



Systemic Improvements initiated by Vigilance department, MIDHANI

System studies were carried out in the areas of HR, Procurement, Scrap sale, Labour contracts etc. Points requiring systemic correction as noted during system studies and investigations were brought to the notice of the Management for suitable intervention.

A total of Seventy-Seven (77) Systemic Improvements and good practices are suggested by the Vigilance department and considered by the Management during the period October 2019 till 30-Jun-2025.

Systemic Improvements		
S. No.	File Number & Date	Systemic Improvement carried out
1	MIDHANI/VIG/SI-01/10/2019 dated 04.10.2019	On review of the company procedure for Probation confirmation on Initial appointments & Departmental Promotions with DoPT, advised Management to modify the system inline with DoPT.
2, 3 & 4	SI-02, 19.10.2019 & SI- 5, 04.12.2019 & SI -11, 22.02.2020	On review of the company CDA rules with DPE guidelines, the differences noticed are informed to the Management for issuing suitable amendments.
5	MIDHANI/VIG/SI-03/11/2019 dated 06.11.2019	Management advised to include a Penalty clause as a part of proactive and preventive approach in all civil work tenders as well as in work orders.
6	MIDHANI/VIG/SI-04/11/2019 dated 09.11.2019	On examination of the company Outpatient Medical bills for last 3 years, observations made along with the suggestions forwarded to Management for suitable implementation.
7	MIDHANI/VIG/SI-06/12/2019 dated 07.12.2019	HoD (Civil) advised to incorporate a separate clause in company Township Annual Maintenance Contract works, w.r.to entry of materials by the contractor in a specific register for accountability.
8	MIDHANI/VIG/SI-07/12/2019 dated 28.12.2019	To address the issue of delay in getting the responses to Post Qualification experience verification letters, suggested Management to ascertain e-mail addresses and send the verification letters through mails, since the responses are swift through mails.
9	Confidential report dated 13.01.2020	Based on Investigation carried out on purchase of Housekeeping items, advised to purchase these items from retail stores only in future, where Electronic printed bills are generated to have a fool-proof system.
10	MIDHANI/VIG/SI-08/01/2020 dated	On source verification of " genuineness of the Solvency certificates " it was found that the

	25.01.2020	certificates are fake in some cases. To eliminate these malpractices, advised to obtain the Solvency certificate “in original” and to check the genuineness of the certificate of L1 party with source before placement of Purchase Order.
11	MIDHANI/VIG/SI-09/02/2020 dated 05.02.2020	On review of Vigilance clearance procedure, suggested to introduce the system of taking the prior vigilance clearance for the below purposes: i. While recommending the names of employees for “Conferment/ grant of Individual and Group awards for their outstanding contribution”. ii. While nominating the employees for any “National and International awards.”
12	MIDHANI/VIG/SI-10/02/2020 dated 17.02.2020	On study of petrol consumption data for the company vehicles, HoD (Admin.) suggested to explore the possibility of entering into a direct contract with IOCL pumps operated and maintained by the State Jails dept, to have the accurate measurement and to avoid the adulteration of fuel.
13	MIDHANI/VIG/SI-10A/05/2020 dated 27.05.2020	Inline with the CVC advice on incorporation of In-service training module on “Preventive Vigilance awareness” as part of sensitization program in all CPSEs, study material with title: “ BE VIGILANT ” prepared by the Vigilance dept has been uploaded on the company’s Intranet portal for the benefit of all the employees.
14	MIDHANI/VIG/SI-06A/05/2020 dated 27.05.2020	Advised Management to review the existing Pre-Qualification / Eligibility criteria for Procurement inline with the CVC O.M. no. 12-02-1-CTE-6 dtd 17.12.2012 & Manual for Procurement of Goods – 2017.
15	MIDHANI/VIG/SI-12/06/2020 dated 04.06.2020	To finalize the list of Transfers as per the company Job Rotation policy i.e., by 31 st March of the respective year and if any subsequent transfers are made, the same to be routed through Vigilance, since the Agreed List and ODI list are under CVO custody.
16	MIDHANI/VIG/SI-13/06/2020 dated 10.06.2020	An advise note given to Management to review the existing Pre-Qualification / Eligibility criteria w.r.to Annual Turnover for Civil and Electrical works inline with the CVC O.M. no’s. 12-02-1-CTE-6 dated 17.12.2002 & 07.05.2002.
17	MIDHANI/VIG/SI-14/08/2020 dated 11.08.2020	On analysis of procurement data for the last five years , advised Management to continue the efforts to follow the DPE guidelines for procurement of Goods and Services from GeM portal.
18	MIDHANI/VIG/SI-15/08/2020 dated 31.08.2020	INTEGRITY SURVEY: To assess the extent of Integrity orientation, a questionnaire prepared by Vigilance covering Workplace Ethics, Personal

		Integrity & Organizational Integrity circulated to all employees. Survey results shared with Management and advised to work upon to channelize the ethical attributes at work place towards the Organizational Integrity.
19	MDN/VIG/APR/2020 dated 18.12.2020	Annual Property Returns: To include an additional column i.e., “ Whether intimated to Management and reference number and date ” to the existing format inline with CDA rules.
20	MDN/VIG/FTC/2021 dated 09.01.2021	On verification of All-India Open recruitment notification, observations made in respect of “ Upper age limit as per company policy & ensuring the Reservation representation as per Reservation brochure issued by DPE ” forwarded to Management.
21	MIDHANI/VIG/SI-16/02/2021 dated 02.02.2021	Based on CTE type examination conducted for Equipment foundation Civil works for installation of 8T VIM furnace, suggested Management to form an Internal Technical Audit Committee as a Standing committee to carry out inspections/ checks on quality, specifications, technical aspects, payment procedures and also to recommend the remedial actions etc. Also, suggested to amend the existing Works Manual incorporating the Technical Audit committee and its role.
22	MIDHANI/VIG/SI-17/02/2021 dated 16.02.2021	On study of existing procedure in MIDHANI for Departmental Promotions in cases of Non-Executives / Workmen forwarded suggestions to remove Interview component and the weight-age therein for the promotion of the non-executives. Suitable further amendments to the CDP may be made accordingly on priority.
23	MIDHANI/VIG/SI-18/03/2021 dated 10.03.2021	On scrutiny of a Procurement file, gaps noticed in calculation of Landed Cost (in cases of import offers) in the Reverse auction procedure are informed to Management and suggested to resolve these gaps with the help the help of National Informatics Centre (NIC) and till such time advised to HOLD the said procedure.
24	MIDHANI/VIG/SI-19/05/2021 dated 31.05.2021	On scrutiny of a Procurement file, suggestion had been forwarded to Management not to put any discriminatory clauses in the tender document w.r.t. choosing of few line items for Contract finalization after choosing L1 on overall cost basis, to ensure efficient and transparent procurement.
25	MIDHANI/VIG/SI-20/06/2021 dated 16.06.2021	On study of existing procedure in MIDHANI for Award of Contract through “ Emergency Purchase procedure and Delegation of Power (DOP) ” Appendix suggested Management to formulate a specific SOP

		for processing the procurement cases for “Placement of order without calling any tender”. It was also suggested to include a separate specific DOP for “Emergency Procurement” in clause no. 6.0 of Appendix – II(B) of present Delegation of Power (DOP) document, with details.
26	MIDHANI/VIG/SI-21/07/2021 dated 23.07.2021	Further to the Visit of CVO/MIDHANI to Rohtak plant , it was suggested “to work out a suitable HR plan for positioning in order to carry out marketing, production, support functions etc.”, “to have provision of appropriate AMC for trouble-free operations of all new state-of-art equipments”, “to have a perspective business plan over a period of ten years” and “to identify complementary roles for all the new modern equipments that can be played by this new plant to supplement any activity related to main plant at Hyderabad for ensuring optimal utilisation of HR and equipments of Rohtak plant”.
27	MIDHANI/VIG/SI-22/08/2021 dated 12.08.2021	it was suggested to review & formulate necessary format/provisions to include the certain points in various MIDHANI Policy & Procedures documents with respect to Manual of Office Procedure & notings of Ministry of Personnel, Public Grievances and Pensions and to follow them without any deviations.
28	MIDHANI/VIG/SI-23/08/2021 dated 17.08.2021	It was suggested for all scenarios, during raising of MPR/CPAR , indent raising official should clearly bring out the related clause of extant MIDHANI Purchase Policy & Procedures and Delegation of Power Appendix in the proposal. Two specific rows with required columns need be added in the present format of administrative approval for indent prepared by Indenter. These could be (a) Type of tender i.e. GTE/OTE/LTE/ST, etc and under which clause of Purchase Policy it is covered; (b) the designation of the competent authority and financial limit vested with that authority along with relevant DOP clause for administrative approval of the MPR/CPAR. All justifications for deviations from the laid down procedures for both these clauses should be put up for decision of competent authority in the same administrative proposal.
29	MIDHANI/VIG/SI-24/09/2021 dated 16.09.2021	To streamline MIDHANI Purchase Procedure for “ Placement of order without calling any tender ” & “ Emergency Purchase ”, with other PSUs under Ministry of Defence, following are suggested. (a) (i) To review the financial limit of DOP for

