' and 'Role of Independent External Monitors (IEMs)' was conducted.

SENSITIZATION PROGRAM



As part of Vigilance Awareness Week – 2020, a sensitization program for employees especially for new joiners was conducted at Visakhapatnam Unit on 29th October, 2020 on matters relating to preventive vigilance, service matters such as CDA Rules, Standing Order, Leave Rules, Procurement Process. Shri. S V Kameswar, General Manager – VU inaugurated the program and shared his vast experience of working in various departments including Vigilance and Corporate Commercial. The other sessions were taken by faculties from Vigilance, HR and IMM department.

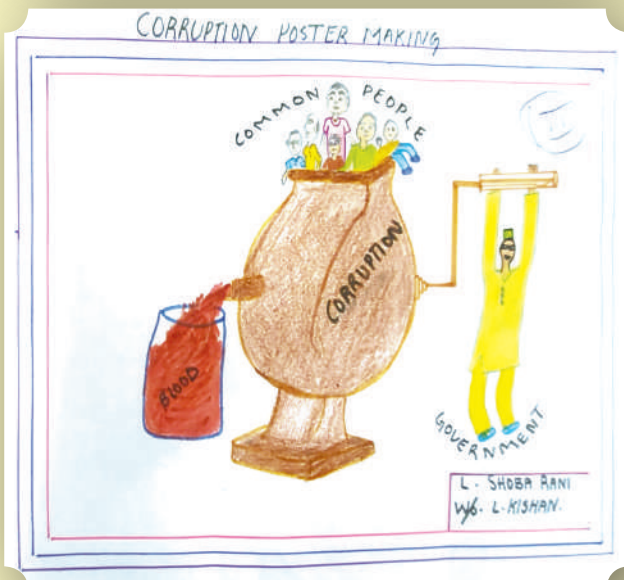
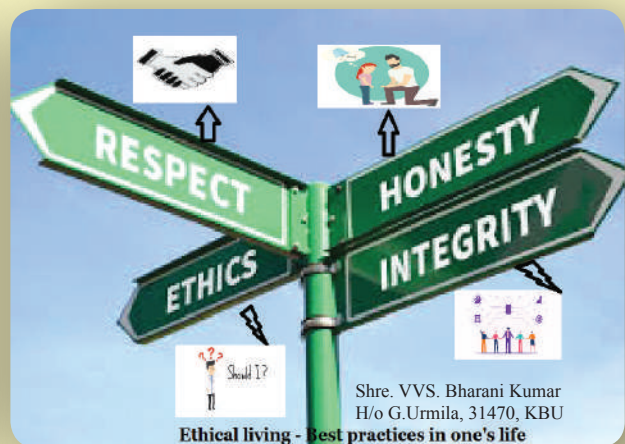
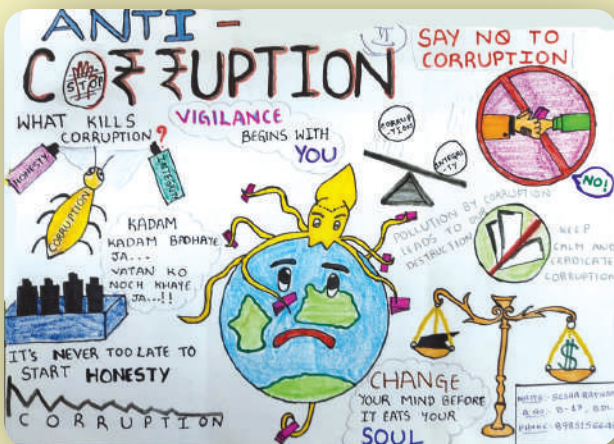
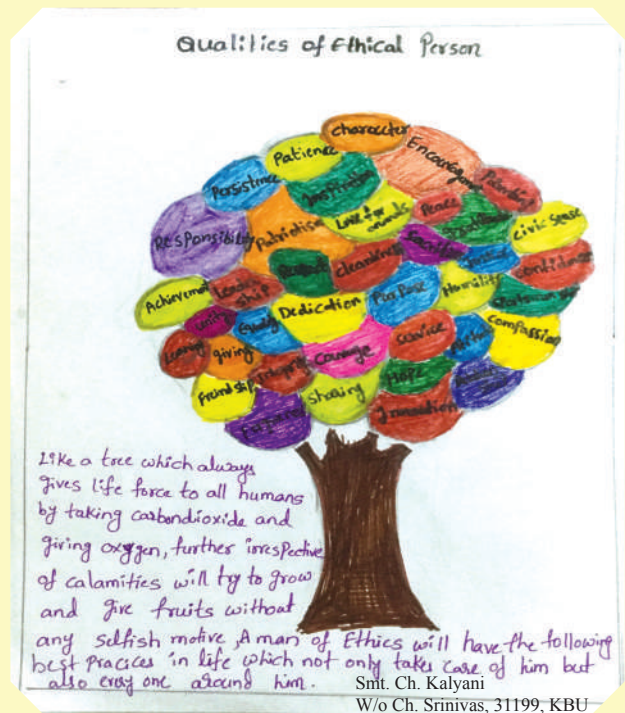
VALEDICTORY FUNCTION

