



BEML LIMITED

VIG-KIRAN Ver.6

Theme: My Vision - Corruption Free India

VIGILANCE AWARENESS WEEK - 2017

October 30th, 2017 to November 4th, 2017



Includes a CD containing compendium of CVC circulars at different stages of tendering

— Integrity Pledge —

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 task in an honest and transparent manner.
- To act in public interest.
- To lead by example exhibiting integrity in personal behavior.
- To report any incident of corruption to the appropriate agency.



Message from President



सत्यमेव जयते

राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am glad to learn that the Central Vigilance Commission is observing Vigilance Awareness Week this year from 30th October to 4th November, 2017 on the theme “My Vision – Corruption Free India”.

Corruption impedes the rate of economic growth, distorts competition, adversely impacts the rate of investment and undermines the moral fibre of society. In order to eliminate corruption there is a need for all stakeholders to work together to develop and implement effective anti-corruption mechanisms. Active participation of individuals and civil society members, who pledge to abide by principles of honesty and integrity, is of utmost importance in the fight against corruption. All sections of society should ensure that greater emphasis is laid on generating awareness among the public regarding the existence, causes and threat posed by corruption. This is an effective and sustainable means of fighting corruption.

I wish the Vigilance Awareness Week 2017, all success and extend my greetings to the vigilance fraternity.

(Ram Nath Kovind)

New Delhi
September 29, 2017

Message from Vice-President



सत्यमेव जयते

भारत के उपराष्ट्रपति
VICE-PRESIDENT OF INDIA

MESSAGE

I compliment the Central Vigilance Commission for choosing 'My Vision-Corruption Free India' as the main theme of Vigilance Awareness Week being observed from October 30 to November 04, 2017.

Corruption is a canker and the biggest obstacle for the rapid progress of the country. It has to be combated ruthlessly at all levels and eliminated totally for the country to achieve growth in every sphere, including economic, social and political.

My best wishes to the Commission for its endeavors to eliminate corruption.

(M. Venkaiah Naidu)

New Delhi
28th September, 2017

Message from CVC

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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MESSAGE

Vigilance Awareness Week 30th October to 4th November, 2017

The Central Vigilance Commission observes Vigilance Awareness Week every year to bring awareness and to reaffirm the commitment of public servants and public at large to the cause of promotion of integrity and eradication of corruption. The theme for this year is "My Vision – Corruption Free India".

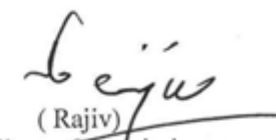
Apart from recommending action against delinquent officers, the Commission works on improving the systems and for bringing out Standard Operating Procedures so that the scope for corrupt practices is minimised.

The Commission believes that corruption can be eliminated with the active and committed involvement of the citizens only. Unless the citizens are aware of the ill effects of corruption, the means to fight them and public opinion is generated as a mass movement against corruption and lack of integrity, far reaching changes cannot be brought. Keeping in view this wider objective, the Commission has initiated many activities to reach public at large and in particular students, groups of persons directly and indirectly through various means. The Commission has designed voluntary Integrity Pledges so that citizens and organisations can reaffirm their commitment to the cause of integrity and motivate others to be a part of the fight against corruption.

The Commission appeals to all to pledge to be honest and not be a part of any corrupt practice.


(Dr. T.M. Bhasin)
Vigilance Commissioner


(K.V. Chowdary)
Central Vigilance Commissioner


(Rajiv)
Vigilance Commissioner

From CVO's Desk



Ethical leaders possess the qualities of ethical knowledge, ethical courage, and ethical conduct and help in compliance with rules and policies of the organization.

To live in a corruption free India has been every Indian's dream. Central Vigilance Commission's theme " My vision- Corruption Free India" for the Vigilance Awareness Week 2017 has encouraged all stakeholders to collectively participate in the prevention of and the fight against corruption.

Over the period, I have realized that for an effective vigilance administration, organization culture is more important than the policies, rules or code of conduct. Culture is the culmination of the attitudes, values, goals & practices that influence how people behave, particularly in compliance with set rules and regulations of an Organisation. Ethical leaders are the biggest influencers of organization culture as they can create perception by examples that ethics and values are important in organisation operations which are crucial for minimizing risk and building reputation of a Company.

We all are leaders in some sense as we can influence the behaviour of persons beyond our formal authority positions. Let's take a step and evolve from managers to ethical leaders in our working by influencing the (moral)behaviour of others in such a way that it develops right kind of organisation culture.

Ethical leaders possess the qualities of ethical knowledge, ethical courage, and ethical conduct and help in compliance with rules and policies of the organization. Such leaders articulate the purpose and values of the organization, focus on organizational success instead of personal ego, believe in growing people, promote active decision making, create a living conversation about ethics, create values, appreciate divergent views, empower every employee and encourage open reporting culture.

The face of culture in an organization is the supervisor or controlling officer. So it is the responsibility of each of us to promote right kind of culture in the organization. We as a leader have to work at building right kind of culture because it does not happen as such. One has to work for it continuously. There is no such thing as a value-neutral organization. We either promote good ethics or allow bad ethics to develop.

In my view, building a culture of integrity is the first responsibility of the company. Let us promote a culture where every employee feels comfortable reporting integrity concerns without fear of retaliation. We have to work to bridge the integrity gap between belief and behaviour. Only then we would be able to develop a work environment where punitive vigilance is minimized and compliance is maximized.

It is my request to develop ethical leadership style in BEML and work for it. We all can do it and promote the right kind of culture, where besides meeting our business goals, personal goals (including self-actualization) is also achieved.

We have observed Vigilance Awareness Week in the month of Oct-Nov 2017 under the aegis of CVC. Let us all sustain the initiative taken during the week in BEML.

I hope 6th series of VIG-KIRAN will facilitate in this endeavor.

Best Wishes

Vidya Bhushan Kumar, IFS
Chief Vigilance Officer

Message from CMD



I am glad that the Vigilance Department of BEML Limited has taken the initiative to bring out a Booklet on the Snippets of Vigilance activities, including some useful Information on Vigilance, and is appropriately titled "**Vig-Kiran**".

Vigilance awareness and thereby, ensuring Transparency, Accountability and Honest Corporate behaviour impacting positively on the health of the Company is paramount. Vigilance should be seen as a part of the overall risk management mechanism of the Company, wherein systems are structured to enhance efficiency and effectiveness of an organisation, prevent leakage of revenue and enhance accountability to the stake holders.

I congratulate the Chief Vigilance officer and his team for bringing out a very useful "**Vig-Kiran**".

All the best.

Deepak Kumar Hota
Chairman & Managing Director



VAW Inauguration

BEMIL
OBSERVES

ಬಾಗ್ಯದಾ ಕಂಡಿನ ಸವ್ಯಕ

सतर्कता जागरूकता सप्ताह
VIGILANCE AWARENESS WEEK

30th October 2017 to 4th November 2017

Theme: "MY VISION -
CORRUPTION FREE INDIA"

"Be a part of
Fight against Corruption
Integrity, Pledge"



Think about it...

VIGILANCE begins with you!

WHAT IS VIGILANCE?

- Vigilance' is keeping careful watch to avoid possible danger or difficulties.
- For example, parents keep a watch over their young children to avoid any untoward incident or accident.
- In the context of an Organization: Vigilance means keeping a watchful eye on the activities of the personnel and taking prompt action to promote ethical practices and ensure Integrity and **Honesty** in the official transactions.

WHY VIGILANCE?

- Disciplining the wrong doers
- Protecting honest performers
- Increasing transparency and fairness
- Ascertaining accountability
- Reducing wastages/leakages
- Promoting culture of honesty and integrity
- Reforming systems for corruption-free delivery
- In brief, it helps in striving for zero tolerance for corruption and thereby enhancing the image of the organization.

WHERE VIGILANCE?

Vigilance is essential in every organ of the organization and that is why it is stressed that every manager becomes vigilant.

A focused attention is required in each unit where:

- Officials have high discretions
- There is scope for jumping the queue
- Rules and procedures are complex
- Accountability is low
- Delay in decision making is detrimental to the clients' interest
- Opportunities to negotiate exist
- Individuals are known to be corrupt.

Vigilance set up of the Organization needs to identify such pastures of corruption and target their efforts for setting up clean Governance Systems.

WHAT IS VIGILANCE ANGLE?

- Demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his influence with any other official.
- Obtaining valuables without consideration or with inadequate consideration from someone in official dealing or where his subordinates have official dealings or where he can exert influence.
- Receiving himself or for others valuables or pecuniary benefits by corrupt or illegal means or by abusing his position as a public servant.
- Possessing assets disproportionate to income
- Misappropriating, cheating forgery etc.
- Carrying out other irregularities which cast doubt on ones integrity
- Vigilance organization takes up such matters for investigation and follow up punitive/corrective actions, which have vigilance angle.

HOW VIGILANCE WORKS?

Vigilance functions are carried out in mainly three ways:

- Preventive Vigilance
- Punitive Vigilance
- Surveillance and Detective Vigilance

PREVENTIVE VIGILANCE

- Simplifying rules/procedures
- Curtailing discretions
- Improving transparency
- Bringing in fairness, competitiveness and accountability
- Promoting awareness among clients
- Educating/Sensitizing the officials
- Preparation of Officers of Doubtful integrity.
- Preparation of Agreed List .
- Ensuring posting of officials with clean integrity on sensitive posts

WHY TENDENCY FOR CORRUPTION?

- Cumbersome procedures are the main stay of corruption.

HOW TO COME OUT?

- Modify/Eliminate Block.
- Simplify procedures, codify in manual and remove ambiguity.
- Visit pressure points frequently.

PUNITIVE VIGILANCE (REACTIVE VIGILANCE)

- Carrying out investigation
- Assisting Disciplinary Authority in taking punitive action by initiating and following up disciplinary/criminal proceedings against the corrupt officials.

SURVEILLANCE AND DETECTIVE VIGILANCE

- Conducting surprise inspections
- Scrutinizing **Annual Property Returns**.
- Cultivating other sources for detecting corruption.

HOW IS VIGILANCE A MANAGEMENT TOOL?

- Vigilance is an integral part of the management.
- Provides important instruments for improving performance of an organization:
 - Promoting clean business transactions.
 - Professionalism.
 - Productivity.
 - Promptness .
 - Ethical practices.
- Assists in systemic improvements
- Curbing opportunities for corruption.
- Therefore, vigilance helps in improving efficiency and effectiveness of the personnel as well as the Organization.

EXAMPLES OF REVENUE LOSSES

- Dispatch to RO/DO where tampering of documents led to loss.
- Siphoning of Medicines due to unclear prescription.
- Wrong packing techniques caused in weight losses.
- Inventory monitoring at regions.
- Changing bid conditions and retendering.
- Incorrect claims.

Annual property returns (APRs)

1. What is the purpose behind filing Annual Property Returns (APRs)?

A: APRs are meant to ensure accountability and transparency in so far as the assets possessed by the public servants are concerned, who are otherwise vested with authorities in handling public funds and taking decisions. Thus the APRs become an important tool in checking disproportionate assets possessed by the public servants.

(Section 13(1)(e) of the PC Act, 1988)

HISTORICAL BACKGROUND



Disproportionate assets a Corruption Indicator

A presumption of corruption fairly and reasonably arises against an officer who cannot account for large accretion of wealth, which he could not possibly have acquired from his known source of income. This principle received a statutory recognition in Section 5(3) of the Prevention of Corruption Act, 1947.

It created a new offence apart from and in addition to offences under the Indian Penal Code, like those under Section 161 and 165 of IPC. The IpC was found insufficient to eradicate or even to control the growing evil of bribery and corruption corroding the public service.

Disproportionate Assets is to describe a situation where and individual's net economic assets significantly exceed the assets he or she should possess after accounting for the assets that he or she previously held and all legal sources of income.

2. Is filing APR mandatory in BEML?

A: APRs are required to be filed by Executives of BEML Ltd., in terms of Rule-16 of BEML CDA Rules. Non-submission of APRs in time will amount to misconduct under the BEML CDA Rules.

(Rule 16 (4) of BEML CDA Rules 1976)

3. I have worked in private sector before joining BEML. There is no system of filing of APRs in private sector. Why is it necessary in BEML?

A: As BEML is public sector company of the Government of India (under Ministry of Defence), the executives of BEML are public servants handling public money and therefore, it became mandatory to file the APRs to ensure accountability and transparency. Whereas, this is not the case with the private sector.

(Rule 16 of BEML CDA Rules 1976)

4. Why only Officers are required to file the APRs? Why employees of BEML are not required to file APRs?

A: Only officers are vested with authority to take business decisions under the delegation of powers. So, the scope for misusing such authorities lies only with the officers. In order to check such misuse of authority and to ensure accountability and transparency, it is mandatory for officers to file the APRs. The same is not the case with employees. However, employees also have to intimate the moveable asset transactions of Rs.15,000/- and above to the Management within one month.