		<p>award of contract without calling tenders, which is Rs. 50 Lakh at present. In other words, Clause no. 6.5 of Appendix – II(B) of DOP having description “Award of Contract without calling for tender” need to be replaced with ‘Emergency Procurement’ <u>with much lower Financial provision with prescription of annual ceiling.</u></p> <p>(ii) The said provision of Clause no. 6.5 of Appendix – II(B) of DOP, as pointed out earlier is quite vague and against the extant government guidelines. The provision of Nomination already exists in a restrictive way, as per policy of government. This particular clause. [clause 6.5 of Appendix – II(B) of DOP] need to be limited <u>only for Emergency Procurements for production items</u> to ensure that production is not hampered. <u>This need to be used in extraordinary contingencies and adequate safeguards to be placed and the financial limit to be drastically reduced as advised at para 4(a)(i).</u></p> <p>(b) Separate SOP of such emergent procurements may also be worked out and introduced in-line with the procedures adopted in other Defence PSUs. The same SOP shall be included in the extant MIDHANI Purchase Policy & Procedures, by amending appropriately.</p> <p>(c) It need to be ensured that, the provision as noted at 4(a) & 4(b) above, need to be <u>not used</u> for works or services or procurement of any items, <u>not connected</u> with production or running of plant and machinery.</p> <p>(d) Suitable Purchasing formats need to be devised/refined in above cases.</p> <p>(e) As noted in the clause 6.5 of Appendix – II(B) of DOP, such emergent procurements made as suggested above need to be mandatorily brought to the notice of Board, without delay.</p>
30	MIDHANI/VIG/SI-25/10/2021 dated 06.10.2021	Existing leaves rules in MIDHANI CDA rules & Standing order documents has been studied. Accordingly, with regards to Provision of Deemed

		<p>Resignation for absence from duty exceeding 5 years in MIDHANI Leave Rules, followings are suggested</p> <ol style="list-style-type: none"> 1. In view of the above observation, it is recommended that following provisions may be included in the Leave Rules of the Company- <ol style="list-style-type: none"> i) No employee shall be granted leave of any kind for a continuous period of exceeding five years. ii) Unless the C&MD, in view of exceptional circumstances of the case, otherwise determines, an employee who remains absent from the duty for a continuous period exceeding five years, with or without leave, shall be deemed to have resigned from the Service and his/her resignation will be accepted forthwith, provided that a reasonable opportunity to explain the reasons for such absence shall be given to that employee, before taking a decision on continued absence. 2. The above provision will not alter the existing provisions available in CDA Rules, Standing Order or Leave Rules of the Company which deals with Leave or Absenteeism. In normal circumstances, these provisions must be followed. Only in chronic absence cases, the above provision may be resorted to. 3. Consequent on invoking deemed resignation, the name of the employee stands deleted from the muster roll of MIDHANI. 4. In addition to invoking provisions of deemed resignation, there is no bar to institute appropriate disciplinary proceedings as deemed fit for any alleged misconduct as per provisions of Company CDA Rules.
31	MIDHANI/VIG/SI-26/11/2021 dated	SOP for periodic review of officials on the lines of FR 56(j) was studied. It was observed that in the

	03.11.2021	<p>SOP, the rule quoted was DOPT No. 25013/01/2013-Estt.A-IV dated 11.09.2015. In order to align with current policy of government on this, Followings are suggested:</p> <ol style="list-style-type: none"> 1. Revised SoP in line with the prescribed revised procedure for CPSE Vide OM No. 25013/03/2019-Estt.A-IV dated 28.08.2020 may be issued and implemented. 2. Suitable formats for issuing notice / order under the said rules shall be prescribed. 3. Periodical meetings, as specified, in advance shall be held with all seriousness and with due regard to the rules / instructions. <p>It was also advised that since government is stressing periodical reviews with due diligence and CVC/D-Vigilance is monitoring the periodic review and periodic reports are being sent, ensuring compliance on priority is necessary.</p>
32	MIDHANI/VIG/SI-27/11/2021 dated 11.11.2021	<p>In view of requirement of First and Second stage advice of Chief vigilance Officer (CVO) in disciplinary cases against below Board-Level officials – Reiteration of CVC instructions issued vide Circulars dated 03rd December 2014 and 10.07.2018 and in order to align with policy of Government of India, it is suggested that in all future cases of disciplinary action against any below board-level officials, advice of CVO may please be ordered to be obtained without fail so that instructions of CVC are fully followed and thereby no disciplinary authority is exposed for the possible adverse view against them.</p>
33	MIDHANI/VIG/SI-28/11/2021 dated 24.11.2021	<p>In view of the gaps observed in the Executive Promotion Rules in MIDHANI, necessary immediate rectification by way of suitable amendment in the Promotion Policy for MIDHANI Executives(Revised) are suggested as below:</p> <ol style="list-style-type: none"> i. Incorporate 'time frame' for the submission of the recommendations of Selection Committee/DPC to appointing authority for approval or otherwise. ii. Prescribe 'time-limit' for the appointing authority to accord its approval or otherwise. iii. Frame and incorporate 'Resolve mechanism' in case appointing authority do not agree with recommendations of Selection Committee/DPC. iv. Frame a system of maintaining a panel of eligible

		<p>candidates valid for a specific period of time.</p> <p>v. The selection committee member, including the chairman are ought to give certificate well in advance as prescribed in DoPT OM so that conflict of interest is checked.</p> <p>vi. Further, the best parts of the above said DOPT OM may be incorporated by suitably amending the Promotion Rules wherever required so that the selection/ promotion process is free from bias, fair and comply to the extant instructions.</p>
34	MIDHANI/VIG/SI-29/12/2021 dated 03.12.2021	<p><u>Suggestions for implementation subsequent to visit to Goa Shipyard Limited by CVO , MIDHANI:</u></p> <p>1. E-Procurement:</p> <p>i. Value of tenders published through GeM is also being included as e-Procurement value by Commercial dept in the Actionable Points Quarterly report submitted to CVC and MoD. Henceforth, MIDHANI Purchase department may include the value of tenders published in GeM in e-Procurement data and the same may be furnished to Vigilance department.</p> <p>ii. Also, the current list of exemption categories under e-Procurement may be reviewed on priority to increase the e-Procurement percentage.</p> <p>2. e-RA Start price:</p> <p>i. The Auction Start Price shall be either the quoted L1 rate or the estimated price, whichever is lower and decrement value will be decided on case to case basis. The same is being also followed in Bharat Dynamics Limited (BDL), a Defence PSU.</p> <p>ii. By implementing this e-RA in BDL, Rs. 75.56 Cr. is the saving over estimated amount and Rs. 24.33 Cr. is the saving over price bids achieved from 08.06.2020 to till date, against 50 tenders valuing Rs. 240.87 Cr. estimated cost. (copy enclosed)</p> <p>iii. e-Reverse auction mechanism may be reviewed while revising the MIDHANI Purchase Policy document. This will ensure saving of crore of rupees as evident from the experience of BDL. Copy of e-RA mechanism being followed in BDL is enclosed.</p>

