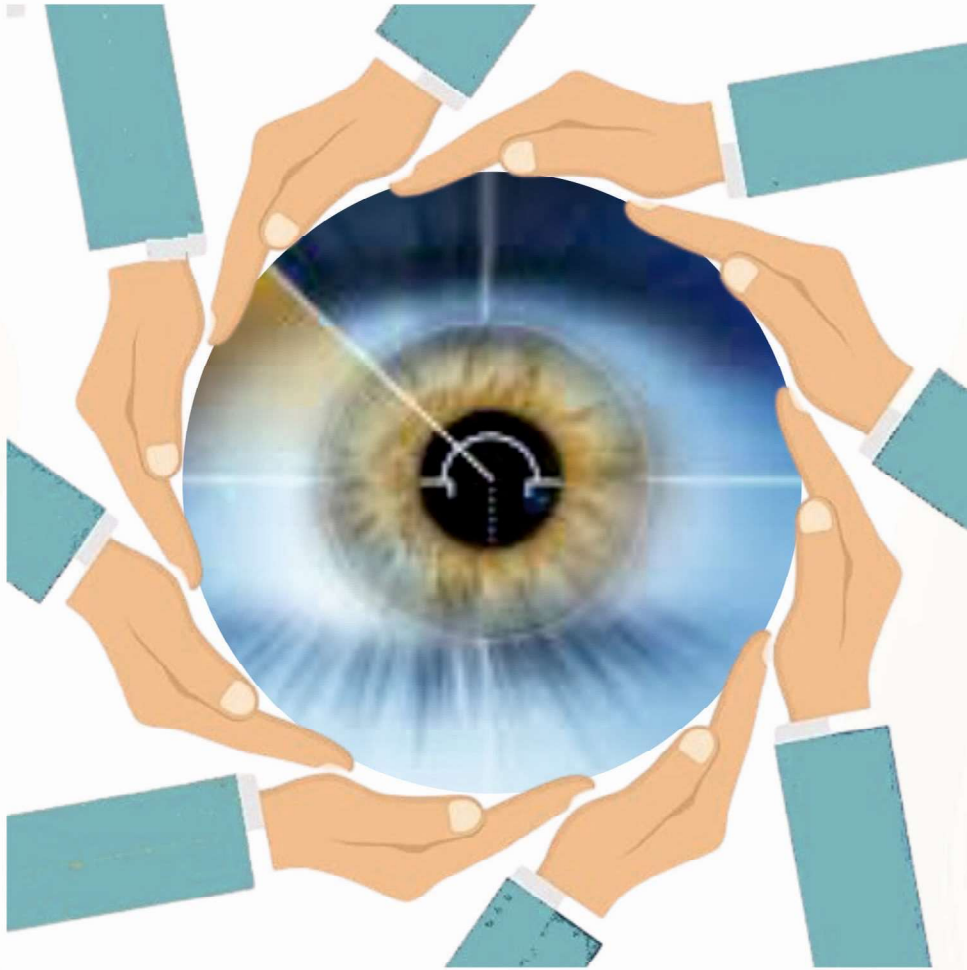




BEML LIMITED

VIGILANCE DEPARTMENT



VIG-KIRAN Ver. 12

Theme: "Say no to Corruption: Commit to the Nation"

VIGILANCE AWARENESS WEEK - 2023

October 30, 2023 to November 5, 2023

Integrity Pledge

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country. I believe that all stakeholders such as Government, Citizens and Private sector need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

- ◆ To follow probity and rule of law in all walks of life;
- ◆ To neither take nor offer bribe;
- ◆ To perform all tasks in an honest and transparent manner;
- ◆ To act in public interest;
- ◆ To lead by example exhibiting integrity in personal behaviour;
- ◆ To report any incident of corruption to the appropriate agency.

Pledge taking Photos



Corporate Office



Bangalore Complex



KGF Complex



Message from President



राष्ट्रपति
भारत गणतंत्र
PRESIDENT
REPUBLIC OF INDIA

MESSAGE

I am pleased to know that the Central Vigilance Commission is observing Vigilance Awareness Week, 2023 from 30th October to 5th November, 2023 on the theme:

"भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें"
"Say no to corruption; commit to the Nation"

Bringing about transparency and accountability in governance is one of the most important factors in ensuring all-round growth and development of the country. It is the collective responsibility of all the citizens of the country to fight for the ideals of ethics and integrity.

I solicit the participation of all the citizens of the country in joining the Central Vigilance Commission in this initiative. This year, CVC has also undertaken a three-month campaign on preventive vigilance measures.

I am sure that all these efforts will go a long way in spreading awareness and promoting the ideals of ethics and integrity in public life.

(Droupadi Murmu)

New Delhi
October 12, 2023

Message from Prime Minister



सत्यमेव जयते

प्रधान मंत्री
Prime Minister
MESSAGE

I am happy to learn about the initiative taken by the Central Vigilance Commission (CVC) to hold the Vigilance Awareness Week from October 30 to November 5, 2023. It is befitting that this is observed in the week of Sardar Vallabhbhai Patel's Jayanti - his life's message is about service and integrity.

The theme of the Week – 'Say no to corruption, commit to the nation' reflects one of the foremost priorities of eliminating corruption.

CVC's efforts in combating corruption and its contribution to the nation's socio-economic development are commendable. The Commission's manifold initiatives, including a three-month campaign on measures for preventive vigilance measures bolster its anti-corruption efforts.

For the development of any country or any state, it is necessary to eliminate corruption and ensure transparency in governance. Our commitment to maintaining zero-tolerance towards corruption is unwavering. Over the last 9 years, a number of steps have been taken to curb corruption, as well as to institutionalise honesty.

The people, especially youngsters, have a crucial role in strengthening the fight against corruption. Raising awareness is a particularly important way of catalysing a mass movement in this direction.

All our efforts are aimed at building a New India, which stands for pro-people progress and corruption-free governance. I firmly believe that when the country celebrates 100 years of freedom in 2047, India will be a developed nation. Anti-corruption initiatives play an important role in making this happen.

Best wishes for making Vigilance Awareness Week celebrations a huge success. May these efforts go a long way in enhancing transparency and probity in public life.

(Narendra Modi)

New Delhi
कार्तिक 05, शक संवत् 1945
27th October, 2023



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023
023/VGL/035
सं./No.....
दिनांक / Dated..... 25.10.2023

MESSAGE

Vigilance Awareness Week (30th October to 5th November, 2023)

Central Vigilance Commission is observing Vigilance Awareness Week, 2023 from the 30th October to the 5th November, 2023. Every year, Vigilance Awareness Week is observed as an outreach measure to create greater awareness about the importance of integrity and ethics in public life. The theme for this year is :


**"Say no to corruption; commit to the Nation,
भ्रष्टाचार का विरोध करें; राष्ट्र के प्रति समर्पित रहें"**

As a prelude to Vigilance Awareness Week 2023, the Commission has sought the participation of all Central Government authorities/organisations to undertake a three-month campaign (16th August to 15th November) on preventive vigilance activities as focus areas. As a means of eliciting public participation while also disseminating information on vigilance matters, the Commission has launched a quiz on vigilance matters.

The Commission is also issuing three publications : (i) Best Practices in Vigilance Administration, (ii) Increasing transparency through the use of technology, and (iii) Public Procurement: Challenges and Way Forward . The idea behind these is to disseminate information regarding effective and innovative initiatives undertaken by different organizations to serve as a point of reference and a way forward.

The Commission solicits the participation of all the citizens to come together in bringing about transparency and accountability in public administration.


(Arvinda Kumar)
Vigilance Commissioner


(Praveen K. Srivastava)
Central Vigilance Commissioner

Message from CMD



I am happy to note that Vigilance department is coming out with the 12th edition of “VIG KIRAN” on the occasion of Vigilance Awareness Week 2023.