(BEML Circular No.1380 dated 8th December 2008)

5. What do I benefit by filing the APRs?

A: Firstly, you are fulfilling the obligation under the CDA Rules by filing the APRs in time. Secondly, a greater amount of protection exist in properly declaring ones assets in the APRs so that at the time of frivolous complaints relating to possession of assets by public servants, if any, the APRs provides adequate protection to the public servant.

(Rule 16 of BEML CDA Rules 1976)

6. How the APRs are assessed?

A: APRs are not meant to be assessed. It is the factual declaration by the public servants on their assets. However, the APRs are subject to scrutiny by Vigilance department, CBI and other authorities to check disproportionate assets.

(Para 2.15 of Vigilance Manual of CVC/DPE's OM No.15(6)/98(GL-008)/GM dated 01.09.1998)

7. What is the periodicity of filing APRs and when it should be filed? How it should be filed?

A: The APR as on 1st January of every year has to be filed by 31st January in Form 1 and Form 3, which will be made available to the executives by the HR Department. The APRs have to be filled and submitted to the HR Departments.

(Rule 16 (4)(e) of BEML CDA Rules)

8. What if I do not submit the APRs?

A: Non-submission of APRs will amount to misconduct under the BEML CDA Rules, 1976, which is applicable to the executives of BEML and disciplinary action could be taken against such defaulting executives. In addition, in terms of GB No. 1228 dated 19.04.2011, Vigilance Clearance will not be accorded in case of non-submission of up to date APRs.

(Rule 16 of BEML CDA Rules 1976/BEML G.B. No.1228 dated 19.04.2011)

9. What if I do not get Vigilance Clearance?

A: If Vigilance Clearance is not accorded, then it will have bearing on Promotion, Confirmation, NOC for Passport/Visa/Travel Abroad, Superannuating, Voluntary Retirement, Premature Retirement, Forwarding of application for outside employment and so on.

(BEML G.B. No.1228 dated 19.04.2011)

10. What are all to be declared in the APR?

A: There are two forms to be filled. In Form 1, you have to declare all immovable assets possessed by self, spouse and dependent family member. In Form 3, you have to declare all shares/debenture purchased by self, spouse and dependent family member under the Employee's / Promoter's quota.

(Rule 16 (3) & (4) of BEML CDA Rules 1976)

11. What about the moveable properties? Should I file another return in respect of moveable properties?

A: Earlier, Moveable property return details were being filed in Form 2. The same is no longer required. However, as per Rule 16 of the CDA Rules (amended vide Circular No.1380 dated 08.12.2008), you have to intimate details of acquisition of moveable properties worth Rs.20,000/- and above to the concerned HR department within one month of such acquisition.

(BEML Circular No.1380 dated 8th December 2008)

12. What if I had not intimated the details of moveable properties?

A: Non-intimation of acquisition of moveable properties worth ₹ 20000/- and above (in case of executives) and ₹ 15000/- and above (in case of employees) will amount to misconduct.

(Rule 16 of BEML CDA Rules 1976/BEML Circular No.1380 dated 8th December 2008)

13. If I do not disclose the complete property details in the APR, how will the Management/Vigilance department come to know about it? What action will be taken if found?

A: Filing APRs is an excellent opportunity available to the executives to declare ones assets. This in fact, helps in protecting oneself against frivolous complaints/allegation relating to ones assets. However, if the executives are not disclosing the details properly, they are only inviting trouble for themselves. Because, if suppression of information or wrong declaration in APRs is found, it will amount to misconduct under CDA Rules and criminal misconduct if it becomes a case of disproportionate assets by CBI. In any case, the APRs of all executives are scrutinized by the Vigilance Department periodically and in some cases by CBI and non-disclosure of complete information would come to light when corroborated with other facts.

(Rule 5(3) & 16 of BEML CDA Rules 1976/Para 2.15 of Vigilance Manual of CVC/DPE's OM No.15(6)/98(GL-008)/GM dated 01.09.1998)

14. Whether assets/liabilities in the case of spouse/relatives are to be included in APRs?

A: Immovable assets of self, spouse and dependent family members are to be intimated and included in APRs. Similarly, moveable assets worth ₹ 20000/- and above which are acquired by self, spouse and dependent family members have to be intimated within one month of transaction.

(Rule 16 (3) & (4) of BEML CDA Rules 1976/BEML Circular No.1380 dated 8th December 2008)

15. Can I enter in to transaction (of buying/selling property) with a person with whom I have official dealing? If not, why?

A: Before entering into any transaction (in respect of moveable/immoveable property) with a person with whom you are having official dealings, prior sanction has to be obtained from Management. Otherwise, it will amount to Misconduct and liable to disciplinary action.

(Rule 16 (2) of BEML CDA Rules 1976)

16. What are to be declared under APRs?

A: Declaration of immovable properties in ones name, spouse and all dependent family members have to be declared in Form 1. Details of shares and debentures acquired through Employees/Promoter's quota need to be declared in Form 2.

(BEML Circular No.1380 dated 8th December 2008)

17. Against the value of property in Form 1 of APR, should I give the market value or the value of at the time acquisition?

A: The value at the time of acquisition is good enough. One need not do a market survey to give the market value. In any case, at the time of dispute or complain, if any, the investigative agencies will obtain the official market at that point of time to assess to check disproportionate assets.

(Note No.3(a) of APR Form No.1)

18. Whether any acknowledgment needs to be taken from HR department while submitting the APR. Because there are cases where the APRs filed by the officers are found missing in HR department.

A: Acknowledgment can be obtained from HR department on the photocopy of the APR. Alternatively, the APRs of all executives in a particular department could be sent to HR with a covering letter in the official channel, which would ensure safe reach of APRs in HR department.

(No circular available - precautionary measure)

19. What if I do not disclose income received from my property in my APR?

A: It is a statutory requirement to disclose all income received by the public servant under the income Tax Act. Not disclosing income from property in the APR does not absolve one from not declaring the income in the IT Returns. The income from property should be declared in the IT Returns to avoid tax evasion and related penalties. Therefore, it is prudent to declare the factual income from the property in the APRs as well as in the IT Returns, particularly when there is an overall integration of data like PAN Number, Aadhar, IT Account, Bank accounts, taking place.

(Section 56(2) of Income Tax Act, 1961)

20. Property acquired from Income of father, mother, spouse and dependent family member also to be included in the APRs.

A: Yes, all properties acquired in the name of self and dependent family members have to be included in the APRs and the source of funds for such acquisition have to be included in the APRs.

(Rule 16 (3) of BEML CDA Rules 1976)

21. If there is no change in what has been declared during the last APR, can I simply say "No Change" are expected to fill the details once again every year.

A: It is expected that the APR submitted by executives every year is a self contained Return carrying all the details as of 1st January of the respective year. Therefore, mentioning 'no change' or 'declaring same as last year' is not allowed. The complete details in the APR have to be filled every year.

(DOPT's OM No.26/02/2011-CS.I(PR), Dated 4th January 2012)

22. Whom should I consult, in case I have doubts while filling the APRs?

A: You may consult the HR or Vigilance Department in the respective complex in case of doubt. However, it is advised that the executives go through the following to educate oneself:

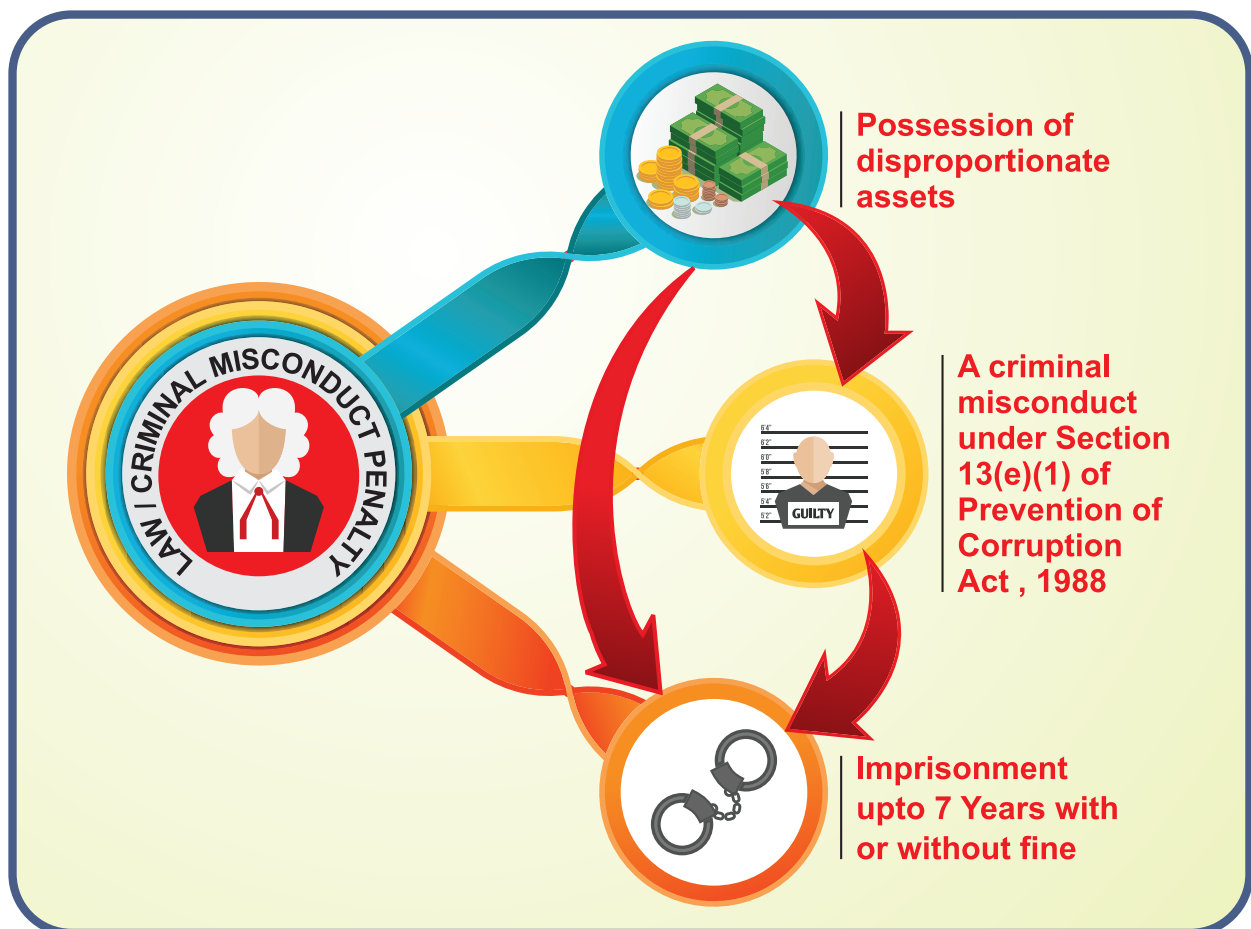
- a. BEML CDA Rules 1976 – Rule 5(3), 16 & 24
- b. BEML Circular No.1235 dated 19th May 2006
- c. BEML Circular No.1380 dated 8th December 2008
- d. BEML GB No.1228 dated 19.04.2011

(DOPT's OM No.26/02/2011-CS.I(PR), Dated 4th January 2012)

23. Due to lack of awareness, I have not declared some properties in the APRs already filed. Can I disclose them now? Will there be any action taken against me?

A: A revised APR can be submitted in case of inaccuracy in the APRs filed already. If there is any variation, proper justification has to be given, including lack of awareness, ignorance, which may be condoned by the authorities. Further, it is to be noted that Management can at any point of time ask the executives to file APR in addition to the annual filing of APRs by the executives.

(Rule 16 (5) of BEML CDA Rules 1976)



Guest Lecture & Tree Planting



Integrity is Forever

"Honesty and Integrity are absolutely essential for success in Life - All areas of life. The real good news is that anyone can develop both Honesty and Integrity."

– Zig Ziglar

Integrity is doing the right thing at all times and in all circumstances, whether or not anyone is watching and no matter what the consequences will be. Building a reputation of integrity takes years, but it takes only a second to lose.

We live in a world where integrity isn't talked about enough. "The end justifies the means" has become an acceptable school of thought for far too many. Applicants exaggerate in job interviews because they desperately need a job. Entrepreneurs overstate their performances because they want the highest valuation possible from an investor. Investors understate a company's value in order to negotiate a lower valuation in a deal. Sales people overpromise and under deliver, all in the name of making their quota for the month. Customer service representatives cover up a mistake they made because they are afraid the client will leave them. The list could go on and on, and in each case the person committing the act of dishonesty told themselves they had a perfectly valid reason why the end result justified their lack of integrity.

It may seem like people can gain power quickly and easily if they are willing to cut corners and act without the constraints of morality. Dishonesty may provide instant gratification in the moment but it will never last. Profit or power is temporary, but profit in a network of people who trust you as a person of integrity is forever.

Every person who trusts us will spread the word 'trust' to at least a few of their associates and will spread like wildfire. The value of the trust others have in you is far beyond anything that can be measured.