		<p>3. Uploading of documents in GeM:</p> <p>i. In GeM custom bid, provision to upload the documents is enabled by GeM authorities recently. But the uploading and downloading the document is in Word format only.</p> <p>ii. This issue may be taken up by MIDHANI Purchase dept with GeM authorities to enable this provision for PDF format, so that the chance of editing the document by Bidder can be avoided.</p>
35	MIDHANI/VIG/SI-30/12/2021 dated 10.12.2021	In order to have control on the quality and authenticity in final supply of Raw material, suitable clause may please be included in Tender documents and PO both, so that supplier shall submit the OEM Test certificate during bid submission & final supply and they should deliver Raw material from the same Original manufacturer, of which they had submitted sample test certificate during bid submission.
36	MIDHANI/VIG/SI-31/02/2022 dated 02.02.2022	<p>In view of the O.M. No. F.1/20/2018-PPD on “Guidelines on Debarment of firms from Bidding” and the directives contained therein, necessary immediate amendments are suggested as below:</p> <ol style="list-style-type: none"> 1. Incorporate detailed provision for debarment of firms from Bidding in Purchase Policy Sub Clause under main Clause No.4.3 for “Ban for dealing with a Firm(as per revised guideline, the term “banning of firm”, ‘suspension’, ‘Black-listing’, etc. convey the same meaning as of “Debarment”). 2. Incorporate the same provisions in the Integrity Pact since Integrity Pact is a part of Bidding document. Detailed provision for debarment should form part of Integrity Pact. 3. Keeping into consideration para (i), (ii) and (iii) of the O.M. dated 2nd November, 2021 referred above, a condition should be made part of registration process of new vendors that “prospective vendors have to give a self-declaration that he the entity has not been convicted of an offence under Prevention of Corruption Act, 1988 or under the Indian Penal Code or any other law for the time being in force, etc”. 4. Vendor Registration Committee(VRC) to be appraised with the revised guidelines for implementation while recommending any case based on the merits of the case for banning, etc.

37	MIDHANI/VIG/SI-32/03/2022 dated 16.03.2022	<p>After Surprise Check by Vigilance team on the Returnable Gate Pass process for material going out of MIDHANI, following are suggested</p> <ol style="list-style-type: none"> 1. The movement of material going outside of MIDHANI plant is regulated only through Gate Passes, which are generated in ERP intranet system. Therefore, in backside of every Gate Pass generated, Rules and Regulations of current procedure may be printed to increase awareness among Gate Pass holders to close gate passes timely. 2. Security Department is presently working in manual method for record keeping in Physical registers. Instead of using manual method, they may be instructed to work in ERP intranet system to close gate pass in ERP system. In that case, the ERP system shall work as REMINDER of 'Not-closed Gate Pass'. (As per vigilance dept checking since February 2020, there were some gate passes not yet closed, due to various reasons and no reminders were given from Security(Materials) Department to Gate Pass Holders. 3. Till that time of ERP System development, monthly Reminders (in Physical form) to Gate Pass holders may be forwarded by Security Dept for non-returned materials Gate Passes in due time with sending copy to Higher Management. 4. IT Dept should develop tracker system in ERP, including alert message to Gate Pass holders, Security Dept etc. on delay of closing of these Gate Passes. 5. Including all above, a specific SOP may be prepared by Security Department and circulated among all User departments in MIDHANI in order to streamline the procedure.
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38	MIDHANI/VIG/SI-33/05/2022 Dt 24.05.2022	<p>With respect to the Purchase order No. MDN/PUR/PO/14220009, it has been noticed that during tendering stage of this procurement, Reverse Auction has been re-conducted (with co-ordination from National Informatics Center (NIC), service provider for MIDHANI e-Procurement portal) after obtaining approval from Competent Authority due to the genuiness of the error from one of the bidders, while submitting their bid in the initial Reverse Auction process.</p> <p>It may be noted that, re-Conducting of Reverse Auction should be done sparingly and after affording equal opportunity to all bidders. The tendering process should be transparent and should posses fair & equal opportunity to every vendor. In this particular case, the process has been carried out after obtaining a specific case-to-case basis approval from Competent Authority. However, in order to avoid any complexity & possible legal dispute in future procurement cases, Management may instruct the concerned to explore & prepare a written Standard Operating Procedure (SOP) for all such scenarios, which necessitates and warrants re-conducting the Reverse Auction with due justification. In this regard, procedure adopted in other Defence PSU like M/s. Bharat Dynamics Limited (BDL) may also be explored, before drafting such SOP.</p>
39	MIDHANI/VIG/SI-34/06/2022 Dt 04.06.2022	<p>It is observed that Vigilance clearance system is made online in ERP and the clearance is accorded in the ERP system. As per present system, when a request is forwarded to CVO for his approval, he has the option of either reject or approve(two buttons). However, there are situations, where, the request is returned back to HR Dept.(they are nodal agency to forward vigilance clearance request) by clicking the “reject” button if there is any deficiency in the application and again after removing the deficiency, it is sent back to vigilance dept. and vigilance clearance is accorded. Therefore, strictly speaking, this is not a case of permanent rejection of the request.</p> <p>In view of the above & in line with earlier issued DOPT OM No. F.No.22034/4/2012 -Estt. (D) Date 02-Nov-2012, O.M. No. 22012/1/99-Estt. (D) dated 25.10.2004 issued based on the O.M. No.</p>

		<p>22011/4/1991-Estt. (A) dated 14.09.1992, following is suggested as Systemic Improvement for consideration of Management by modifying the On-line Vigilance Clearance Form in ERP for</p> <p>(a) To create an option of “withheld” in the Form (b) To create an option of “returned to HR” in the Form</p>
40	<p>MIDHANI/VIG/SI-35/06/2022 Dt 21.06.2022</p>	<p>Various anomalies were observed in Appendix – II(B) & Appendix – II(C) of current Delegation of Power (DOP) Appendix and the existing procedure in MIDHANI for Major, Minor penalties mentioned in MIDHANI Conduct, Discipline and Appeal (CDA) Rules with regards to “Appointing Authority for Executives” and “Disciplinary Authority, Appellate Authority & Reviewing Authority for Executives”.</p> <p>In view of this and in order to avoid ambiguity, it was suggested for all such scenarios, suitable modifications/amendments may be incorporated to bring all the clauses Delegation of Power (DOP) and MIDHANI Conduct, Discipline and Appeal (CDA) Rules under same line of interpretation.</p>
41	<p>MIDHANI/VIG/SI-36/07/2022 Dt 01.07.2022</p>	<p>Vigilance Department recently had received a representation through e-mail dated 14-Jun-2022 from the PPS Supplies Department of HP India sales Pvt. Ltd. mentioning about incorrect selection of L1 bidder by Purchase department in that same tender for Printer cartridges, as the bidder submitted a Fake OEM Authorization letter. They also requested to conduct the Anti-Counterfeit Audit of the material.</p> <p>Subsequently, on request of Vigilance department about this, AGM(Purchase) conducted a fact-finding exercise and intimated the details of case to Vigilance Department.</p> <p>Further, in order to maintain transparency & fairness in our tendering process, following action points have been recommended:</p> <p>(a) In all the existing & future tenders where clauses of w.r.t. Submission of OEM authorization certificates are involved, the genuineness of the submitted “OEM authorization certificate” by L1 bidder may</p>

		<p>please be <u>cross-verified with the actual OEM before placement of Order.</u></p> <p>(b) Action as deemed fit (as per our internal Policy) may be initiated against M/s J D Stationery for submission of fake certificate.</p>
42	MIDHANI/VIG/SI-37/07/2022 Dt 12.07.2022	<p>As a part of Preventive Vigilance activity, Vigilance Department team visited MIDHANI Plant premises on 07-07-2022. This surprise check visit was during the shift time change (B – Shift commencing and A – Shift ending). Activities were observed at Casual Employees entry gate side, where the TSSPF Security personnel were checking ID cards, bags and other belongings of the casual employees before allowing them inside.</p> <p>During the visit, it was observed that many casuals were wearing normal Wrist Watches and few casuals were also entering plant premises with SMART WATCHES. It is to note that with technological advances, presently, according to latest technology, SMART WATCHES are almost equivalent to SMART PHONES. Accordingly, <u>following suggestions</u> have been forwarded to Management.</p> <p><u>Suggestion :</u> Concerned department may be advised to conduct strict checks at Plant gate on SMART WATCHES. Policy may be worked out specifically not allowing the casual employees wearing SMART WATCHES inside MIDHANI premises. The same may need to be widely circulated & enforced strictly.</p>
43	MIDHANI/VIG/SI-38/08/2022 Dt 01.08.2022	<p>MIDHANI has performed an excellent job on amendment and modifications to its CDA (Conduct, Discipline & Appeal) Rules 2020. However, it may be noted that conducting Departmental Inquiry is major activity during Disciplinary proceedings procedures against an Officer. It is a quasi-judicial procedure, for which no specific Standard Operating Procedure (SOP) is formulated in existing CDA Rules 2020 of MIDHANI.</p> <p>In this regard, a SOP on “Conducting Departmental Inquiry” has been prepared. The SOP may be made part of extant CDA (Conduct, Discipline & Appeal) Rules 2020 of MIDHANI. Top Management has been requested to instruct the concerned department for obtaining necessary</p>

