



MOIL LIMITED
(A Government of India Enterprise)

VIGILANCE VANI

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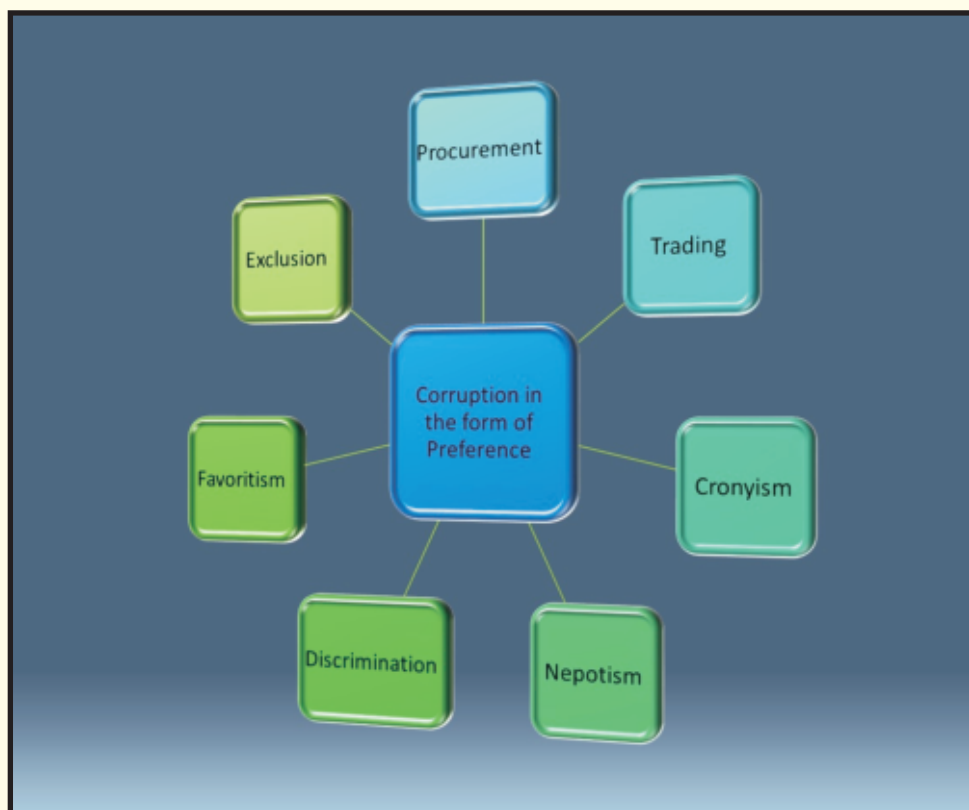
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Comprehensive guidelines on Complaint Handling Mechanism-Part 11

Guidelines for the PIDPI Complainant:

In furtherance of the PIDPI Resolution, 2004, Central Vigilance Commission vide Office Order No. 33/5/2004 dated 17.05.2004 issued guidelines and Public Notice regarding the procedure to be followed for filing whistle-blower complaints under the PIDPI Resolution, 2004, to ensure that the identity of complainant is kept secret. The following procedure has been prescribed in the public notice: -

- (a) The complaint should be in a closed / secured envelope.
- (b) The envelope should be addressed to Secretary, Central Vigilance Commission and should be super-scribed "Complaint under the Public Interest Disclosure". The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.

(Para 4.2(b) of Vigilance Manual 2021)

- (c) Commission will not entertain anonymous / pseudonymous complaints.
- (d) The text of the complaint should be carefully drafted so as not to give any details or clue as to the complainant's identity. However, the details of the complaint should be specific and verifiable.

- e. In order to protect identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. If any further clarification is required, the Commission will get in touch with the complainant.

(Para 4.2(b) of Vigilance Manual 2021)

- f. On the advice of the Commission, in order to maintain confidentiality about the complainant's identity, the Department of Posts vide Circular No. 31-01/2021-PO dated 03.03.2021 has directed all post offices not to insist on the name and address of the complainant. It is mandatory for all post offices. The directions are reproduced as below:-
"Any article, addressed to the CVC as well as CVOs posted with the superannuation "Complaint under the Public Interest Disclosure" or "PIDPI Complaint" on the outside of the envelope of the article, can be accepted for posting registration and speed post service, without the name and complete address including mobile number & email address of the sender".
- g. The Commission can also take action against complainants making motivated/vexatious complaints under this Resolution.