For entrepreneurs, it means investors that are willing to trust them with their money. For employees, it means authority is willing to trust them with additional responsibility and growth opportunities. For companies, it is customers that trust them with more and more business. For you, it means having an army of people that are willing to go the extra mile to help you because they know that recommending you to others will never bring damage to their own reputation of integrity. Yes, the value of the trust others have in us go beyond anything that can be measured because it brings along with it limitless opportunities and endless possibilities.

"Confidence in others' honesty is no light testimony of one's own integrity."

– Michel de Montaigne

Those who are striving for a reputation of integrity, avoid those who are not trustworthy. Do not allow yourself to get enticed into believing that "while they may be dishonest with others, they would never be dishonest with me." If someone is dishonest in any aspect of his life, you can be guaranteed that he will be dishonest in many aspects of his life. You cannot dismiss even those little acts of dishonesty, such as the person who takes two newspapers from the stand when they paid for only one. After all, if a person cannot be trusted in the simplest matters of honesty then how can they possibly be trusted to uphold lengthy and complex business contracts?

It is important to realize that others pay attention to those you have chosen to associate with, and they will inevitably judge your character by the character of your friends. It is best explained by a quote "When you lie down with dogs you get fleas." Inevitably we become more and more like the people we surround ourselves with day to day. If you want to build a reputation as a person of integrity then surround yourself with people of integrity.

"Better keep yourself clean and bright; you are the window through which you must see the world."

– George Bernard Shaw

The Importance of Integrity

Suppose we had a problem and needed to talk to someone about it. Would we select a person whom we knew to be dishonest, or insincere; someone who was sneaky, or untrustworthy, or someone involved in illegal activities? Hardly. What kind of help could a person like that provide us that would be of any value? We would think of someone who possessed the quality of integrity. It could be a friend, a teacher, a coach, or even a parent. But it would be someone we perceived to have integrity. Integrity is the quality of being of sound moral principle; uprightness, honesty and sincerity.

It is an intangible characteristic of humans that separates us from animals. Integrity cannot be measured, or seen or touched, but it can be detected and demonstrated.

The Value of Integrity

In everyday life, integrity can be seen in many different places. For instance, while walking down the street, you find someone's wallet. Integrity is what causes you to find the rightful owner and return it to them. Or, say you're on a relay team and your coach can't be at practice. He tells you what to do, then leaves. Rather than put a half-hearted effort into it, you try your hardest, as if he's there watching you, knowing that you're cheating yourself and your teammates if you don't go all out. Again, your integrity is what made you do the right thing.

It's a shame, however, that more people in today's society don't possess or don't show integrity. If more people were to practice integrity, the world would definitely be a better place. It would especially help individuals, as they would not be living with guilt or regret for not making what they knew to be the right choice. Integrity is definitely a good characteristic to possess, but not too many people do.

Integrity must start at the helm, and then it can percolate down through the deepest layers and become the heart and soul of the company's culture. If the entrepreneur who runs the company does not have integrity, a startup usually falters.

Lack of integrity is one of the easiest qualities to detect in people and companies you meet. It only takes a few actions or choices to set, but it will take many actions to reset if you go wrong. In business, it's one of the most sought after qualities by customers and vendors.

In order to succeed as an entrepreneur, one needs to have a good idea and the leadership to make it happen, and integrity to be demonstrated at all times. "The supreme quality for leadership is unquestionable integrity. Without it, no real success is possible, no matter whether it is on a football field, in an army, or in an office".

"If you have integrity, nothing else matters. If you don't have integrity, nothing else matters."

– Alan K Simpson

Integrity of children

Inculcating values like integrity, compassion, unity and patriotism in children is the best step in creating a corruption free society. It has gathered momentum in the recent past and is one of the ideal steps towards preventive vigilance.

The concern today is moral knowledge, moral feeling, and moral behavior that connect to good character. Programs like "Catch them young" help in identifying the children as future assets and rekindle the values in them so that they carry those values to the families, friends and society.

"The high road is always respected. Honesty and integrity are always rewarded."

– Scott Hamilton

CONCLUSION

Integrity is something deep and personal. It emanates from the core of a person's being. A person who desires it must calibrate his moral barometer so that it picks up the finest of signals. By observing these, there is hope that one can live a life of integrity. We must not forget to do the big things; society depends on the good deeds of its citizens. But we need to give substance to these public works with our daily behavior in its tiniest forms. This is the true test of integrity and this is ultimately our greatest gift to society.

There is a plaque "Do what is right, let the consequence follow." It serves as a daily reminder that success will indeed come and go, but integrity is forever.

"I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have."

– Abraham Lincoln

Integrity Club - BEML

Integrity Club is introduced in BEML Shishya School, BEML Composite pre-University College, KGF and Kendriya Vidyalaya, KGF during Vigilance Awareness week 2017.

Vision

"To develop children in BEML schools as responsible and integral citizens of India".

Mission

"To nurture core human values and strengthen the moral fabric of children through organised activities, exposure to society and interactions with people of eminence".

Objective of the Programme

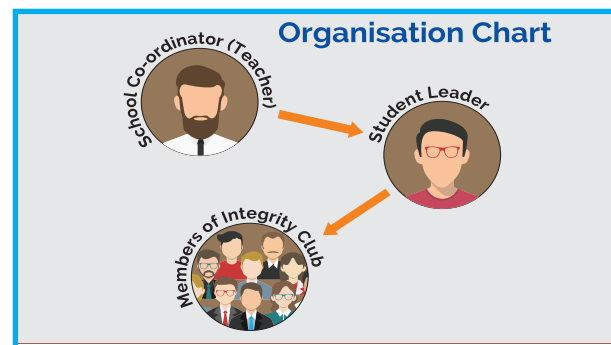
- The concept of joint family has helped children in learning, nurturing and reinforcing values and ethics under the guidance of parents and elders. However due to the increase in the nuclear families the nurturing of children is not happening on the expected lines. Children are left to learn themselves.
- In the above backdrop a programme is being introduced which aims to inculcate moral values and ethics into the minds of the young children so that when they grow up they become socially and morally responsible citizens of the country and work for the good cause of the society. Hence there is need to cultivate human values among students by organising activities involving sharing of information / knowledge, workshops, games, etc.
- The need is to inculcate among the students to contribute and be a part of the society for communal harmony and national integrity / unity.



Inauguration of Integrity Club at BEML Shishya School, Bangalore

Organisation of Integrity Club

- Integrity circles will be formed in the schools under BEML education Committee.
- As a pilot project, under mentioned two schools are chosen for the programme:
 - BEML Shishya Public School, Bangalore
 - BEML Composite Pre-University College, KGF
 - Kendriya Vidyalaya, KGF
- 20-25 students of class VIII to XII are selected from each school who are volunteers to join the Integrity Club.
- The officials of BEML Vigilance department will sensitize the students of Integrity Club.
- In order to successfully implement the programme, a teacher from each school has been nominated as Co-ordinator and to act as bridge between the Integrity Club and the vigilance department.
- A leader for the Integrity Club of each school is selected amongst the students for effective implementation of the activities.
- Organisation chart of the Club is as below:



Activities

The activities to be carried out by the Integrity Club has been categorised under four heads as follows:

a. Day to day Activities

- Students of Integrity Club to narrate quotation and proverb related to integrity, moral values, patriotism, ethics & social harmony. Two minutes time in regular School Assemblies May be allotted for this activity.
- A notice board will be exclusively allotted to Integrity Club in each school. Slogan on the topic of integrity Club on regular basis. Also the activities of the circle and good article / news on ethics and moral values will be displayed on the board.

b. Monthly Activities

- Sensitizing the Students of Integrity Club about the aim and objectives of the formation.
- Organising Quiz, debate, pick & Speak, Group discussion and Role play for the members of Integrity Club.
- Presentation on Integrity, Moral Values, Ethics to the Students of Integrity Club by the officials of BEML Vigilance department.
- Short film / videos for the Students of IC.

c. Quarterly Activities

- Inviting eminent Speakers / Guests to address Students of Integrity Club / Students.
- Inviting eminent sports personalities and spiritual leaders to interact with students of Integrity Club.
- Organise visits to offices dealing with public services to know the functioning of the department and difficulties faced by the citizens.
- To organise visits to the NGOs / Agencies working for social cause.
- Distribution of books on Integrity, Moral values, Ethics & Social Harmony to the students of integrity circle.
- To obtain feedback from our main stake holders i.e, the children on their experiences and expectations.

d. Special Events

(Independence day, Republic Day, Gandhi Jayanthi, birthday of Sardar Vallabhai Patel and other eminent personalities of high integrity and moral values.)

- Organise Walkathon / cycle race for the students of BEML School.
- Conducting 'Nukkad' / street play on the eve of special occasions.
- Organise excursion for students of IC to places of value learning like Vishveshwaraiah Museum, Bannerghatta national Park, Tippu sultans Palace etc.
- To organise competition between students of Integrity Club of different schools located in Bangalore.
- Conduct competition in schools for all the Children.

Vendor Meet Photo



Complaint Handling Policy



1. Preamble:

- a. Complaints containing information about corruption, malpractice or misconduct by public servants are received in a decentralized manner. CVOs receive complaints, also from many a decentralized location. According to the prevailing practice what is sent to the CVO from different decentralized locations entirely depends on the appreciation of 'vigilance angle' or otherwise by the officers controlling these decentralized locations.
- b. In such a system there is every chance that a complaint with a vigilance overtone may not be forwarded to the CVO, due to a lack of appreciation or for other bonafide reasons. This has also been revealed through the vigilance audit by the CVC in some organizations.
- c. In order to have uniform practices and procedures in the handling and processing of complaints in an organisation, it is imperative that a 'Complaint Handling Policy' is laid down for receipt, handling and processing of all types of complaints /grievances from the public, contractors, vendors, suppliers, etc.

2. Objective:

Any complaint /grievance received in the organisation by any functionary containing any element of alleged corruption, malpractices or misconduct etc., should necessarily be sent to the CVO of the organisation for scrutiny and action.

3. Definition:

a. COMPLAINT

Receipt of information about alleged corruption, malpractice or misconduct on the part of public servants, from whatever source, would be termed as **Complaint**.

b. TYPES OF COMPLAINTS

- i. **Identifiable or Signed Complaints:** - These are complaints wherein the identity of the complainant is mentioned by virtue of name, contact details, etc. Further, the complainant owns /confirms the details mentioned in the complaint, when the complainant is contacted at the address /contact no. mentioned in the complaint.
- ii. **Pseudonymous Complaints** (bearing a false or fictitious name; writing or written under a fictitious name): - These are complaints wherein the identity of the complainant is mentioned by virtue of name, contact details, etc. However, when the signatory of the complaint is contacted at the address/contact no. mentioned in the complaint, the complaint is either disowned or there is no response within a reasonable time.
- iii. **Anonymous Complaints:**-These are complaints where the complainant where the complainant has not revealed, verifiable or traceable or contactable identity while making the complaint.
- iv. **Source Information:**-Source information received by the Vigilance Department shall be reduced in writing and shall be treated as signed complaint.

4. Action on complaints received by vigilance department:

The complaints received directly by Vigilance Department have to be marked or forwarded to CVO (in original) for deciding the further course of action.

5. Action on complaints received by Sections/ Departments of Divisions, Complexes, ROS/ DOS: -

- a. **Nodal Agency:** Under the Complaint Handling Policy of BEML Ltd. the CGM (HR) - ('KH') is notified as the Nodal Agency. He will receive the complaints from the respective HR chief of the Complex /Division /ROs /DOs in original and send the same to CVO as and when received to decide upon the existence of a vigilance angle in the format as prescribed at **Annexure-I**.

- b. **Any Complaint**, as defined, received by the Heads of Sections /Departments of Complex should invariably be forwarded to the respective Complex HR Heads. Similarly, for Marketing & Defence HQ /ROs /DOs and Corporate Office, the same will be forwarded to MK and KP (E&M) respectively. Every complaint, irrespective of source, should be entered in the Complaint Register in the prescribed format (**Annexure-II**) Respective HR department shall then forward the complaints as and when received, to the CGM (HR) - ('KH') in the format as prescribed at **Annexure-I**. No other action on the complaint should be initiated by the respective HR department at this stage.

6. Scrutiny of Complaints:

- a. All complaints including Anonymous /Pseudonymous received by /forwarded to the Nodal Agency will be sent to CVO as and when received.
- b. No action is required to be taken on the anonymous complaints irrespective of the nature of allegations and such complaints need to be simply filed.
- c. Complaints containing vague allegations could also be filed without verification of identity of the complainant.
- d. If a complaint contains verifiable allegations, CVO will take cognizance of such complaint.
- e. In such cases, the complaint will be first sent to the complainant for owning /disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complaint, a reminder will be sent. After waiting for 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous.
- f. The decision with regard to the existence of a vigilance angle in such complaint case will be taken by the CVO. The CMD or his nominee, may, if there are valid reasons, within a period of 15 days, differ from the CVO. In case of difference between CVO and CMD, the matter will be referred to the CVC for advice. Else, the Complaint will be registered in the Vigilance Complaint Register, the CVO will then process the matter further to decide as to whether the allegations or the matter requires further investigation or should be entrusted to the CBI or local police or taken up departmentally.
- g. A case may be entrusted to the CBI with the approval of the CMD, if the allegations:
 - i. are criminal in nature (e.g. bribery, corruption, forgery, criminal breach of trust, possession of assets disproportionate to known sources of income, cheating, etc.); or
 - ii. require inquiries to be made from non-official persons; or
 - iii. involve examination of private records; or
 - iv. need expert police investigation for arriving at a conclusion; or need investigation abroad.A decision in this regard shall be taken by the CMD within 15 days from the date on which papers are received by him for consideration and decision.
- h. A complaint involving a Board-level appointee, alone or with others, shall be forwarded to the CVO of the Administrative Ministry.

