



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड  
Ramagundam Fertilizers and Chemicals Limited

# BULLETIN

## Vigilance Awareness Week - 2021



**Ramagundam Fertilizers and Chemicals Limited**  
(A Joint Venture Company of NFL, EIL and FCIL)

**Vigilance Department**  
**RFCL**

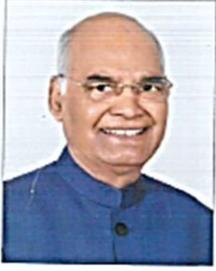


**Take to the path of dharma – the path of truth and justice. Don't misuse your valour. Remain united. March forward in all humility, but fully awake to the situation you face, demanding your rights with firmness.**

**- Sardar Vallabhbhai Patel**



## Message from Hon'ble President



सत्यमेव जयते

राष्ट्रपति

भारत गणतंत्र

PRESIDENT  
REPUBLIC OF INDIA

### MESSAGE

I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "Independent India @ 75: Self Reliance with integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता" from 26th October to 1st November 2021.

As a nation, we have had a long and well-established tradition of integrity and ethics. It is our responsibility as citizens to re-affirm these ideals as we strive towards national development and self-reliance. It is the duty of all the citizens to be vigilant and combat corruption in every sphere of life.

I am happy to see that the Central Vigilance Commission is taking the necessary steps to bring the citizens together to strengthen our commitment towards progress and self-reliance while remaining rooted in our ideals.

I extend my greetings to all those associated with the organization of Vigilance Awareness Week at Central Vigilance Commission and wish the campaign every success.



(Ram Nath Kovind)

New Delhi  
October 05, 2021

## Message from Hon'ble Vice President



भारत के उपराष्ट्रपति  
VICE-PRESIDENT OF INDIA  
MESSAGE

I am pleased to learn that the Central Vigilance Commission is observing Vigilance Awareness Week this year from 26<sup>th</sup> October to 1<sup>st</sup> November, 2021.

The theme of this year's Vigilance Awareness week is **"Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"** which is in consonance with the journey that our country has had since its independence. A Self-reliant India is a dream for all her citizens and such a dream can only be fulfilled with the participation of all. I have faith that everyone would adopt integrity and ethics in their daily life as we move in our journey towards self-reliance.

I hope to see all citizens and stake holders collectively participate in large numbers in the fight against corruption. We need to come together to reiterate the ideals of integrity, transparency and accountability and strive towards embracing the values that have guided us in our journey so far.

On this occasion, I commend the Central Vigilance Commission for their efforts in combating corruption and convey my best wishes for the success of Vigilance Awareness Week, 2021.

  
(M. Venkaiah Naidu)

New Delhi  
30<sup>th</sup> September, 2021

## Message from Hon'ble Prime Minister



प्रधान मंत्री  
Prime Minister

### संदेश

केन्द्रीय सतर्कता आयोग द्वारा 26 अक्टूबर से 01 नवंबर, 2021 तक सतर्कता जागरूकता सप्ताह के आयोजन के बारे में जानकर प्रसन्नता हुई।

भारत की विकास यात्रा में देश के नागरिकों की मेहनत, सजगता और समाज व राष्ट्र के प्रति जिम्मेदारी के भाव की भूमिका अहम है। जन-भागीदारी और सामूहिकता की शक्ति से ऊर्जित देश आज बड़े संकल्प लेता है और उन्हें हासिल भी करता है।

भारत का जन-सामर्थ्य पूरी दुनिया में एक नया विश्वास भर रहा है। इस सन्दर्भ में आयोग द्वारा सतर्कता जागरूकता सप्ताह के विषय के रूप में 'स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता' का चयन प्रशंसनीय है।

'सबका साथ, सबका विकास, सबका विश्वास, सबका प्रयास' के मंत्र के साथ देश गत 7 सालों से भ्रष्टाचार के खिलाफ जीरो टॉलरेंस की नीति के साथ तेजी से आगे बढ़ रहा है। समय और निरंतर प्रयासों से देश में एक विश्वास कायम हुआ है कि भ्रष्टाचार को रोकना संभव है।

आज समयानुकूल और शुचितापूर्ण व्यवस्थाएं लोगों की जिन्दगी को आसान बना रही हैं। देश के नागरिकों को सशक्त करने के लिए जिस तरह तकनीक और नागरिकों की सत्यनिष्ठा को ताकत बनाया गया है, उसने सामान्यजन का आत्मविश्वास और आत्मसम्मान बढ़ाया है।

आज देश में जो सरकार है, वह देश के नागरिकों पर भरोसा करती है। पारदर्शी और सहज व्यवस्थाओं के कारण देश के जन-जन में यह भरोसा भी कायम हुआ है कि अब भ्रष्टाचारी बच नहीं सकता।

आजादी के अमृतकाल में आत्मनिर्भर भारत के विराट संकल्पों की सिद्धि की तरफ देश बढ़ रहा है। अमृत काल में हम सभी को एक बात हमेशा याद रखनी है- राष्ट्र प्रथम। मुझे विश्वास है कि केन्द्रीय सतर्कता आयोग का यह आयोजन, एक बेहतर भविष्य के लिए जीवन में, विशेषकर सार्वजनिक जीवन में, सत्यनिष्ठा, पारदर्शिता और जवाबदेही को बढ़ावा देने में महत्वपूर्ण सिद्ध होगा।

केन्द्रीय सतर्कता आयोग को इस पहल और भविष्य के प्रयासों के लिए बहुत-बहुत शुभकामनाएं।



(नरेन्द्र मोदी)

नई दिल्ली  
कार्तिक 03, शक संवत् 1943  
25 अक्टूबर, 2021

## Message from Central Vigilance Commissioner



सत्यमेव जयते

### 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-10023  
019/VGL/029

सं./No..... 11.10.2021

दिनांक / Dated.....