		approval from competent authority for this and to circulate this SOP widely among all stakeholders of MIDHANI by publishing this in Intranet portal and other means.
44	MIDHANI/VIG/SI-39/08/2022 Dt 02.08.2022	<p>Existing HR Manual containing various provisions relating to Reservation policy for recruitment in the organization has been studied thoroughly. It is observed that the relevant provision of HR Manual of MIDHANI with regard to recruitment of Persons with Physically Handicapped Candidates (PHCs) is as below:</p> <p style="text-align: center;">“7. Reservation of vacancies for SC/ST/OBC (non-creamy layer)/Ex-Servicemen/ PHCs</p> <p>The Company shall follow the directives of Government concerning reservation of vacancies and concessions allowed for candidates belonging to Scheduled Castes/ Scheduled Tribes/OBCs/PHCs/Ex-Servicemen etc.</p> <p>8.3 Age relaxation is allowed to candidates belonging to SC/ST/OBC/Ex-Servicemen and PHCs in accordance with the Government of India’s orders issued from time to time.”</p> <p>However, these instructions are barely adequate to meet the requirement. Therefore, a need is felt to suggest to incorporate changes in the relevant policy instructions and make them elaborate so that principle of reservation is followed as desired by statute. Hence, few such important instructions are listed based on government policy prescriptions.</p> <p>Accordingly, as suggested in this, required amendments to the policy on Recruitment and Promotions of Persons physically handicapped(PHC)/persons with Benchmark Disability (PwBD) may be made for ensuring successful implementation of Reservation policy of Government.</p>
45	MIDHANI/VIG/SI-40/09/2022 Dt 05.09.2022	As per the Circular issued by Central Vigilance Commission (Circular No.14/07/22, dt. 25.07.2022) various points were stressed as preventive vigilance

		<p>measures and House-keeping activities during the 3 months</p> <p>campaign starting from 16th August, 2022 to 15th November, 2022 as a precursor to Vigilance Awareness Week 2022. In that, the Commission stressed various actionable points like Property Management, Management of Assets, Recruitment Management, Technological Initiatives, updating of Government Guidelines / Circulars and Disposal of Complaints. It was stressed that all organizations should make efforts to update their Guidelines/Circulars / Manuals and to update the Website besides introducing new areas / services to make the online portal better, accurate to deliver efficient services. In order to ensure this, taking cue from the results declared as Online Defence Companies Index by Transparency International, it is very essential to update the MIDHANI Website supplying the shortcomings emerged and pointed out in their study for different defence companies. This will help the Company to project well across global platforms so that enhanced reputation of the Company brings more and more businesses and goodwill. Accordingly, it is suggested that required action may be ordered to be taken to go through the observations/findings (as mentioned) and to build up systems, policies and procedures based on the observations and findings. This will help Company in many ways in the days to come.</p>
46	MIDHANI/VIG/SI-41/10/2022 Dt 11.10.2022	<p>It is suggested that a robust system may be developed wherein vendors can be informed about the payment made by the Company to them against their invoices & respective deductions (if any) in detail along with release of payment to vendor. If required, a threshold value of payment can be considered to start with.</p> <p>As directed by CVC, a Vendor meet is planned by Purchase Department tentatively on 03.11.2022 through Online mode during the observance of Vigilance Awareness Week, 2022. It is suggested that concerned officials may be directed to develop the system of intimation of payment to vendors, so that the same can be inaugurated at the Vendor meet by the Competent Authority from Company side.</p>
47	MIDHANI/VIG/SI-42/12/2022 Dt 06.12.2022	<p>In line with Central Vigilance Commission's OM no. 12-02-1-CTE-6 Dated 17.12.2002 & OM no. 12-02-1-CTE-6 Dated 07.05.2004, Manual for Procurement of</p>

		<p>Goods & Manual for Procurement of Works issued by DOE, Min of Finance, it is suggested to instruct the concerned officials to clearly define Similar Work experience in Previous Experience category & other points of “Technical Eligibility Criteria” while preparing the tender conditions to avoid ambiguity in the tendering process in future. Further, a suitable amendment in defining the word “Similar Works” on these lines of aforementioned rules/instructions need to be worked out and issued as a policy to cater to the procurement of Works, Goods and Consultancy services in MIDHANI.</p>
48	<p>MIDHANI/VIG/SI-43/01/2023 Dt 03.01.2023</p>	<p>It is observed that, there is a need to step-up the knowledge of disciplinary authorities on “Drafting a proper charge-memorandum” and “Issuing a Speaking disposal of final proceedings on receipt of Inquiry Officer Report”.</p> <p>In this regard, in view of the above, a document titled “Guidelines on Disciplinary proceedings as an aid to MIDHANI CDA Rules” containing a chapter on “Drafting proper charge-memorandum” and another chapter on “Role of Disciplinary Authority on receipt of Inquiry Officer Report” is prepared. This will help all Disciplinary Authorities to properly appreciate the quasi-judicial position and to exercise their disciplinary powers with care and with due diligence. The document may also be made part of extant CDA (Conduct, Discipline & Appeal) Rules 2020 of MIDHANI. It is requested to instruct the concerned department for obtaining necessary approval from competent authority for this and to circulate this widely among all stakeholders of MIDHANI by publishing this in Intranet portal and other means.</p>
49	<p>MIDHANI/VIG/SI-44/01/2023 Dt 26.01.2023</p>	<p>Following Suggestions are forwarded on activities of Scrap Management Group (Scrap segregation & Loading etc.)</p> <ol style="list-style-type: none"> 1. After lot preparation and Scrap auction process completion, further costly scrap material should not be dumped in the existing sold lots. During any lot lifting process, which goes on for more than few days to one month or more, strict surveillances may please be ensured so that more fresh scrap could not be dumped by any person in the already sold lots. A separate SOP may also be prepared for proper segregation &

		<p>storage of different grade alloy.</p> <ol style="list-style-type: none"> 2. There is more work pressure on SMG staffs, as only two (2) permanent employees (One Sr. Manager & one Engg Gr-I level) are working there and others are casual employees. Out of those two permanent employees, one person also looks after the scrap lifting process as witness on regular basis. So, he cannot analyse what other works are going on in the scrap yard and in other areas. Without constant monitoring & surveillances by SMG officials, there are always chances of high value scrap mixing by Casual employees. Hence, possibilities of some more manpower may please be explored in SMG. 3. Same person from MIDHANI SMG & Stores dept are coming continuously for witnessing the Scrap lifting which is also not correct. Witnesses should be rotated on regular basis as done by Security Dept and S P F staff in order to maintain transparency & fairness of the process. 4. Entry to scrap yard may be restricted & Casual employees should be permitted only with SMG/Stores Officials. 5. Allowing one authorised person to collect scrap on behalf of multiple bidders, should be stopped immediately.
50	MIDHANI/VIG/SI-45/02/2023 Dt 21.02.2023	<p>Report on Armour Unit, MIDHANI at Rohtak, Haryana during visit by MIDHANI Vigilance officials on 2nd Feb, 3rd Feb & 10th Feb 2023</p> <p>DGM(Vigilance) & CVO, MIDHANI have visited MIDHANI Armour Unit at Rohtak during aforementioned period and have seen the process, different set up & arrangements, that have been made to facilitate the working of MIDHANI employees, Vendors, Security & Stores arrangement etc. Based on the visit, certain suggestions & recommendations were forwarded to Management on “Introduction of Biometric Punching machine, Structural steel Fencing for isolation of Parking area, Diesel Storage, Storage shed for dismantled body parts of vehicles, Scrap storage area,</p>