7. Methods of receiving complaints in BEML:

- a. Through Vigilance Portal of BEML Web site 'www.bemlindia.in'.
- b. Through the Drop Boxes placed at various locations.
- c. Directly/By Post/source.

8. Methods of receiving Complaints by CVC:

- a. Through complaint handling portal of CVC web site <http://www.cvc.nic.in>
- b. PROJECT VIGEYE. Please refer VigEYE website (www.vigeye.com) for any clarification /details.
- c. Public Interest Disclosure and Protection of Informers Resolution (PIDPIR) - popularly known as Whistle Blower Complaint. A copy of detailed notification is available on the web-site of the Commission <http://www.cvc.nic.in>.

VAW Best Moments







Report on Vigilance Awareness Week - 2017

As per the directives of CVC vide Circular No. 08/08/17 dated 17.08.2017, the Vigilance Awareness Week-2017 with the theme **‘My Vision – Corruption Free India’** was observed in **BEML Limited** from 30th October 2017 to 4th November 2017. The theme of the Vigilance Awareness Week 2017, in particular was highlighted.

Display of Banners, Standees & Posters:

- In order to create awareness and to sensitize the work force of BEML Limited on the need and importance of ‘Vigilance’ in the organization in particular, and public in general, Banners in different languages were displayed at prime locations at the Corporate Office, Production Units at Bengaluru, KGF, Mysuru, Palakkad Complex, Regional & District Offices and at VIL-Tarikere- (A subsidiary Unit of BEML Ltd.)
- At Bengaluru, Standees were displayed at Vigilance kiosks at prominent Bengaluru Metro Stations namely Majestic, Byappanahalli and Peenya. Stickers were also put on the BMTC buses hired for BEML Employees and the trailers carrying the metro coaches to New Delhi.



- At Mysuru, Banners were displayed at public places such as Railway Station, City bus stand and Suburban Bus Stand.



- At Kolar Gold Fields where BEML has its largest facilities, VAW-17 Banners were displayed at 13 prime locations including all the 3 main Gates of BEML and 3 public places viz., Five Lights Circle, Vishweshwaraiah Mahadwaara and Officers Quarters Entrance-Big Banyan Tree Junction.
- At Palakkad Complex, Kerala and at BEML Subsidiary unit, Vignam Industries Limited, Tarikere, Banners were displayed at three prominent locations each within the plant.

Inaugural Function and Pledge Administration:

- The inauguration of the Vigilance Awareness Week – 2017 was marked by lighting of the lamp, followed by administration of Integrity Pledges at the Corporate Office



and in all the Production units at Bengaluru, KGF, Mysuru, Palakkad and VIL.

- At Corporate Office the Organisations Integrity Pledge was administered by Director Defence, Shri R H Muralidhara to all Senior Executives, Executives and Employees. Citizens Integrity Pledge was administered by Executive Director (IT&T). The messages received from the dignitaries and Central Vigilance Commission was read out to the gathering at the Corporate Office.
- At Bangalore Complex, the VAW-2017 was inaugurated on 30.10.2017, by Director (Rail & Metro), Shri.Aniruddh Kumar and at KGF Complex, by Director (Mining & Construction) Shri. Viswanatha. The Organisations Integrity Pledge and Citizens Integrity Pledge were also administered to all the BEML staff during the VAW inauguration functions held at Production units at Bengaluru, KGF, Mysuru, Palakkad, VIL and at Marketing offices.
- **Citizens Integrity pledge** was also administered to the Students and Staffs at Schools and Colleges where BEML Limited had organised events as part of Observance of Vigilance Awareness Week – 2017. The Pledge was administered to about **1267** students and staff.

Handout and Pamphlets Distribution:

- Around 8000 Handouts on Vigilance activities was distributed throughout BEML to all the staff. Around 50,000 pamphlets with a message *“Be a Part of Fight against Corruption, Take Integrity Pledge Online”* was distributed by BEML, both inside the organisation and outside, during the VAW-17 activities.

Activities Organised within BEML Limited:

- Various activities such as Quiz, Debate, Essay writing, Slogan writing, Poster/ Cartoon Drawing, Rangoli drawing competition and Walking Competition were conducted for the staff, spouse and kids at various BEML Complexes and



Regional and District offices. In all **572** number of entries were received and prizes were given for the best entries.

Out Reach Activities:

- Various activities such as Quiz, Debate, Elocution, Essay writing, and Slogan writing competition were conducted for the students of Schools and Colleges. Ref (Annx-F).



Vendors Meet:

- BEML has organised Vendors meet at Hotel Chancery Pavilion, Bangalore on 07.11.2017, wherein, vendors from all over India were invited to share business prospects of BEML and also to address their Grievances. A total of 112 Vendors have participated in the meet. In the meet, CVO has expressed that the business should be in a transparent manner & with high integrity. He also stressed on Multiple Vendor Development to reduce dependency.

Walkathon - Vigithon:

- BEML, jointly with BEL and HAL, has organised a 2 km Walkathon - Vigithon on 05.11.2017 with the caption 'Clean-Green-Vigil'. The Vigithon was flagged off by CMD BEML, and was joined by CVO's of BEL, HAL, Canara Bank and BEML. The theme of VAW- " My Vision - Corruption Free India" was the emphasis during the Vigithon. About 400 staff from all the three organisation put together participated in the Vigithon.



- At Bangalore Complex a 3km WALKATHON (titled VIGITHON) was organized on 03.11.2017 where in about 100 employees and officers took part.
- At Mysore Complex "VIGITHON", a walk of 5.7 Kms was organised around the Hootgali Industrial Area on 03.11.2017 between 8.30 AM to 10.0 AM, where in, more than 100 staff of BEML participated by shouting slogans /calling the stakeholders to be part of fight against corruption.
- At Palakkad Complex, a Walkathon Event was organized on 04.11.2017 along the highway road adjoining the complex to sensitize the general public about the observance of Vigilance Awareness week. The event was participated by the Officers and Employees highlighting the Theme: "My Vision-Corruption Free India" with the display of Flex banners. About 80 staff of BEML participated.

Guest Lectures:

- Corporate Vigilance organised two guest lecture during the observance of VAW-17. Shri V Ramachandran, IRSS, former Director General, RDSO (Retired) and presently working as an Independent External Monitor of HAL and Union Bank of India, delivered a guest lecture on 'Procurement in Public Sector' on 02.11.2017, which was attended by senior Purchase executives from all Complexes of BEML. On the Validictory function of VAW-17 on 08.11.2017, Shri H Kumar, MD of MRPL, Mangalore, delivered a Guest Lecture.
- At Bangalore Complex, Honourable Justice (Retired) and Ex Lokayukt of Karnataka, Shri Santosh Hegde, addressed Senior Executives of BEML in a very encouraging lecture on the theme of corruption free India. It was a very absorbing lecture and was enjoyed by about 80 senior officers.



- At KGF Complex, Guest Lecture by Shri Subhash B Adi, Upa Lokayukta, Govt of Karnataka was delivered on 03.11.2017.
- At Palakkad Complex, A guest lecture on the topic "Anti-Corruption law" was organized for employees / officers, through District Legal Service Authority, Palakkad. Hon'ble Justice Thushar M, Sub-Judge, Palakkad and Smt.Vijaya, Advocate from District Legal Services Authority delivered the lecture.

Skit Programme:

- At Bangalore Complex, street play was organized in co-ordination with the members of the BEML Fine Arts Club of BEML, Bangalore complex, depicting the theme of the week. The street play was titled "**BHRASTACHARESWARA**". The Play was presented on 22nd and 23rd September 2017 during Lunch break in front of the Workmen Canteen & officers Canteen. The play was also performed at the BEML Shishya School on 4th November, 2017 in front of a large gathering of students.
- AT KGF Complex, Skit "Jaagruthiya Hanathe (*Light of Vigilance*)" was enacted by Samudaya troupe under auspices of Kannada Mithraru at Earth Movers. It was flagged-off by ED(E) & around 500 personnel witnessed.
- At Mysuru, A skit program in Kannada on ill effects of corruption along with skit program on Swachh Barath was





Award Winning Slogans

"मेरा लक्ष्य; अब बना हमारे देश का! भ्रष्टाचार मुक्त भारत, एक सोपान प्रगती का!"

Mr. Himanshu Prasad
Manager-Defence Business (Unity Building)

"Corruption is a disease. So, fight against corruption & Save our Nation."

Ms. Kakali De W/o Mr. R C De
GM - Sales (Regional Manager) of (RO-Dhanbad)

"भ्रष्टाचारी ही अत्याचारी है! इनसे लड़ना हमारी जिम्मेदारी है!"

Mr. Bijay Kumar Chaudhary
Asst General Manager (Sales, Dhanbad)

"Every step against Corruption Counts towards wealthy nation."

Mr. Raghavendra A S
Asst Engineer- (Service, Dhanbad)

"आमदनी अठन्नी और खर्च रुपैया! यही तो जड़ है भ्रष्टाचार की भय्या!"

Ms. Shilpi Billaiya W/o Mr. Sanjeev Kumar Billaiya
Asst Manager - Service (Dhanbad)

"Honesty is the most effective prescription to eradicate the cancer of corruption"

Mr. Lokesh B
T232-27279

"भ्रष्टाचार पे वार करो अपने देश से प्यार करो."

Mr. Pramod Kumar Sahu
T292-26599

"Corruption makes to fear everywhere, promptness makes to fear nowhere"

"लेंगे ईमानदारी बनाए रखने का वादा बढायेंगे देश का नाम और भी ज्यादा."

Mr. Kiran Kumar
T293-24037

Mr. Devaraju S
T991-20449

"ईमानदारी से हम काम करेंगे देश का प्रगति में भाग लेंगे."

Mr. H P L Devaraje
Urst 237-23255

"End of corruption is our aim. To improve the country's fame"

Mr. H P L Devaraje URS
T237-23255

"भ्रष्टाचार को रोकेंगे, ना रखेंगे उसमे भागीदारी! हम ने तो प्रण ले लिया, अब है आपकी बारी!"

Mr. Sanjeev Kumar Billaiya
Asst Manager - Service (Dhanbad)

"ಆಡಳಿತದಲ್ಲಿ ಪಾರದರ್ಶಕತೆ, ಕಾರ್ಖಾನೆಯ ಪ್ರಗತಿಯಲ್ಲಿ ನೆನಪು"

Mr. H P L Devaraje URS
T237-23255

"The goal to achieve 'Corruption free India is our Commitment. Remember it's our promise - not to compromise with the commandment."

Mr. Pratap Singh B S
Asst Manager- HR (Management Services)

"ನಮ್ಮ ನೈತಿಕತೆಯ ಮೌಲ್ಯ, ದೇಶದ ಅಭಿವೃದ್ಧಿಗೆ ಅತ್ಯಮೂಲ್ಯ"

Mr. H P L Devaraje URS
T237-23255

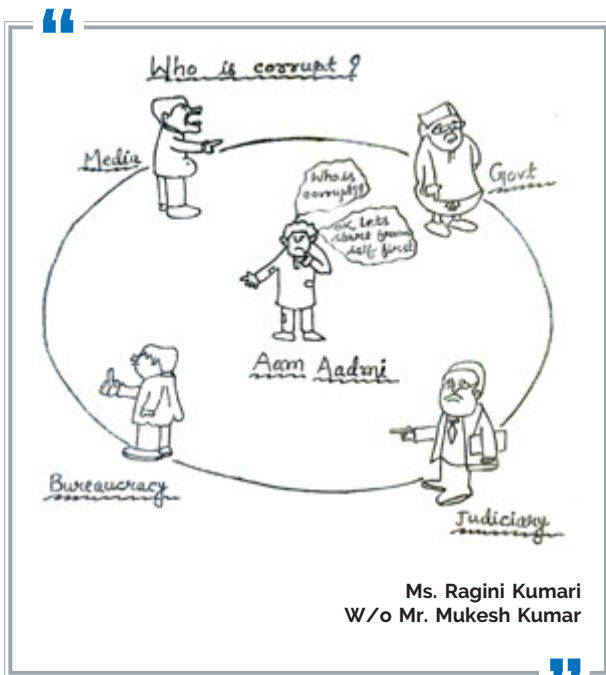
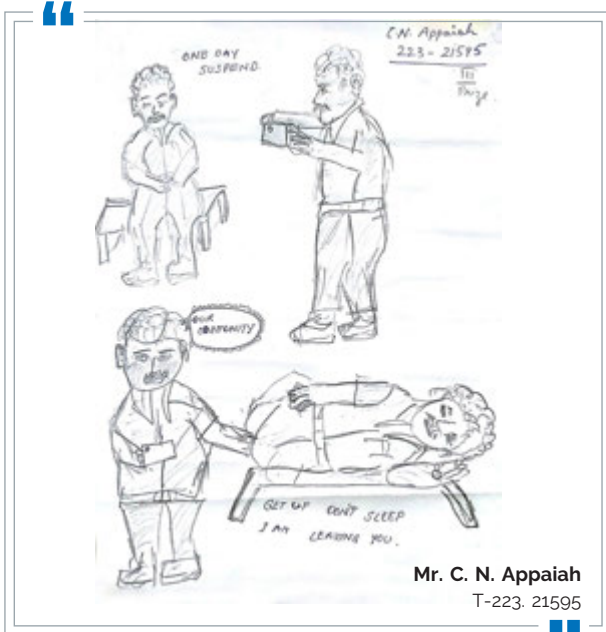
"Shame on the name Who ruined Country's fame."