#### MESSAGE

#### Vigilance Awareness Week (26<sup>th</sup> October to 1<sup>st</sup> November, 2021)

It is a matter of pleasure that during the current year the Commission has issued the guidelines for observing Vigilance Awareness Week from 26<sup>th</sup> October, 2021 to 1<sup>st</sup> November, 2021. The theme for the current year's Vigilance Awareness Week is as under:

“स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता”

“Independent India @ 75: Self-Reliance with Integrity”

Self-reliance and integrity are the two ideals which need focus as they are important for achieving all-round progress and development of the country. During the Vigilance Awareness Week there is an opportunity for all to re-affirm ourselves towards our collective duty and responsibility to ensure transparency and integrity in the systems and procedures.

This year a special initiative has been taken to create awareness for the complaint mechanism available under the Public Interest Disclosure and Protection of Informers (PIDPI) resolution. During the current year, all the organizations have also been requested to focus on improvements in internal processes and other house-keeping activities.

The Commission appeals to all the citizens of the country to come forward, during the 75<sup>th</sup> year of Independence, and support the drive to achieve self-reliance with integrity.



(SURESH N. PATEL)  
Central Vigilance Commissioner

## Message from CEO's Desk



I am glad to know that Vigilance Department of Ramagundam Fertilizers and Chemical Limited is coming up with the 2<sup>nd</sup> Edition of Vigilance Bulletin, highlighting the event "Observance of Vigilance Awareness week 2021".

The motive of Vigilance Awareness week is to generate awareness in the public regarding ill effect of Corruption. It is therefore, imperative that the public be sensitized and motivated towards efforts of weeding out corruption. As suggested by Central Vigilance Commission, we are observing "Independent India @ 75: Self Reliance with Integrity" campaign this year in the organization with the focus on Combating Corruption with Technology as an enabler.

Implementation of ERP system will add value to the organization which will enable to bring transparency in the system and provide scope for effective monitoring.

Being a new organization, the policies are being framed to endeavour and flourish best culture within the organization which creates a platform to promote integrity, transparency and accountability to bring up efficient leaders with honesty and good values.

Vigilance bulletin throws the spotlight on number of articles emphasizing the use of conscience, righteousness and transparency in workplace, with a view to involve ideas of life in our precious and powerful work force. These are vital ingredients for a vigorous and focused existence.

With the all-out efforts of our work force with deep rooted values and best practices in place, the plant has been commissioned and will bring self-sufficiency in the urea industry.

Remarkable efforts of vigilance department to promote awareness through motivational slogans, posters, cartoons, essay etc., have been sustaining interest in human values. I convey my heartfelt wishes to the vigilance department for taking such enthusiastic and purposeful initiative. I am sure the bulletin will create great awareness amongst the employees towards the goal of "Independent India @ 75: Self Reliance with Integrity."

**(A K Jain)**  
**Chief Executive Office, RFCL**

## Message from CVO's Desk



Vigilance Awareness Week 2021 is being celebrated from 26th Oct. to 01st Nov. 2021. This year is a special one in the history of independent India since this is the 75th year of our independence. Befittingly, the theme for Vigilance Awareness Week 2021 is "Independent India @ 75: Self Reliance with Integrity".

The message of this theme is very important. The prevailing COVID 19 pandemic has emphatically driven the realization of the importance of self-reliance for the nation. At the same time, Integrity is the fundamental premise on which the foundation of a Self-Reliant India can be laid. Without Integrity in our professional and personal lives, we cannot even think of contributing to building a Self-Reliant nation.

RFCL is a new organization which is being established with the noble aim of helping our nation achieve Self Reliance in the vital area of agriculture. With this being the founding principle, it is the sacred duty of RFCL Managers and Staff to put in place systems that are conducive to it being an organization with Integrity.

RFCL Vigilance department has attempted to celebrate Vigilance Awareness Week 2021 as a harbinger of this noble message. This bulletin is also a small step in this direction.

Your valuable feedback and suggestion are most welcome.

Thanks, and regards.

**(Lalit Mohan Pandey)**  
**Chief Vigilance Officer, RFCL**

## Integrity Pledge for Organizations



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

We acknowledge our responsibility to lead by example and the need to put in place safeguards, integrity frameworks and code of ethics to ensure that we are not part of any corrupt practice and we tackle instances of corruption with utmost strictness.

We realize that as an Organisation, we need to lead from the front in eradicating corruption and in maintaining the highest standards of integrity, transparency and good governance in all aspects of our operations.

