



**DOs & DON'Ts**  
**FOR**  
**MECL EMPLOYEES**

**VIGILANCE DEPARTMENT**  
**MINERAL EXPLORATION CORPORATION LIMITED**  
**(A Government of India Enterprise)**  
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## **Foreword**

I am happy to note that Vigilance Division, MECL has revised the manual on “DOs & DON'Ts” for its employees as a part of its preventive vigilance activities. I am sure that revised manual would be more useful in better understanding the rules & regulations of the organization. It would also serve as a very good ready reference for efficient, prompt and fearless discharge of their duties.

I congratulate Shri Manish Bhimte, Chief Vigilance Officer and his team for their hard work in preparation of this manual.

All employees are advised to use this revised manual on “DOs & DON'Ts” regularly while discharging their duties, which would help for their development & growth.

Recently Government of India has conferred MINI RATNA – II status to our company which brings greater responsibilities on its management and employees to act in more diligent & transparent way. I hope that our collective efforts shall bring more pride to our organization.

(DR. GOPAL DHAWAN)

Chairman-Cum-Managing Director



## **PREFACE**

As per guidelines of the Central Vigilance Commission, Vigilance Division, MECL has been continuing in its endeavour to evolve best practices in the area of Preventive Vigilance. In this regard the manual on “DOs &DON'Ts” for MECL employees was prepared in 2007-2008 and circulated among them to help the organization in reducing the cases of Punitive Vigilance.

Lack of clarity or ignorance about the rules and regulations makes an employee apprehensive and indecisive, which leads to delays or sometimes leads to taking wrong decision and becomes prime cause of complaints/grievances. It was felt that this manual, brought out in 2007-08 needed to be updated as per new rules and regulations of MECL. Accordingly all efforts have been made to update the manual on “DOs &DON'Ts” to make the MECL employees in general and supervisory authorities in particular to be familiar with the latest rules and regulations and to make them confident and fearless in discharge of their duties.

We hope that this revised manual on “DOs &DON'Ts” for MECL employees will be helpful in better understanding of rules and regulations of the organization. The lists given in the Manual are not exhaustive but only indicative. Our goal is to prevent mistakes committed out of ignorance and, thus save the employees from agony of punitive vigilance.

My appreciation is due to Shri J.P. Meena, Manager (Vigilance), who contributed maximum in bringing out this revised manual. Constructive suggestions and feed back for further improvement are most welcome.

(MANISH BHIMTE)

CHIEF VIGILANCE OFFICER

## **GENERAL CONDUCT - DOs**

1. Always remember that you are a public servant, duly compensated for your services through salary, allowances, perks, etc., out of the public – exchequer. As such, you are covered under the definition of ‘Public Servants’ as incorporated under the Prevention of Corruption Act, 1988 and also under the Indian Penal Code 1860.
2. Always keep in mind the Vision, Mission and Objectives of the Corporation. Every employee of the organization has to contribute his/her best through highest standards of integrity, dedication, commitment, competence and impartiality in a fair, fearless and dispassionate manner.
3. Keep your image both in public as well as in the organization, as an honest, just, reasonable, and fair public servant. Justice should not only be done, should also seen to be done.
4. Healthy mind in a healthy body helps us to deliver best results. Keep yourself fit and active, both physically and mentally. Encourage your subordinates to be fit, smart and active.
5. Do respect the laws of the land and observe them both in letter and spirit. Laws are not masters but servants, and he rules them who obey them. Remember that you are not only an example for others, but are more vulnerable by virtue of your position.
6. Be conversant with the Rules on Conduct, Discipline & Appeal and ensure their compliance.
7. Observe normal courtesies in dealings with your superiors, colleagues, subordinates and the public. Many complaints have their genesis in the discourtesies and misbehaviour with employees, contractors and others who come in contact with you.
8. Do uphold the Rule of Law and respect for human rights solely in the public interest while making recommendations, or exercising administrative authority.
9. Always demonstrate a sense of fair play and impartiality in disposing of the cases. Be judicious in your approach.
10. Keep a good conscience, and stick to it. It is a constant friend and will never let you down. Hence, decide on what you think is right and stick to it. Please record your reasons for a particular advice or decision in the file as logically and as clearly as possible.