		arrangements of CCTV surveillance, Repair improvement of Boundary wall construction, Engagement of Central/State govt Police Security Forces etc.”
50	MIDHANI/VIG/SI-46/03/2023 Dt 07.03.2023	<p>(A) For all future tenders of appointing DGR Security personnel, contradictory terms to be removed and clear terms & conditions for criteria for Award of contract is to be defined in line with DGR guidelines and MIDHANI Purchase policy to make the tendering process more transparent.</p> <p>(B) In all future tenders of appointing DGR Security personnel, possibility of inclusion/deletion of Relieving charges components in BOQ should be cross-verified in line with DGR guidelines.</p>
51	MIDHANI/VIG/SI-47/03/2023 Dt 14.03.2023	<p>A. SOP/ allotment procedure manual for quarter in MIDHANI town ship may be prepared specifying allotment priority on ground of emergency, essential services, seniority rules.</p> <p>B. Town ship premises is under control of EMS-Admin dept and accordingly Civil Dept staff should not take Meter readings of Township Quarter. This work is to be carried out by EMS-Admin dept henceforth. Power consumption, Water utility bill preparation should be under control of EMS dept only. The same should be clearly mentioned in the SOP/Manual.</p> <p>C. It is evident that, last nine months a family was residing in a township quarter unauthorizedly without any information to Security Dept. Hence, in future, all modifications in the resident list to be shared with Security dept and they should keep track of occupants with proper surveillance mechanism.</p> <p>D. Henceforth, all request applications for township quarters to be processed as per newly formulated SOP/ Quarter allotment procedure manual.</p> <p>E. Policy for allotting quarters to BPDV school staffs should be clearly mentioned in the said SOP/Manual.</p> <p>F. Administrative actions may be initiated against concerned officials in EMS-Admin & HR dept for</p>

		<p>negligence in work.</p> <p>G. Security of total Township area should be enhanced and outsider vehicles entering into Town ship to be restricted.</p>
52	<p>MIDHANI/VIG/SI-48/04/2023 Dt 05.04.2023</p>	<p>In Feb 2023, an Intensive Examination was carried out by officials of Central Vigilance Commission (CVC) on Contract/PO No. MDN/PUR/PO/10211926 Dt 28-Feb-2022 for supply of Titanium Sponge Grade -II. During the visit of CVC officials, few discrepancies were observed in the tendering process & tender documents published in MIDHANI with respect to the Govt of India rules & guidelines. Those inconsistencies & corresponding Vigilance recommendations/suggestions w.r.t tendering process and procedure have been forwarded to Management.</p>
53	<p>MIDHANI/VIG/SI-49/05/2023 Dt 03.05.2023</p>	<p>(1) All officials in Indenting Department, Purchase Department & TEC may please be advised through their respective GM/AGMs to take utmost care in file scrutiny & evaluation and to be more vigilant in all future procurement cases in order to have smooth procurement process.</p> <p>(2) Scenarios like post-facto obtaining of necessary documents from vendors after placement of Purchase order needs to be avoided, so that no litigation in Procurement process arises due to complaints from other vendors/ through any other means.</p> <p>(3) All concerned may be strictly instructed to take due notice of such irregularities and if noticed would invite disciplinary actions, as deemed fit.</p>
54	<p>MIDHANI/VIG/SI-50/05/2023 Dt 05.05.2023</p>	<p><u>Suggestions on activities of MIDHANI Guest House</u></p> <p>(1) For MIDHANI Guest House and Dak section staffs, a separate bio-metric punching machine may be installed at Corporate Office Security post.</p> <p>(2) Every Guest House staff and casual employee should be allowed to go out of the Company premises only with valid Gate pass and the same should be recorded in security register as practiced for all other employees at Plant & Corporate security office.</p> <p>(3) Kirana, Grocery, General items should be procured from near-by reputed departmental stores (e.g. RATNADEEP, RELIANCE SMART, MORE etc.) which gives DIGITAL</p>

		<p>RECEIPT/PRINT RECEIPT for all cash purchases. Bills from these shops will have details of quantity, rate per item, No of items, discount on each item, total discount, GST no., Invoice no. etc. as per standard practice of business and these would regularize the cash purchase of Guest House requirement. Even fruits, vegetables & other consumable items are also available in these reputed shops. Earlier, this was already suggested as there was an irregularity in procurement of such items (Ref: Vigilance Advisory note dated 13.01.2020 forwarded to C&MD, MIDHANI on “Purchase of Housekeeping material”).</p> <p>(4) Option of procuring these Guest house items through e-commerce systems like Big basket, Blinkit, Instamart, Amazon Fresh etc. could be explored by the concerned department, as these companies are giving doorstep delivery, which could reduce the frequency of sending Guest house employees outside of company premises.</p> <p>(5) Settlement of Cash purchasing on Estimate needs to be avoided by Finance dept. Only proper Invoice bills should be settled henceforth. (Exemption on this regard could be given to small vendors of fish, mutton, chicken etc. for obvious reason)</p> <p>(6) Finance Dept may be advised to be more vigilant while settling bills of Guest House. Only related items of Guest House should be settled and not the electrical items.</p> <p>(7) Every item purchased through invoice should be entered in a separate register in Guest House at least with Vendor name, invoice no. amount and date, dept etc.</p> <p>(8) A separate SOP including all the above suggestions may please be prepared for smooth working of Guest house administration and the same to be submitted to Vigilance dept after necessary approval from competent authority.</p>
55	MIDHANI/VIG/SI-51/06/2023 Dt 06.06.2023	<p><u>Suggestions on Standardization of EMD clause of the tender</u></p> <p>1. All incidents of improper tender evaluation</p>

		<p>should be avoided in future tenders.</p> <p>2. Possibility to introduce three-part in two bid tendering system (whenever EMD is applicable in the tender & particularly high value tender) could be explored by Purchase Department. These three parts (Part A & B in one bid i.e. Techno-commercial and Part C- Price bid) of the offer documents would consist as detailed below:</p> <p>Part – I (Part A & Part B)</p> <ul style="list-style-type: none"> • Part A <ul style="list-style-type: none"> a) Letter of Undertaking (Draft enclosed at Annexure -1 for reference purpose which may be suitably modified by Purchase dept as per MIDHANI Purchase policy) b) EMD bid, as per tender condition c) Integrity Pact as per tender condition • Part B <ul style="list-style-type: none"> a) Main Techno-commercial bid (If any bidder complies with Part-A, then only their Techno-commercial bid would be evaluated further.) • Part II (Part C) <ul style="list-style-type: none"> a) Price Bid <p>3. During tender evaluation, Purchase Department needs to ensure submission of EMD by bidders first. If EMD is not submitted by any bidder, they should be asked to submit EMD before proceeding for any other clarifications by Purchase officers. Bidders need to be clearly intimated that without submission of EMD, their Techno-commercial offer shall not be evaluated further. Necessary modifications in the tender conditions may be incorporated by MIDHANI Purchase department in all future tenders.</p>
56	MIDHANI/VIG/SI-52/07/2023 Dt 04.07.2023	Following are suggested to Management for incorporation henceforth w.r.t Quality assurance & material inspection for all consumables related to