We, therefore, pledge that:

- I shall promote ethical business practices and foster a culture of honesty and integrity;
- I shall not offer or accept bribes;
- I commit to good corporate governance based on transparency, accountability and fairness;
- I shall adhere to relevant laws, rules and compliance mechanisms in the conduct of business;
- I shall adopt a code of ethics for all our employees;
- I shall sensitise our employees of laws, regulations, etc. relevant to their work for honest discharge of their duties;
- I shall provide grievance redressal and Whistle Blower mechanism for reporting grievances and fraudulent activities;
- I shall protect the rights and interests of stakeholders and the society at large.

## **BUILDING A VIGILANT ORGANISATION**

### **5 KEY CONCEPTS FOR RFCL**



RFCL is a new organization which is being built with a noble cause of contributing to a Self-Reliant India. Integrity is a crucial component of a Self-Reliant nation. Therefore, it is of utmost importance to lay the foundation of RFCL on the premise of professional integrity and ethics. Our commitment to these principles would help us in building a successful organization.

Vigilance is a participative activity. It is not the responsibility of only the Vigilance department to identify vulnerable areas and highlight cases of irregularities. In fact, it is the duty of all the stakeholders to exercise vigilance in their work and build a vigilant organization. In this context, it is very important for the stakeholders to understand a few fundamental concepts which would lay the foundation of a vigilant organization. A clear understanding of these would enable the individuals to recognize the pitfalls & vulnerabilities and align their working to the mission of having a Vigilant organization.

#### **1. DO WHAT YOU SAY AND SAY WHAT YOU DO**

All organizations function under a set of rules and procedures. Manuals, Delegation of Powers (DoP), CDA rules and Procedure orders set the basic framework in which the organizations work. Hence it is imperative that the decisions and working of the officials are judged against these set of rules and guidelines.

Violation of rules and procedures and negligence in working make an official liable to be held responsible for misconduct. In certain situations, such misconduct can also be construed as amounting to 'lack of integrity'.

At the same time, it is also true that there are practices within the organization which propagate and continue to be followed as per 'precedence'. Some of these practices are not covered by any rule or manual provision and may also appear to be incorrect from a Vigilance point of view.

Justification of such a practice being done for the advantage of the organization based on precedence proves to be inadequate in the eyes of an external evaluator.

RFCL being a new organisation is in the process of formulating its own Manuals and working practices. At this stage, it is crucial for RFCL to avoid such unwritten 'precedents' of its contributing organisations and clearly lay down the rules and guidelines within the fundamental principles of Public Procurement and Tendering. This would save its employees from future vulnerabilities.

## **2. ENDS DO NOT JUSTIFY THE MEANS**

It is important to appreciate the fact that Vigilance investigation reports are different from Audit inspection reports. Vigilance investigation reports attempt to bring out cases of violation of procedures, wilful negligence, excess use of discretion or recklessness in making decisions notwithstanding whether this act has led to a financial loss to the organisation or a gain to another party. Even if there is no loss to the organisation or even in the absence of a clear proof of the act leading to any direct or immediate gains to any official, such lapses constitute a clear Vigilance angle.

In fact, on the other hand, even if there is evidence of a resultant gain to the organisation, as a result of a decision which is in violation of laid down procedures or against the norms of transparency, such decisions are vulnerable to scrutiny and adverse Vigilance recommendations.

## **3. NEVER UNDERESTIMATE THE POWER OF THE WRITTEN WORD**

Apart from being the platform for recording the views of various stakeholders and the facts which lead to a decision being taken, files also act as a repository of information and serve to build up Institutional Memory.

It is always advisable to write 'Speaking Orders' on files, whether they deal with Tenders, Disciplinary proceedings, DPC or any other matter. It is equally important to document all the developments, communications and emergent facts which lead to or influence a particular decision. While dealing with a file or recording one's decision, it would be wise to keep in mind a scenario a few years down the line when the file would be seen or dealt by different officials who have no knowledge of the context or history of a case and in the absence of the current decision makers of the file.

The documentation and noting's on the file done with such scenario in mind would produce a 'speaking file' which could come in real handy at a later date.

This is specially important for files dealing with new projects and non-routine matters.

It is also very important to take care that all the contrary views and doubts recorded on files by other officials are responded to and addressed while recording noting's. This is helpful in explaining the thought process which led to a particular decision and why & how the counter facts were overruled.

It is often seen that when old cases come up for scrutiny, the concerned officials are unable to explain the context in which a particular decision was taken or produce the required documentary evidence leading to a decision. In such cases, due to lack of required documentation on the file, the decisions taken on the file lend themselves to tough questioning and adverse remarks.

Writing Speaking Orders on files saves the decision makers from such vulnerabilities.

Maintenance of records related to execution of works and passing of bills is also a crucial area which needs to be stressed. Properly maintained records speak for themselves and provide crucial evidence about the progress of any activity. A culture of meticulous record keeping needs to be incorporated.

#### **4. THE BUCK STOPS AT THE TOP**

In an organization like RFCL, it is often seen that all important tender files are centered around the head of the organization (CEO or site in-charge). We may have situations where the sanction of the work/procurement, the finalization of specifications, the tender committee nomination and acceptance of the recommendations of this tender committee are all done by a single authority.