Theme : “Say no to corruption; commit to the Nation”

Bringing transparency and accountability in governance remains one of the primary means to achieve all round development of the country. Vigilance is not just a set of rules and regulations; it is a culture that we must nurture and sustain within our organization. It is about fostering an environment where every employee is committed to ethical conduct and is vigilant against any form of corruption.

Vigilance Awareness Week is one of the tools of the Commission in increasing public awareness about the perils of corruption. I appreciate the effort of CVO and his team in spreading the awareness internally as well as externally through various outreach activities.

All the best.

SHANTANU ROY
CMD, BEML

Message from CVO



I am pleased to share the 12th version of the annual in-house journal VIG-KIRAN. The theme for Vigilance Awareness Week-2023, decided by Central Vigilance Commission, the apex integrity institution of the country, is “Say no to corruption: commit to the Nation”.

We sincerely hope the publication and circulation of Vig Kiran will play a stellar role in inculcating and improving the awareness about importance of vigilance throughout BEML as well as in its sphere of circulation.

Presently, we are going through the “Amrit Kaal” and moving towards of hundredth year of our independence with a dream to make our country a developed nation by 2047, the centenary of our independence.

To materialise our dream to make India a developed nation, one of the main prerequisites is to make our nation corruption free. To achieve this objective Vigilance Team of BEML along with the entire BEML fraternity has taken many endeavours for celebrating the Vigilance Awareness Week in the true spirit of the occasion with participation from all levels. Like previous years, Vigilance Departments across BEML had conducted numerous activities like various competitions among officers, staff, spouses and their families. Walkathons and Skit Plays were organised to promote the awareness about the public participation towards eradication of corruption. Also outreach activities were conducted among students in schools and colleges with the intention to inculcate the spirit of integrity in their formative years which we believe will go a long way in building a corruption free society. Public Programs were conducted like Gram Sabhas and Exhibitions to spread awareness among citizens. Sensitization programmes like Guest lectures/ training for employees on policies/procedures of the BEML and on preventive vigilance measures were organised across BEML to ensure that the code of ethical practices are transmitted throughout the organisation.

We in BEML, always strive to study and follow the existing guidelines/systems in line with the CVC directions by spreading those to all our stake holders, identify risk areas and plug the loopholes by suggesting systemic improvements. The continued preventive vigilance activities have yielded substantial positive results in BEML. Some of our activities are brought out in this booklet to increase awareness on the issue of fighting corruption.

To conclude my message, I want to add that we should all be part of the drive towards eradicating corruption not only in BEML but also in the entire society to realize the dream of making our country a developed nation.

D. Venkateswara Reddy, IRS
Chief Vigilance Officer, BEML

VAW – 2023 Inauguration

Vigilance Awareness Week 2023 inauguration and pledge taking ceremony was organised across BEML Limited on 30.10.2023.



Corporate Office



Bangalore Complex



KGF Complex



Planting of Vigilance Tree (Mandara Pushpa) on the occasion of VAW 2023



Corporate Office



Bangalore Complex



KGF Complex



EXTERNAL AND INTERNAL GUEST LECTURES

On 06.11.2023 Corporate Vigilance had organized the External Guest lecture by Hon'ble B.S. Patil, Lokayukta, Karnataka on **"Theme of VAW 2023"** which was attended by Senior executives and officers at Corporate Office. Other officers from Complexes have attended through virtual mode.



On 09.10.2023, Smt.Sudha Koka, IRS, & Dr.Manjunath Dy. Director, National Academy of Customs Indirect taxes & Narcotics (NACIN) conducted workshop on **Finance- Customs & GST** at Corporate Office, which was attended by Senior Executives of BEML, HAL, BEL, ITI, KIOCL & Canara Bank.



On 04.11.2023, Guest lecture by Mr. C. V. Gopinath - Former Additional Secretary, Govt. of India on **"Conscience – Navigating through inner-self - A perspective of foundations of vigilance"** was organized by Bangalore Complex and was attended by Senior executives of Bangalore Complex.



On 02.11.2023, Guest lecture by Shri A. Lazaras, Addl SP, CBI, Bangalore, which was attended by 150 to 170 personnel (Bemilians, Students, Teachers etc.) at R&D Auditorium, KGF Complex.



On 30.10.2023, Guest Lecture by Shri. B.S. Savanth (Advocate) at Mysore Complex.

Cyber Hygiene & Security, Role of IOs/POs in conducting Inquiries, Planning & Production, Sales & Marketing were conducted through offline and online across BEML by internal faculties.



On 30.10.2023, Guest lecture by Shri. Premnath P, Deputy Director of Prosecution, Palakkad on Deficiencies in Public procurement, Major areas of Corruption, Preventive Vigilance and PIDPI.



Some of the following Sensitization programs like Public Procurement, Ethics in Governance,



ACTIVITIES CONDUCTED DURING VIGILANCE AWARENESS WEEK 2023

The Vigilance Awareness Week 2023 was observed across the organization from 30th October 2023 to 5th November 2023 with the theme "Say no to corruption; commit to the Nation".

Shri Shantanu Roy CMD, BEML inaugurated the Vigilance Awareness Week 2023 at Corporate office on 30th October 2023 and in other Divisions inaugurated by respective Chiefs of Complex. The inaugural program was followed by administration of Integrity Pledges at BEML Soudha as well as in all the Divisions at Bengaluru, KGF, Mysuru, Palakkad and across all Regional Offices (ROs) / District Offices (DOs). The messages from President, Prime Minister and Central Vigilance Commission were read out to the august gathering.

In order to create awareness and to sensitize the work force of BEML on the need and importance of 'Vigilance' in the organization in particular, and public in general, banners in 9 different languages were displayed at prime locations, at all HQ, Divisions, ROs and DOs of BEML and in public places too.

Mandara Pushpa plant was planted as Vigilance Tree by CMD keeping the motto clean, green and vigil in view. Divisions of BEML had planted the Vigilance Trees at their Complexes.

Integrity pledge for Citizens was also administered to the Students and Staff at Schools and Colleges and Gram Sabhas.

Bangalore, Mysore and KGF Complexes have organized a Mobile Vigilance Exhibition Stall about PIDPI and Vigilance Awareness were exhibited at various locations inside and outside factory premises at Bangalore, KGF and Mysore Complex.

Displayed Digital and LED Screen of PIDPI information in and around Mysore City. Running messages on PIDPI was broadcasted in Hathway Network (C-TV) and Message on PIDPI was relayed in 93.5 Red FM by Mysore Complex.



Display of PIDPI Van at Bangalore



Display PIDPI Van at Mysore, Railway station



Display PIDPI Van at KGF, Robertsonpet



Digital Display of PIDPI at Mysore

Skit play Program was telecasted in KGF Local TV Channel (V-TV) and Hathway Network (C-Channel) at Mysore.

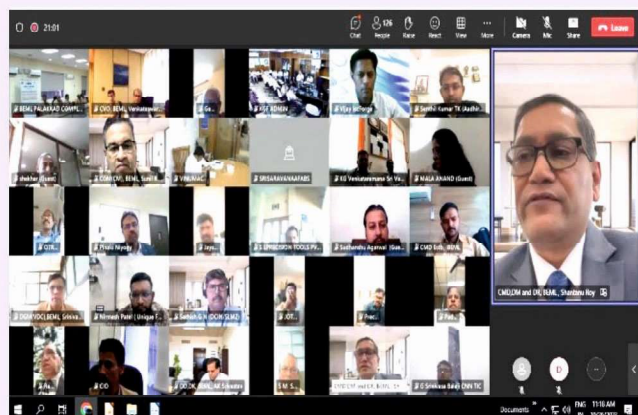
Vendors Meet

Vendors Meet was organized through Video Conference with Corporate / Divisional Executives and Vendors. There was active participation from vendors (around 82 vendors participated). CMD, CVO and all other functional Directors and other senior officers of BEML have addressed the queries/grievances raised by Vendors through online. Workshops conducted on PIDPI has part of the programme and around 150 personal were attended the programme at KGF Complex.