The observance of Vigilance Week-2020 was concluded with a valedictory function on 02.11.2020 at Corporate Office of the company. Dr. Madabhushi Sridhar Acharyulu, Former Central Information Commissioner was invited to grace the occasion as Chief Guest and to deliver a key note address on the broad theme of ‘Vigilant India-Prosperous India’. The program was attended by CMD, Directors and CVO and was conducted online for the benefit of all employees of the company across units of BDL.

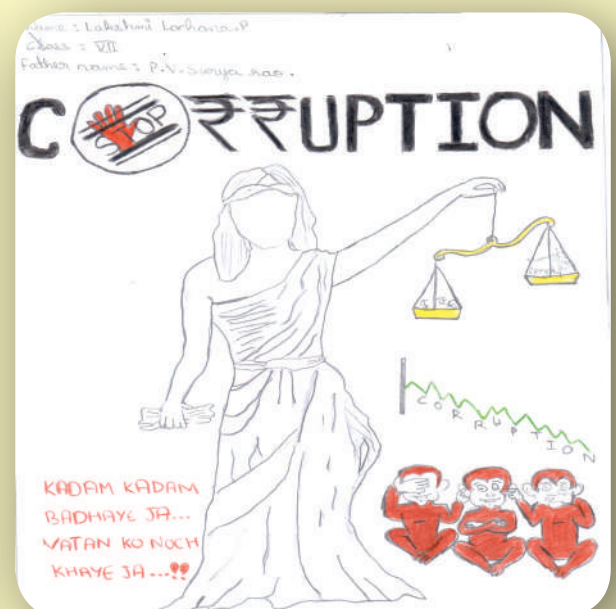
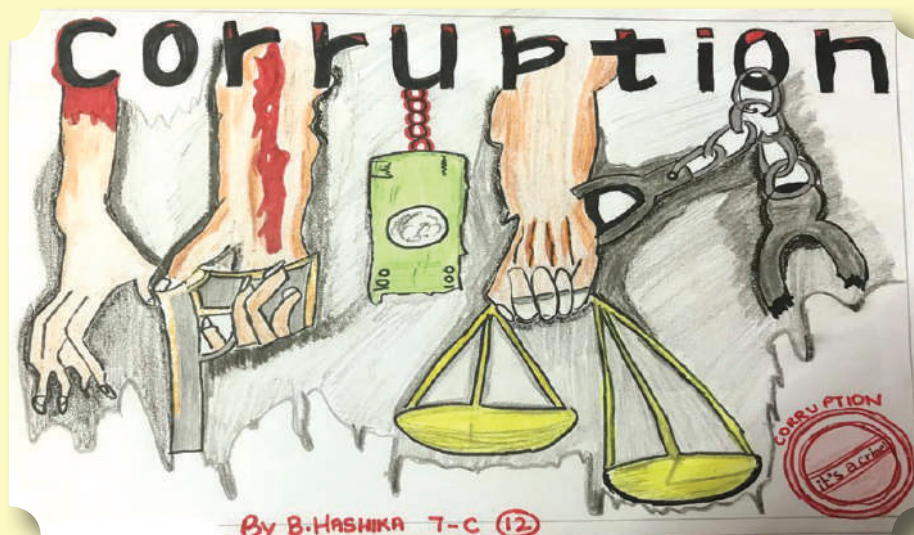
VIGILANCE AWARENESS WEEK IN PRINT MEDIA.