Mr. Ramachandran E
Asst Manager - Parts/Stores, Neyveli

"ನಿಗ್ರಹಿಸಿ ಭ್ರಷ್ಟತೆಯೇ ದುರ್ಮಾರ್ಗವನ್ನು, ನಿರ್ಮಿಸಿ ರಾಷ್ಟ್ರದ ಸನ್ಮಾರ್ಗವನ್ನು"

Smt. Jagadeeshwari
T178-24983

Award Winning Cartoons



Vigilance Awareness - Gram Sabha



Awareness Gram Sabha - Puduseri Gram Panchayat, Palakkad.



Awareness Gram Sabha - Ajjappanahalli Gram Panchayat, KGF



Awareness Gram Sabha - Bastipura Gram Panchayat, Mysore



VIGILANCE through E-governance

1. **Introduction:** Vigilance makes preparedness to be watchful always and sense the happening around oneself. People always having wrong approach towards '**Vigilance**' means fixing responsibility, investigation of corruption & punishing of corrupt people. Vigilance is not investigation but it is prevention. To punish and not to prevent is like pumping the water through a pump without arresting the leakages which result in wastage of water, energy and time.
2. **Why do Organisations need Vigilance:** An organisation protects itself from external dangers through creating security and posting man power to guard against such threats. The role of vigilance is to protect organisation from internal dangers which are more serious than external threats.
3. **Responsibility of Employees in Vigilance matters:** Vigilance is not confined to a particular individual or set up. All public servants should be honest. They also have a responsibility towards the nation to help the organisation to discharge vigilance functions effectively by bringing to the notice of organisation about the activities of dishonest employees.
4. **Need for Preventive Vigilance:** Preventive vigilance plays an important role in strengthening the vigilance set up of any organisation. There has been a wide spread realisation that punitive vigilance alone cannot be the foundation of an efficient vigilance machinery. In punitive vigilance, the vigilance wing reacts to complaints or information of specific instances of mala fide action, verifies such information and then proceeds against the erring officials.
5. **VIGILANCE AND E-GOVERNANCE:** Vigilance means watchfulness or to bring awareness. Vigilance came into existence mainly for the purpose of fighting corruption. Corruption involves misuse of power, money, government property etc. Though corruption cannot be brought down to zero level, we can try to bring it as low as possible. This can be ensured by watchfulness, caution and vigilance. Or in other words it can be achieved by E-Governance.

Corruption is anti national, anti poor and anti economic development. According to the UNDP report on Human Development 1999 on South Asia, if the corruption level in India goes down to that of Scandinavian Countries, the GDP will grow by 1.5% and Foreign Direct Investment will go up by 12%. Corruption is anti poor because nearly 30% of the food grains and sugar meant for the public distribution system disappear in the black market. Corruption literally takes away the food from the mouths of the poor people for whom food security by way of the public distribution system is devised by the government. Corruption is anti national as revealed by the Bombay blasts of 1993 when the custom officials who were bribed permitted the smuggling of the RDX which resulted in the death of 300 people. M/s Transparency International, a Berlin based non-government organisation has ranked India 79 out of 176 countries in the Corruption Perception Index. This refers to the perception of the degree of corruption as seen by business people, risk analysts and the general public. It ranges from 100 (highly clean) to zero (highly corrupt) Denmark appears at the top of the list with a score of 90

and India figures at 79 with a score of 40. No country gets close to a perfect score in the Corruption Perceptions Index 2016.

Fighting corruption is too important an activity to be left only to the Central Vigilance Commission. The Commission therefore proposes to launch a systematic campaign against corruption by involving all members of the civil society in fighting this social evil. The first step in this campaign is to educate the people about the dangers of corruption and sensitize them about the evil consequences of corruption.

6. **Participative Vigilance:** Participative Vigilance refers to participation of every one in curbing the corruption. At organization level it refers to participation of all internal and external stakeholders in curbing the corruption.

Wide spread corruption cannot be rooted out "just by 300 people sitting in the CVC but each and every citizen of the country must contribute towards building a **TEAM INDIA** where:

- T** stands for Technology and Transparency,
- E** for Efficiency and Empowerment,
- A** for Audit trail and Accountability and
- M** for Metrics Measurement and Mutual Co-operation.

After the move by the civil society led by Anna Hazare the awakened citizen might ask from themselves what is it that I can do to check corruption in my country instead of merely expecting that somebody else can do something to check corruption. CVC Approach First time on 31 October 2011 Participative Vigilance was the theme of Vigilance Awareness Week circulated by CVC. The practice of observing the Vigilance Awareness Week was initiated by the CVC in 2000. 31st October was chosen as the commencement date for the Vigilance Awareness Week, because that was the birth day of Shri Sardar Vallabhbhai Patel, who represented the best tradition of integrity in Indian politics.

At the individual level, there are adequate resources available for any concerned citizen to play a role in checking corruption. 1. Right to Information Act 2005. 2. Lokpal bill.

E-Governance is the use of various modern information and communication technologies such as internet, local area networks, mobile phones etc., by the government to promote democracy and minimize the corruption level. Simply E-Governance is electronic management and electronic management and electronic controllership. Therefore vigilance and E-governance are required for ensuring corruption less functioning of any private, public or government organisation.

In order to achieve this purpose, government has implemented various online services under national E-Governance plan like property registration, railway reservation, pensions, passport, visa, company affairs, land records, e-courts, etc. Here we will discuss some of the examples and we will see how they are proven to be effective, not only for fighting against corruption but also for improving the efficiency, effectiveness and comfortness of public.

Following are the examples of online service under National E-Governance plan

- A. Income Tax.
- B. Central Excise.
- C. Passport/Visa
- D. Road Transport.
- E. Property Registration.
- F. Pensions.
- G. Gram Panchayats (Rural).
- H. Agriculture.
- I. Municipalities.
- J. Employment Exchange.
- K. Land Records.
- L. Company affairs.
- M. Police.
- N. Railway Reservation.
- O. E-courts.

Here we will discuss some examples and we will see how they are proven effective tools of vigilance for not only fighting against corruption but also improving effectiveness, efficiency and comfortness of public.

Online land delivery titles in Karnataka, India. Previously (i.e. before the computerisation of the department of Revenue in Karnataka), farmers had to seek out the Village Accountant to get a copy of the record of Rights, tenancy and Crops (RTC)- a document needed for many tasks such as obtaining bank loan. There were delays and harassment. Bribes had to be paid.

Land owners find it difficult to access the Village Accountant, as his duties entail travelling. The time taken by Village Accountants to provide RTCs has ranged from 3 to 30 days depending upon the importance of the record for the farmer and the size of the bribe. A typical bribe for a certificate could range from ₹ 100 to ₹ 2000. If some details were to be written in an ambiguous fashion, out of selfish motives, the bribe could go up to ₹ 10,000. Land records in the custody of Village Accountant were not open for public scrutiny.

But Now (i.e. after the computerisation of the Department of Revenue in Karnataka) for a fee of ₹ 15, a printed copy of the RTC can be obtained online at computerized land record kiosks (Bhoomi centres) in 140 taluk offices. Without delaying and any bribe.

The Bhoomi software incorporates the bio-logon metric system, which authenticates all users of the software using their finger print. A log is maintained of all transactions in a session. This makes an officer accountable for his decisions and actions. The government also has plans to web-enable the database to make available to the farmer a copy of the land record locally through an internet kiosk - although without signature such a copy will only have an informative value.

This scheme also useful for preventing land-scam due to availability of all the data related to land is at a common server.

Computerized Interstate Check Posts in Gujarat has an extensive road network, which carries a large volume of commercial traffic. Major highways systems link Delhi to Mumbai and provide the principal link to the Kandla sea port on Gujarat's west coast. Gujarat's 10 check posts are positioned at the border with three neighbouring Indian states. Nearly 25,000 transport vehicles enter daily through these check posts. Transport companies want to maximize their earnings from each vehicle. Often this has prompted transporters to load their trucks beyond permissible axle load, creating a serious safety hazard. Previously (i.e. before the computerization), a suspect vehicle is flagged to a stop, and then weighed on a weigh bridge located away from traffic. The legal penalty for overload is ₹ 2,000 per ton.

However, any fine often has been (illegally) negotiated.

The problem of corruption was particularly difficult to attack as the corrupt were backed by politicians. In the absence of any systematic inspection of vehicles, the transport companies also adopted various illegal practices. Duplicate copies of a single registration book from the Regional Transport Office (RTO) have been used for many different vehicles, using fake license plates.

In the computerised process, all the check posts are monitored at a central location using video cameras installed at every check post cabin. The video camera captures the registration number of all trucks approaching the check post. (There are flood lights and traffic lights which make the check posts appear like a runway at night.) Software converts the video image of the registration number to a digital form and the details of the truck are accessed from a central data base. An electronic weigh bridge captures the weight and the computer issues a demand note for fine automatically.

Through the use of computers and other electronic devices at 10 remote interstate border check posts in Gujarat India, a team of savvy public officials have reduced corruption and significantly increased the state's tax revenue.

Bio metric system in Andhra Pradesh in Ration distribution.

Now with the end-to-end digitization, all a consumer has to do is walk to the nearest fair price shop. Through biometric authentication linked with Aadhaar (unique identity number), they can collect commodities which are weighed digitally. All the information is fed in system which can be tracked anytime and does not leave any scope for pilfering. (Earlier, there were complaints from consumers that they were being cheated when it comes to the weight of the commodities. Also, irregular shop timings, travel involved in reaching the allotted fair price shop along with poor cooperation of the dealer were noticed) The computerization project involved taking the ration card data online through Aadhaar seeding as the first step. In doing so, the government found that 8,50,000 users were what it calls fake or duplicate. The fair price shops were then equipped with e-point of sale (e-pos) devices and electronic weighing machines. The e-pos device has stored in it fingerprints of all family members of the ration card. The savings achieved during the process in Andhra Pradesh is to the tune of RS246Crore from 7595 FP shops.

Work Progress Monitoring System: This software is intensively used in all type of industry to monitor the work progress of company/section/ individual. This is not directly relate with money corruption but it is dealing with monitoring corruption which include delaying of projects/works which leads to increase hidden cost of company also leads to inefficient work.

Conclusion:

Now we can say vigilance and e-governance are complementary to each other. To prevent or minimize the corruption we have to bring transparent system which can be achieved by deploying E-governance in all sectors and everywhere. But the biggest challenge of deploying E-governance is not technology but change in management. Change in management is important not only in terms of cultural change but also in terms of changing operations and processes workflow that the automated environment will introduce. E-governance, however, is not really the use of IT in governance but as a tool to ensure good governance.

Acknowledgements:

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BEML Ltd.

All the information is fed in system which can be tracked anytime and does not leave any scope for pilfering.

Walkathon - Vigithon 2017



Star Forest (Nakshatra Vanam) at Palakkad Complex

Constellation name in Sanskrit / Tree name in English



Ashwini / Nux Vomica



Bharani / Indian Gooseberry



Krittika / Cluster Fig



Rohini / Jamun



Mrigasira / Cucth Tree



Aardra / Cashmere Tree



Punarvasu / Bamboo



Pushyami / Sacred Fig



Aashresha / Messua Tree



Makha / Banyan Tree



Poorva Phalguni / Flame of the Forest



Uttara Phalguni / Indian Laurel



Hasta / Hog Plum



Chitra / Bael Tree



Swaati / Arjuna Tree



Visaakha / Governor's Plum



Anuradha / Bullet Wood Tree



Jyeshtha / Bodh Tree,
Lodh tree, Chunga



Moola / White Dammar, Indian Copal-Tree,
Malabar Tallow tree, Piney Varnish-Tree



Poorvashada / Fish Poison Tree



Uttarashada / Jack Fruit Tree



Shravanam / Gigantic Swallow,
Crown Flower



Dhanishta / Indian Gum Tree



Satabhishak / Kadam Tree



Poorvabhadra / Mango Tree



Neem Tree



Revati / Butter Tree

Educational approach to reduce corruption

Talks about corruption, have become a never ending phenomena, despite the fact that all out efforts are put in place to reduce the scope for corruption. In certain instances, we also hear that people are resorted to corrupt practices to sustain a descent livelihood and hence for certain, Corrupt practices, has become an avenue for employment.