Group Discussion Competition Rangoli, cooking (without fire) and walking Race for Ladies and Running and Slow Bike Race for Gents were also conducted at KGF Complex.



Rangoli Competition



Competitions

Various competitions such as Quiz, Essay Writing, Slogan Writing were conducted in English, Hindi and local language for officers, employees and their spouses across BEML and also for Trainees and Muster Roll Employees (MREs). Cartoon / Poster Drawing and Group discussion competitions were conducted.

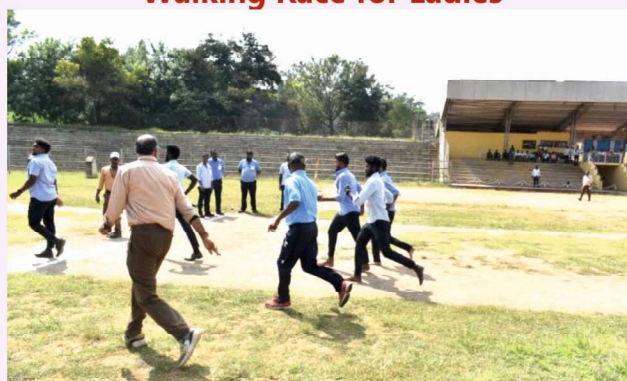


Cooking Competition

Sports competition was organized for Officers, Employees, Ladies, Trainees and Contract labours.



Walking Race for Ladies



Running Race for Gents



Slow Bike Race



Group Discussion Competition

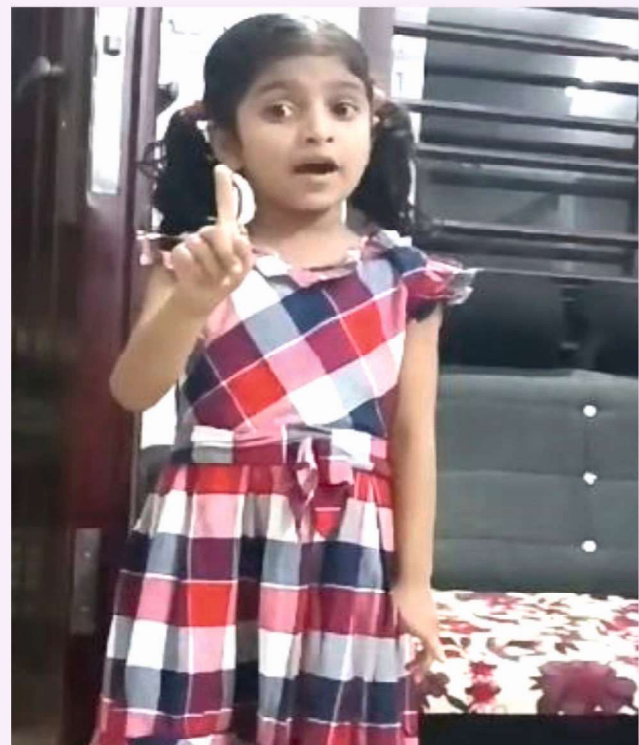
Essay Writing, Debate, Extempore, Group Discussion, Elocution and Speech Competitions were conducted at different schools at Bangalore, Mysore, KGF and Palakkad Complex. Walkathon was also organized for school and college students.



Elocution Competition



Debate Competition



Speech Competition



Extempore Competition

Out Reach Activities for Public

Public Interest Disclosure and Protection of Informer (PIDPI) Posters translated in 9 languages and displayed across BEML. Banners were displayed at front gate of KSRTC Bus Stand, front gate of Krishna Raja Sagar (KRS) Dam, Mysore and Malampuzha dam, Railway Station at Palakkad, Kerala.



Bangalore Complex



KGF Complex



Mysore Complex

Bangalore, KGF, Mysore and Palakkad Complexes had arranged walkathon and cycle rally to spread message to public on the awareness of PIDPI and anti-corruption.

Important messages regarding ill - effects of corruption were displayed on placards and banners during the Walkathon.

The need to revolutionize the thinking in every individual for bringing transparency and to build ethical values in every act and to make India corruption free, was conveyed to the public.



Palakkad Complex

**KGF Complex and Palakkad Complex had organized the Walkathon for students.
Around 300 students had participated**



Appreciation Certificate by CVO to Fine Arts Club, Bangalore



WALKATHON ORGANISED BY VSC, BANGALORE CHAPTER

Vigilance Study Circle (VSC), Bangalore Chapter had organized the Walkathon on 05th November 2023 and participated by CMD, CVO and BEML Staff. CVOs and Staff of other Bangalore based Public Sector Enterprises were also participated.



GRAM SABHA

KGF Complex, Mysore Complex and Palakkad Complex had organized Gram Sabha events at Kammasandra Gram Panchayath, Basavanapura Gram Panchayath and Elappully Panchayat respectively, which were attended by general public residing in the panchayath. Briefed about PIDPI and Vigilance Awareness Week program and its purpose to General Public. Mime Show and Skit play by BEML Team and Students were organised.



Administration of Integrity Pledge at school and Basavanapura Village



Gramsabha at Elappully Panchayat, Palakkad, Kerala



Skit by BEML Kannada Mithraru at Kammasandra village at KGF



Skit Play by BEML Team, Mysore at Basavanapura Village

SKIT PLAY

Skits plays were organized at Corporate Office, Bangalore, Mysore and KGF Complexes.

Skits play by BEML Fine Arts Club, Bangalore Complex was performed on **"ONDU KATHE HELTHIVI KELI"** at Corporate Office and Worker's Canteen and Admin Building at Bangalore Complex and at BEML Shishya School.



Skit Play at BEML Corporate Office Bangalore



Skit play at Shishya School, Bangalore



Skit play at Lalbagh, Bangalore



Skit show by Kannada Mithraru, BEML KGF on "KANNADIYALLI KANDANTHE"



Jingles Play on PIDPI at Amruta Vidyalaya, Mysore

VALEDICTORY

The Observance of Vigilance Awareness Week 2023 was concluded with valedictory functions at all the Complexes of BEML as well as at the Corporate Office. CVO and Director (Finance) addressed the gathering at HQ. Prize Distribution to winners in various competitions was organized at respective Divisions. At HQ, Prize money was transferred to individual winners' accounts as a part of Digital India initiative (HQ/ROs/DOs).



AWARD WINNING SLOGANS

ಶ್ರದ್ಧಾಚಾರ ಖಂಡನೆ ಪ್ರತಿವಾದನೆ
ಶಾಶ್ವತದ ಯುಷ್ಮದ ನಿಧಿ

Mrs. Mahalakshamma
HR Marketing

ಸಕಲಾತ್ಮಕ ಉದ್ದೇಶಗಳಿಂದ ದೃಷ್ಟಿ ಪಾಲನ ಉತ್ತಮ
ಸಕಲಾತ್ಮಕ ಜಾಗರಣೆಗಳಿಂದ ರಾಷ್ಟ್ರದ ಕೃಷಿ.