In this scenario, it may be unfortunate, but not unusual, to find the head of the organization embroiled in Vigilance investigations where the entire spectrum of the scrutiny from finalization of specifications to placing of Purchase/Work Orders is centered around a single authority.

Be that as it may, this also leads to situations where even lower value cases, for which other subordinate level officials are competent, are put up to the head of the organization for decision. This not only increases the work load on the head of the unit but also renders him vulnerable to avoidable scrutinies and investigations. This is specially important in situations where the head of the organization may not have the time to scrutinize the merits and facts of the file before recording his decision. Unverified and blind dependence of noting's of subordinates may also lead to an avoidable situation.

It is advisable to put in place a mechanism where the Delegation of Power is thoughtfully formulated giving sufficient powers to various levels of the organizational hierarchy.

Competence of officials for various routine and special decisions should be defined clearly and unambiguously.

“TRUST BUT VERIFY” should be the principle to avoid mistakes and wrong decisions.

#### **5. PREPONDERANCE OF PROBABILITY**

Departmental disciplinary proceedings work on the basic premise of “Preponderance of Probability”. In simple words, this means that the investigating officer, inquiry officer or the disciplinary authority need not look for proof which is beyond reasonable doubt, to establish the charge of misconduct against an employee. If the evidence

suggests that the misconduct is more likely to have been committed, than not, this constitutes sufficient ground to believe that it has been committed and take necessary action thereof.

In other words, based on the available facts and evidences, if the probability of misconduct being committed is more (than not being committed), it is justified to believe that it has been committed and take further action.

The Supreme Court has also given clear rulings to that effect that a disciplinary proceeding is not a criminal trial and that the standard of proof required in a disciplinary inquiry is that of preponderance of probability and not proof beyond reasonable doubt, which is the proof required in a criminal trial.

*[Union of India vs. Sardar Bahadur, 1972 SLR SC 355; State of AP vs. Sree Rama Rao AIR 1963 SC 1723 and Nand Kishore Prasad vs. State of Bihar, 1978(2) SLR SC 46]*

This is specially crucial in Vigilance cases involving charges related to corrupt practices and irregularities. Other than cases of demanding/accepting gratification, obtaining pecuniary advantage, forgery or possession of disproportionate assets, in which clear evidence of the corrupt act is required, there are several other irregularities where the circumstances have to be carefully assessed to gauge whether the officer's integrity is in doubt and whether a misconduct from a vigilance point of view has been committed. Such cases include gross or wilful negligence, recklessness in decision making, blatant violation of procedures and excess use of discretion or even undue delay in disposal of a case.

All the above-mentioned irregularities may constitute a 'Vigilance angle' and can be processed as per the provisions of CVC manual. As per the CDA rules of the organisation, such acts would constitute a misconduct of "lack of integrity" among other misconducts such as violation of rules etc.

With this understanding, it is highly advisable for a public servant to entirely dispel from his or her mind, the notion that in the absence of a clear evidence of a corrupt act, no "Vigilance Case" can be made out against him or her. Any act or decision of the public official which bears a 'preponderance of probability' of being an irregularity with a Vigilance angle can render him or her liable for Departmental Disciplinary action.

**(Lalit Mohan Pandey)**  
**Chief Vigilance Officer, RFCL**

## Glimpse of VAW-2021



*Integrity Pledge Ceremony administered by Shri. A.K.Jain, CEO, Shri.L.M. Pandey, CVO, & Shri. Inder Chawla, CFO followed by releasing of Vigilance Compendium at Corporate Office*



*Integrity Pledge Ceremony administered by Shri. S.K.Jha, GM (Project) at RFCL Project site Ramagundam*

## Activities at RFCL Township School



*VAW - 2021 activities (slogan/Poem writing, Essay writing, & Cartoon drawing)  
organized at RFCL Township school Ramaqundam*



*VAW-2021 closing ceremony chaired by Shri. S.K.Jha, GM (Project) at RFCL Township School followed by Prize distribution*











*Students Celebrating Batukamma at RFCL Township School, Ramagundam*

# Awareness Gram Sabha





*VAW - 2021 Awareness Gram Sabha organized at Ellanthakunta, Telangana was addressed by Shri. Somnath Sanka, CM (HR), RFCL*



*Farmers, dealers, & Public citizens have been sensitized on PIDPI complaints and curbing corruption related areas*

## Article by Chief Finance Office



Initiatives taken and implemented by Finance Department for improving transparency.

Finance Department of RFCL has framed an Internal Financial Control Policy keeping in view the following objectives:

1. To mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded.
2. Financial reporting is accurate and reliable.
3. To ensure Company's resources are used prudently and in an efficient, effective and economical manner.
4. Resources of the Company are adequately managed through effective internal controls.
5. To avoid chances of frauds through better internal controls.
6. A framework for an effective internal control system which conveys to managers that they are responsible for ensuring that internal controls are established, documented maintained and adhered to across the company and to all employees that they are responsible for adhering to those internal controls.
7. To ensure the propriety of transactions, information, integrity, compliance with regulation and achievement of company's objectives through operational efficiency.
8. To detect errors, anomalies and alterations in financial information that could endanger the general goals of the company and, in some cases, even its actual survival.