Though corruption is an unethical practice, but to say very few understand the meaning of Unethical, hence it is not understood by many. The practice of enrolling into corrupt activities is becoming an integral part of one's profession. The desire for economic growth and lavish life for an individual has resulted many to forget what corruption really is, and corrupt practices has become a part and parcel of one's routine duty, nevertheless of its consequences and its impact in the society .

Efforts are in place to reduce the menace of Corruption, however the inbuilt human attitude, shows less significant changes in the behavior, despite all the check mechanism available, when corruption is concerned.

The reasons for corrupt practices are unlimited, to name a few are:-

- a) Desire to earn quickly in a dishonest manner
- b) Desire to lead a Lavish life and to be recognized in the society
- c) Activities due to fear when someone demands
- d) Activities due to Favoritism to satisfy self and others goals
- e) Follow the foot path of others (When others do why not me)
- f) Entitled payment not made for the duty bound work and at the right time by the governing authority
- h) A sense of feeling that very rarely someone is going to check
- i) Sincere work not recognized and appreciated instead repeated directives to perform unethical work

In this way a person keeps justifying his action when involved in corrupt activities, depending upon the situation and gives to himself a green signal, to continue the act of corrupt practices.

Anti corruption Organization and Departments are determined, to reduce the scope of corruption . In this regard Celebration of Vigilance Awareness week, Release of Bulletins, Magazines, Organising Lectures/speeches, Street play, Seminars, Training, Walkathon and display of Anti corruption banners etc., are in place, to highlight the Awareness on Vigilance, as a measure of Preventive Vigilance.

In addition, the anti corruption agencies are putting all out efforts to ensure that the Vigilance Awareness is out reached, to the Public including Student community, since fight against corruption involves a social cause. The application of Social Media, Taking Online Integrity pledge, Formation of Integrity Club at School and College level and Conducting Vigilance

programme at Gram Panchayat level are the best practices that are being followed to spread the Awareness on Vigilance to the general Public.

We are able to sense that, people have changing attitude of mind, and this makes them to behave differently, when they come across different situation. People who have lived with the highest level of Integrity and Moral during the initial stage, have changed themselves over a period of time. This change in integrity and moral have also disturbed their Lifestyle.

In todays scenario, it is essentially felt that, educating the society about the harmful effects of corruption, is a must and has become a inescapable basic requirement. We need to examine the root cause for, as to why people get inclined towards Corrupt practices. We also need to examine about what makes an individual to adopt corrupt practices. The behavioral aspects of a human also need to be examined, since it plays a vital role in curbing corruption. In general, the causes for corrupt practices, has to be examined and analysed case by case considering the Human behavior also, it should

not be limited to system improvement alone. To say, it should be similar to identifying a disease through a routine blood check and giving the correct treatment for the disease diagnosed.

The causes and reasons for Corrupt practice, if identified shall allow for a definite cure either through system improvement or through Counselling including education (Psychiatric Therapy).

Towards the fight against corruption we need to emphasis the active participation of the public in

totality, since the scope for corruption is widening for many reasons. In this regard educating the Public including school / College students about the harmful effects of corrupt practices should be a continuous process. It is known that education reforms the human behavior, it continuously refines the individual character and molds the individual to resemble a good citizen.

Towards this, the possibility of including a chapter on "**Anti corruption**" as a part of academic curriculum at least upto primary school level, need to explored for the students to be equipped with the knowledge of corruption. It can be extended to the students at college level also, since todays students are going to be the Backbone of "Tomorrows Administration". At a tendering age the children can easily grab good things and the concept learnt, shall remain with them through out their life resulting in highest level of Integrity and Honesty in all their endeavour.

Let's take the Public including school and College children into confidence to spread the Vigilance Awareness and make it a movement towards a social cause, of our nation and march steady fastly, to fight against the evils of corruption.

M Manokaran

Assistant Manager (Vigilance), Palakkad Complex
BEML Ltd.



Values must be taught in Schools/Colleges

Today, more than ever when unrest across the world is being triggered by certain fundamental principles of thought stemming from various religions, what can education & teaching do to create better open-minded & liberally assertive global citizens.

You may agree that corruption means dishonest and it is a social evil which not only undermines social & economical development but also impinges upon the moral fabric of the society, affecting children the most.

All good education institutions know that true education surpasses the need to drive students to get good grades that will further enable them to get into good colleges for further education and thereafter good jobs. Good Schools / Colleges know that it is the shared responsibility of teachers to help students understand their moral responsibility, true freedom & inculcate a robust sense to all the stake holders of the country (citizenship).

The real dilemma that schools / Colleges take with such a perspective, is, how to do all this & yet meet the social definition & success? How can teachers make parents understand that their children will take better care of them. Once they have the right value system in place rather than just a High-Paying Job? Another dilemma that schools face, is how to teach children social & family values without encroaching upon religious values.

Most schools avoid teaching anything about religious while a few other choose just one religion & concentrate on teaching it well. The goal of such a curriculum is to familiarise children with their own religion & Indian traditions of belief I am of the

opinion that it is possible to teach values without concentrating on any particular religion. There is no special subject called moral science but values & ethics are integrated as concepts into every subject in the most natural way right from junior school itself.

If schools/Colleges in India can take care of these important issues with a certain amount of conviction & boldness then we truly can create global Stake holders (citizens).

Values of integrity, respect responsibility & compassion can be taught in kindergarten through math & nursery rhymes. Teachers must really understand the gravity of their responsibility & feel empowered to craft the future stake holders of the country. This will only happen if we begin to look up to the teaching profession.



Interesting moral education program called being & becoming where they have to teach intrinsic (Inherent, Built-in, Fundamental, essential) values for good living of future stake holders of our country.

With this, the fight against corruption can only be sustained and effective if we all take preventive measures starting with inculcating right moral & ethical values among children

during their formative age itself.

Our incentive should come from inside – in India there are 50 Million young stake holders.

J. S. Sridhar
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From Vigilance Officers



Role of prevention in eradicating corruption

There is a very famous saying "Prevention is better than Cure". This very much applies to Corruption.

India being a Developing Country is always prone to deadly disease called Corruption. The only way to mitigate Corruption is to promote all the practices which prevents corruption.

Public engagement is key in the Fight against corruption. A government that exercises its power with transparency, accountability and consistency while promoting good national values is the basic requirement of good governance. Most of us think that eradicating Corruption is the Government's Job.



It cannot stand alone, as it needs support from institutions that are committed to serving the people and creating an open and accountable system. In a huge country like India, we cannot promote integrity and combat corruption unless there is participation of the public. Here comes the role of Prevention - an Effective Tool to mitigate Corruption. Corruption can be eliminated by fixing all the opportunities for corruption. Some of the preventive measures which we as a responsible citizen can help the government in mitigating corruption are:

- a) **Raising Public Awareness:** Educating public about the factors and ill effects of corruption is the key to prevent corruption. This can be done in several forms
 - 1) Educating the school children of ethics, integrity and transparency. Children being the future citizens should strongly be educated on all spheres of Corruption and its impact on Nation.
 - 2) Social media is a strong tool to spread awareness on corruption and should be strongly used to spread the message.
 - 3) All Government portals should be very educative and informative so that the public is aware of all the rules and procedures in getting their work done.
- b) **Prevention through Increased Accountability:** Every employee/officer of the organisation should be made accountable individually and collectively for attaining the organisation's Goal. Accountability is the only way the responsibility gets fixed, and corrupt gets identified.
- c) **Capacity Building:** Proper Training to Officer/Employees on the Work front
- d) **Having standard policies in Procurement, Payment, recruitment:** Procurement is the area which is always prone to corruption. Manuals, Policies and Procedures, DOP's in place will always reduce the opportunity for Corruption. Further having standard policies and procedures reduces the ambiguity.



- e) **Deploying e-technology** in all phase of Organisation's business to avoid human to human dealings in transactions. Adoption of e-technology is a step towards transparency & fair play.



Digitization of service deliveries like issuing Passport, driving licence, gas connection etc. This mode will be successful as it is human free.

Further majority of the corrupt transactions are typically done through cash to make them untraceable. e-technology in Payment means cashless transactions and brings every transactions on record with audit trails.

In Procurement, manual transactions in bidding, preparing comparative statements manually are always prone to corruption. E-procurement platforms helps in making the procurement process clean. E-technology in procurement will mitigate bid collusion, favouritism, leakage of prices etc.,

- f) **Use of CC Cameras in sensitive areas:** This acts as a Forensic Tool to improve data for monitoring and accountability. At the same time the fact that everything is getting recorded creates a warning among the corrupt .

- g) **Raising Voice against corruption:** This is the Beginning of any fight against corruption. Every individual is aware of the Corruption happening next to him. However a common man feels that this is very common and required to survive and develop/ progress in the society. But this practice hinders the sustainable development. But there is a fear of getting affected by raising voice against this act. This may be Fear of getting troubled by the corrupt, fear of getting cornered.



- h) **Job rotation of sensitive posts:** Corruption is built on trust and continuous relationship between potential bribers and public servants which creates an advantageous environment for bribery to emerge. Job rotation is the tool which breaks this long term relationship.



- i) **Educating the school children on corruption and its ill effects:** Children being tomorrow's citizens, should be educated with moral values, ethics so that they are able to recognize the difference between right and wrong.

- j) **Punishment against Corrupt:** Corruption when established and the corrupt when identified should always be punished and this stands as an example in the set up that wrong doers are not left free. This prevents corruption in future.



With the above prevention factors the country will attain the real progress and together we can mitigate if not eradicate corruption from our nation.

- k) Reporting smallest out of turn favour, bribery, corruption around to the Vigilance department.

If we can identify and eliminate these factor, we can mitigate if not eradicate corruption from our nation.

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Systemic Improvements recommended by Vigilance and implemented by Management:

Sl No	Department/Field	Improvements suggested by Vigilance
1	Procurement of Medicines	<ol style="list-style-type: none"> 1. Need Estimation of Medicines carried out. 2. ABC Analysis Implemented.
2	Misuse of Power by District Managers	<ol style="list-style-type: none"> 1. 100% Inventory Verification carried out. 2. DOP Strictly being Followed.
3	Cancellation & Disqualification of Bids	<ol style="list-style-type: none"> 1. Reasons for Disqualifications is being Communicated in a Transparent way. 2. All Business correspondence and E-mail are Recorded.
4	Blacklisting of Vendors	<ol style="list-style-type: none"> 1. SOP for Blacklisting of Vendors Strictly being followed. 2. Adhoc Decisions are Not Permitted.
5	Transparency in Tender Opening & Processing Procedure.	<ol style="list-style-type: none"> 1. EMD amount made mandatory along with Tender.
6	Tampering Invoice Cum Forwarding Note	<ol style="list-style-type: none"> 1. Forwarding Note should be Generated using T code ZV017 on SAP only. 2. No Manual mode permitted.
7	Hospital Management System	<ol style="list-style-type: none"> 1. All Medical Transaction to be done on SAP only. 2. Master data of Serving & Retired Personnel Eligible for Medicat Treatment being Reviewed every Year. 3. Specialist Doctors only are issuing Referral Letters. 4. List of Chronic Patients is Updated and Reviewed yearly.
8	Salvage Yard Management	<ol style="list-style-type: none"> 1. Daily Movement of items to Salvage Yard is being recorded. 2. All personnel entering and Exiting Slavage Yard is being Recorded.
9	Non-Refund of EMD Amount	<ol style="list-style-type: none"> 1. Communication between Purchase Department and Finanace on the issue of Returning EMD to Unsuccessful Vendors is being Recorded.
10	Issue of Work Completion Certificate	<ol style="list-style-type: none"> 1. Work executed is being recorded on Day to Day Basis. 2. If actual work executed is Short, then Work Order is being Short Closed.
11	Rejection of Bids without proper Justification	<ol style="list-style-type: none"> 1. CVC Guidelines is being strictly Followed while placing EOI.
12	Transparency in E-Tendering should be followed	<ol style="list-style-type: none"> 1. Contractors Exempted from Tender Fee & EMD shall attach Exemption Certificate.
13	Main Contract PO & Service PO	<ol style="list-style-type: none"> 1. Service PO should be generated for each and every Service Transaction.
14	Creation of Inbound	<ol style="list-style-type: none"> 1. If IB is Not generated due to any reason, proper recorded SOP is to be followed.
15	On-Line Hotel & Train Booking	<ol style="list-style-type: none"> 1. Without Readable QR Code on the Ticket submitted No Payment should be cleared. 2. Without Hotel Check out Certificate from the Portal, No ON-Line Hotel Booking Bill should be cleared.
16	Long Term Contract	<ol style="list-style-type: none"> 1. Long Term Contract should be Advertised up front during NIT. 2. Any Changes to LC should be intimated to all on Corrigendum. 3. Part Numbers should be common across the division so that on real time basis, items can be viewed on the system for their specific requirements.
17	Rejection of Provision Items at Canteen	<ol style="list-style-type: none"> 1. Same Standard Cooking Procedure should be carried out to all the samples. 2. Cooking Procedure should be Videographed.
18	CTE Inspection	<ol style="list-style-type: none"> 1. In Tendering other than E-Mode, all details to be entered into SAP. 2. All Foreign vendors should also have Digital Signature. 3. Separate e-mail ID should be given to Purchase Dept for opening by Tender Committee only.