" ಫಲಶ್ರುತ ಶ್ರದ್ಧಾಚಾರದ ಬೆರಗು ತೆರೆಯಲಿ
ನಿಮ್ಮ ರಾಷ್ಟ್ರದ ಶ್ರೇಯೋಭಿವೃದ್ಧಿಗೆ ಶ್ರಮಿಸೋಣ

Mr. Mathi Mohan Raj
Mysore Complex

Mrs. Jagadeswari, Mysore Complex

भ्रष्टाचार को रोकने का संदेश
फैलाओ,
सतर्क और ईमानदार बनकर
भारत को समृद्ध बनाओ

Mrs. Pallavi Srivastava
Singrauli RO

भ्रष्टाचार की मिटाना है,
राष्ट्र की सर्वसम्पन्न बनाना है।

Mr. Devashish Jaiswal, HR
Corporate Office

समर्पित करो अपने आपको देश के लिये।
विराध करे भ्रष्टाचार का, देश के प्रगती के लिये ॥

Mr. Harish Chandra P
Mysore Complex

"Greed is the Cause to start Corruption
Need is the Cause to stop Corruption"

"Greedy makes you Corrupt
Need makes you honest"

Mr. Derick Vincent
Corporate Office

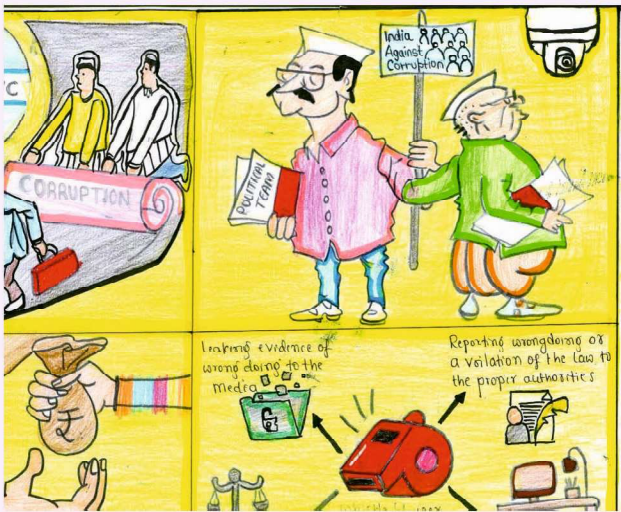
" BE VIGILANT AND HONEST ALWAYS,
HARVEST HAPPINESS IN MANY WAYS"

Mr. Kiran Kumar
Mysore Complex

NIL BRIBE ; HIGH PRIDE
CORRUPTION RID ; STRONG ECONOMY AS RIB

Kum. Sai Praneetha
D/o. Sathishwaran G, Palakkad Complex

VAW 2023 AWARD WINNING POSTERS



Master Manish S/o. Srinivasa M
Corporate Office



Mr. Mathi Mohan Raj
Mysore Complex



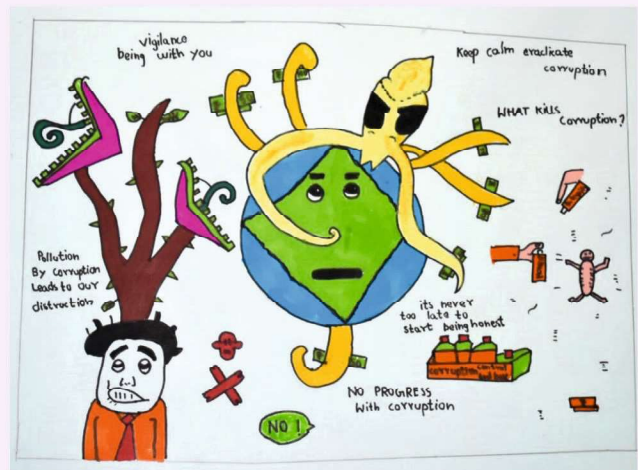
Kum. Sanjana S. D/o Sateesh E
Mysore Complex



Master Baneesh Gupta
S/o Raghavendra A S, KGF Complex



Mrs. Shruti Malannavar, W/o.Gopal
Malannavar, Palakkad Complex



Master. Girijesh S/o Ramachandran
Alagu Muthu, KGF Complex

Case study on Process of generation of Stock Transfer Order (STO) and accounting of Materials

Due to capacity constraints as well as non-availability of certain facilities, some of the operations/ components required for production are being sourced from other BEML divisions against Stock Transfer Order (STO) which is a type of purchase order used to request or instruct a plant to transport material from one plant to another. As part of systemic improvement, detailed study on the process of generation of STO and accounting of materials was taken up.

Upon verification it is noted that,

- STO PR (Purchase Requisite) is not created for release of STO as per BEML Shop Manual, Chapter 2 (Planning) clause no: 2.9.3.
- STO is created based on anticipated customer order without obtaining proper approvals.
- As per DoP.37, Committee of Functional Directors (CFD) is authorized to approve tentative production program for additional one year over and above the production program for the budget year. However, it is noted that STO is released for full quantity without any approval against which procurement is made in advance thus increasing inventory carrying cost.
- Approval is not being obtained for deletion of STO.
- High value items moved against STO is non-moving thus adding up transportation and overhead cost to non-moving inventory.
- Item is delivered to a different shipping location without amendment of Purchase Order.
- Items dispatched against STO are not accounted properly.

Systemic Improvements Recommended:

- As per BEML Shop Manual, Chapter 2 (Planning) clause no: 2.9.3, STO PR has to be created against requirement before release of STO.
- System check point has to be introduced in SAP T-code 'ME21N' so as to ensure that STO is created with PR.
- Approval has to be obtained for release of STO-PR as per DoP.37, wherein Committee of Functional Directors (CFD) is authorized to approve tentative production program for additional one year over and above the production program for the budget year.
- Approval has to be obtained for deletion of STO with proper justification and concurrence is also to be obtained from the supplying plant as per BEML Shop manual, Chapter 2 (Planning) clause no: 2.9.3.
- Non-moving/ obsolete items have to be disposed by the respective division rather than moving to other divisions to avoid additional transportation and overhead cost to inventory.
- Committee has to be formed for identifying all non-moving items which can be modified for use in other projects with design concurrence and also actions to be taken up for salvaging obsolete items as per DoP.142.
- PO has to be amended for any change in item delivery/ shipping address.

Goods in Transit have to be monitored regularly by Stores department and appropriate action has to be taken up for regularization of GR (Goods Receipt) / cancellation of DA (Despatch Advise).

By Mr. Vineeth & Mr. Prem Kumar
Vigilance Department, Palakkad Complex

Case Study on Sale of Scrap - Theft, Conspiracy and Industrial Espionage

Scrap is being generated continuously in almost all the organization and needs proper treatment and handling mechanism. The frequency of the Sale of scrap depends upon the type, volume and nature of scrap. Scrap sale is also considered as revenue generation to the organization apart from other parameters.

Generally, Scrap Stores is considered as one of the most neglected areas, very few consider it as a GOLD MINE.

Recently, in one of the Divisions in the company, around 1050 tons of Steel Scrap was tendered. The concerned department authorized the successful bidder to collect the steel scrap. Accordingly, the Bidder has authorized their person to collect the scrap from the company, on their behalf.