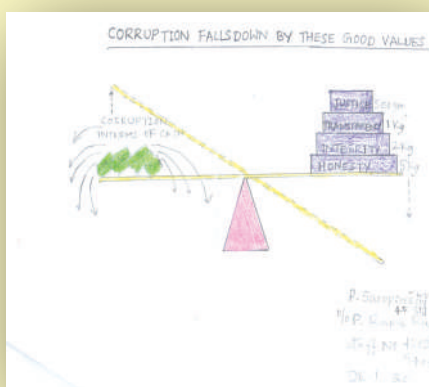
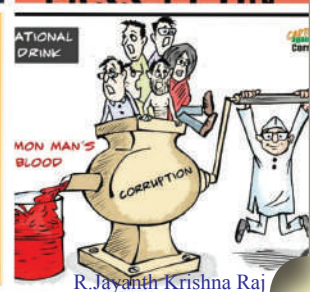
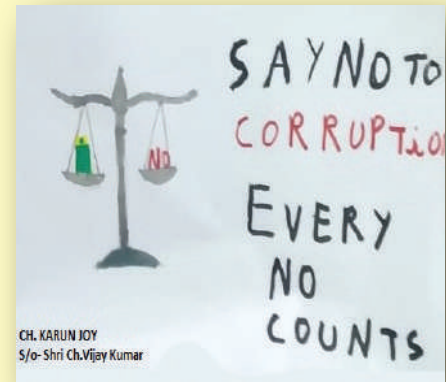
VAW-2020 Award Winning Posters & Collages



VAW-2020 Award Winning Posters & Collages



VAW-2020 Award Winning Posters & Collages





VAW-2020 Award Winning Slogans

"An end to corruption is my plan, if you join me friend i am sure we can."

- M.Nithyasree, Std- VIII, D/o S.Ashok, KBU

"Corruption is like a mosquito, it sucks the blood of common man."

- Ch.Sragvi Sai, Std- X, S/o Ch. Srinivas, KBU

Corruption can be taught, bought or thought,
But let's try and erase it from our heart.

-Anvitha, Std- X, D/o N.Chandrashekar, BU

The order of the day is taking 'Bribes'
Eradicate 'IT' with self-control vibes.

-Sri Varsha, Std- X, D/o K. Ramanjaneya, BU

YOU MAY BE CORRUPT, BUT YOUR
KARMA IS VIGILANT "

-M.Bhanu Surya Prakash, 43180, VU

నీతి పెంపకాల భగవద్గీత - అభిమాని నీతి ప్రాగీత

-R.Ramesh., 42854, VU

YOUR SHADOW IS ONLY YOUR VIGILANCE OFFICE

-R.Sai Santosh, 42855, VU

vigilant is begins with you

-N.Srikanth, 31779, VU

నీతిని పెంపకం, అవినీతిని పెంపకం.

-P.Krishna Murthy, 31783, VU

Every disease has its cure. if CORRUPTION is a disease,
Then TRANSPARENCY is its nostrum !!

-M.Gouri, Std-IX, D/o Anapurna BU



VAW-2020 Award Winning Slogans

"Corruption is a cancer, a cancer that eats away at a citizen's faith in democracy, diminishes the instinct for innovation and creativity"

-ANVSG Rangith Kumar, 31571, CORP.