		<p>Production & dispatch activities, which are received at MIDHANI:</p> <ol style="list-style-type: none"> 1. Material Receipt and inspection need to be carried preferably at premises of Stores dept only. Direct unloading of received material at Indenting dept premises needs to be avoided to the extent possible. 2. Before accepting the ordered goods, the Indenting officer must ensure that the goods have been manufactured & supplied exactly as per the required specifications as mentioned in the Purchase Order/Contract. To achieve this, the tender document and the subsequent PO/Contract should include references to standards or specifications that specify the details of inspection and tests to be carried out and the stages & manner of carrying out these tests. 3. The required inspections and tests should be carried out by technically qualified and competent personnel mostly inside MIDHANI before declaration of material acceptance. Officers from Quality Management (QM) dept need to be engaged in all these cases mandatorily. If in any procurement case MIDHANI does not have such qualified personnel inside, competent professionals from outside third-party agencies may be engaged. However, MIDHANI should retain the right to reject the consignment, even if it is cleared by third-party agencies. Officers from Quality Management (QM) dept along with Indenting officers should use these test reports for giving final acceptance to the materials received. Without authorization from QM department of MIDHANI, no invoice/bills should be processed by Purchase dept and cleared by F&A dept henceforth with acceptance done only by Indenting officer. It is also to be ensured that every lot received should be tested to know that the supported lot is as per tender specifications, quality and quantity. A certificate to be given that
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		<p>this was examined and the supplied lot is as per the Purchase order placed with the firm.</p> <p>4. When it becomes necessary to conduct a third-party acceptance test or special test at external laboratories and if the facilities for these tests are not available in-house, MIDHANI should draw up a list of approved laboratories for this purpose, to which the samples drawn from the lots supplied by the vendor can be sent for tests. The list should also contain approved laboratories, which can be used as referral/appellate laboratories for re-test, when samples tested at one laboratory are decided to be re-tested. Necessary approval from competent authority may be obtained by QM dept in this regard.</p> <p>5. In respect of materials which have been rejected by the QM & indenting officer, the rejection inspection report (combinedly signed) should be issued immediately following the completion of inspection & other tests. All the reasons for rejection and deviations against the governing specifications, other particulars should invariably be noted in detail in the “remarks” column of the “Rejection inspection note”. Thereafter, officials from Stores Dept and Purchase Dept need to act accordingly as per terms & conditions of PO/Contract.</p> <p>6. Invoices submitted by any vendor should have description of items exactly in line with material description of PO/Contract. Bills with different descriptions comparing to PO should not be cleared by MIDHANI F&A dept. In such cases, if the materials found to be accepted by QM dept & Indenting dept, the vendor needs to be asked to submit revised invoices for processing of payment.</p>
57	MIDHANI/VIG/SI-53/07/2023 Dt 06.07.2023	<p>In Feb 2023, an Intensive Examination was carried out by officials of Central Vigilance Commission (CVC) on Contract/PO No. MDN/PUR/PO/10211926 Dt 28-Feb-2022 for supply of Titanium Sponge Grade -II. During the visit of CVC officials, few</p>

		discrepancies were observed in the tendering process & tender documents published in MIDHANI with respect to the Govt of India rules & guidelines. Those inconsistencies & corresponding Vigilance recommendations/suggestions w.r.t tendering process and procedure (including Short closure of PO, Issue of LOI/LOA, material accounting of empty drums at Stores dept etc.) have been forwarded to Management.
58	MIDHANI/VIG/SI-54/08/2023 Dt 09.08.2023	<p>W.r.t. TEC recommendations document of any Procurement casefile followings are suggested:</p> <ol style="list-style-type: none"> (1) All concerned officials who are TEC members may please be suitably advised to have utmost care before finalizing the recommendations and to apply due diligence in all future cases. It should be made clear that the members of TEC are jointly and individually are made accountable in case of noticing irregularities on their part. (2) Reference may please be drawn to the “Annexure 11: Tender Committee Minutes Format” of DoE manual for procurement of goods released in June 2022, where the format for TEC recommendations has been defined very precisely. The same format may please be strictly followed by Purchase Department during all tender evaluations and TEC recommendation in future procurement cases. (3) No gap should be left after the TEC recommendations & before the signature of the TEC members. (4) Declaration of “No conflict of interest” in line with Clause no. 7.5.13 of DoE manual for procurement of goods should be mentioned in all TEC recommendations without fail, as the same procedural lapse was also pointed out earlier by the CVC team during Intensive examination of “Titanium Sponge Gr-II” case. (5) Also, Clause no. 7.1.1, 7.4.3 & 7.5.12 of DoE manual for procurement of goods released in June 2022 w.r.t. Tender committee evaluation may be followed by officials (who are the TEC members depending of the procurement case) while doing the tender evaluation.

59	MIDHANI/VIG/SI-55/10/2023 Dt 06.10.2023	<p>Existing HR Manual containing various provisions relating to Age relaxation policy for recruitment in the organisation has been studied. Therefore, a need is felt to suggest to incorporate few changes in the relevant policy instructions and to make them comprehensive so that Govt guidelines of relaxation of age in various recruitments in MIDHANI is followed as desired by statute.</p> <p>Accordingly, in view of extant instructions of DPE and as communicated by DoPT in various OMs/instructions (list enclosed), there is a need to issue necessary amendment in extant MIDHANI policy for Recruitment by obtaining necessary approval from competent authority for inclusion of extract of all these OMs/instructions comprehensively for ensuring successful implementation of Age Relaxation policy of Government of India.</p>
60	MIDHANI/VIG/SI-56/10/2023 Dt 06.10.2023	<p>Extant MIDHANI CDA rules have been studied. The clauses available in MIDHANI CDA rules do not clearly specify the procedure to be followed by concerned authority in case of a complaint received regarding sexual harassment case. In this regard, Department of Personnel & Training (DOPT) had consolidated all related important instructions issued vide various OMs/Circulars w.r.t. prevention of sexual harassment for working women at the workplace or in relation to workplace including the procedure to be followed on the complaint received regarding sexual harassment.</p> <p>Accordingly, as directed by DPE & based on DoPT OMs/instructions including complaint handling procedure regarding sexual harassment cases in the organization, there is a need to issue necessary amendment in extant MIDHANI CDA rules for safeguarding women employees at workplace and in relation to workplace.</p>
61	MIDHANI/VIG/SI-57/11/2023 Dt 14.11.2023	<p>It has been suggested to implement the extant rules of rotational transfer of the Casual employees working in the sensitive posts at least in MIDHANI plant operations area (Central Stores, SMG, Civil Dept), on the lines of rules & regulations as presently applicable for the permanent employees of MIDHANI to mitigate the risk. Further, it may please be ensured that; no casual employees working in a particular sensitive area should be rotated in</p>

		<p>another connected area (e.g. Casual employee working in SMG dept should not be rotated to Stores dept after continuous working of three (3) years and vice-versa. He should be shifted to a completely non-connected & non-sensitive area).</p>
62	<p>MIDHANI/VIG/SI-58/12/2023 Dt 18.12.2023</p>	<p>It has been suggested to provide CISF a dedicated Control room at MIDHANI Hyderabad plant with necessary arrangement of monitoring television screens of all key CCTV cameras of Hyderabad plants at one go. CISF may be given primary command of that monitoring system, as they are better trained for such monitoring. Also, the surveillance could be made through 24X7 by the CISF in a separate Control room, as because MIDHANI officials are present in the Hyderabad plant premises generally up to 17:30 Hrs only at Security dept, where the present CCTV monitoring screen (with less numbers of cameras) is located. All sensitive areas (including all scrap yards, vehicle Fuel filling shed, LPG Yard etc.) of the plant premises should be covered under this new central CCTV monitoring Control system and if required, secondary access of this system could be given to MIDHANI Security Dept simultaneously with CISF. Officials of Security & IT department may please be suitably instructed for smooth & quick implementation of this system.</p>
63	<p>MIDHANI/VIG/SI-59/01/2024 Dt 02.01.2024</p>	<p>As per MIDHANI Travel Allowance Rules 2012 (published in MIDHANI Intranet portal), all the employees have been segregated into Seven categories (Group A to F) based on their respective pay scales. All the clauses of Travel allowance reimbursements have been defined according to these groupings. However, it has been observed that; though Pay revision (7th Pay Commission) has been implemented in MIDHANI during 2018 with revised Pay Scales, the pay scales and classifications of employees in current MIDHANI Travel Allowance Rules remained same as per the previous pay scale only, which creates ambiguity of basis of actual reimbursement amount of TA-DA claims by our employees.</p> <p>In view of the above, it is suggested to update clauses of extant MIDHANI Travel Allowance Rules in line with the Pay revision (7th Pay Commission) that has been implemented in MIDHANI during 2018 with revised Pay Scales for the employees.</p>