Advisory Issued to Management for systemic improvement by Vigilance

Inspection of contract work of Removal of waste rock and handling the same by mechanized means at DB mine:

- a. Estimate has to be realistic as deployment of labour in the field is very less compared to that mentioned in the estimate. No of supervisors, maintenance staff etc. taken in estimate and its deployment clearly indicates inflated estimating. Second area is no. of machineries which also has great impact on estimate. Need based estimate should be prepared.
- b. The subject work is labour intensive. Hence, each component e.g. PF, bonus, insurance etc. included in the per unit cost. Hence, deployment of very less no. of labor or taking insurance for a minimal staff etc. would mean passing on undue benefit to the contractor e.g. group insurance for 62 labours was part of the estimate but actually insurance was taken for only 15 staff.
- c. Penalty for deployment of older HEMJ\1, Shortfall of target etc. may be imposed as per T & C of contract.
- d. Necessary administrative action may be taken for not taking valid labor license.

Inspection of mining contract work of U/G development at Balaghat Mine. - follow of the work order's terms and conditions.:

- a. Strict instruction to be issued to Mine Manager and concerned executive to follow the work order's terms and conditions based on the observations that:
- i. Contractor had deployed 22 labours in the month of October, 2021 without valid labour license. It is a violation of labour (Regulation & Abolition Act, 1970) and central Rule, 1971.
 - ii. Security deposit @ 5% and JT @ 0.75 % has not been deducted from monthly running bill for the months of October, November & December, 2021. It is violation of clause no. 12 of work order terms and conditions.

Irregularities observed during APR (Annual Property Return) scrutiny by Vigilance

- a. Non submission of APRs in online/offline mode.
- b. Late submission of APRs beyond 31st January .
- c. Improper filling of details in the prescribed APR format.
- d. No prior intimation/ Sanction taken before acquisition of immovable property by executives. As per HR Manual only prior intimation/sanction is needed for acquisition of immovable property as per rule no 20(2) of MOIL Employees (Conduct) Rules, 1978. There is no mention of intimating after acquisition of property which is seen to be submitted by many employees and acknowledgement has been submitted by the management.
- e. Some employees are presuming that if information about immovable properties is submitted in APR, there is no need to take prior permission or give prior intimation if any immovable property is acquired by him/her and vice-versa.
- f. It is also seen that even though the employees have intimated about transaction of movable/immovable property, confirmation/acknowledgement from management to the employee about intimation/sanction are not maintained in the personal APR files of the employees.



Quarterly Structured Meeting with Management 23.12.22



Inspection by CVO, MOIL at Gumgaon Mine



Interaction of CVO, MOIL with executives at Gumgaon Mine

MODUS OPERANDI OF FINANCIAL FRAUDSTERS-Part 8

Reserve Bank of India has taken initiative by publishing a booklet on modus operandi of financial fraudsters for consumer awareness. To prevent MOIL employees from such fraudsters in their professional and Personal capacity while making financial transactions and their activities in social media, it is reproduced below:

Online Job Fraud

Raju had lost his job recently and was very worried. He started looking for jobs on online job portals. He updated his resume on various websites.

Click! Click!

One day, he got a call from a fraudster, impersonating a person from XYZ Company.

Fraudster: "Am I talking to Mr Raju?"

SCATCH! SCATCH!

Raju: "Yes, may I know whom I am talking to?"

Fraudster: "Hi, Raju. I am Rohit from the Human Resource department of XYZ Company. You are selected for a managerial job in our company based on your application."

Raju: "Wow! Thank you for selecting me."

Fraudster: "Nothing. You need to pay a one-time registration fee of Rs 5,000 as a security deposit for the office laptop. Since it is a work from home job, we will courier you the laptop."

Elated with joy, Raju pays Rs 5,000 to the designated account.

Raju: "I have paid the security deposit. Please check it."

Fraudster: "Thank you, Sir. We will send the joining letter and laptop to your address in 3-4 days."

Despite waiting for several days, Raju did not receive any laptop. He tried calling on the number, but the number was always switched off. He searched the company name online but did not find anything. Raju eventually realized that he was defrauded of his hard-earned money.

Do's:

- ✓ Verify the authenticity of the company or recruitment agencies before paying any money. Recruitment agencies generally do not charge candidates for hiring them.
- ✓ Report the incident to the nearest Cyber Crime Police Station and National Cyber Crime Reporting Portal at <https://cybercrime.gov.in>

Don'ts:

- ✗ Don't pay anyone under the pretext of a job. A legitimate company will never ask for payment from a potential candidate for a job offer.

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