



MOIL LIMITED
(A Government of India Enterprise)

VIGILANCE VANI

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CHECKLIST FOR SCRUTINY OF FILES AT VARIOUS STAGES

The meeting of the Board of Directors of MOIL was held on Wednesday 25th May,2022 for review of vigilance work wherein, it was informed that a checklist has been circulated to the vigilance officers for scrutiny of files at various stages based on the experience in the past where irregularities are normally found. It was suggested that these areas which are prone to mistakes/corruption/malpractices should also be brought to the knowledge of all the concerned employees to avoid mistakes on the fronts.

The check list prepared for scrutiny of files and works at various stages is therefore disseminated for the knowledge of all the executives and non-executives who are dealing with these matters to take necessary care so as not to commit such irregularities/mistakes.

- A. Cost estimation
- B. Tender processing
- C. LOA and agreement
- D. Execution of work
- E. Bill passing for supply and work contract.

Check list at various stages is only indicative and not exhaustive.

A. Cost Estimation

- a) The estimate of contract work to be checked with respect to guidelines issued by competent authority vide letter CGM(PR)/CONT/ESTIMATE/2018-19/34 dated 11.07.2018 etc. regarding standardization of existing procedures of estimation of different types of proposal.
- b) Variables like nos. of labours, nos. of trucks/machines, Minimum wages proposed in estimates v/s deployed or used. Requirement of excavator, tipper and drill with to & fro distance from excavator to dump
- c) Basis of rates of individual schedule item
- d) Escalation in prices vis-à-vis LAR
- e) In case of JV, qualification criteria to be met by individual partners to be specified.
- f) Competence for approval of the competent authority.

B. Tenders

- a) Any restrictive clause given in tender schedule.
- b) Sufficient period between NIT publishing and tender opening.
- c) Nos. of bid received.
- d) No. of bid recommended after technical scrutiny for opening price bids.
- e) Reason for disqualifying technical bids to be checked for each disqualified bid.
- f) Fulfillment of eligibility of bidders after opening price bid and bidder recommended for giving order.
- g) Whether special conditions, if any, are fulfilled by L-1 bidder.
- h) Any special condition like splitting, order to MSME if meeting norms etc. are followed while awarding the work.
- i) Time of finalization of tenders and pendency at different stages.
- j) Rate justification- whether in order. Rate reference based on which justification was given should be the latest awarded rate.
- k) competence of approval of TAA.

C. LOA and Agreement

- a) Date of issue of LOA.
- b) Date of deposit of PBG as per contract condition.
- c) Submission of PBG for under quoting by less than 10% of estimated cost etc. as per work contract conditions.
- d) Any payment done before signing agreement.

D. Execution of work

- a) **Site handover letter & work commencement letter** : Work commencement date in work commencement letter and imposition of penalty for delay for start of work, if any.
- b) **Workmen insurance policy taken as per TC**
- c) **Labor license**: To be checked with date of issue and validity of work contract period.
- d) **P.F. registration and EPF Challan**: to be checked.
- e) **Work attendance register**: Number of staff generally deployed to be cross checked with nos. of staff proposed in estimate.
- f) **Payment roll submitted by contractor to Mine personal officer**: To be checked that bank payment is being done to workers by contractors.
- g) **List of total nos. of worker working with contractor along with their Bank account number, P.F. and UAN number details**: To be checked whether Minimum wages given, P.F. deducted etc.
- h) **Deployment of qualified supervisor**: The appointment of supervisor, qualification, experience and penalty for non-appointment of qualified supervisor to be cross checked with contract conditions.
- i) **Whether work executed as per target mentioned in work schedule**
- j) **If not, whether penalty imposed as per TC.**
- k) **Hindrance register**:

Jointly recording and updating all instances of work hampered on account of MOIL. The date of occurrence, date of removal of hindrance and total overlapping period is to be mentioned in the register and signed by concerned Engineer in charge and contractor and countersigned and sealed by Mine Manager. The time extension proposed, if any has to be based on this overlapping period.

IMPOSITION OF PENALTY

- i) Whether contractor is paying charges for utilizing facilities given by the company like land, electricity, water, equipment etc.
- ii) Deployment of equipment such as excavators, tippers, dozers, drill etc. vis-à-vis tender condition/provision in estimate.
- iii) Availability of DGMS certified/compliant vehicles
- iv) Penalty on deployment of older HEMM & Others Machines.
- v) Penalty for not providing the water sprinkler.
- vi) Penalty for not following condition of such as providing qualified supervisor etc.
- vii) Penalty for not providing workman insurance.