64	MIDHANI/VIG/SI-60/01/2024 Dt 11.01.2024	<p>It has been noted that; MIDHANI regularly conducts Written exam tests for various recruitments at its plant & office premises, which involves large numbers of photocopying from the master question paper set before commencement of the exam. In this regard, an SOP-cum-Checklist has been prepared which is not exhaustive & this is illustrative only. It is suggested that; based on these points, final SOP may please be prepared & approval may be obtained by the concerned officials of HR department from the competent authority. The whole focus of this effort is to ensure proper conduct of examination.</p>
65	MIDHANI/VIG/SI-61/01/2024 Dt 23.01.2024	<ol style="list-style-type: none"> 1. It is recommended that monthly at least 5% of the TA-DA claims submitted at F & A dept may be verified randomly to control the false claims. It is also suggested that claims made against Pre-Dispatch Inspection, Joint Receipt Inspection, Work at Customer Premises and Delivery of goods at outstation etc. should be given preference while selecting 5% claims. 2. Further, a SOP on “Random verification of TA claims” as issued by Corporate-HR Dept of Bharat Dynamics Limited (BDL) is enclosed for ready reference to conduct such verifications in regular intervals to prevent irregularities. Concerned officials may please be suitably instructed to prepare an SOP in MIDHANI in line with the SOP issued in BDL. 3. It has been observed that; Railway tickets are being issued with QR codes. Emphasis may be given on verification of these QR codes to check the genuineness of the Railway tickets being submitted by the employees with their TA claims. This should be included in the proposed SOP. 4. If any irregularity found during the verification of the claims, strict actions have to be taken against the employees involved in line with extant CDA Rules / Standing Orders and action taken need to be brought to the notice of the Vigilance Dept.
66	MIDHANI/VIG/SI-62/02/2024 Dt 01.02.2024	<p>As per extant Promotion Policy for Executives of MIDHANI, the employee on promotion will be under probation for certain stipulated time-period. The employee will be confirmed only after</p>

		<p>satisfactory completion of probation and after ensuring that there is no penalty or conviction for misconduct. As per extent CDA rules of MIDHANI, in case an Executive is charge-sheeted or if there is criminal case against the employee during course of his probation after the promotion, there is no most suitable Minor penalties clause applicable other than “Censure”, which raises difficulties for the Disciplinary Authority for finalization of Minor penalties to be imposed on any employee for the misconduct committed. Even the present clauses of Major Penalties in CDA rules lack clarity on applicable penalties for the employee under probation period after his promotion.</p> <p>In view of the above, it is strongly recommended that, suitable Amendment may please be introduced in the extant MIDHANI CDA Rules and MIDHANI Promotion Policy for Executives.</p>
67	MIDHANI/VIG/SI- 63/02/2024 Dt 19.02.2024	<p>1. It has been recommended that, suitable action at the indent & PO level may please be taken by the concerned officials in MIDHANI, so that (+/-1%) weight tolerance for the delivery could be used only for accepting/rejecting the LPG tanker vehicle <u>and always payment to be released only for the actual quantity unloaded in the bullet, and not the invoiced quantity.</u> This would definitely results into significant cost savings for the organization.</p> <p>2. Further conscious deliberations to be made among Indenting dept, Purchase & Finance dept to explore the possibility of altering the weight tolerance level to a lower value than existing (+/-1%) in the future Contracts of LPG. Regular calibrations of all weighbridges should be done in MIDHANI Stores dept also.</p> <p>3. Due to the Vigilance investigation, the issue of discrepancies in unloading of LPG has been found out. However, in similar line there may be many other items including costly Raw material, Input Scrap, Production Consumables etc. where such irregularities in weighment of received material are regularly happening due the afore-mentioned Stores Department OM - issued on 29-Nov-2018 (copy enclosed) for allowing weight tolerance of (+/-1%). Accordingly, a conscious review by MIDHANI officials needs to be conducted on this subject and</p>

		subsequent decisions should be made part of all future tenders terms & conditions and corresponding PO/Contracts.
68	MIDHANI/VIG/SI-64/03/2024 Dt 05.03.2024	<p>It has been observed that; presently in the DPC procedure, no specific importance has been given for consciously judging the candidates on “Integrity” parameters, before recommending them for promotion. It has been further observed in the recent times that; one Executive of MIDHANI after getting promotion to DGM cadre, committed misconduct by submitting fraudulent TA claim, while he is still on probationary period. Such primitive “Modus Operandi” of committing fraud is surprising as the Officer is in DGM grade!</p> <p>In view of the above, Systemic improvement Suggestion was given to Management for arranging DPC after following a 360⁰ Appraisal approach before recommending promotion to the officers (specially DGM & above level) and after complete confidential cross-verifications of the employees on “Integrity parameter.</p>
69	MIDHANI/VIG/SI-65/04/2024 Dt 06.04.2024	<p>(1) It has been noticed that; Pre-defined clauses in tender for splitting tender quantity between only two vendors (L-1 & L-2) always raises the chance of cartel formation and could lead to increase the possibilities of alliance between these two vendors thereby resulting into less competitive bidding. especially while the extant MIDHANI Procurement Manual offers extensive detailed clause of splitting order quantity into 2 / 3 / 4 parties, putting up clauses in tender by restricting the order splitting between only two (2) vendors in all Raw Material tenders might be favourable to the bidders and also it is not in line with extant Purchase Policy of MIDHANI. Concerned Purchase and Indenting officials may please be advised by Management to incorporate the Clause no. 3.17(b) of MIDHANI Procurement Manual for Goods & Sub-Contracting 2023 suitably in case of all future tenders, wherever order quantity splitting is involved.</p> <p>(2) In all future tenders, subjective clause w.r.t. preponement or postponement of Delivery period after placement of order should be strictly avoided. Delivery period should be thoughtfully defined in the MPR stage itself and the same should be kept fixed till the execution of order, as this will result in fair & impartial implementation of Liquidated</p>

		Damages clause.
70	MIDHANI/VIG/SI-66/04/2024 Dt 09.05.2024	<p>In various areas of daily operational activities in HR, Admin, Procurement, Productions etc., various discrepancies have been observed by Vigilance Department during cross-verification of casefiles, CTE-Type examinations, periodic & surprises inspections by Vigilance wing at MIDHANI plant, Office premises, Township, AMTL.</p> <p>All such deviations & irregularities observed in the FY 2023-2024 have been notified (in brief) at one place, which shall be helpful to create awareness amongst the MIDHANI Officials, so that same kind of wrongdoings shall not be repeated in future.</p>
71	MIDHANI/VIG/SI-67/05/2024 Dt 07.05.2024	<p>MIDHANI being a sensitive Defence installation of the Country may always possess a risk of being targeted for data security, privacy breach, hacking and cyber-attack etc. In order to avoid such risks and safeguard the overall security and integrity of CCTV cameras and IoT Devices, it is suggested that the concerned officials may be advised to strictly adhere to the related guidelines issued by MeITY and MHA.</p>
72	MIDHANI/VIG/SI-68/07/2024 Dt 16.07.2024	<p>In order to maintain transparency & fairness in our tendering process w.r.t. submission of OEM Authorization letter by vendors, following action points are recommended:</p> <p>A. Utmost care has to be taken while accepting the OEM Authorisation Letter submitted by bidders along with offer. The roles and responsibilities of Original Manufacturer in case of Raw Material Procurement needs to be clearly defined in “Standard Eligibility Criteria in case of Open tenders for Raw Materials including GeM tenders for above Rs. 40 lakhs” in Purchase Policy and this needs to be incorporated in all Raw Material tenders (wherever the OEM Authorization applicable as per extant Purchase Policy). In all such tenders, Original Manufacturer needs to provide Authorization Letter containing his total Roles & Responsibilities in execution of the contract.</p> <p>B. Further, verification of the Authorisation letter issued by foreign OEM's is very challenging job, as</p>

		<p>we are accepting many e-documents during tendering stage, which could be easily modified digitally. Therefore, contact details, communication address, e-Mail id for correspondence with actual Original Manufacturer needs to be submitted by the vendor (quoting on behalf of the OEM) in their offer documents, so that MIDHANI could directly contact the Original Manufacturer during any stage of the tendering and material supply. All OEM Authorization certificates should be mandatorily mentioned in the letter-head with related stamp & seal of the respective organization.</p> <p>C. Also, “OEM Authorization Certificate” submitted by L-1 bidder may please be <u>cross-verified with the actual Original Manufacturer before placement of Order.</u>”</p>
73	MIDHANI/VIG/SI- 69/08/2024 Dt 24.08.2024	<p>In order to maintain transparency, Security & fairness in our Scrap Sale process, following action points are recommended:</p> <ol style="list-style-type: none"> (1) Utmost care has to be taken by Stores Dept and Security while accepting the Authorisation Letters submitted by Scrap dealers/Vendors. Further, followings points need to be ensured before allowing any person on behalf of Scrap dealers/Vendors at SMG Scrap yard and Stores Dept Scrap yard. (2) Authorisation letter should not be issued on plain paper and it needs to be in proper Original letter head of the Scrap Dealers/Vendor organizations, who are procuring the scrap and deputing their representatives inside MIDHANI premises. Handwritten letters to be avoided to the extent possible. (3) Company details, Registered office Address, e-Mail id, Contact Phone number etc of the Scrap dealers/Vendors should be available on the Authorization letter. (4) Letter is to be signed by a person with his full name, e-Mail id and contact details (5) Signature of the authorized persons should be counter-certified by the Signing Authority of the