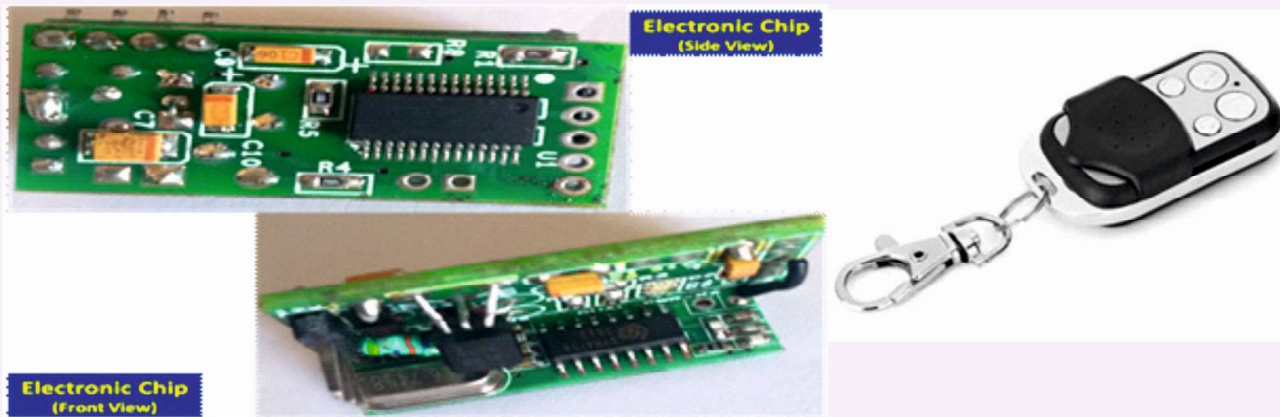
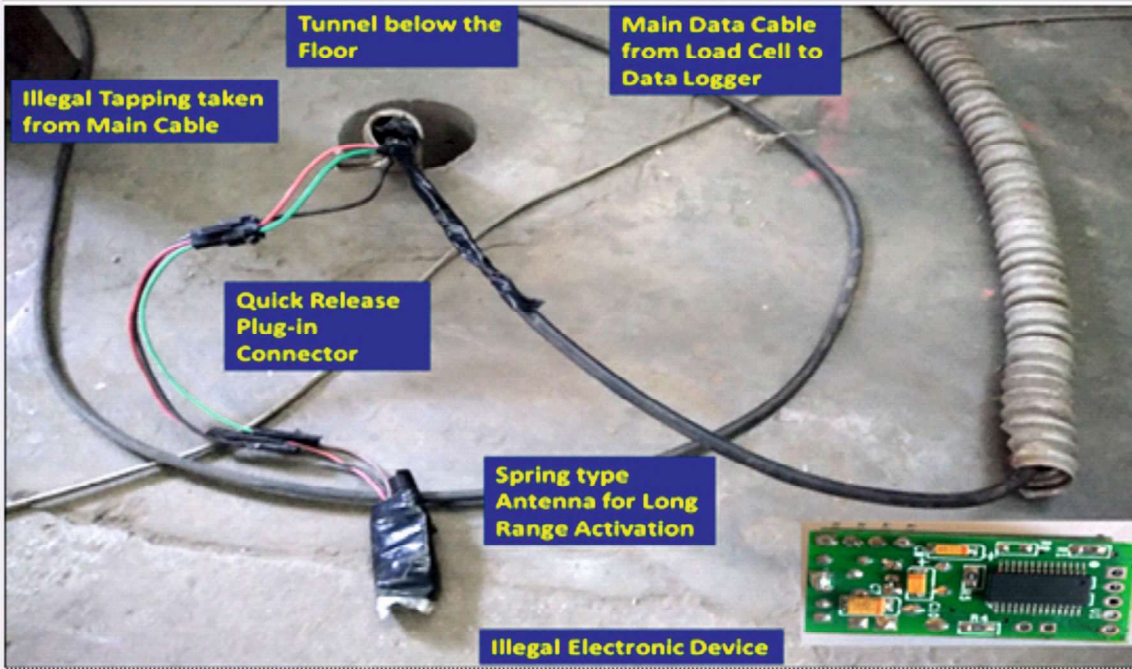
During the period of collection of Scrap, Vigilance team made a surprise check on the 4 trucks that were loaded with steel scrap, and were ready to move out of company gate duly completing all the procedures (such as Weighment & all other documentation clearances). Vigilance has taken back these 4 trucks for re-weighment.

During re-weighment of these 04 trucks, it was noticed that, around 20 Tons more steel scrap materials than the quantity originally weighed & recorded, was being stolen from the Salvage yard and was being taken out illegally in these trucks. The value of this stolen scrap is around Rs 8 Lakhs. Each truck was carrying almost 20% extra weight, over and above the invoiced weight.

It was estimated that, around 230 tons of extra scrap material valued at around Rs 90 lakhs has been stolen in 46 trucks in the particular lot alone. In order to investigate the possibility of tampering of the weighment system, the weigh bridge room was sealed immediately.

During the thorough check of the weigh bridge system by Vigilance team along with executives from other department, an illegal external electronic device was detected, which was connected into the weigh bridge circuit system.



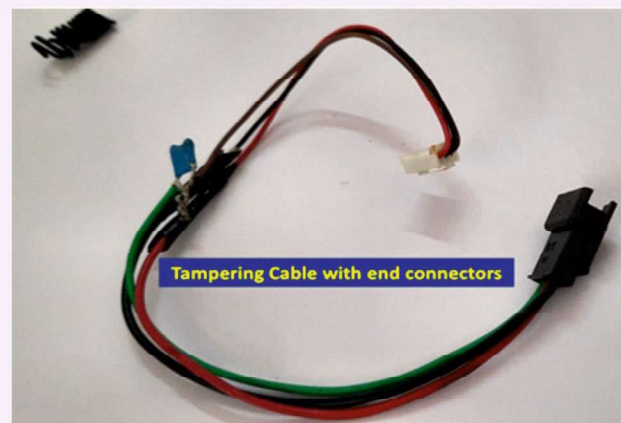


Sample photo of Remote used for operating the device/unit (Only for understanding)

Weight of the truck can be increased (for empty trucks) or decreased depending upon the requirements, using this illegal circuit, which can be operated remotely from a distance.

is made in such a way that, the Electronic Device can be just Plugged-in when required, and removed after completing the job to reduce chance of detection.

During the internal investigation, it is conclusively established that with the connivance of insiders, the vendor authorized person had implanted electronic device externally in the weighment system illegally which could be used easily for stealing extra steel scrap over and above the quantity invoiced. An arrangement in the system wiring



Further, it is also noticed that, video recording of the entire weighment system was done illegally prior to fixing the chip in order to understand the set up. Further, it is suspected that, an attempt was also made to switch off the power supply to Digital Video Recorder (DVR), by which, the weighbridge camera effectively gets switched off. This was done deliberately, in order to facilitate some unscrupulous scrap dealer or their representative to tamper the weighbridge system, without being noticed and without being recorded. The said act was intentionally done in connivance with some insiders for personal pecuniary/other gains.

It is strongly suspected that a similar case of theft and malpractice have taken place at other Divisions also, as the sabotaged illegal Electronic Device was retrieved from the weigh bridge system.

A similar incident was also noticed in another PSU when a surprise check was conducted by the same team.

It is reliably learnt from the Weigh Bridge Maintenance and Calibration Contractors, that such kind of Tampering with the Weigh Bridge System which can be operated remotely is common at some other PSUs and other Government organizations also. Scrap dealers have mastered this illegal technique to manipulate the weigh bridge, and are indulging into it frequently at many PSUs and other Govt organizations.

Systemic Improvements Suggested :

- ★ Data Cable from Load Cell to Data Logger is covered with tight single piece Sleeve without any cuts.
- ★ Strict Standard operating Procedure (SoP) is made for procedure of Calibration & Maintenance.
- ★ Weigh Bridge Control Room made strictly NO Entry Zone (Entry restricted authorized persons only).
- ★ Smart Phones in restricted zone are prohibited for any Employee or TCL/Contract Labour.
- ★ CCTV Camera to be Installed inside the Control room also, apart from outside camera, for intensive monitoring
- ★ Scrap being dumped in Salvage yard also should be weighed and recorded, to correctly estimate the weight of scrap while disposing off.
- ★ IT department/Maintenance dept to inspect weighbridge on a monthly basis, and especially before lifting of Scrap lots.

By. Mr. Srivatsa G Y

Vigilance Department, KGF Complex

Article on Vigilance Perception v/s Reality

Vigilance in PSU:

- Private sector can afford to be driven by individuals but PSUs should be systems-driven.
- Spectrum of PSUs ranges from monopolistic nature to highly competitive fields.
- PSUs are not judged only by commercial results but have wider social objectives.
- PSUs are funded by tax payer's money and hence accountable to the Government.
- Strong vigilance organization in PSUs with a set of rules is inevitable to regulate the conduct of the employees.

Justification for Vigilance:

No safeguard against fraud despite adopting the best systems for Internal Control, Internal Audit, Information Communication Technology based best benchmarking practices. Vigilance acts as an guiding factor to improve the working efficiency of various departments and preventing from misdoings by any individual knowingly or unknowingly.