Based on the aforesaid objectives, and all relevant Acts, Laws & Vigilance Guidelines, the activities of entire Finance Department are being controlled through Activity Control Master. Maker, Checker and Authoriser concept is in place for all the transactions. The two-tier checks are kept in place for a review and check before release of any payment.

From time to time, formal & informal meetings are conducted with the officials of the Department conveying the importance of integrity in the office set up together with awareness of vigilance guidelines updated from time to time. Job rotation/transfers in a structured manner has been started and further improvements will be made once total required strength of officials in the Finance Department are engaged against regular posts.

**(Inder Chawla)**  
**Chief Finance Officer, RFCL**



### **Transparency and its sublime significance in curbing corruption**

It makes me very happy to know that Vigilance deptt. of RFCL is observing the Vigilance Awareness Week-2021 with the underlying theme “Independent India@75: Self-Reliance with integrity” to promote integrity, transparency and accountability in the Organisation.

Corruption is a complex phenomenon. Before we respond to the corruption offences, we must detect and investigate them thoroughly. Detection and investigation of corruption ideally starts internally within organisation but can also involve external dimension such as law enforcement approaches. For present purposes, detection refers to identifying, uncovering or exposing corruption. Detection can be attained through auditing and monitoring measures, but it can also be achieved when whistle-blowers, employees, companies and journalists report about corruption.

An attempt has been made through this article to provide an insight to describe the multiple mechanism for detection of corruption, identify their strengths & weakness, use of modern technology in detecting the corruption, importance of whistle-blowers, internal and external audit systems for detecting and deterring corruption and to understand how investigations of corruption are conducted. This will inculcate a sense of responsibility to actively fight corruption and acquire knowledge on how to detect and report on corruption in their surrounding environment.

#### **Transparency as a pre-condition**

There is general consensus that transparency – a situation in which information about a decision-making process is made publicly available and can easily be verified both in terms of rules and identities of the decision makers- increase the probability of detection of corruption. Furthermore, transparency allows detection (and reduces the likelihood of corrupt behaviour) because it lowers the information barrier, allowing for scrutiny and monitoring. Transparency also deters corruption by increasing the chances of getting caught. While itself not a detection method, transparency facilitates efforts by responsible authorities to detect corruption as they might use data released by transparency measures to establish the existence of corruption

#### **Access to the information requests**

Procedures that enable the employee to obtain information about administration are considered as a major transparency measure that facilitates the exposure of corruption. Such procedures are often regulated by access to information laws. which not only establish the

All the information related to plant operation and maintenance should also be readily available to all the team members to avoid any distrust and resentment. Further, it makes teamwork better as a single and cohesive. A single stuck task creates a cascading effect due to various inter-dependencies. Sharing the crucial information in common platform will ensure that each team member can identify the bottle neck of their part and work out the solution to correct the situation before it becomes too late for any action.

### **E-governance**

Proactive publishing of information by the organisation and simplifying the administrative procedures are additional ways of promoting transparency that go beyond the traditional access to information practices. Making information easily available on topics such as tendering and procurement procedures & process on various data portals encourages employees to scrutinize data that are often vulnerable to corruption.

However, it should be note that although transparency is critical for exposing and discouraging corruption, transparency alone is not enough to reduce corruption sustainably. To ensure that transparency alleviates corruption, information must be reported to the concerned/ relevant authorities for further action on the matter.

### **Detection mechanism: Auditing and reporting**

Corruption can be detected through variety of methods, the most common of which are audits (internal & external) and reports (by employees, whistle blowers and self-reporting).

#### **i) Audits**

An important method used to detect corruption in any organisation is process of audit. "Audit" is a formal investigation of organisation or individual accounts or financial situation as well as methodical examination & review. Audit can be internal, meaning that they are conducted by organisation itself or external which means they are conducted by another outside independent entity.

Both, internal & external have different purposes and play a substantial role in detecting corruption. Internal audit reviews items such as effectiveness of organisation's safe guard against fraud and corruption whereas external audit often focus on an organisational financial statements & whether organisation has followed all relevant laws & regulations duly laid down time to time.

#### **ii) Whistle blowing**

Given that corruption can benefit the individuals directly involved, and there is a variety of means to cover up corruption within organizations, some corruption cases can only be detected if someone on the inside reports it. This kind of reporting activity is frequently called "whistle-blowing", because the reporting person sends out an alert about the activity, in the hope that it will be halted by the

authorities. Usually, the whistle-blower reports the act to an appropriate internal manager, executive or board member. Some entities have established protocols for reporting. If that proves unsuccessful, whistle-blowers might raise the issue with external regulatory or law enforcement agencies or may choose to expose the matter publicly by contacting the media.

It should be noted that whistle-blowing is not limited to reporting on corruption, but covers reporting on a variety of misconduct, illegal acts, harassment, wrongdoing, and risks to persons' lives, health and environment.

### iii) Self-reporting

Another mechanism of detecting corruption is Self-reporting. Sometimes, inadvertently, procedural lapses lead to major financial loss to the organisation. Some countries have laws and incentives that encourage individuals to report on corruption in which they have played a role, intentionally or accidentally. This process, known as self-reporting is often associated with private sectors entities, punishment for corruption can be severe and therefore penalty mitigation is a common incentive to encourage self-reporting.

