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## **Structure Meeting**

The 4<sup>th</sup> Quarter structured meeting of the calendar year 2025 was held on 19<sup>th</sup> January 2026 which was attended by CMD, all Directors, CVO of MOIL Ltd. Status of implementation of various vigilance issues and pending cases were discussed during the meeting.

New Members of Vigilance Department: As per transfer orders, on 22 December 2025.

- i) Smt Suhasini Patil, Previously Asst. Manager (Finance), assumed charge as Asst. Vigilance officer in HO Nagpur.
- ii) Shri Rakesh Khemrao Bisen, Previously Asst. Manager (Civil) assumed charge as Asst. Vigilance officer in Chikla mine.
- iii) Shri Abhishek Kumar Mukur, transfer from Chikla mine to HO Nagpur as Vigilance officer.

## CVC Circular

Office Memorandum No:  
CVO/Circular/2022/711  
Dated: 11.08.2022

Sub: Updation of  
Manual on  
Procurement of  
Goods, Services,  
Works and  
Consultancy etc.  
- Reg

Central Vigilance Commission (CVC) has been issuing various guidelines on Public Procurement from time to time and are hosted on Commission's website. Apart from the guidelines Issued by CVC, Department of Expenditure (DOE) GOI has also been issuing guidelines on public procurement including manuals on Procurement of Goods, Works and Consultancy & Other Services.

CVC after deliberations with DOE and within the organizations has come to logical conclusion that it would only be appropriate if Public Procurement guidelines are issued from DOE. Due to multiple organizations issuing guidelines, procurement executives are facing problems in having a single authoritative source of reference.

The CVC vide Circular No. 14/07/22 dated 11.07.2022 has communicated its decision that for the sake of uniformity and to avoid multicity of Authorities for issuance of guidelines on procurement related issues, updated manuals may be issued by DOE only, after taking consideration the guidelines issued by Commission.

Accordingly, the DOE have updated and released (i) Manual on Procurement of Goods; (ii) Manual on Procurement of works; (iii) Manual on Procurement of Consultancy and other Services, where in the guidelines issued by the Commission on Public Procurement has also been assimilated.

The same are available on Commission's website i.e, [www.cvc.gov.in](http://www.cvc.gov.in) under head "Guidelines" and Sub-head "Tender Guidelines".

In view of the above, as advised by CVC the Procurement guidelines/ Manuals of NMPA are to be updated/aligned in line with the above mentioned Manuals of DOE and up load them on NMPA website. The compliance of CVC instruction on the subject matter may be expedited on priority and action taken in this regard may be forwarded to this office on or before 18.08.2022.

**Circular No. 14/07/22**

CENTRAL  
VIGILANCE  
COMMISSION  
Sr./ no. 022/VGL/032  
dated 11.07.2022  
Circular No. 14/07/22

Sub: Updation of  
Manual on  
Procurement of Goods,  
Services, Works and  
Consultancy etc.

- 1) Central Vigilance Commission and D/o Expenditure have issued guidelines on public procurement from time to time.
- 2) After due deliberations, it was decided that for the sake of uniformity and to avoid multiplicity of authorities for issuance of guidelines on procurement related issues, updated Manuals may be issued by Do Expenditure only, after taking into consideration the guidelines issued by the Commission. Accordingly, D/o Expenditure have updated and released i) Manual on Procurement of Goods II) Manual on Procurement of Work and iii) Manual on Procurement of Consultancy & Other Services, wherein the guidelines issued by the Commission on public procurement has also been assimilated. The same are available on Commission's website i.e. [www.cvc.gov.in](http://www.cvc.gov.in) under the head "guidelines" and sub-head "Tender Guidelines".
- 3) The Commission has desired that all the Chief Vigilance Officers may take note of the updated Manuals and bring the same to the notice of Chief Executive/Management of their organisation, along with other authorities concerned, for strict compliance henceforth. An introductory, along relating to updated Manuals, as quoted above, is enclosed for guidance and reference purpose.

# MODUS OPERANDI OF FRAUD USING CREDIT CARD ANNUAL FEE WAIVER-FAKE

## OFFER Part - 04

Reserve Bank of India has taken initiative by publishing a booklet on Modus of operandi of Fraud using credit card annual fee waiver-fake offer for consumer awareness. To prevent MOIL employees from such fraudsters in their professional and Personal capacity while using these malicious frauds and their activities in social media, it is reproduced below:

One day, Raju received a call from an unknown number.

Fraudster: "Good morning, Mr Raju! I am Rohit Kumar from your Bank customer care. We are happy to inform you that your credit card annual fee will be waived for this year as you are one of our most valuable customers."

Raju: "Oh! That's great news."

Fraudster: "Mr Raju, Please confirm a few details before I can proceed further. Your card number is 42781234 XXXX, and your full name is Raju Deshpande, right?"

The fraudster had already gathered Raju's card details from legitimate sources.

Raju: "Yes, these are correct."

Fraudster: "Mr Raju, now you will receive an OTP. Please share it with us so that we can waive the fee at our end."

Raju reasoned that since the caller already knew his card details, the call must be genuine. He shared the OTP with the fraudster immediately.

Fraudster: "Thank you, Mr Raju. Your annual fee is waived off. Have a great day!"

The call was disconnected. Soon, Raju received an SMS stating that Rs12,000 was debited from his credit card account.

Raju immediately called the fraudster, but his phone was switched off.

Raju realized the person was a fraudster, and he should not have shared the OTP with him.

**Do's:**

- ✓ Be cautious while responding to calls from unknown numbers claiming to be from your bank.
- ✓ Report to your Homebranch immediately on realizing the fraud.
- ✓ Block your card to prevent further financial loss.
- ✓ Report the incident to the nearest Cyber Crime Police Station and National Cyber Crime Reporting Portal at <https://cybercrime.gov.in>

**Don'ts:**

- ✗ Don't share your OTP with anyone. Fraudsters might be able to collect your account details, but transactions can only happen if you share the confidential OTP sent to your phone.

Toll free No: 18002333606

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