11. One's actions and decisions in official matters should be such, that a person of ordinary prudence would take in his own personal business affairs. In matters requiring expertise of the discipline to which the officer belongs, the actions and decisions should be able to stand the test of the required expert knowledge.
12. Everyone commits errors, sometime or the other. If you do, admit the same gracefully, instead of trying to pass on the responsibility to others. The greatest error in life is to be in constant fear of committing an error.
13. Do seek permission from your controlling authority before leaving Headquarters. Do keep your controlling officer informed of your movements.
14. Remember, use of abusive language, drunkenness, fighting, riotous act or indecent behavior within the office premises or outside especially while on official duty, are considered major offence liable for punishment.
15. Remember, that insubordination of any kind, alone or in combination with others, is a serious misconduct and liable to attract penalty.
16. Encourage your subordinates to do their best. Every human being craves to be appreciated. If you want to bring about effective change in the shortest time, encouragement is the best tool.
17. Make the working 'participative' within your area of work. Let each employee feel that he has an important role to play in creating an environment for efficient behavior & team work thereby enhancing the morale of the employee.
18. Vigilance means alertness. Create a 'vigilance friendly' environment in the organization through your own positive, transparent, fair and timely actions.
19. Every employee having supervisory functions, is a 'Vigilance Officer' in respect of persons under his charge and the conduct rules enjoin upon him to take all possible steps to ensure the integrity and devotion to duty of the employees under his control and authority. A man of integrity is accepted, believed, trusted and befriended by all.
20. The employee should decline to implement the instruction where he/she has reasonable grounds to believe that he/she is required by the superior authority to act in a manner which is illegal or against the prescribed rules and regulations or if any legal infringement comes to his/her notice. He/ She has the rights to bring the facts to the notice of the senior officials.
21. Take prompt action to redress the complaints or grievances of the people, wherever possible. If you have to say 'no' to somebody, say it very politely, but firmly.

22. The Conduct, Discipline and Appeal Rules are in the nature of guidelines and are not only for keeping the Management informed about the personal acquisitions, disposals etc. of the employees but are also meant for their protection against allegations made by unscrupulous persons. The disclosures made or permission obtained at appropriate time as required under the conduct Rules would provide you the requisite protection against unnecessary allegations at a later date. Even if you have taken advance for the purchase of car, house, etc., from the Corporation, this does not dispense off the permission or information required to be submitted under the Conduct Rules.
23. If there are no written instructions or procedural guidelines about the work in your Unit and the work is being carried out as per the needs and circumstances, it would be desirable to make a humble beginning by laying down the existing procedures which are being followed. It would definitely help the new entrants to your unit and once it is put on paper, improvements would come in due process. This will also help in sharing of the responsibility on individual decisions. Remember, you cannot escape the responsibility of tomorrow by evading it today.
24. The schedule of Delegation of Powers confers a large amount of discretion on the Executives at various levels and the Corporation expects the Executives to use the discretion judiciously. Proper caution should be taken in the exercise of discretionary powers and as far as practicable; reasoning for the use of discretion in a particular case, in a particular manner, should be recorded. Vigilance would not question the use of such discretionary powers unless there is clear evidence of abuse of such powers.
25. In respect of a power vested on you under the delegation, a Committee might have been constituted to evaluate, negotiate, purchase etc. The Committee is to assist you in taking a decision and appointment of a Committee does not amount to abdicate one's responsibility. Whereas, each member of such a Committee is jointly and severally responsible for its recommendations, the responsibility for the final decision rests on you.
26. Please make surprise and periodical visits to check stores, to assess progress of works, etc. On the spot recording of inconsistencies, if any, not only keeps the employees on their toes but is also an insurance against irregularities and pilferage. Element of "surprise" is as essential as advance planning of visits on 'periodical' basis. Regarding progress of works, do maintain progress, hindrance and inspection registers at site.
27. On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a government servant may accept gifts from his near

relatives or from his personal friends having no official dealings with him, but shall make a report to Competent Authority, if the value of such gifts exceeds:

- i) rupees twenty five thousand in the case of a Government Servant holding any Group 'A' post
- ii) rupees fifteen thousand in the case of a Government servant holding any Group 'B' post
- iii) rupees seven thousand and five hundred in case of a Government servant holding any Group 'C' post
- iv) rupees one thousand in the case of a Government servant holding any Group 'D' post

28. On any other case, a Government servant shall not accept any gift without the sanction of the Competent Authority if the value thereof exceeds:

- i) rupees one thousand five hundred in case of Government servants holding any Group 'A' or Group 'B' post.
- ii) rupees five hundred in case of Government servants holding any Group 'C' or Group 'D' post.