### **Investigation of corruption**

Once a report of corruption is submitted or brought to the notice of concerned authorities (by any means), handling it properly is vital for effective combating of corruption. When people make the decision to report on corruption, they want to be sure that their report will be taken seriously and that filing the report will not risk their safety or the safety of their families or colleagues. In particular, they want to be certain that action will be taken where warranted. How agencies handle incoming report of corruption is crucial because it affects the immediate case and establishes impression about whether complaints are taken seriously, thereby determining if others will come forward in future or not.

As part of larger agenda to combat corruption, it is important that the responsible authorities, both external and internal to the organisation, develop clear and transparent system to receive and handle reports of corruption. When assessing or creating such system, any system of handling reports should meet certain standards of quality and fairness. After all, organisation has a duty of care towards their own employees engaged with them.

Taking into account the need to combat corruption, each department of organisation, in accordance with fundamental principles of its laws, can take such measures as may be necessary to enhance transparency in its administration, functioning and decision-making process, where appropriate. Project department/RFCL has undertaken numerous initiatives that include:

- i) establishing procedures by which employees can obtain information,
- ii) Simplifying access to the authorities etc.

- iii) Preparation of tendering & procurement procedures
- iv) Implementation of “Samarth” as part of centralisation of all data, procedures & approvals

It is good to note that Vigilance Deptt., has adopted multi-pronged approach for combating corruption and thereby encouraging all stakeholders to collectively participate in numerous activities. The Vigilance deptt., has also been stressing on e-governance, systemic changes in procedures, minimal discretion, reduced public interface, technology-based procurement and automation as important steps to fight corruption and enhance transparency and accountability.

I hope that observing Vigilance awareness week will strengthen our belief in the power of integrity and will help us incorporate this divine value in our everyday life.

My good wishes to the team for all success of the event and for commendable initiative taken by deptt., for combating corruption.

**(Anil Kumar Maheswari)**  
**Chief General Manager (Projects), RFCL**

## Article by Chief General Manager (HR)



I am delighted to learn that the vigilance Department of Ramagundam Fertilizers and Chemicals Limited is bringing out the 2nd edition of vigilance Bulletin on the occasion of Vigilance Awareness week 2021.

This year, we are observing “Independent India @75: Self Reliance with Integrity” theme in the organization to ensure integrity at workplace to usher in a new era of self-reliant India.

It is indeed my pleasure to share details of HR department initiatives, moving each employee to use conscience, righteousness and transparency at workplace.

Since inception, RFCL has been recruiting workforce by releasing all India-level press advertisement through competitive and fair recruitment process.

As RFCL is at nascent stage in terms of framing Policies, HR dept. has been proactively circulating the approved policies vide e-mails to its employees.

The Online Vigilance Clearance (OVC) module is in place for the purpose of issuing NOC to the employees as and when required.

This will further be bolstered with the introduction of ERP-HR module wherein each employee will have access to relevant record which will bring transparency in the system.

HR dept., RFCL is ensuring that initiatives like these will help in devising a transparent system. I convey my good wishes to RFCL vigilance department for taking such purposeful initiative to publishing the initiatives of peer departments and to empower RFCL to move towards an organisation characterized by transparency and integrity. I hope the bulletin will create interest and discussion amongst the employees

**(Jaya Dixit)**  
**Chief General Manager (HR), RFCL**

## Article by General Manager (Projects)-I/c



As you aware that like previous years, this year the Vigilance Awareness Week would be observed from 26th October to 1st November, 2021, with a theme “Independent India @75: Self Reliance with Integrity”.

In accordance with the theme and in implementing the mechanism of preventive vigilance, RFCL has bound to set a strategy in implementation and execution of some of the preventive measure in operations/ administrative process.

**Tendering:** Tendering is a major concept for any industry / corporate / business organization including Central & State Agencies where integrity plays a vital role. In RFCL the process of tendering is transparent and open bid system as well as E-tendering. Designed and implemented a manual in reference to CVC manual, which inculcates step by step procedure by covering all the ground realities to ease the process of tendering.

**Integrity Pact:** RFCL is highly accustomed to Integrity Pact which envisages an agreement between the prospective vendor/bidder and the buyer committing the persons/officials of both the parties not to exercise any corrupt influence on any aspect of the contract.

**Right to Information:** RFCL implemented Right to Information Act, 2005 to promote transparency among all the activities by sharing information in accordance with the regulations of RTI on time. Timely responding to all the queries of the applicants without violating the law.

**Anti-corruption:** As RFCL accustomed with transparency in every aspect, and taking utmost care in implanting systems which are not bound to corruption practices.

**Audit:** Auditing is an independent examination of financial records to ensure zero error in all the transactions, RFCL abiding all the auditing provisions and always ensuring a zero-defect work environment.

**Display / procurement process:** RFCL accustomed with the government rules and regulations in the process of procurement and stepped forward towards the implementation of Gem-portal for all the procurement activities to ensure a fair and transparency in procurement.

I am confident that an adequate control mechanism and systematic improvement undertaken by us shall improve the quality of governance in our company.