"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."

-Neelima Borra, 31267, CORP.

"Don't offer anything, Don't get anything"

-R.Iyyappan, 31240, CORP.

చౌకదండక, కావాలి మన ప్రాధమికత

-B.Siddi Ramulu, 36600, BU

More vigilant Citizens.....
The Faster India Prospects.....

-P.Ravindhar, 47117, BU

आओ मिलकर भ्रष्टाचार को दूर भगाव,
किने भारत का विकसित की पहचान दिलाए

-D Moulabee, 47134, BU

भ्रष्टाचार को दूर करो
बेहतर देश का निर्माण करो

-M.Rajesh, 36622, BU

SAY NO TO CORRUPTION
BE A PART OF NATION CONSTRUCTION

-M.Kamesh, 47289, BU

చేయకు నిర్లక్ష్యం - తీవ్రమల్లటి నీ లక్ష్యం

-N.Rajesh, 36634, BU

Every citizen is responsible for corruption
free society. So try to be vigilant.

-B.Nagamani, 31257, VU



Roll call of CVOs

SL. No.	NAME	FROM	TO
1	SHRI K.K. RANGA	--	1992
2	SHRI K.RANGAIAH	1992	1994
3	SHRI D. KRISHNA REDDY	1994	1995
4	SHRI M. BHASKAR, IPS	1995	13.06.1996
5	SHRI D. KRISHNA REDDY	14.06.1996	27.10.1998
6	SMT A.R. VENKATESHWAR, IRAS	27.10.1998	27.10.2003
7	SHRI S.K CHOURASIYA, IOFS	28.10.2003	25.08.2004
8	SHRI J. RAMA KRISHNA RAO, IAS	25.08.2004	24.11.2009
9	SHRI P. RAVI, IPS	24.11.2009	30.12.2009
10	SHRI M. ESHWAR, ITS	30.12.2009	29.03.2015
11	SHRI T.V.REDDY, IFS	08.05.2015	01.06.2016
12	SHRI MUJIB PASHA SHAIK, ITS	01.06.2016	08.07.2019
13	DR. UPENDER VENNAM, IPoS	31.08.2019	

Team Vigilance



Shri S Govinda Rajulu
DGM (Vigilance)
Corporate Office



Shri MVLNV Prasad
DGM (Vigilance)
Kanchanbagh Unit



Shri K Sridhar
Manager (Vigilance)
Kanchanbagh Unit



Shri Bhashker Manohar Gawande
Manager (Vigilance)
Bhanur Unit



Shri Surjeet Dash
Manager (Vigilance)
Corporate Office



Shri D Sai Ramu
Assistant Manager (Vigilance)
Visakhapatnam Unit



Shri G Sridhar
CPS to CVO
Corporate Office



Shri S Venkatesh
Assistant-II
Kanchanbagh Unit



Shri Peddamala Prabhakar
Driver
Corporate Office



Shri C Mahesh
Jr. Assistant (Temp.)
Corporate Office

<u>Year</u>	<u>Vigilance Awareness Week Themes</u>
2013	Promoting Good Governance – Positive Contribution of Vigilance
2014	Combating Corruption- Technology as an enabler
2015	Preventive Vigilance as a tool of Good Governance
2016	Public Participation in promoting integrity and eradicating corruption
2017	My Vision – Corruption-free India
2018	Eradicate Corruption – Build a New India
2019	Integrity- A way of Life
2020	Vigilant India-Prosperous India

***“Earth provides enough to satisfy
every man's needs, but not every
man's greed”***

- Mahatma Gandhi -



Kanchanbagh Unit



Bhanur Unit



Visakhapatnam Unit



Corporate office



शांति का आधार अस्त्र-बल
THE FORCE BEHIND PEACE
भारत डायनामिक्स लिमिटेड
BHARAT DYNAMICS LIMITED

(भारत सरकार का उपक्रम, रक्षा मंत्रालय A Govt. of India Enterprise, Ministry of Defence)

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