Role of Vigilance:

- ❖ Vigilance is not something external. It should be accepted as an essential part of management.
- ❖ Vigilance is at the core of the management function just like Production, Operations, Finance, HR, Planning, Marketing, etc.
- ❖ Vigilance can ensure smooth functioning of the organization if it is given the rightful place.
- ❖ Vigilance is like a Bitter Pill that has to be administered despite its taste for the long-term health of the organization.
- ❖ Vigilance ensures the right culture to address the needs of all the stakeholders.

Vigilance Helps in striving for ZERO tolerance for corruption and corrupt practices and thereby enhance the image of the organization and to set up clean governance system.

Keeping a watchful eye on the activities of the personnel and to promote ethical practices and ensure integrity & honesty in the official transactions helps to enhance efficiency and effectiveness of the organization.

Vigilance assists in systemic improvements and help to curb opportunities for corruption.

Few identified areas where revenue losses can happen which result in direct financial losses to an organization are

- ❖ False projection / demand leading to unwanted procurement
- ❖ Tendering with Insufficient specification and details
- ❖ Bid Collusion and rigging of tenders
- ❖ Changing Bid Condition and retendering
- ❖ No Accountability and lack of traceability
- ❖ Inventory mismanagement & irregularities
- ❖ False / duplicate job card booking
- ❖ Wrong Technical Practices leading to premature failures
- ❖ Huge Warranty Expenses
- ❖ Wrong Claims (Travel, Medical etc.,)
- ❖ False Work Completion certificate
- ❖ Discrepancies in Scrap Disposal

Human Psychology :

The 10-80-10 Rule states that:



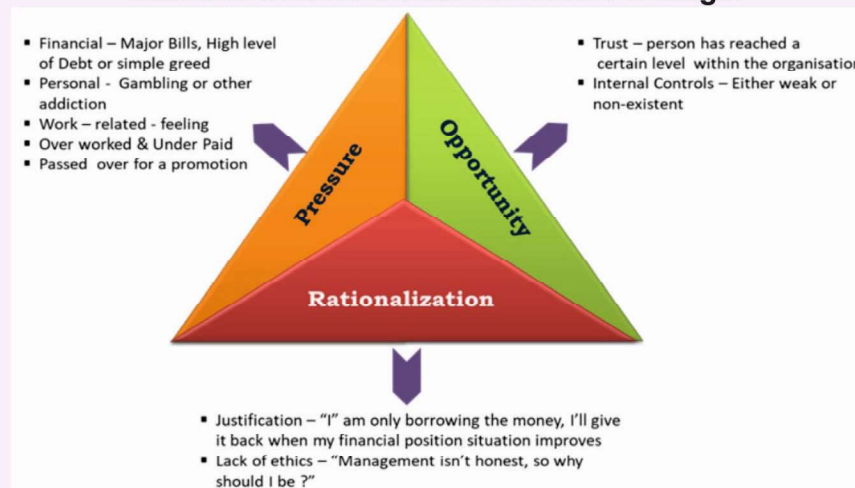
- 10% of employees will never steal.
- 10% will always steal.
- 80% may indulge in corruption depending on the circumstances. The mindset is guided by following major parameters.
 - Financial pressure,
 - Opportunity
 - Rationalization

- Secondly that the fraudster believes that he will be caught. (this is possible through expertise in detection which creates deterrence and hence prevention)
- Thirdly that the consequences of being caught are severe (handling must be exemplary so that others did not venture out and this would prevent frauds)

Conclusion:

Vigilance activities are not restricted to Vigilance

Mindset behind fraud: The Fraud Triangle



Perception about Vigilance:

- Feared as it is perceived as investigative only.
- Slows down progress of the work.
- Discourages executives from bold decisions.

Reality of Vigilance:

- Vigilance functions are more of a Preventive measure than investigative.
- Ensures that the statutory laid down procedures are complied with.
- Ensures transparency in decision-making
- Prevent revenue leakage in the organization.

How Vigilance help in Preventing the fraud:

- Firstly, that the opportunities do not arise (this is possible through effective internal controls)

Vigilance activity cannot be successful without the active cooperation of all stake holders of the organization.

Vigilance is not just a way to prevent corruption, but is a part of overall Risk Management Mechanism of an organization.

The role of vigilance is to protect the organization from internal dangers which are, at times, more serious than external threats.

The thrust of Vigilance is for Preventive Vigilance and System Improvement, it is not to be punitive always. Vigilance acts as an effective mechanism to improve and strengthen corporate governance.

**Being Vigilant is Everyone's Responsibility
Together We Can Make A Difference**

By Mr. Srivatsa GY,
Vigilance Department, KGF Complex

Article on Corruption in the Public Sector.

1. Abstract

Corruption is a complex phenomenon, without a standard definition but understood in general terms as “Abuse of entrusted power for personnel gain”. This is in accordance with the definition proposed by the non-governmental organization i.e., Transparency International (TI). While learning about the public sector corruption, it is helpful to keep in mind the differences between private sector corruption and public sector corruption. Even though corruption and its perils remain same everywhere, the focus is more towards public sector corruption as this is towards abuses of government resources which in turn Public money (Tax payers' money), whereas private sector corruption primarily an abuse of Individual or investors' money.

2. Consequences of public sector corruption.

Corruption in public sector may include bribery, theft, unlawful enrichment, and abuse of functions (which can involve favouritism and nepotism). Though the precise legal definition of corruption is complex, the bottom line is that someone entrusted with something valuable (such as property, funds or investments) has taken it for him- or herself or routed it to some third party at the expense of others. It is, essentially, a combination of betrayal and theft.

This offence could apply to situations such as patronage, nepotism, cronyism, and sextortion – all of which undermine independent or democratically representative decision-making, and fair and competitive processes in the formation or staffing of governments. These forms of corruption are highly destructive of transparency, accountability and the rule of law.

Corruption in areas like public works and infrastructure developments has more potential for causing harm to the public, and ranges from poorly functioning public services, to services that may physically injure or kill members of the public.

3. Corruption in public procurement.

One of the most corruption prone government activities is public procurement. The reasons for this include “the volume of transactions and the financial interests at stake” as well as “the complexity of the process, the close interaction between public officials and businesses, and the multitude of stakeholders”. Procurement corruption may occur as a result of a conflict of interest situation where a public official wants to secure for him- or herself and related parties, the benefits which rightly belong to the public, by bypassing the formal requirements for the awarding of these privileges.

4. Impacts of corruption in public procurement.

Corruption in public procurement carries all the negative impacts of corruption. Generally, the negative economic and social costs of corrupt actions, in terms of wasted resources, inefficiency and missed opportunities, are always higher than the benefits that could be obtained through such actions. This ultimately reduces public trust in government and erodes the public integrity necessary for advancing public good.

5. Preventing public sector corruption

Core principles associated with the prevention of corruption in the public sector are the rule of law, proper management of public affairs and public property, integrity, transparency and accountability. Anti-corruption agencies address corruption through a range of functions from detection to investigation and prosecution. An additional way of addressing corruption is to exclude corrupt contractors from accessing government contracts, and is referred as blacklisting. This method essentially bars contractors who have been convicted of certain breaches of law or ethics. Finally, an important response to corruption, especially when committed on a large scale, is asset recovery.

6. Codes of conduct:

Corruption prevention mechanisms often start with rules that prohibit certain types of conduct. Rules include legal prohibitions against corruption, and criminal and civil penalties. Codes provide guidance on how public officials should conduct themselves in relation to these standards and how they may be held accountable for their actions and decisions.

7. Systems of rewards and incentives

It is believed that higher wages and merit-based promotions are associated with a lower probability of the acceptance of illegal payments. In terms of intrinsic motivations, a high staff morale is crucial for anti-corruption efforts to succeed, and there is a lower tolerance for corruption among persons who find their jobs satisfying.

8. Human resources management:

The rules and procedures for hiring, rotation, promotion, professionalization, and training of public servants also play a role in the combating of corruption in the public sector. Rotation in jobs that are vulnerable to corruption is expected to assist in preventing corrupt relationships from forming and in disrupting established corrupt relationships, however rotation must be balanced against

other concerns, such as building competency and commitment to public service. corruption is expected to assist in preventing corrupt relationships from forming and in disrupting established corrupt relationships, however rotation must be balanced against other concerns, such as building competency and commitment to public service.

