

# **FOREWORD**

I am happy to note that a comprehensive compilation of the DO's & DON'Ts is being presented for the first time by MECL. This is a laudable effort of our Vigilance Organisation and I hope it helps all MECL employees to be more vigilant and alert in discharging their duties.



MECL is not only the pioneer, but also the leader in the field of Geological Exploration and Developmental Mining in India. Equipped with a vast knowledge resource and more than 35 years of experience in this field, we are achieving new milestones every year. We have to live up to people's expectations and strive hard. While doing so, let sincerity, integrity, righteousness and focused approach be our strengths.

I advise all employees to use this handbook of DO's & DON'Ts extensively and regularly, and serve the nation with utmost integrity.

**( Dr. A.K. LOMAS )  
CHAIRMAN & MANAGING DIRECTOR**

# **PREFACE**

Integrity is all you've got. A person with integrity is honorable and trustworthy. Each one of us likes to command respect and trust in society. However, this is easier said than done.

This handbook of DO's & DON'Ts for employees of MECL is a compilation of the salient points to be kept in mind by the employees, for discharging their duties with integrity. It is deliberately being issued as a compact & handy booklet, so that users find it easy to carry and retrieve, for quick reference, whenever needed.

The Conduct, Discipline and Appeal Rules govern our conduct and behaviour as public servants. It is advisable for the employees to be fully conversant with these Rules. This handbook of DO's & DON'Ts contains helpful tips in simple language, which, if kept in mind, should help us in complying with laid down Rules and Regulations at all times.

I am sure this handbook will help in creating greater Vigilance awareness amongst all employees and will add value to their work.

**(UDAY BORWANKER)  
CHIEF VIGILANCE OFFICER**



## DOs

1. Healthy mind in a healthy body helps us to deliver best results. Keep yourself fit and active, both physically and mentally.
2. Encourage your subordinates to be fit, smart and active. The deepest desire in human nature is the craving to be appreciated. Appreciate their efforts and watch them work wonders.
3. Maintain absolute integrity, devotion to duty and conduct yourself at all times in a manner, which will enhance the reputation of your organization..
4. Be conversant with the Rules for Conduct, Discipline & Appeal and ensure their compliance.
5. Please record your reasonings for a particular advice or decision in the file as logically and as clearly as possible. In the ultimate analysis, that will stand by you in case you pass through any moment of distress, when others might desert you. Please remember that success has many fathers, but failure is an orphan.
6. 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.
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. One's actions and decisions in official matters should be such, as 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.
9. 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 obeys them. Remember that you are not only an example for others, but are more vulnerable by virtue of your position.
10. Do uphold the Rule of Law and respect for human rights solely in the public interest while making recommendations, or exercising administrative authority.

11. 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.
12. 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, and would have a right to bring the facts to the notice of senior officials.
13. 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.
14. 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 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 with the permission or information under the Conduct Rules.
15. 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 automatically. This will also help in sharing of responsibility on individual decisions. Remember, you cannot escape the responsibility of tomorrow by evading it today.
16. 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; reasonings 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.

17. In respect of a power vested in 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 as 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.
18. Please make surprise and periodical visits to check stores, 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.
19. Gifts up to a value of Rs. 500/- only can be accepted from near relatives on occasions such as wedding, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice. If the value of the gift exceeds Rs. 500/-, it should be intimated to the Competent Authority.
20. Gifts on the occasions listed above from personal friends having no official dealings can be accepted upto a value of Rs. 250/-. Gifts beyond the value of Rs. 250/- require reporting to the Competent Authority.
21. On any other occasion, gifts upto a value of Rs. 250/- can be accepted. Any gifts of value beyond this amount require prior sanction of the Competent Authority.
22. 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.
23. 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.
24. Report in writing within one month, any acquisition, inheritance or ownership by you, of any movable property exceeding a value of Rs. 10,000/- (for non-executives)/ Rs. 20,000/- (for executives).
25. 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 the

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.

26. 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.
27. 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 such Committee meetings should be recorded immediately at the conclusion of the meeting and 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.
28. Always date your initials or signatures. This reflects your clear intentions during subsequent scrutiny.

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## **DON'Ts**

1. Do not neglect your duty, or take it lightly. A casual approach towards duty makes you lose your seniors' trust and your juniors' respect.
2. Don't be arbitrary, egoistic and illogical in your decisions. The decisions should be justifiable on all accounts.
3. Do not get influenced by personal likes and dislikes, whims and prejudices while disposing of files/cases.
4. Do not unjustifiably put up proposals to your higher authorities if the case can be disposed of 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. Do not delay submission of your T.A. Bills. These should be submitted carefully and any excuse that wrong Daily Allowance has been claimed as the bill was prepared by the Private Secretary is not acceptable.
12. Do not delay settlement of advances and follow the prescribed time schedule religiously.
13. 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 bonafides of the firm which furnish addresses like "C/o Post Box No. ....".
14. 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. Having club and social parties with Contractors and businessmen create doubts in the minds of public, attracting avoidable complaints.
15. Do not accept frequent or lavish hospitality from any individual or firm having official dealings with you.
16. 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 or where permitted to give evidence. Do not criticize policy or action of Government or the Corporation.
17. Do not give, take or abet giving or taking of dowry.
18. Do not engage or participate in demonstration involving incitement to an offence.
19. 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.

20. 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.
21. 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.
22. 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).
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 appear in a public place in a state of intoxication and do not carry/consume prohibited items, intoxicants, drugs etc.
25. 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 in serious trouble.
26. Do not make statements criticising 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.
27. 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.
28. 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.
29. 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.

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