



BHARAT DYNAMICS LIMITED
VIGILANCE DEPARTMENT
COPORATE OFFICE : : HYDERABAD

Ref: BDL/04/SI/VAW-2023

Dt: 12.10.2023

SYSTEMIC IMPROVEMENT INITIATIVES BYVIGILANCE DEPARTMENT

As a part of preventive vigilance, regular checks, surprise checks and scrutiny of procurement and civil files were undertaken. Areas requiring systemic improvements were identified and corrective measures were suggested to the management.

A total of 15 systemic improvement suggestions have been given to the management by vigilance department during **Sept-2022 to Oct-2023**, and many of the systemic improvements suggestions have been accepted and implemented by the management.

SL. NO.	REF. NO.	SYSTEMIC IMPROVEMENTS CARRIED OUT
1	SI-63/2022/15, dated 14.09.2022	Regulation of OD Certification- Attendance of employees marked as “OD” (ON Duty) was studied. It was observed that many employees have been granted more than 100 “ODs”, across units. Improvement suggestions were issued by vigilance wing to limit the instances of granting OD to employees. The suggestions were accepted by Management and necessary instructions issued to the concerned.
2	SI-64/2022/16, dated 10.10.2022	Vendor Payment Management System- It was noticed that in many cases, vendors are sending e-mails to know the reason for shortfall of payment against the invoices raised by them. This issues was also raised by many vendors during the vendor meets conducted during Vigilance Awareness Week 2020 & 2021. It was therefore suggested that a system be developed and put in place, wherein vendors can be informed about the payment made to them by the company against their invoice, in detail. Accordingly, Vendor Payment Module has been put in place and vendors are being informed of their payment status by the Management through e-mail.
3	SI-65/2022/17, dated 17.11.2022	Amendment of Provision of BDL Standing Order - The Standing Orders of the Company were last amended on 23.10.2017. With changing times, many required provisions have been made part of BDL CDA Rules (revised on 17.06.2020), which are not there in Standing Orders. Therefore, it was suggested that a detailed comparative study on Standing Orders vs CDA Rules vs Standing Orders of other DPSUs may be made and necessary provisions may be incorporated in the Standing Orders, if required. The suggestions are under management consideration.
4	SI-66/2022/18, dated 29.11.2022	Visit Report of CVO to Visakhapatnam Unit- During the visit of CVO to BDL-VU, it was observed that 137 Returnable Material Gate Passes (RMGPs) were pending for closure. Therefore, it was recommended that the concerned officer before his transfer or retirement shall be made responsible for closure of all RMGPs pending against him / her and also whenever vigilance clearance is sought in connection with transfer or retirement of the concerned official, zero pendency of RMGPs is mandatory to accord vigilance clearance. The suggestions have been implemented.