9. Conclusion.

There are many limitations to anti-corruption efforts in a public sector, too much accountability can stall productive behaviour, and lead to employee resentment. However, this does not mean that we should stop fighting corruption. This goal can be conceptualized as building "public integrity".

Public integrity refers to consistent adherence to, ethical values, principles and norms for upholding and prioritising the public interest in a public sector. This shift from merely aiming at anti-corruption to achieving levels of integrity promotes good public governance, it also assures the public that the government is working in their interest, not just for select few, and vital for the economic prosperity and well being of society as a whole.

By Mr. B.L. Hemanth Kumar,
Vigilance Department, Mysore Complex

CYBER HYGIENE & SECURITY

1. What is Cyber Security?

- Security of Information Assets from CyberCriminals.
- Cybersecurity is the practice of protecting systems, networks, and programs from digital attacks. Cyberattacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users via ransomware; or interrupting normal business processes.

2. Importance of Cybersecurity:

- Internet touches almost all aspects of our lives. However, it also makes us vulnerable to a wide range of threats.
- According to a study by a leading industry research organization, 90% of all cyberattacks are caused by human negligence. Therefore, cyber security awareness is important for everyone

today. We must be vigilant while making use of technology to reduce the risk of cyber threats.

- According to the Survey, the top vectors for vulnerabilities available to a cyber criminal are:
 - * Web Browser
 - * IM Clients
 - * Web Applications
 - * Mobile Devices
 - * Mantras to protect from Online- Cyber Frauds

3. Vulnerabilities:

- Anything open to internet
 - * E-mail system
 - * All Devices connected to internet
 - * Access to Systems available from outside

- Insecure User Devices
- Mobiles & Laptops
- Old Operating Systems like Windows XP, Windows 7
- Lack of latest security patches

4. Guidelines on Cyber Hygiene Best Practices:

General Computer Usage:

- Keep Device up-to-date with Latest OS Patch and Antivirus.
- Do not download unfamiliar software from internet.
- Scan all Files after download.
- Do not use any free and pirated software.
- Use Licensed OS and Antivirus Always.

General Internet Browsing:

- Be conscious of what is clicked / downloaded.
- Do not save passwords on browser.
- Do not share official information/ documents on internet cloud (google drive, dropbox, etc.)
- Make a habit of clearing the history from browser.
- Don't respond to email, instant messages, texts, phone calls etc. asking for your password.

Password Maintenance

- Use strong password minimum of 14 characters.
- Password must be changed at regular intervals.
- Do not share password with anybody in email, chat or phone.
- Always decline "Remember Password" feature on applications.
- Use Multi-Factor Authentication, wherever available.

Mobile Phone/ Tabs:

- Do not store any classified /sensitive data (text/video/photos etc.) on the device.
- Disable installing of third party app from unknown source.
- Auto start, data usage for each App and App permission should be controlled through security features.
- Turn off GPS location when not needed.
- Turn off/remove the apps which not needed.
- Do not reply or click on SMS or message or photos sent by strangers.
- Do not connect to public wireless networks.

Email Security:

- Ensure that Multi-factor Authentication is configured on Email account.
- Do not share the email password or OTP with any one.
- Do not click/open any attachment/link sent from unknown sender.
- Hover over before clicking and check the URL is secure and actual.
- Use Strong and unique password.
- Don't trust urgent or threatening messages.

Social Media:

- Be careful about the amount of personal data like photos, location etc., about yourself that you post on social media. Protecting yourself from sharing too much information will save yourself.
- Always verify the credentials of the person you are interacting.
- Once information posted on social media its difficult to delete /remove.
- Do switch on privacy settings and email security feature.
- Always log out once not in use.

By DT Department
Corporate Office

Disciplinary Proceedings - In a Nutshell

Disciplinary proceeding means a proceeding brought by the company to investigate actual or alleged misconduct committed by an employee.

1.0 Legal Provisions

- i. Keep Device up-to-date with Latest OS Patch and Antivirus.
- ii. BEML Conduct, Discipline and Appeal (CDA) Rules, 2019 (GB 1360) applicable for Executives
- iii. Certified Standing Orders applicable for non-Executives.

2.0 Constitution of India

Article 311 (1): No dismissal or removal by an authority subordinate to that by which he was appointed

3.0 Article 311 (2):

No dismissal or removal or reduction in rank

- i. Except after an inquiry – Inquiry is mandatory
- ii. He should be informed of the charges against him—records, registers—statements of witnesses
- iii. Given a reasonable opportunity of being heard in respect of those charges
 - to peruse the records and offer his explanation
 - to cross examine the witnesses produced
 - to produce records on his behalf

4.0 Reasonable opportunity:

must be in conformity with the principles of natural justice

- opportunity to deny the charges
- opportunity to defend himself by cross examining the witnesses
- charges must be specific
- charges must be intimated to him
- must be given reasonable time and opportunity of meeting allegations

5.0 Principles of Natural justice

- i. Audi Alteram Partem (Hear both sides – No person should be condemned unheard)
- ii. Nemo Judex in causa, suapotest (No one can be a judge in his own cause)
- iii. Justice is not only be done but it should appear that it has been done).

6.0 Difference between court proceedings and Departmental proceedings:

	Court	Departmental proceedings
Principles	Proof beyond reasonable doubt	Preponderance of probabilities
Onus of proof	On the prosecution	Charges need not be proved beyond reasonable doubt
Choice of punishments	Punishment under the law is codified	No such codification of misconduct and penalties

7.0 Inquiry Authority

The inquiry officer has to be formally appointed by the Disciplinary Authority. The role of the Inquiry Authority is to:

- i. Record the evidence
- ii. Analyze the evidence
- iii. Record the findings
- iv. Submit the report to the Disciplinary Authority.

8.0 Stages of Hearing:

The following are the stages of hearing:

- i. Pre-hearing stage
- ii. Preliminary hearing stage
- iii. Regular hearing stage
- iv. Post hearing stage

9.0 Defence Assistant:

The charged officer can avail the assistance of a retired or serving govt. servant to assist him as Defence Assistant. If the Presenting Officer is a legal practitioner, the Defence Assistant may be a legal practitioner.

10.0 During Preliminary Inquiry

The charged officer can avail the assistance of a retired or serving govt. servant to assist him as Defence Assistant. If the Presenting Officer is a legal practitioner, the Defence Assistant may be a legal practitioner.

- i. The Charged Officer (CO) and the Defence Assistant to be received warmly.
- ii. The inquiry officer should not be rigid and rude to them.
- iii. The inquiry should be conducted in a separate room.
- iv. No other witness or investigating officer or outsider are allowed to sit during the inquiry.
- v. In case the charged officer expresses confidence in you (Inquiry Officer), proceed further and ask him:
 - a) Whether he has received the charge sheet
 - b) whether he has understood the charges
 - c) whether he admits the charges
- vi. If the charged officer admits the charges
 - a) The admission should be unqualified and unconditional
 - b) It should be total acceptance of the guilt of the charges Otherwise, it is treated as denial.

11.0 Supply of Documents

- i. Copies of all documents to be supplied to the charged officer.

- ii. If the documents are bulky and voluminous, fix a time for inspection of the documents within five days and extendable by a maximum of five days.
- iii. Where ever possible copies of those documents can be given to them.
- iv. Daily order sheet should be prepared giving details of the action taken

12.0 Summoning of Witnesses

The inquiry officer has no power to compel the attendance of witnesses or the production of documents.