(V.K.Bangar)

General Manager (Projects)-I/c, RFCL

**CVO visit to RFCL Project site**



*Sapling plantation by Shri. Lalit M Pandey, CVO/ RFCL at VIP Guest House on his visit to RFCL, Ramagundam Project site*



*CVO visit to Main Control Room and understanding the process flow of plant operations in an interactive session*



*Sh.V.K.Bangar, GM (Site I/c), Sh.S.K.Jha, GM(Projects) & Other officials accompanying Shri. Lalit M Pandey, CVO/ RFCL and illustrating explaining the project activities*



*CVO visit to Medapalli Pump House along with the RFCL Officials*



*CVO interactive session with the HOD's of RFCL Project Site*

**Inspection at RFCL Project Site**



*Improper disposal of huge beams of Iron Scrap at non-marked location near to Cable scrap dumping yard*



*Disrupted boundary wall in RFCL plant adjacent to Singareni Collieries*



*Cable and wooden scrap spoiled due to the dumping site conditions and Heap of Iron beams, wood scrap embedded into the ground*

## Vigilance Case Studies

### Case Study -1

#### **Issue: Dismantling and dumping of Rail scrap**

Investigation identified that significant quantities of dismantled railway track scrap were untraceable in the RFCL plant site and unavailable at the designated locations. This led to financial loss to organization and short-closure of the Sale Order.

#### **Vigilance Observations:**

1. *M/s X* has been awarded the contract for refurbishment of Railway platform. As per SOR item *M/s X* has carried out the dismantling and disposal of Railway siding scrap amounting to '**1176.56 MT**' comprising '**554.58 MT**' of railway track (rails) scrap and rest of other items.
2. As per contractual entries and the dismantled quantity for which payment was cleared to *M/s X* for 554.58 MT of rail scrap. However, according to the handing over records, material handed over by *M/s X* to the executive department was only '**422.5 MT**' of Rails. Further, after due weighment & reconciliation process by the executive department, it has been concluded a total quantum of '**485.67 MT**' dismantled rail has been handed over against '**554.58 MT**'.

Moreover, the executive dept., recommended for the sale of dismantled rail scrap. The sale quantity of rail scrap available was wrongly estimated in excess despite clear records indicating the bills passed for **554.58 MT**. This resulted into inflated sale order quantity which was not found available for lifting by the scrap buyer. This led to contractual problems and initiation of arbitration proceedings. Later the contract had to be short closed.

Following irregularities have been brought to the light at the end of investigation:

- A quantity of '**68.91 MT**' of rail track was pending for handing over by *M/s X*, for which payment was already made within the ambit of contractual terms & conditions.
- Officials designated for the purpose and in charge of the custody of the material has forwarded and recommended for release of payment for excess work performed without receiving the full quantity (554.58 MT) for which payment was made.
- Concerned Official was also responsible for wrong and over estimation of available quantity for sale and the adoption of inappropriate techniques for estimating rails quantity on hand. This wrong estimation/approximation was totally uncalled for since exact quantities as per handing over documents and billed quantities were available.
- In fact, at this stage, the recorded quantities should have been used and no estimation was required. This overestimate has led to contractual problem and initiation of arbitration.

**Conclusion:**

- a) *On detailed investigation, it was concluded that due to negligence undue loss was caused to RFCL.*
- b) *Disciplinary proceedings were initiated against the concerned official.*

**Systems Improvement Suggested:**

1. *Maintenance of proper records date wise for the below mentioned items:*
  - a. *Material recovered from any dismantling exercise*
  - b. *Material handed over to the executive department*
  - c. *Clearly identifying & demarcation of locations of material placements along with the quantity*
2. *Review and improvement of current systems for accountal, works execution and bill passing at various departments of RFCL.*
3. *Adhering to the checklist while submission of RA Bills/ Final Bills. Necessary changes to the checklist may be made such as handing over reports submission, custodian of the materials etc.*
4. *Installation of necessary equipment/infrastructure such as weighing bridge while executing such contracts.*

## **Case Study - 2**

### **Issue: Movement of Material and Deployment of Security Officials**

*Surprise inspections of vigilance have revealed various shortcomings in the movement of materials, deployment of security personnel, issuing of gate passes to RFCL employees/contract workmen, and in contract licenses/renewals.*

*The following broad areas have been identified;*

- *Violation of DGR guidelines in the engagement of ex-servicemen as security guards vis-à-vis civilians.*
- *Non-availability of pre-defined guidelines/policies / SOPs for material handling, movement, record keeping, and issuing gate passes.*
- *No proper record keeping of In-ward / Out-ward materials in respect of RFCL/ Contractor's materials and absence of a tracking mechanism for documents issued for material movement.*
- *Unsystematic issuing of gate passes and allowing contract workmen without a valid license.*
- *Engaging / allowing contract workmen in excess of the approved count on license.*

#### **Vigilance Observations:**

1. *Violation of DGR guidelines on hiring civilians as security personnel has been observed in the engagement of security at RFCL plant site along with deployment of over aged personnel hired as security guards against DGR guidelines.*
2. *In another case, it has been observed that M/s X contractor was deploying excess contract workmen against the approved count of labour license.*
3. *In other instance, vigilance department observed deploying deployment and issuing of issuing gate passes to the contract workmen in the absence of labour license with the contractor.*
4. *Surprise inspections have also identified the absence of systematic record keeping for Inward / outward material movement and other issues such as the details of respective officials, and frequent over-writings of registers with respect to the quantities/date.*

