

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

Seminary Hills,
Nagpur.

Vigilance Division

No. MECL/VIG/FILE/04(13)/2018/583

Date : 19.02.2018

CIRCULAR

Sub : Handling and Processing of vigilance investigation files and related disciplinary cases.

1) Vigilance Investigation Cases:

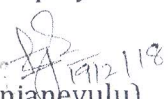
Whenever vigilance investigation cases are put up to CMD, the same should not be delegated to any official below functional directors. Further after taking into consideration the view of vigilance, competent authority i.e. CMD may either accept the recommendations or give his remarks to Vigilance for review or reconsideration. The action as stated above is expected to be completed within two weeks and then the file should be returned to vigilance. Any recommendation or comments of officials/ HOD, if required, on the subject issue, may please be obtained on another file by CMD / Directors and not in the vigilance file.

2) Disciplinary Cases:

- a) In case of disciplinary action recommended and accepted by CMD, further course of action of disciplinary proceeding from the stage of issuing Charge Memorandum shall be initiated by HR Department. Thus a new disciplinary case file should be opened by HR division for processing the case. On receipt of defence reply, the same shall be put up to Disciplinary Authority in HR file of Disciplinary proceedings for further decision.
- b) In case of major penalty cases, appointment of IO & PO shall be processed by HR Department and after completion of inquiry the file shall be routed by HR Department through Vigilance Division for linking the Vigilance file, so that DA can take appropriate view and decision. In case of IO's finding are in variance with vigilance recommendation/views, comments of CVO should be obtained invariably by HR Department before Disciplinary Authority passes final speaking order.

c) In case of any administrative action like recorded warning /counseling etc. the file shall be put up to the controlling authority who will issue warning etc. to the concerned employee.

Hendi version follows


(T. Anjaneyulu)
Sr. Manager (Vigilance)

Distribution :

- 1) CMD (I/C), MECL, Nagpur.
- 2) General Manager (HR)
- 3) General Manager(Fin)
- 4) General Manager(Drilling)
- 5) General Manager(GS)
- 6) General Manager(S&D)
- 7) HOD(Proc)
- 8) HOD(Expl.)
- 9) HOD(BD &Planning)
- 10) HOD(BD & Comml.)
- 11) HOD(IT) – May please post this Circular on MECL website under Vigilance Section.
- 12) HOD(ERP)
- 13) Co. Secretary/EPF
- 14) HOD(CMC)
- 15) HOD(RMC)