



**MOIL LIMITED**  
(A Government of India Enterprise)

# VIGILANCE VANI

MONTHLY NEWS LETTER OF VIGILANCE MOIL

February 2025

Volume: 14



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## Anti-Bribery Management System (ISO 37001:2016) Certification

Following main procedures serve as the broad foundation for determining the scope of the overall certification process as does the organization's level of implementation of these procedures: -

- 1. Proportionate Procedures:** An organization's bribery prevention practices must be appropriate for the bribery risks it faces as well as the type, scope, and complexity of its business operations. They are also easily understood, applicable, accessible, and successfully applied and enforced.
- 2. Top Level Commitment:** The level of dedication shown by an organization's top management, including its board of directors, owners, or any other comparable body or person to prevent bribery by those connected to it and promoting a culture within the organization that bribery is never acceptable.
- 3. Risk Assessment:** The process by which the organization determines the type and degree of its exposure to potential internal and external risks of bribery on its behalf by people affiliated with it. Periodically, the assessment is reviewed, updated, and documented.
- 4. Due Diligence:** How the organization applies due diligence procedures to individuals who do or will perform services for or on behalf of the organization, using a proportionate and risk-based approach, in order to reduce and fight recognized bribery risks.
- 5. Communication:** How well the organization uses internal and external communication (including training) to make sure that its bribery prevention policies and procedures are ingrained and understood throughout the organization.

## Preventive Vigilance training

One-day training programme on “**Preventive Vigilance**” was organized by Vigilance Department at Tirodi mine, MOIL Ltd on 25<sup>th</sup> February’ 2025 for the employees. The topics covered in the session were System & Procedure of Public Sector, Common mistake in Preparing Estimate, Common mistake in Procurement & Item to be checked during bill Passing, Common mistake in Work Contract, Ethics-Governance & Violation of Conduct Rules and Cyber Hygiene & security. Which was delivered by the Vigilance and other Department of MOIL LTD.

Total 36 employees had participated in training programme. Quiz was also conducted at the end of the training session to create interest amongst the participants during training as well as to test the understanding of the subject matter by the participants. Following employees emerged as the top 3 winners at the end of the quiz.

1<sup>st</sup> Prize: Shri Shivlal Rajak, Sr. Manager (Process), Dongri Buzurg Mine.

2<sup>nd</sup> Prize: Shri Santosh Prasad, GT (Process), Dongri Buzurg Mine.

3<sup>rd</sup> Prize: Shri Himanshu Seth, Manager (Mech.), Dongri Buzurg Mine.



Shri D.K. Raina, Dy. CVO presenting on “System and Procedure of PSU’s”.



1<sup>st</sup> Prize: Shri Shivlal Rajak, Sr. Manager (Process), Dongri Buzurg Mine.



2<sup>nd</sup> Prize: Shri Santosh Prasad, GT (Process), Dongri Buzurg Mine.



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## Gist of Circular Published by CVC

| Circular No.  | Subject   | Details  |
|---|---|--|
| <p>No.C.31011/04/2022-<br/>C.V.O./3045 dated<br/>04.09.2023</p>   | <p>CVO – Instruction on review of the suspension before the expiry of the period – Reg.</p>   | <ol style="list-style-type: none"> <li>1. An order of suspension made or deemed to have made under the rule 10 of CCS (CCA) Rules, 1965 has to be reviewed, by the suspension Review committee constituted for the purpose, before expiry of ninety days from the effective date of suspension and pass order either extending or revoking the suspension. The said order of suspension made or deemed to have been made under this rule shall not be valid after a period of ninety days unless it is extended after review. So also, the suspension once extended for a further period of 90/180 days shall also be required to be reviewed before the expiry of the said period.</li> <li>2. It has been observed that the departments are not submitting proposal for review of suspension well before the expiry of the period. As the suspension shall not be valid unless it is extended after review, it defeats the intended purpose.</li> <li>3. The department are therefore, instructed to submitted proposal for review of suspension to the review committee constituted for the purpose well before the expiry, falling which, disciplinary action hall be instituted on the officer(s) found negligent.</li> </ol> |
| <p>No.C.31011/3/2021-<br/>C.V.O./A2/2665<br/>dated 04.08.2023</p> | <p>CVO – implementation of rotation transfer policy vis-s-viz identification of sensitive post and conduct of periodic review under FR56(J) – Report called for submission to the Central Vigilance Commission – Reg.</p> | <ol style="list-style-type: none"> <li>1. The Central Vigilance Co0mmision, New Delhi has referred to the DoPT's Officer Memorandum, dated 14.09.2015 on the implementation of rotation transfer policy in Departments and sought for the details related to number of persons occupying sensitive posts beyond 3 years along with the status report regarding implementation at periodical intervals. Further, instructed to submit monthly reports. The DoPT's vide Officer Memorandum stated above requested to the implementation of rotation in respect of sensitive and non-sensitive posted and FR 56(J).</li> <li>2. In view of the above, the Cadre Controlling Authorities of the Administration are requested to furnish report on the implementation of (i) rotation in respect of sensitive and non-sensitive posts and (ii) review under FR56(J)to this Officer,</li> <li>3. Further, as directed by the Commission, monthly reports on the implementation of the above said issues, may be furnished to the office on the last working day of week of every month regularly.</li> </ol>   |

Monthly News Letter "Vigilance Vani" are available on MOIL Website under Vigilance tab 'e-Publishing'. Details of Systemic Improvement are available on MOIL intranet under Knowledge sharing Tab-Vigilance.

## MODUS OPERANDI OF USING DISCOUNT FRAUD OFFERS-Part 33

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



- Do's-**
- ✓ Always verify the authenticity of a person/institution offering any deal or offer.
  - ✓ OTP SMS will have other details like amount / merchant name / beneficiary name of intended transaction. Always read the OTP SMS alerts thoroughly before use.
  - ✓ 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 Credit/Debit card details and OTP with anyone.

Toll free No: 18002333606

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