		letter.
73	MIDHANI/VIG/SI-70/09/2024 Dt 06.09.2024	<p>(1) In order to maintain transparency of our procurement process, all concerned Purchase Officials and members of TEC may please be advised to prepare separate “Techno- Commercial Comparative Statement” mandatorily for all OPEN Tender procurement casefile with indent value of over Rs. 40 Lakhs in line with Appendix – 34 of the extant MIDHANI Procurement Manual, where evaluation w.r.t . Techno-Commercial Eligibility Criteria is involved. Further, a standard template of “Techno- Commercial Comparative Statement” may please be prepared by Purchase Department and circulated for incorporation in all related Casefiles.</p> <p>(2) Also, a Standard template of TEC notings may please be prepared by Purchase Department, which needs to be followed by all TEC members in accordance with this “Techno- Commercial Comparative Statement” in future procurement cases</p>
74	MIDHANI/VIG/SI-71/10/2024 Dt 21.10.2024	It has been suggested to the concerned Officials in HR Department to issue necessary OM & guidelines in MIDHANI in line with the DOPT OM No. DOPT-1668597747466 dated 16-Nov-2022 regarding “Grant of Honorariums to Inquiry Officer and Presenting Officer for Disciplinary Proceedings in MIDHANI”
75	MIDHANI/VIG/SI-72/11/2024 Dt 20.11.2024	<p>Few discrepancies have been observed in one of the procurements done under Proprietary Article Certificate (PAC). Accordingly, a CTE-Type Examination was conducted by Vigilance Department. Further, it is suggested that; all the Concerned Indenting officials should be more cautious in all future procurement cases to submit proper facts regarding Procurement of Proprietary items. PAC should be used in Indent for the items which are truly proprietary in nature & where manufacturers are having proprietary rights (or their authorized dealers/Stuckists).</p> <p>Also, Appropriate Authority for approving PAC needs to be more cautious before issue of PAC. Proper cross-verification should be resorted by Appropriate Authority/Concurrence Authority before according any approval for proprietary procurement.</p>
76	MIDHANI/VIG/SI-73/12/2024 Dt 19.12.2024	During scrutiny of Procurement Casefiles in recent times it has been observed that; in many occasions of placement of Repeat Orders, all the related

		<p>conditions of Repeat Order Clause of the extant MIDHANI Procurement Manual for Goods & Sub-Contracting are not being followed.</p> <p>In future for all procurement cases, all conditions including floating of normal tender before any Repeat order proposal in line with Clause no. 6.1 of extant “MIDHANI Procurement Manual for Goods & Sub-Contracting”, should be ensured in totality by MIDHANI Purchase Department and Indenting Department.</p>
77	<p>MIDHANI/VIG/SI-74/01/2025 Dt 15.01.2025</p>	<p>In future for all procurement cases in GeM portal, fact of any attempt of getting reduction in Price by an individual Purchase Dealing officer should be clearly brought out in the casefile as an attempt of getting “Discounted price”. Also, for this purpose, a separate SoP may please be prepared by MIDHANI Purchase Department for undertaking such activity by Individual Purchase official in GeM Portal and this SoP should be in line with the related clauses of extant MIDHANI Procurement Manuals and Procurement Manuals issued by DoE.</p> <p>Also, only If Price negotiation through Committee/discussions are conducted physically in line with Clause no. 28.0 and Appendix -10 extant “MIDHANI Procurement Manual for Goods & Sub-Contracting”, then only in the casefile, it could be mentioned as “Price offered by vendor after PNC”. This clarity should be ensured by Purchase dept in all future procurement cases, as proper facts in this regard are mandatorily required for better understanding of Casefile situation by the Competent Authority, while according approval for PO placement.</p> <p>Further, it is also suggested that; henceforth valid reasons for increase in the landed cost should be mandatorily recorded by TEC/Purchase Department in Casefiles while putting up PO placement proposal.</p>
78	<p>MIDHANI/VIG/SI-75/03/2025 Dt 17.03.2025</p>	<p>Few discrepancies were observed regarding extant Contract Casual Gate Pass system in MIDHANI. Accordingly, following action points are recommended and it has been suggested that CISF</p>

Authorities should be advised suitably after preparing an SoP by MIDHANI Security Department on this:

Henceforth, all Contract Casual Gate Passes should be mandatorily signed by :

(i) the Shop I/C Executives (not below level of Asst. Managers)

(ii) DGM/AGM/GM of the department (If at all, signature of DGM/AGM/GM of the department is not possible due to practical circumstances (e.g. Non-availability of DGM/AGM/GM level officers for official work, Temporary Duty, leave, non-availability of DGM/AGM/GM level officers during late hours of B,C Shift etc.), the Shop I/c Executives need to mention the same reason in the Gate Pass as “Separate Comments” and counter-sign the Gate Pass themselves to certify the reasons) and

(iii) the respective Plant Control Duty officer of the related Shift on that day, simultaneously

Further, each Gate Pass should be in the name of an individual Casual/Contract employees only. In no Gate Pass, more than one person should be allowed to leave the Plant premises.

Also, All Casual employees, who are leaving the Company premises based on these Gate Passes, need to return to plant premises before completion of the respective shift. This is to be ensured properly by all concerned departments of MIDHANI and Security to maintain safety standards for the organization including the employees.

If at all, a Non-returnable Gate Pass is to be issued for any Casual employee, the same should be categorically mentioned by Shop I/c Executives (not below level of Asst. Managers) and DGM/AGM/GM of the

		concerned department, along with adequate justification in the Gate Pass itself.
79	MIDHANI/VIG/SI-76/05/2025 Dt 21.05.2025	<p>Suggestions on Manpower Contracts in MIDHANI :-</p> <p>(1) It is advised that in all high-value future tenders of Manpower Contract for different area of operations, proper Eligibility Criteria as per extant Procurement Manual (including adequate previous work experience in the related work) may please be introduced. This shall ensure in accepting offers only from duly experienced vendors and proceeding for techno-commercial evaluation amongst those vendors having required previous work experience.</p> <p>(2) Other parameters of Tender Eligibility Criteria i.e. Sale Turnover, Positive Networth etc. should be prepared exactly in line with clauses of extant Procurement Manual of MIDHANI.</p> <p>(3) Further, the techno-commercial evaluation procedure in MIDHANI may be ensured as per the rules & regulations of DoE Procurement Manuals guidelines.</p> <p>(4) Further, it is suggested that in spite of executing high numbers of POs in various areas, consolidation of related area of works (like all Mechanical Maintenance, all Electrical Maintenance, all Housekeeping works, Horticulture, Security, all Material Handling & Dispatches etc.) could have been opted for and accordingly less number of Contracts could be placed for better monitoring of the engaged Manpower Services.</p> <p>(5) Since the orders are placed with very thin margin in most of the Manpower Contracts, proper surveillance to be done by MIDHANI HR Department for ensuring required deposition of PF & other statutory amounts in the Salary to all Casual employees in MIDHANI.</p>

80	MIDHANI/VIG/SI-77/06/2025 Dt 23.06.2025	<p>Followings are suggested for paying additional Transport Allowance to Divyangjan (PwD) employees in MIDHANI-</p> <p>(A) concerned officials of HR Department and F&A Dept may please be instructed to take necessary action for compliance and implementation of the DPE OM's (i.e. DPE OM No. W-02 / 0015 / 2021-DPE(WC) dated 21.02.2022 and DPE OM No.W-02/0015/2021-DPE (WC)-GL-V/2023 Dated 16.03.2023) on paying additional Transport Allowance to MIDHANI Divyangjan (PwD) employees.</p> <p>(B) Further, it is also suggested that necessary infrastructural improvement for improving mobility may be introduced (e.g. Installation of Lifts, Ramps in all multi-storied buildings in MIDHANI premises like Corporate Office, QC Building, COE Building in plant, Guest House and separate Toilet facilities etc.) in MIDHANI in a phased manner, as feasible.</p>
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