13.0 Regular Hearing

- i. Listing of documents and prosecution witnesses /defence witnesses Prosecution case
- ii. Examination in chief by the presenting officer.
- iii. Cross examination by the charged official or the defence assistant.
- iv. Do not permit questions which are scandalous or which annoy the witness.
- v. Re-examination of prosecution witnesses by the presenting officer only on new points.
- vi. Take undisputed documents on record and mark them as Management exhibits/ Documents, MD1, MD2 and so on.
- vii. The signatures of the presenting officer to be obtained on the documents.
- viii. Disputed documents have to be produced through a witness.
- x. Next date to be fixed.

14.0 Before the close of the Prosecution Case

The presenting officer may ask for the production of additional documents and witnesses. If such a request is made, carefully consider nature of evidence to be adduced and purpose of evidence.

15.0 After closure of the prosecution case:

- i. Inquiry Officer (IO) to ask the charged officer whether he has got defence witnesses: If so, issue summons to the defence witnesses.
- ii. Allow the charged officer to conduct examination in chief of defence witnesses if any.
- iii. Permit cross examination by the presenting officer and re-examination by the charged officer.

16.0 After the close of the defence case

Question the charged officer generally on the circumstances appearing against him.

This requirement is mandatory if the charged officer has not examined himself as defence witness.

17.0 After the closure of the prosecution and the defence case

- i. Arguments of both the prosecution as well as the defence may be heard
- ii. If the arguments are oral, they should be reduced in writing

- iii. Submission of written brief by the presenting officer with copy to the charged officer.
- iv. Submission of defence brief by the charged officer
- v. Submission of inquiry reports within six months of the appointment

18.0 Standard of Proof

- i. The standard of proof required in a departmental inquiry is lighter than in criminal case.
- ii. In a disciplinary proceeding the technicalities of criminal law cannot be invoked and strict mode of proof prescribed by the evidence act may not be applied with equal vigor, but even in disciplinary proceedings, the charges framed against the public servant must be held to be proved before any punishment can be imposed.
- iii. In a departmental inquiry the rules of natural justice are complied with if previous statements of witnesses are read over to them and marked during the departmental inquiry.
- iv. Hearsay evidence is admissible.
- v. The standard of proof required is that of preponderance of probability and not proof beyond reasonable doubt.
- vi. Mere suspicion should not be allowed to take their place of proof even in domestic enquiry.
- vii. Charges cannot be sustained on mere conjectures in the absence of evidence.

19.0 Reasonable doubt

The term is very easy to understand but very difficult to define.

It is the doubt which makes you hesitate as to the correctness of the conclusions you reach.

20.0 Preponderance of probability

In favour of the party in whose favour there is preponderance of proof, although evidence may not be entirely free from doubt.

21.0 Points to remember

- i. Degree of proof is by preponderance of probability.
- ii. Indian Evidence Act is not applicable.
- iii. Hearsay evidence, if it has logically probative value, is admissible.
- iv. Departmental inquiry can be conducted on holidays and in camera.
- v. No need to examine all the witnesses.
- vi. Witnesses not cited in the charge sheet can be examined at the request of the PO or at the instructions of the Inquiry Officer.
- vii. Tape recorded evidence is admissible.
- viii. Evidence of accomplice can be relied upon.

- ix. Departmental inquiry while Police case is pending – no bar.
- x. Simultaneous prosecution as well as departmental inquiry can be conducted.
- xi. Criminal prosecution after departmental action and vice versa.
- xii. Departmental action can be taken after acquittal in a criminal case.
- xiii. Whether investigation report, preliminary report should be supplied- No
- xiv. Whether allowing assistance of lawyer is permission in departmental enquiry– No violation of natural justice.

22.0 Principles of natural justice

- i. Framing of specific charges with statement of allegations on which may be based with such particulars and articles as are necessary to give a reasonable opportunity to deny the charge and to establish innocence.
- ii. Proper service of the charges on the delinquent.
- iii. Allowing reasonable time and opportunity for meeting the allegations contained in the charges.
- iv. Provision of opportunity to the delinquent to peruse the records/registers/ documents / statements relied upon by the prosecution.
- v. Evidence should be recorded in the presence of the delinquent.
- vi. Provisions of opportunity to the delinquent to defend himself by cross examining the witnesses produced by the prosecution.
- vii. Permitting prosecution of any record /register/documents/statement by the delinquent on his behalf as defence exhibits.
- viii. Permitting the delinquent to call for witnesses on his behalf as defence witnesses to corroborate his points or arguments.
- ix. No material should be relied upon against the delinquent without giving an opportunity to him / her of explaining them.

23.0 Important don'ts for Inquiry Officers

- i. Do not delegate function of holding of inquiry to anyone else.
- ii. Do not hold inquiry according to your own method. There is a prescribed procedure to follow.
- iii. Do not postpone preliminary hearing simply because the delinquent could not arrange for defence assistant.
- iv. Do not question the witness extensively right at the outset. The witness should be examined in accordance with the prescribed procedure.

- v. Do not interfere frequently when a witness is being examined, cross-examined. The salutary principle in this regard is patience and graceful hearing. You may clear your doubts and get clarifications from the witness at the end.
- vi. Do not allow leading questions, except in cross-examination. Do not put leading questions to the witnesses, yourself.
- vii. Do not allow adjournments on flimsy grounds.
- viii. Do not allow 'New evidence' to fill up gaps. It should be allowed if there is an inherent lacuna in the evidence already recorded.
- ix. Do not precede ex-parte, if the charge sheet has not been delivered to the delinquent.
- x. Do not allow defence assistant when the charged employee is appearing as his own witness or when he is answering the mandatory questions towards the close of enquiry.
- xi. Do not take into consideration any matter or evidence which was not adduced during the course of enquiry. No importance should be given to surmise, conjectures, whims or your personal knowledge in the matter not on record.

24.0 Ex-Parte Inquiry

- i. In all notices, please make clear that if charged officer fails to appear before you on the date fixed for hearing without valid cause and pre-intimation, proceedings will be held ex-parte.
- ii. Before commencing ex-parte inquiry, ensure that:
 - a) CO is not on sanctioned leave
 - b) Subsistence allowance is being paid to the CO if he is under suspension.
- iii. In Ex-parte proceedings follow all steps as if charged officer is participating – Less cross examination.
- iv. Send copies of daily order sheet and proceedings to charged officer by registered post.
- v. Permit charged officer to participate in later proceedings if he so desires.
- vi. If CO shows satisfactory reasons for his non-participation in earlier hearings and requests for recalling a witness, decide on merit.
- vii. Remember your aim is to find out the truth during ex-parte you have to be extra vigilant.

“The only Discipline that Lasts is Self-Discipline”

**By Mr. Debi Prasad Satpathy, ED (HR)
Mr. Anbazhagan P, GM (Corporate ER)**

BEML VIGILANCE TEAM



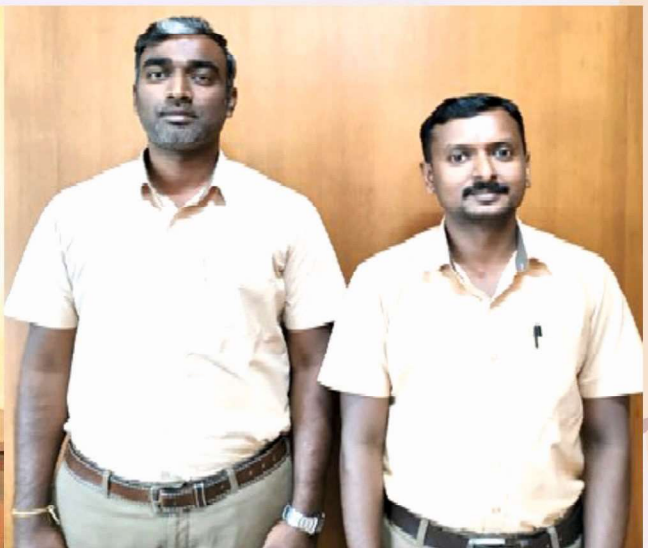
Corporate Office



Bangalore Team



KGF Team





Vigilance Department

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