

**Activity Report on Vigilance Awareness Week-2020****Name of the Organization: Bharat Coking Coal Limited.****1. Land Management**

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Does the organization possess revenue documents/ records for the land(s) under its control?	Yes	--
2	How much land is under encroachment and at what locations?	--	Attached as Annex-1
3	Steps being taken to combat encroachment?	Yes	Attached as Annex-2
4	Any other initiative?	--	Attached as Annex-3

**2. Allotment of houses/ quarters and related issues:**

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Does the organisation use IT application for allotment of houses?	No	--
2	Does the organisation possess a house allotment policy?	Yes	--
3	Is house allotment being done as per prescribed policy?	Yes	--
4	Is there any illegal occupation of houses, if any and what action is being taken?	Yes	Attached as Annex-4
5	Any Other issue?	No	--

**3. Payment and other benefits to persons working in outsourced services in the organisation.**

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Whether the organisation possesses prescribed norms for outsourcing?	Yes	--
2	If yes, are these norms adhered to?	Yes	--
3	Whether payment of salaries/ wages is paid through bank account by the contractor?	Yes	--
4	Whether other statutory dues (PF, medical benefits etc.) are being given on time?	Yes	--
5	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management?	Yes	--
6	Whether the vendors are adhering to norms prescribed by the organisation?	Yes	--
7	Any other special initiative regarding outsourcing?	Yes	Attached as Annex-5

#### 4. Management of Assets

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	a) Whether condemnation of assets (Plant & Machinery, Office Equipment, Vehicles, Sundry Items, etc.) is being done as per extant rules strictly.	Yes	--
2	Date of last condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, and Sundry Items etc.) may be given.	Yes	Attached as Annex-6

#### 5. Complaints pending for I&R as on 01.09.2020.

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	a) Complaints pending over six months old to be disposed by 15.10.2020.	No	NIL Pendency
2	b) Complaints pending over one year old to be disposed by 31.10.2020	No	NIL Pendency

#### Other items pending with CVOs.

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Status of complaints received from other sources (Received/Disposed during VAW 2020)	20/2	--
2	Status of complaints sent by CVC for NA (Received/Disposed during VAW 2020)	0/0	--

#### 6. Vigilance cases pending for further clarification to the CVC:

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Cases to be disposed by 31.10.2020 (Disposed/Pending)	0/0	--

#### 7. Major penalty proceedings:

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Proceedings pending over six months old to be finalized by 31.10.2020 (Finalized/Pending)	2/8	Attached as Annex-7

#### 8. Minor Penalty proceedings:

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Proceedings over six months old to be finalized by 15.10.2020 (Finalized/Pending)	0/0	--
2	Proceedings over one year old to be finalized by 31.10.2020 (Finalized/Pending)	0/0	--

#### 9. CTE inspections

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020.	Yes	Attached as Annex-8



## 9. CTE inspections

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Reply to all pending CTE Inspection Report paras to be sent by 15.10.2020.	Yes	Attached as Annex-8

## 10. Preventive vigilance measures undertaken by the CVOs

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	No. of Inspections.	32	During 2019-20
2	Training programmes/ workshops including e-training/ online training	5	Attached as Annex-9
3	Whether Annual Property Returns submitted by all officers.	No	Attached as Annex-10
4	Whether organisation possesses record retention/ preservation Policy? If so, date of last amendment.	No	Attached as Annex-11
5	Whether records are being weeded out as per the extant Retention Policy of the organisation.	No	--
6	Is the organisation digitizing / plans to digitize old records?	Yes	Attached as Annex-12

## 11. If the organisation runs schools, hospitals etc. Whether prescribed policy for management is adhered to.

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	If the organisation runs schools, hospitals etc. Whether prescribed policy for management is adhered to.	Yes	Attached as Annex-13

## 12. Gender Sensitization issues.

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Has the organisation constituted prescribed committees for harassment of women at the workplace? If yes, date of last meeting held.	Yes	Last meeting was held on 06.11.2020.
2	Percentage of representation of women at all levels in the Organisation.	Non-Executive: 8.25 % Executives: 6.86%	--
3	Whether awareness regarding gender issues is being created in the Organisation.	Yes	--

### 13. Leveraging Technology- IT usage and E-Governance

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	New initiatives taken in the last one year for using IT as a Preventive Vigilance tool (each initiative may be prescribed in about 50 words).	Yes	Annex-14
2	Whether Information System Audit is done regularly for IT based applications running in the organisation. Date of last information system audit may be given.	Yes	08.09.2020

### 14. Scrutiny of Audit Reports

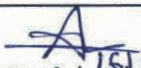
Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Scrutiny of Audit Reports	Yes	48 in 2017-18

### 15. Updation of Rules, Regulations and guidelines

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Whether Organisation regularly revises its instructions, rules and regulations. If yes, date c last revision of Procurement Rules, CDA Rules, Transfer / Posting Policy, HRA Policy Promotion Policy, Fraud Prevention Policy Banning of Business Dealing Policy, etc.	Yes	E procurement for Works and Services of CIL : 29.05.2020 Purchase manual of CIL: 25.01.2020 CDA Rules amendment: 07.09.2017 Transfer and posting policy: 21.05.2018 HRA Policy: 12.02.2014 Promotion Policy: 05.11.2020 Fraud Prevention Policy: 12.06.2017
2	Has the organisation made rules for retired officials? If yes, furnish date.	Yes	a. Pension policies: CMFP Scheme -1971, Coal Mines Pension Scheme (CMPS) 1998 and New Pension Scheme- 2017. b. Medical policy: CPRMSE (CIL Portal for Medical Services and Facilities)-08.09.2012 c. Holiday Home policy- 05.03.2020 d. CIL's Policy for availing the services of retired CMD/Dir's/ Sr. Level Executives, etc. as full time/ part time Advisors- 2014.

### 16. Systems improvements undertaken (brief description within 100 words):

Sl. No.	Particulars	Info (In Yes/No)	Remarks
1	Descriptions of System Improvement works/initiatives done may be given in 50 words for each work/initiatives and not more than 100 words in total for all works	Yes	Annex-15

  
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