*Hiring and deployment of contract labour is a sensitive and a well-regulated issue. Every minor deviation from the laid down regulations leads to vulnerability for the supervisors and the employer organization apart from exposing it to avoidable complaints.*

#### **Recommendations:**

- *Pre-defined guidelines/policies/SOP's to be framed and implemented for systematic functioning.*
- *Checklist to be maintained in the engagement of ex-servicemen as security guards and collect documented proof of ex-servicemen cards to meet DGR guidelines.*
- *Adherence in issuing of gate passes and thorough checking to be carried out to know the approved count, validity of the contractor license.*

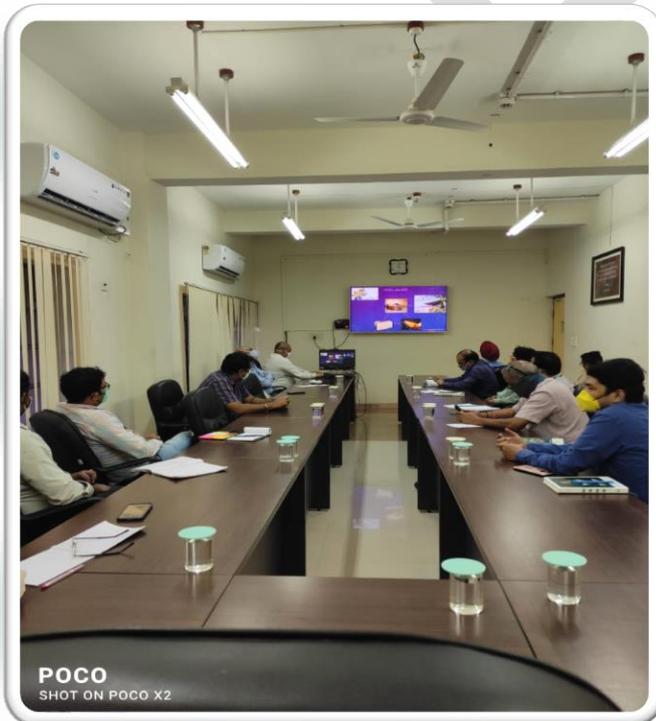
## Glimpse of VAW-2020



*Integrity Pledge Ceremony administered by Shr. Nirlep Singh Rai, CEO and Shr.L.M. Pandey, CVO at Corporate Office & Shri. Rajan Thapar, ED (Project Site) at Ramagundam and other dignitaries*



*Releasing of Vigilance e-bulletin on the occasion of Vigilance Awareness Week-2020 by Shri. Nirlep Singh Rai, CEO, Shri. L.M .Pandey, CVO and Shri. Sanjay Jindal, CFO*



*Interactive / Lecture session by Shri. L.M. Pandey, CVO RFCL on Vigilance Paradigm for a Public servant to the employees at Corporate Office & RFCL Project Site*



*Prize distribution to the winners and participants in the competitions and Valedictory speech followed by Vote of Thanks at Corporate Office, New Delhi & Project Site, RFCL Ramagundam*

## Winners of VAW-2021 activities

Vigilance Awareness Week - 2021					
Winners of the Competitions @ RFCL, Corporate Office - Noida					
Events	Cartoon Drawing	Essay / Story Writing	Slogan Writing	Poem Writing	E-quiz
First (1st) Prize	Vishakha	-	Upasana Gusain	Pratibha Aggarwal	Dr Hemant Kothari
Second (2nd) Prize	Pratibha Aggarwal	-	Naga Mahesh Appala	Upasana Gusain	Naga Mahesh Appala
Third (3rd) Prize	Prashant Chaudhary	-	Pratibha Aggarwal	Naga Mahesh Appala	Vikas Pant
Consolation Prize	Naga Mahesh Appala	-	Dr Hemant Kothari	Gaurav Verma	Shashi Prakash Dhirendra Shaw Kailash Narain
Special Prize	-	Naga Mahesh Appala	-	-	-

Vigilance Awareness Week - 2021				
Winners of the Competitions @ RFCL, Project Site - Ramagundam				
Events	Cartoon Drawing	Essay / Story Writing	Slogan/ Poem Writing	E-quiz
First (1st) Prize	Hari Tulugu	K Pridhviraj	Devendra Kumar Mishra	K Pridhviraj
Second (2nd) Prize	Srikanth Marapaka Srikanth	Hari Tulugu	K Pridhviraj	Akshay Kumar Gangwal
Third (3rd) Prize	Spandana Uppuleti	Vikas Dikshit	S Pravalika	Narendra Singh Rajpoot
Consolation Prize	-	Narendra Singh Rajpoot	Sunil Sourabh	Ekta Gour Sandeep Kumar Gupta Sunil Sourabh
Special Prize	-	Rampukar Yadav	-	-

**“Justice does not help those who slumber but helps only those who are vigilant”.**

**- Mahatma Gandhi**



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

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**To register your complaints:**

**Email: [cvo@rfcl.co.in](mailto:cvo@rfcl.co.in)**