5	SI-67/2022/19, dated 26.12.2022	Manual Tender / Work Orders of Civil Dept.- It was observed that the entire process of floating enquiries and issuing work orders to the successful bidders is being done manually by Civil Dept. for various civil and related works. However, Service Orders are being created in SAP at a much later date to facilitate release of payments, as finance dept. insists on payments through SAP only. It was therefore recommended to generate enquiries & Service Orders in SAP and do away with the manual process, in order to bring in uniformity, ensure data integrity, transparency in addition to ease of data retrieval. The suggestions have been implemented.
6	SI-68/2023/1, dated 06.01.2023	Guidelines on Disciplinary Proceedings as an aid to BDL CDA Rules,2020 - BDL CDA Rules have been implemented with effect from 17.06.2020. Subsequently, an SOP for conducting Departmental Inquiry process against an officer was formulated and issued to the Management to make it a part of the CDA Rules, 2020. The suggestions was implemented and an SOP for conducting departmental inquiry under BDL CDA Rules, 2020 was published and circulated internally.
7	SI-69/2023/2, dated 01.02.2023	Improvement on Estate Management for residential Quarters for employees at BDL, BU- It was observed that the extant SOP for allotment of residential accommodation in BDL Township at Bhanur was issued in 1989. Therefore, it was recommended to prepare a comprehensive SOP considering certain aspects submitted therein to Management. The suggestions are under management consideration.
8	SI-70/2023/3, dated 08.05.2023	Improvement on Safety and Security Measures at BDL, VU- The Safety and Security aspects at Vizag Unit were examined by vigilance wing and based on observation, it was suggested to Management to have a comprehensive review of the security aspects at Vizag Unit. The suggestions are under management consideration.
9	SI-71/2023/4, dated 26.05.2023	Improvement on Channel Partners hired for export- An examination was made on Channel Partners hired by the Company for export during for the period Apr-2020 to Mar-2023. Based on the examination, improvement suggestions were issued to Management for implementations which are under consideration.
10	SI-72/2023/5, dated 16.06.2023	Improvement on Estimation and Price Reasonability- It was recommended that the Price Estimation / Cost Estimation/ Cost Analysis by SEG or Price Estimation Committee etc. may be done after opening of price bid but before holding PNC, in cases where e-reverse auction is not required. However, in cases where e-reverse auction is mandatory, then cost analysis may be done after e-reverse auction. The Price Estimate which is to be considered as benchmark for negotiation should be Reasonable, Appropriate and Properly Worked out plus it should have the validation of Competent Authority. The suggestions were accepted by Management.
11	SI-73/2023/6, dated 16.06.2023	Improvement to Arrest the Irregularities in TA claims- It was recommended that at least 5% of the TA claims submitted at Unit level may be verified monthly to control the false claims. It was suggested that genuineness of the PNRs submitted with claim may be got verified with Railway Authority and claims made against Pre-Dispatch Inspection, Joint Receipt Inspection, Work at Customer Premises and Delivery of goods at outstation etc. should be given preference while selecting claims for verification. The suggestions were considered by Management and accordingly an SoP for random verification of TA claims has been prepared and released.

12	SI-74/2023/7, dated 05.07.2023	Improvement on disclosure by vendor on pending court case(s)/ FIRs etc.- It was suggested that the tender document should have provision of an undertaking by the vendor/participating firm mentioning the details of the case pending/ not pending against it. The participating vendor should also undertake that it must intimate BDL, if any Case / FIR is filed/registered against it subsequently during any stage of execution of supply order. The suggestions are under management consideration.
13	SI-75/2023/8, dated 21.07.2023	Improvement on updation of BDL Anti – Corruption & Anti – Bribery (ACAB) Policy- The ACAB policy of the Company was examined along with ACAB policy of MIDHANI. It was observed that certain provisions are available in MIDHANI ACAB policy which if incorporated; BDL ACAB policy will be further strengthened. Accordingly, it was suggested that ACAB policy of BDL may be reviewed in comparison with the policy of MIDHANI and if required, with the similar policies of the other DPSUs. The suggestions are under management consideration.
14	SI-76/2023/9, dated 06.10.2023	DoPT compilation on grant of relaxation of upper age limit to various categories for direct recruitment- Existing HR Manual containing various provisions relating to Age relaxation policy for recruitment in the organisation was examined and it was observed that few changes are required to be incorporated in extant rules in view OM no. 20(10)/99-DPE-GM-Part-2014-FTS-1517 dated 25.02.2015 of Dept of Public Enterprise (DPE) and compilation document w.r.t. principle of relaxation of age in several category of recruitments released by DoPT on 06.09.2022. The suggestions are under management consideration.
15	SI-77/2023/10, dated 06.10.2023	DoPT OM on Prevention of sexual harassment of women at the workplace- Provision relating to prevention of sexual harassment of women at the workplace available in BDL CDA Rule was examined and it was observed that the clauses available in rules do not clearly specify the procedure to be followed by concerned authority in case of a complaint received regarding sexual harassment case. Department of Personnel & Training (DOPT) had consolidated all related important instructions issued vide various OMs/Circulars w.r.t. prevention of sexual harassment for working women at the workplace or in relation to workplace including the procedure to be followed on the complaint received regarding sexual harassment (updated on 04.11.2022). It is suggested to make necessary amendments in BDL CDA Rules accordingly. The suggestions are under management consideration.