Dos and Don'ts (Travel Expense Claims)

EMPLOYEES/OFFICERS:

Dos:

- Whether prior approval of the competent authorities obtained before undertaking the journey.
- Whether travel advance claimed.
- Ensure whether you are aware of admissible lodging facility.
- An officer, as far as possible, try to stay in the transit house available at the place. However, if lodging is inevitable, before staying in the lodge, obtain a No accommodation certificate from the In-charge, transit house.
- Whether Original authenticated bills obtained from the lodge.
- Whether the connected Bus tickets, train tickets are enclosed to the claim
- Whether the mode of journey undertaken is as per the eligibility.
- If the period of stay in the destined place gets exceeded & a situation may arise when an advance is to be drawn. Ensure that the same is reflected in the total expense report claim.
- Whether the DA claimed is in order i.e., Journey DA applicable is different from the actual
- In case of Tatkal reservation, separate approval from the competent authority should be obtained & enclosed to the Expense report claim.

Don'ts:

- Don't produce fake bills/tickets
- Don't claim without actually travelling



FINANCE DEPARTMENT:

Dos:

- Whether the approval & the Expense claim is signed by the competent authority.
- Whether the Employee/Officer has taken any advance prior to journey.
- Whether the Employee/Officer has taken any subsequent advance at the place of outstation duty.
- Whether the mode of journey undertaken by the claimant is as per his / her eligibility.
- Whether the lodge bill is genuine & authenticated without any scope of fraud receipt.
- In case of any doubt, enquiries should be made with the lodge about the genuineness of the receipt by cross verifying the person's name.
- Check the place of outstation duty claimed by the claimant is within the approval places in the approval Note.
- Check whether the period of stay is within the approved date & in case of Extension of dates, ensure that the dates are not corrected but a separate revised approval note is initiated & approved with revised dates
- If any luggage is carried / brought by the employee/ Officer, ensure that the same is as per the approved note Specifically.
- Whether the voucher prepared is as per TA/DA rules applicable.
- Whether the DA admissible is in order i.e., Journey DA, DA for actual period of stay, Boarding DA.

Don'ts:

- Don't process the bill/claims without verification of supporting documents/ approvals
- Don't process the bills/claims on verbal communication.

Dos and Don'ts (Medical Claims)

EMPLOYEES / OFFICERS:

Dos:

- Produce Photo ID at hospitals during admission.
- Produce Photo ID on demand to competent authority from BEML.
- Ensure Original & certified bills are submitted for claiming the reimbursement of bills.
- Submit bills within stipulated time period of 3 months.
- Ensure no bogus & inflated medicine bills are submitted.
- Consult CMO for second opinion before getting admitted for minor ailment so that hospital's are not unnecessarily benefited from BEML.
- Ensure Updation of Family Declaration periodically & intimate if any changes to HRD Department.
- Intimate about the hospitalization of the patient to HRD Department immediately.
- Ensure that hospitals do not generate bill for service / treatment which have not been availed.

Don'ts:

- Do not impersonate.
- Do not furnish false "Family Declaration" to HRD Dept.
- Do not exchange medicine for money.



DOCTORS:

Dos:

- Check & analyze FAR & recommend for hospitalization if found necessary.
- Check whether billing is in line with procedure carried out.
- Check whether any unnecessary procedure is carried out at hospitals.
- Check whether bills are certified by competent authority at hospital.
- Ensure frequent visit is made to recognized hospitals & interact with doctors.
- Allow only for admissible items / Procedures.
- Check whether cases of prolonged hospitalization absolutely necessary.
- Recommend outstation hospitalization treatment only in emergency / Complicated cases with justification.
- Ensure Claims are processed as per MAT & CMA rules.



FINANCE DEPT. (WELFARE ACCOUNTS):

Dos:

- Check whether billing is submitted as per agreed tariff by recognized hospitals.
- Check whether agreed discount is extended by recognized hospitals.
- Check whether bills are certified by competent authority at hospital.
- Allow only for admissible item's / Procedure's.
- Ensure bills submitted are within stipulated time period of 3 months and also check for splitting of bills to avoid higher sanction.
- Process the claims as per MAT & CMA rules.
- Process the claims as per Delegation of Power.
- Process the claims in fair & transparent manner.
- Ensure dependent's income is submitted in prescribed format during hospitalization.
- Ensure the hospital is recognized or else whether the approval of competent authority exists for deviation.



WELFARE DEPARTMENT (HRD):

Dos:

- Ensure photo ID is issued to all eligible Employees/ Officers dependents.
- Ensure dependency is in order.
- Ensure direct billing is issued to recognized hospitals only.
- Ensure treatment is extended to correct beneficiary only.
- Ensure bills submitted are within stipulated time period of 3 months.
- Ensure family declaration is updated.
- When rules is ambiguous seek clarification from the competent Authority.
- Ensure timely approval from competent authority for deviations if any.
- Carry out surprise checks at hospitals.
- Always keep in touch with hospital authorities.
- Ensure dependent's income is submitted in prescribed format during hospitalization.
- Ensure CMO recommends outstation hospitalization cases explicitly.
- Intimate hospitalization cases to Management periodically.



CD USERGUIDE

i) Important Links:

[CVC Vigilance Manual:](#)

<http://www.cvc.nic.in/publications/vigilance-manual>

[BEML Vigilance Manual:](#)

http://www.bemlindia.in/vigilance_manual.aspx

ii) CVC Circulars at different stages of Tendering:

1. Pre-tendering

CVC Guidelines on Tender Stage:

CVC Guidelines Chapter-3: Tender Stage

a) Need Assessment

- i) Selection and Employment of Consultants :
Circular No. 08/06/11 File No. 011/VGL/063 Dtd: 24-06-2011
- ii) Measures to curb the menace of Counterfeit and refurbished IT products:
Circular No. 07/02/08 File No. 007/CRD/008 Dtd: 15-02-2008
- iii) Use of products with standard specifications :
Circular No. 14/04/07 File No. 98/VGL/25 Dtd: 26-04-2007
- iv) Turnkey contracts for net-working of computer systems:
Circular No. 69/11/04 File No. 004/ORD/8 Dtd: 03-11-2004
- v) Appointment of Consultants:
Circular No. OFF 1 CTE 1 Dtd: 25-11-2002

b) Planning for procurement

- i) Back to back tie up by PSUs:
File No. 06-03-02-CTE-34 Dtd: 20-10-2003
- ii) Common Irregularities/lapses observed in stores/purchase contracts and guidelines for improvement in the procurement system:
Circular Dtd: 15-01-2002

c) Requirement Specifications

- i) Transparency in tendering system:
Circular No. 01/02/11 File No. 011/VGL/014 Dtd: 11-02-2011
- ii) Mobilisation Advance:
Circular No. 02/02/11 File No. 01-11-CTE-SH-100 Dtd: 17-02-2011
- iii) Mobilisation Advance:
Circular No. 05/02/08 File No. 4CC-1-CTE-2 Dtd: 05-02-2008
- iv) Notice Inviting Tenders-regarding:
Circular No. 15/03/05 File No. OFF-1-CTE-1(Pt) V Dtd: 24-03-2005
- v) Mobilisation Advance:
File No. 4CC-1-CTE-2 Dtd: 08-06-2004
- vi) Grant of interest free mobilisation advance:
Circular No. UU/POL/19 Dtd: 08-10-1997

d) Procedural requirements

- i) Adoption of Integrity Pact - Standard Operating Procedure-reg.:
Circular No. 06/07/12 File No. 11/VGL/53 Dtd: 23-07-2012
- ii) Guidelines for compliance to Quality requirements of e-Procurement Linked Document:
Circular No. 01/01/2012 Dtd: 12-01-2012
- iii) Adoption of Integrity Pact (SOP):
Circular No. 21/08/10 File No. 008/CRD/013 Dtd: 13-08-2010
- iv) Leveraging of Technology for Improving Vigilance administration in the National e-governance plan:
Circular No. 23/06/010 File No. 010/VGL/035 Dtd: 23-06-2010
- v) Integrity pact - Selection and Recommendations of IEMs:
Circular No. 17/04/10 File No. 009/VGL/016 Dtd: 19-04-2010

- vi) Adoption of Integrity Pact -Periodical regarding:
Circular No. 11/08/09 File No. 008/CRD/013 Dtd: 11-08-2009
- vii) Adoption of Integrity Pact (SOP) - reg Integrity Pact(revised):
Circular No. 10/5/09 File No. 008/CRD/013 Dtd: 18-05-2009
- viii) Referring cases of procurement to Commission :
Circular No. 22/7/08 File No. 008/CRD/008 Dtd: 24-07-2008
- ix) Adoption of Integrity Pact in major Government Procurement Activities Modified Integrity Pact:
Circular No. 18/5/08 File No. 008/VGL/001 Dtd: 19-05-2008
- x) Adoption of Integrity Pact in major Government Procurement Activities:
Circular No. 43/12/07 File No. 007/VGL/033 Dtd: 28-12-2007
- xi) Adoption of Integrity Pact in major Government Procurement Modified Integrity Pact:
Circular No. 41/12/07 File No. 007/VGL/033 Dtd: 04-12-2007
- xii) Undertaking by the Members of Tender Committee/Agency:
Circular No. 71/12/05 File No. 005/VGL/66 Dtd: 09-12-2005
- xiii) Improving Vigilance Administration :
File No. 8(1)(h)/98(1) Dtd: 18-11-1998

2. Tendering and Decision

CVC Guidelines on Tender Stage:

CVC Guidelines Chapter-3: Tender Stage

a) Pre-qualification

- i) Shortcomings in Bid Documents :
Circular No. 01/04/14 File No. 98/ORD/1(VIII) Dtd: 29-04-2014
- ii) Shortcomings in Bid Documents :
Circular No. 33/7/03 File No. 98/ORD/1 Dtd: 09-07-2003
- iii) Tender Sample Clause :
File No. 2EE-1-CTE-3 Dtd: 15-10-2003
- iv) Pre-qualification criteria(PQ) :
File No. 12-02-1-CTE-6 Dtd: 07-05-2004
- v) Pre-qualification criteria(PQ) :
File No. 12-02-1-CTE-6 Dtd: 17-12-2002
- vi) Time Bound Processing of Procurement :
Circular No. 31/11/08 File No. 008/VGL/083 Dtd: 06-11-2008

b) Invitation to tender

- i) Consideration of Indian Agents:
Circular No. 03/01/12 File No. 12-02-6-CTE-SPI(1) Dtd: 13-01-2012
- ii) Consideration of Indian Agents:
Circular No. 25/04/04 File No. 12-02-6-CTE-SPI(1) Dtd: 21-04-2004
- iii) Consideration of Indian Agents:
File No. 12-02-6-CTE-SPI(1) Dtd: 07-01-2003
- iv) Purchase of Computer systems by Govt. Departments/ Organisation:
File No. 98/ORD/1 Dtd: 05-05-2003
- v) Use of web-site in Govt. procurement or tender process:
File No. 98/ORD/1(Pt.IV) Dtd: 12-03-2003
- vi) E-procurement/Reverse Auction:
Circular No. 46/9/03 File No. 98/ORD/1 Dtd: 11.09.2003

c) Bidding process

- i) Implementing of e-tendering Solutions :
Circular No. 1/1/09 File No. 009/VGL/002 Dtd: 13-01-2009
- ii) Improving Vigilance Administration: Increasing Transparency in Procurement/Sale etc :
File No. 98/ORD/1 Dtd: 18-12-2003

d) Evaluation of bids

- vii) Time Bound Processing of Procurement :
Circular No. 31/11/08 File No. 008/VGL/083 Dtd: 06-11-2008
- viii) Acceptance of Bank Guarantee:
Circular No. 1/1/08 File No. 02-07-01-CTE-30 Dtd: 31-12-2007
- ix) Participation of consultants in tender – guidelines regarding:
Circular No. 75/12/04 File No. 98/DSP/3 Dtd: 24-12-2004
- x) Transparency in tendering system- Guidelines regarding :
Circular No. 72/12/04 File No. 004/ORD/9 Dtd: 10-12-2004
- xi) Receipt and Opening of Tenders:
File No. 05-04-1-CTE-8 Dtd: 08-06-2004

3. Negotiation & Award

CVC Guidelines on Tender Stage:

CVC Guidelines Chapter-3: Tender Stage

a) Transparency of negotiations

- i) Applicability of CVC's guidelines on post tender negotiations with regard to projects funded by World Bank and other International funding Agencies like IMF, ADB etc.:
Circular No. 12/10/11 File No. 98/ORD/001 Dtd: 28-10-2011
- ii) Tendering Process-Negotiations with L-1:
Circular No. 01/01/10 File No. 005/CRD/012 Dtd: 20-01-2010
- iii) Tendering Process-Negotiations with L-1:
Circular No. 04/3/07 File No. 005/CRD/12 Dtd: 03-03-2007
- iv) Tendering Process-Negotiations with L-1:
Circular No. 37/10/06 File No. 005/CRD/12 Dtd: 03-10-2006
- v) Tendering Process-Negotiations with L-1:
Circular No. 68/10/05 File No. 005/CRD/12 Dtd: 25-10-2005
- vi) Improving Vigilance Administration – Tenders:
File No. 98/ORD/1 Dtd: 03-08-2001
- vii) Improving Vigilance Administration- Tenders :
File No. 98/ORD/1 Dtd: 24-08-2000
- viii) Post tender Negotiations to projects of the World Bank & other International funding agencies:
File No. 3(v)/99/9 Dtd: 01-10-1999
- ix) Improving Vigilance Administration:
File No. 98/ORD/1 Dtd: 15-03-1999

b) Anti-competition practices

- i) Commission's Directives on use of Website in Public Tenders:
Circular No. 47/7/04 File No. 98/ORD/1 Dtd: 13-07-2004

c) Award of Contract

- i) Irregularities in the award of contracts :
Circular No. 44/9/03 Dtd: 04-09-2003

4. Post Award Stage

CVC Guidelines on Tender Stage:

CVC Guidelines Chapter-3: Tender Stage

a) Contract Management

b) Ordering

c) Meeting Quality Standards

d) Payment and audit

- i) Recoveries arising out of Intensive Examination conducted by CTEO :
Circular No. 11/09/11 File No. TE(NH)/2011/Recoveries Dtd: 12-09-2011
- ii) Delay in Payment to Contractors & Suppliers etc. – Reducing opportunities for corruption reg.:
Circular No. 11/3/05 File No. 005/ORD/1 Dtd: 10-03-2005
- iii) Increasing Transparency and cutting delays by e-payments and e-receipt by Govt. Organisations etc.:
Circular No. 20/4/04 File No. 98/ORD/1 Dtd: 06-04-2004
- iv) Leveraging Technology - e-payment and e-receipt:
Circular No. 68/10/04 File No. 98/ORD/1 Dtd: 20.10.2004

e) Transparency in Procurement Process

- i) Transparency in Works/purchase/ Consultancy Contracts awarded on Nomination basis:
Circular No. 19/5/10 File No. 005/CRD/19 (part) Dtd: 19-05-2010
- ii) Posting of details on award of Tenders/Contracts on Websites/ Bulletins :
Circular No. 17/7/09 File No. 005/VGL/4 Dtd: 14-07-2009
- iii) Transparency in Works/purchase/ Consultancy Contracts awarded on nomination basis:
Circular No. 23/7/07 File No. 005/CRD/19 Dtd: 05-07-2007
- iv) Improving vigilance administration by leveraging technology. Increasing transparency through effective use of website:
Circular No. 13/04/07 File No. 006/VGL/117 Dtd: 18-04-2007
- v) Transparency in Works/Purchase/Consultancy contracts awarded on nomination basis :
Circular No. 15/5/06 File No. 005/CRD/19 Dtd: 09-05-2006
- vi) Posting of details on award of Tenders/Contracts on Websites/ Bulletins :
Circular No. 57/9/05 File No. 005/VGL/4 Dtd: 20-09-2005
- vii) Posting of details on award of Tenders/Contracts on Websites/ Bulletins :
Circular No. 31/9/06 File No. 005/VGL/4 Dtd: 01-09-2006
- viii) Posting of details on award of Tenders/Contracts on Websites/ Bulletins :
Circular No. 46/07/05 File No. 005/VGL/4 Dtd: 28-07-2005
- ix) Posting of details on award of Tenders/Contracts on Websites/ Bulletins :
Circular No. 13/03/05 File No. 005/VGL/4 Dtd: 16-03-2005
- x) Improving Vigilance Administration – Increasing transparency in procurement/tender Process – use of website- regarding:
Circular No. 10/02/04 File No. 98/ORD/1 Dtd: 11-02-2004
- xi) Improving Vigilance Administration – Increasing transparency in procurement/sale Process – use of website- regarding :
Circular No. 43/7/04 File No. 98/ORD/1 Dtd: 02-07-2004
- xii) Improving Vigilance Administration – Increasing transparency in procurement/sale – use of web-site regarding:
Circular No. 9/2/04 File No. 98/ORD/1 Dtd: 09-02-2004
- xiii) Banning of business dealings with firms/contractors-clarification Regarding:
Circular No. 18/03/05 File No. 000/VGL/161 Dtd: 24-03-2005



BEML Demonstrates Fight Against Corruption

— November 6, 2017

Bangalore 06 November 2017: BEML has organized a Joint Walkathon programme titled 'Vigithon' along with BEL and HAL, to create awareness on the evils of corruption, on 5th November 2017 starting at Kanteerava Stadium and walked along the road around the Cubbon Park for a distance of 3 KMs.




While inaugurating the 'Vigithon', Shri DK Hota, CMD, BEML, has said "Defence PSUs including BEML, BEL and HAL have committed to bring awareness amongst its workforce as well as general public on the evils of corruption and its eradication for better growth of the economy of our Country." Further, Shri Hota has also emphasized on the need to adopt "Go Green" concept by everyone to ensure environmental protection for better living.

Hundreds of Employees & Executives of BEML, BEL and HAL have participated in the Vigithon programme lead by Shri DK Hota, CMD, BEML.

BEML LIMITED, a Mini Ratna Category-I Company under the Ministry of Defence, has observed 'Vigilance Awareness Week' from 30th October to 4th November 2017 as per the directives of Central Vigilance Commission. Various programmes like Pledge Taking, Lecture Sessions and Walkathons were organized during the Vigilance Clearance Week across at Company's HQ and its Complexes at Bangalore, KGF, Mysore and Palakkad.

rajasthanpatrika.com
राजस्थान पत्रिका, जयपुर, 06.11.2017

बीईएमएल ने भ्रष्टाचार के खिलाफ निकाली वाकाथन



भ्रष्टाचार को खत्म करने के लिए बीईएमएल ने एक वाकाथन का आयोजन किया। इस कार्यक्रम में बीईएमएल के कर्मचारी और जनता ने भाग लिया। वाकाथन के दौरान, कर्मचारी और जनता ने भ्रष्टाचार के खिलाफ जागरूकता बढ़ाने के लिए वाकियां पढ़ीं।

श्री डी.के. होता, बीईएमएल के सीएमडी, ने वाकाथन का शुभारंभ किया। उन्होंने कहा कि भ्रष्टाचार को खत्म करने के लिए हमें जागरूक होना चाहिए।

HOSADIGANTHA, November 06, 2017

ಬೆಂಗಳೂರಿನಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜೊತೆಜೊತೆಯಾಗಿ ವಾಕಾಥನ್



ಬೆಂಗಳೂರಿನಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜೊತೆಜೊತೆಯಾಗಿ ವಾಕಾಥನ್ ಆಯೋಜಿಸಲಾಗಿದೆ. ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜನರನ್ನು ಸಜ್ಜುಗೊಳಿಸುವ ಗುರಿಯನ್ನು ಹೊಂದಿದೆ.

ANDHRA JYOTHI, November 06, 2017

అభినీతికి వ్యతిరేకంగా బీఈఎంఎల్ ద్వారా



అభినీతికి వ్యతిరేకంగా బీఈఎంఎల్ ద్వారా వాకాథన్‌ను నిర్వహించారు. ఈ కార్యక్రమంలో భ్రష్టాచారంపై ప్రజలకు అవగాహన పెంచేందుకు ప్రయత్నించారు.

UNI
United News of India
India's Multi Lingual News Agency

Posted at: Nov 9 2017 2:42PM

BEML organize Joint Walkathon over corruption

Bengaluru, Nov 5 (UNI) Defence Public Sector major BEML today organized a Joint Walkathon titled 'Vigithon' alongwith BEL and HAL, to create awareness on the evils of corruption.

The walkathon was flagged off at Sree Kanteerava Stadium and the walkers from the PSU's reached the Cubbon Park.

While inaugurating the 'Vigithon', Mr D K Hota, CMD, BEML has said "Defence PSUs including BEML, BEL and HAL, were committed to bring awareness amongst its workforce as well as general public on economy of our Country, and its eradication for better growth of the economy of our Country."

"Adopting 'Go Green' concept by everyone to ensure environmental protection for better living is important at this juncture," he said.

Hundreds of Employees and Executives of BEML, BEL and HAL have participated in the Vigithon programme lead by Mr Hota.

BEML Ltd, a Mini Ratna Category-I Company under the Ministry of Defence, has observed 'Vigilance Awareness Week' from October 30 to November 4 as per the directives of Central Vigilance Commission.

Various programmes like pledge taking, Lecture Sessions and Walkathons were organized during the Vigilance Observance Week and across at Company's HQ and its Complexes at Bangalore, KGF, Mysore and Palakkad.

www.india24
Monday, November 6, 2017

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KANNADA PRABHA, November 06, 2017

'ಭ್ರಷ್ಟಾಚಾರ ಮುಕ್ತ' ಸಮಾಜಕ್ಕಾಗಿ ವಿಚಾರಣೆ



ಬೆಂಗಳೂರು: ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜೊತೆಜೊತೆಯಾಗಿ ವಾಕಾಥನ್ ಆಯೋಜಿಸಲಾಗಿದೆ. ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜನರನ್ನು ಸಜ್ಜುಗೊಳಿಸುವ ಗುರಿಯನ್ನು ಹೊಂದಿದೆ.

EENADU, November 06, 2017

'అభినీతికి వ్యతిరేకంగా పరుగు'



అభినీతికి వ్యతిరేకంగా బీఈఎంఎల్ ద్వారా వాకాథన్‌ను నిర్వహించారు. ఈ కార్యక్రమంలో భ్రష్టాచారంపై ప్రజలకు అవగాహన పెంచేందుకు ప్రయత్నించారు.

SAMYUKTHA KARNATAKA, November 06, 2017

ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜಾಗೃತಿ



ಬೆಂಗಳೂರು: ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜೊತೆಜೊತೆಯಾಗಿ ವಾಕಾಥನ್ ಆಯೋಜಿಸಲಾಗಿದೆ. ಈ ಕಾರ್ಯಕ್ರಮದಲ್ಲಿ ಭ್ರಷ್ಟಾಚಾರದ ವಿರುದ್ಧ ಜನರನ್ನು ಸಜ್ಜುಗೊಳಿಸುವ ಗುರಿಯನ್ನು ಹೊಂದಿದೆ.



बी ई एम एल
beml
NEW FRONTIERS. NEW DREAMS
VIGILANCE DEPARTMENT
BEML LIMITED

VIG-KIRAN Ver.6

Theme: My Vision - Corruption Free India

VIGILANCE AWARENESS WEEK - 2017

October 30th, 2017 to November 4th, 2017



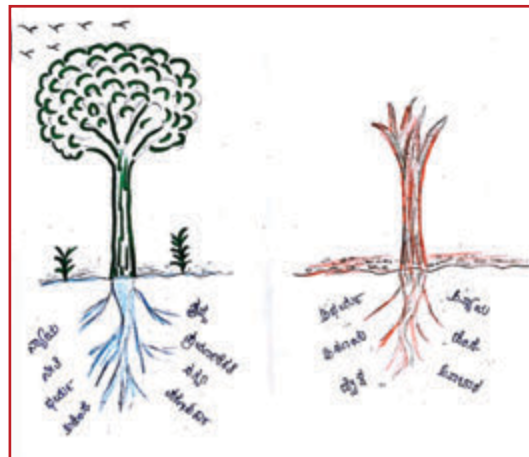
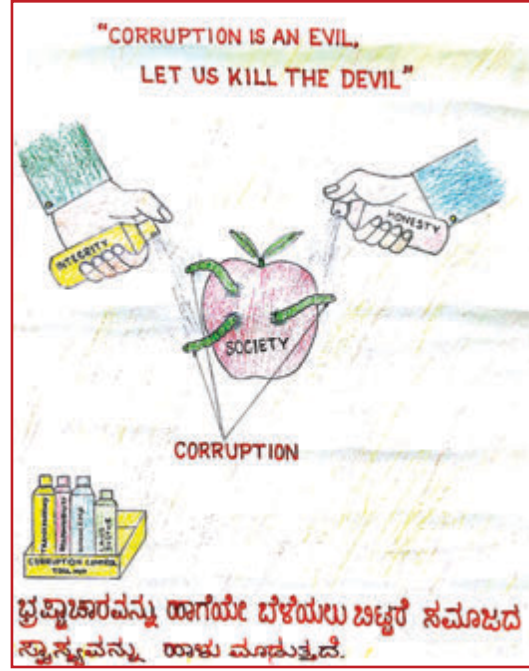
Includes a CD containing compendium of CVC circulars at different stages of tendering

Acknowledgment:

The support extended by Corporate Communication Team is acknowledged.

My Vision - Corruption Free India

"Thoughts of Bemlians"



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