29. Employees can enter into transactions of immovable property by lease, mortgage, purchase, sale, gift or otherwise either in their name or in the name of any member of their family ONLY with the previous knowledge of the Competent Authority.

30. Employees can enter into any transaction concerning any immovable or movable property with a person or a firm having official dealings with them or their subordinates ONLY with the prior sanction of the Competent Authority.

31. Where a Government servant enters in to a transaction in respect of movable property either in his own name or in the name of his family member, he shall, within one month from the date of such transaction, report the same to the Competent Authority, if the value of such property exceeds two months basic pay of the Government servant.

Provided that the previous sanction of the Competent authority shall be obtained by the Government servant if any such transaction is with a person having official dealing with him.

32. Every employee is required to submit a statement of his immovable and movable property on his first appointment. Please make sure that your statement has reached the Competent Authority and you have obtained the acknowledgement for the same and keep this acknowledgement safely and securely with you. Possession of assets disproportionate to one's known

sources of income is an offence and your property return will be of great help if you are faced with any wild allegations of corruption.

33. Please submit the Return of Immovable Property, on due date, notwithstanding the fact that the Return may be a "NIL" one i.e. there was no acquisition of immovable properties during the period under report.
34. Submit your bills in time after verifying them carefully. Any excuse at a future date for any wrong claim is neither desirable nor acceptable. Settle the advances in prescribed time schedule.
35. Do give true declaration of dependents for availing medical, LTC benefits etc.
36. Always make it a point to record the minutes of a meeting at the earliest possible, and circulate to all concerned. Delay in writing minutes of the negotiating Committee, Purchase Committee, Tender Committee etc., tends to give scope for suspicion that some manipulations might be taking place. Wherever practicable, the minutes of meetings of such Committees should be recorded immediately at the conclusion of the meeting and should be signed by all the members so that in case there is any point of ambiguity, the same could be clarified by the concerned members at the time of signing.
37. Do ensure that all confidential documents are duly sealed; packed and no pre-dispatch tampering is made.
38. Be cost conscious and avoid misuse of facilities like vehicles, phone, internet etc. provided for official purposes.
39. Do submit Annual Performance Appraisal Report of self in time and also carry out timely reporting/review of the APRs of the subordinates.
40. Always put date below your initials or signatures. This reflects your clear intentions during the subsequent scrutiny.
41. Avail leave with prior permission and submit leave application well in time.
42. Do remember that act of infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the Government's business or property amounts to misconduct and attracts provisions of Conduct Rules.



## **GENERAL CONDUCT - DON'Ts**

1. Don't forget to do your duty as efficiently as you can. Every duty performed efficiently, gives satisfaction and makes life blissful.
2. Don't be negligent or exhibit lack of devotion to duty at any time. Bonafide mistakes or errors of judgment are understandable but if any employee exhibits lack of devotion to duty or negligence, he/she attracts provisions of Conduct Rules.
3. Don't be arbitrary or illogical in your decisions. The decisions should be justifiable on all counts.
4. Do not lean too heavily on your superiors as also on your subordinates, it may prove costly.
5. Avoid getting influenced by personal likes and dislikes, whims and prejudices while disposing off the files or cases.
6. Don't sign the minutes or any document back-dated. This may or may not achieve the desired objective, but can certainly put you in difficulties during interrogation, in the event of an investigation on a later date.
7. Do not unjustifiably put up proposals to your higher authorities if the case can be disposed off under the delegation given to you. Neither will it be appreciated nor will it absolve you of your basic responsibility. By doing so, you would be regarded as unworthy of your post. Remember, the ability to accept responsibility is the measure of the man and you cannot escape the responsibility of tomorrow by evading it today. Be fully conversant with the powers delegated to you under Delegation of Powers.
8. Do not delay the decisions and/or movement of files. Delay creates doubt and breeds corruption. Even innocent delays create suspicion in the minds of the people. Please remember that the percentage of mistakes in quick decisions is no greater than in long drawn ones.
9. Do not make any unauthorized communication directly or indirectly, or part with any information/ trade secrets to any other employee or person without being authorized to do so.
10. Do not deal with any case concerning any of your relations. These cases should be passed on to your seniors with the declaration of your interest therein.