Output, railing sample chemical analysis report, Delivery order of Manganese ore etc.

- i) Surprise check for quality and quantity of dispatch of ore.
- ii) Delivery order-quantity to be cross checked, weighbridge data of ore weightment, recheck the weightment and record.
- iii) Quality-output & railing sample analysis report, sample to be collected from trucks/railway wagon under dispatch.

Extra items to be checked in civil contract: - Execution of individual schedule items as per quantity and specifications.

- i) Testing of concrete cube on the basis of material available at site to check it from different lab.
- ii) Record of incoming and outgoing material at site to check. Physical quantity to check for sample purpose.
- ii) Quality of construction (Such as MS rod size etc.) to check.

Application for repeat order or time extension & its sanctioned letter, if any.

Repeat order to be placed only once up to maximum value of 50% of the original work order value with the approval of competent authority.

E. Bill passing for supply and work contract etc.**A. Local purchase less than Rs. 2 Lacs**

- a) Whether sanction of CA or not. Approval note sheet and justification
- b) Copy of WO/PO
- c) Certificate of completion/goods received by the executives as per contract specification.
- d) Delay in execution/supply as per WO/PO and penalty imposition, if any.

B. Supply Contracts

- a) SD to be deducted at the rate specified in PO. Performance Bank Guarantee (PBG) if applicable in case of supply contract to be checked. Its deposit as per % (percentage) and as per the period specified in PO to be also ensured.
- b) Delivery date in PO and actual supply date.
- c) Inspection certificate by competent inspection authority.
- d) Statutory/competency certificate etc. mentioned in PO to be valid at the time of supply of material
- e) Compliance of other supply items in PO, if any.
- f) Penalty clause applicability due to delay in supply and penalty imposed.
- g) Delay in payment more than one month
- h) Commissioning date in case of capital spares.
- i) Condition of 80%/20% payment clause at the time of delivery/commissioning.

C. Work contracts

- a) PBG to be deposited by contractor as per the rate and within the period specified in WO.
- b) SD to be deducted from running bill at the rate specified in WO.
- c) MB (Measurement book) quantity to be checked w.r.t. awarded quantity and rate.
- d) Labor license, PF/ESIC for employee, workmen insurance etc. to be checked.
- e) Payment of minimum wages to labor certified by personal officer.
- f) Hindrance register and its entries for delay on MOIL/Contractor account.
- g) Progress of work as per target and delay, if any, with reason.
- h) Applicability of penalty due to delay in execution or any other penalty clause e.g. provision of specified no. of vehicle, age, vehicle capacity etc.
- i) Deployment of manpower vis-à-vis estimate provision.
- j) Sample quantity and quality check at the site vis-à-vis quantity in MB.
- k) Quantity of material used in work to be ascertained, if needed.
- l) Subsequent bill not to be passed w/o ensuring GST payment of the previous bill by the firm to GST authorities.
- m) Recovery of quarter rent/electricity/water charges etc. if any, as per contract terms.
- n) Penal interest paid to contractor for delay in payment done only with CMD's approval.

MODUS OPERANDI OF FINANCIAL FRAUDSTERS - Part 3

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

10. IMPERSONATION THROUGH SOCIAL MEDIA

10. IMPERSONATION THROUGH SOCIAL MEDIA

Krishna: "Papa, I bought this for you with my first salary. A brand-new smartphone."

Raju: "Thank you, beta. But I really don't know how to use it."

Krishna: "I will teach you to use internet applications."

Soon Raju got accustomed to using social media: he started posting pictures, liking posts, sending friend requests and messages.

One day, Raju's friend, Ramu messaged him on social media requesting Rs 10,000 for a medical emergency. Raju immediately made the payment to Ramu using the shared account details.

After a few days, Ramu met Raju in person.

Raju: "Are you okay now? What happened to you? What was the medical emergency?"

Ramu: "Hi Raju. It's been a long time."

Ramu: "I'm perfectly fine; nothing has happened to me."

Raju: "Upon your request on social media for the medical emergency, I had transferred Rs 10000 to you."

Ramu: "But I never asked for help nor received any money from you."

Raju: "Thinking the request on social media was genuine, I have transferred Rs 10000 to a fraudster. (Oh, I am duped!)"

Do's:

- ✓ Verify by calling/meeting the real person before making a payment.
- ✓ Always check the account details before making any payment.
- ✓ 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 keep your personal information like mobile number, email id and friend list open to the public.
- ✗ Don't accept friend requests/ follow requests from people you have never met in person.

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