



MOIL LIMITED
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VIGILANCE VANI

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CVO's Desk:

Rules and regulation of the organization are framed in the form of policies. Policies are general statement that sets out the limits within which decisions are taken by the managers for consistent performance. These are the guiding principles of an organization. Procedure implies the step by step sequence, for the performance of activity within the organisation. Policies are sort of mini-mission statements that are formulated by the top management, for serving as guidelines to take quick and rational decision regarding the day to day operational activities of the company. Policies affect the internal structure and routine activities of the entity which requires periodic decision making. They are generally in the form of the concise statement. Policies must be based on past experiences, facts, and knowledge of all stakeholders They need to be modified with the modifications in the operations of the entity. They should be completely acceptable and bound for compliance by the officials of the organization . Policies are an integral part of the big organisation which helps in its smooth functioning. They provide common parameters over which the management can take a consistent decision over a long period. Procedure on the other hand defines a schedule of activities which needs to be performed, one after the other, in a fixed period, having a proper beginning and end and avoids the overlapping of actions and haphazard manner of performing activities. This saves time and avoids chaos. They are mostly made for directing the lower level workers of the organisation. Procedures should be framed on the basis of experience, knowledge and facts for completion of specific task or objective. Policies and Procedure both are part of the internal structure of the organisation, so they are 'inward directed'. They are concerned with the middle or supervisory level management. Both can be changed periodically without having any adverse effect on the management of the company. They focus on bettering the efficiency of the firm from the operational activities. They are not contradictory to each other, but complementary to each other and must be framed so that transparency is increased and ambiguity is reduced.

Sharat

Sharat Chandra Tiwari, ITS

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Illustrative Check Points for Various Stages Of Public Procurement-Part 11

15.0 Leveraging information technology

15.1 The Government is promoting E-Governance to improve transparency in government functioning. As regards public procurement, the modern IT tools can be used in enhancing transparency in the form of E-Tendering, E-Procurements, E-Payments & uploading of post tender details on the website. CVC has issued instructions in this regard from time to time.

15.2 Following check-points are suggested:

- i. Whether e-payment is being made to the contractors/suppliers in general in the organization?
- ii. Whether e-payment is being made in the instant contract?
- iii. If the e-payment is not being made then reasons for the same?
- iv. Whether CVC's instructions on e-tendering/e-auctions/reverse-auctions are being complied with?
- v. Whether post-tender details are being uploaded on the organization's website?

contd...

16.0 Integrity Pact

16.1 As part of its endeavour to promote transparency in public procurement, the Commission has issued instructions for putting in place the mechanism of Integrity Pact. Among the important provisions in the instructions of the Commission are mandatory provision of Integrity Pact in the procurement contracts and appointment of Independent Monitors in the organisation.

16.2 Following check-points are suggested:

- I. Whether the provision of Integrity Pact as approved by the Management has correctly been incorporated in the tender documents/contracts?

- As Per CTE's Organization



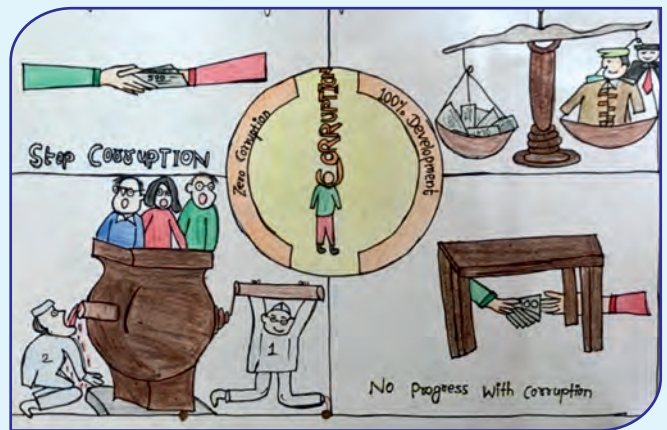
Inspection at FMP, Balaghat Mine



Underground Inspection at Munsar Mine.



Inspection of A-Type quarters at Chikla Mine.



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