11. Do not forget to take sanction of the Competent Authority, if a member of your family is to get employment in a firm having its official dealings with the Company or any of its Units.
12. Do not give, take or abet giving or taking of dowry.
13. Do not infringe or violate any law for the time being in force as it could result in departmental action apart from the proceedings under the law violated, e.g. laws relating to prohibition, bigamous marriages, consumption of intoxicating drinks and drugs, giving or taking of bribes etc.
14. Do not forget to conduct yourself in a manner, which enhances the reputation of the Corporation. This covers not only your actions in your official capacity and position, but also your private life and dealings. For example, if you are found in an intoxicated or inebriated state in a public place, you are liable to be proceeded against for serious breach of Conduct Rules.
15. Do not deal with firms who do not give full and complete address or detailed particulars. Do go into antecedents of such firms wherever required. Always verify bonafide of the firm which furnish addresses like "C/o Post Box No. ."
16. Do not mingle with the Contractors and Suppliers having dealings with you or the Corporation, except to the extent it is necessary for the business of the Corporation. Interactions in club and social parties with the Contractors and with the businessmen create doubts in the minds of public, attracting avoidable complaints.
17. Do not accept frequent or lavish hospitality from any individual or firm having official dealings with you.
18. Do not give evidence in connection with any enquiry other than judicial or departmental enquiry or enquiry before an authority appointed by Government, Parliament, State Legislature or the Corporation without previous sanction unless you are permitted to give such evidence. Do not criticize policy or action of Government or the Corporation.
19. Do not engage or participate in demonstration involving incitement to an offence.
20. Do not engage yourself directly or indirectly in any trade or business or undertake any other employment or negotiate for taking an employment without prior sanction.
21. Do not take part in the registration, promotion or management of any bank or any other Corporation, which is required to be registered under the Companies Act or a Cooperative Society for commercial purposes subject to exceptions, if any, provided in the rules.

22. Do not own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication without previous sanction of the Competent Authority.
23. Do not give any statements to the Press, unless you are authorized to do so. If you have something to convey to the Press, use the good offices of the Corporate P.R. Department.
24. Do not participate in a Radio/T.V. broadcast or write or publish a book or contribute articles or write a letter to a newspaper or periodical without prior sanction of the Competent Authority or in the bonafide discharge of your duties. (No such sanction is required if the contribution is of a purely literary, artistic or scientific character).
25. Do not make statements criticizing policies or action of Government or the Corporation, except when the statements made or views expressed are factual, but not confidential in nature, made in official capacity or in performance of assigned duties or views expressed by recognized trade union office bearers for purposes of safeguarding or improving the conditions of service of the employees.
26. Do not express any views on Indian or foreign affairs when visiting foreign countries, without specific prior approval of the Head of the Indian Mission in the country visited.
27. Do not join, or continue to be a member of, an association whose objects or activities are prejudicial to the interests of the sovereignty and integrity of India, or public order, or morality.
28. Do not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service.
29. Don't misuse and allow others to misuse the properties of the company treating the same as your own.
30. Don't approach directly or indirectly any foreign Govt. or organization for financial assistance for visiting a foreign country for attending a course abroad without prior permission of the Government.
31. Don't exceed your powers-financial and administrative. In case of emergency if prior approval could not be taken, regularize your deed immediately by taking post-facto approval in writing.
32. Don't be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

33. Don't join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.
34. Don't indulge in any act of sexual harassment in the work place.
35. Do not indulge in loose-talk with your colleagues. This not only is a waste of time, but also spoils your image and that of others. It may land you to serious trouble.
36. Do not appear in a public place in a state of intoxication and do not carry/consume prohibited items, intoxicants, drugs etc.
37. Don't forget to sign the vehicle log-book with the driver at time of release of the vehicle.
38. Don't be absent from duty without proper authorization.