

Circular

No.VS/Proce/RestructureV&S/
1st September 2010

No 0 18 5 4
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Sub : Procedure regarding handling of pending investigation
On complaints with the V&S Directorate and handing
Over documents in view of restructuring of V&S Directorate

They are aware that the Board, vide their Resolution No. 1211 dt. 10.8.2010 has reorganized the V&S Directorate and revised the staff set up. The Board also decided about the procedure regarding handling of pending investigation on complaints with the V&S Directorate as under:

1. With immediate effect, no enquiry/investigation shall be ordered/carried out on complaints against the employees of MSEDCL by the V&S Directorate.
2. All pending complaints as on 1.9.2010 shall be transferred to the CIO, except
 - (a) cases related to theft of energy,
 - (b) cases which are completed on or before 1.9.2010,
 - (c) cases which are going on in various courts
 - (d) major cases of frauds which are under investigation should be put up to the CMD before 30.9.2010 for decision (in consolidated form).
3. All complaints against employees received on or after 1.9.2010 should be forwarded to the CIO.
4. All complaints against employees which are under investigation as on 1.9.10 should be transferred to the CIO.
5. Complaints in which investigation are completed and submitted to the Director, V&S on or before 1.9.2010 be processed as per existing procedure but in no case not later than 30.9.2010.If action

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is not taken by 30.9.2010, such cases should be transferred to the CIO.

In the meeting of Dy. Directors and Asstt. Directors held on 31.8.2010 at HSBC Bldg., Mumbai, the procedure to be adopted in regard to handling of complaints/ enquiries; handing over the documents/inventories was discussed in detail and issued directives. However, for their information and for proper implementation, they are elaborated hereunder:

1. Enquiries into complaints against employees forwarded to them for enquiry should be stopped from 1.9.2010 and all documents concerning complaints, on going enquiries, enquiries completed etc. should be sent back to the Director, V&S immediately. While sending back the documents, a list of documents collected during the course of enquiry should be furnished along with the gist of the case as per proforma enclosed.
2. The documents should be sent to the Director, V&S through special messengers, copy of which should be sent to the respective Dy. Directors and Asstt. Directors concerned. The Asstt. Director HQ s should give an acknowledgement in token of having received the documents.
3. By above Resolution , the Board has reorganized the V&S Units. Thus, there will now be 7 units either headed by A Ds or E Es located at Kalyan, Pune, Nagpur, Aurangabad, Nasik and Kolhapur. Consequently, the units headed by Vigilance Officers or Dy.Vigilance Officers have been abolished. In view of abolition of vigilance units, a copy of list of documents being forwarded to the Director V&S should be given to the Zonal Vigilance Unit for record.
4. Since the vigilance units headed by the Vigilance Officers and Dy. Vigilance Officers have been abolished, it is necessary that the records of those vigilance units are handed over for necessary action to Zonal Vigilance Units as under:

Name of unit abolished	Name of Unit where records are to be handed over	Remarks

Bhandup Vigilance Unit Kalyan Vigilance Unit	Zonal Vigilance Unit Kalyan	Records to be kept in separate cup boards for easy handling. Heads of respective Zonal Vigilance Units is responsible for necessary action
Kolhapur Vigilance Unit Sangli Vigilance Unit Ratnagiri Vigilance Unit	Zonal Vigilance Unit Kolhapur	-do-
Pune Vigilance Unit Solapur Vigilance Unit	Zonal Vigilance Unit Pune	-do-
Nasik Vigilance Unit Dhule Vigilance Unit Jalgaon Vigilance Unit	Zonal Vigilance Unit Nasik	-do-
Aurangabad Vigilance Unit Amravati Vigilance Unit Akola Vigilance Unit	Zonal Vigilance Unit Aurangabad	-do-
Nanded Vigilance Unit Latur Vigilance Unit	Zonal Vigilance Unit Nanded	-do-
Nagpur Vigilance Unit Chandrapur Vigilance Unit	Zonal Vigilance Unit Nagpur	-do-

5. Similarly, a time schedule has been fixed for handing over the documents/inventories and winding up the office as under:

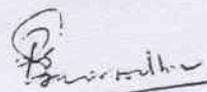
Particulars	Date by which action to be completed	Remarks
Process of forwarding/submission of documents	By 9.9.2010	
Process of handing over of inventories to O&M/FS/Zonal offices	By 20.9.2010	
Transfer of personnel and functioning of new establishment as per new set up	By 1.10.2010	

6. By above Resolution, the Board has also created additional flying squads (theft detection units) in each of the O&M Circles. They are quite aware that at present at certain places, both the vigilance unit and Flying squad unit are located at the same premises. In

view of abolition of certain vigilance unit and creation of additional flying squad units, office accommodation, office equipments, furnitures etc. may be excess or lacking. In such circumstances, the concerned ADs are directed to visit the existing vigilance units/flying squad units and take a stock of the office accommodation, equipments, furnitures etc. etc. presently available at the office and arrange to provide the same taking into consideration the actual requirement by suitably taking up the issue with the concerned O&M authorities. Office space, equipments, furnitures etc. in excess of actual requirement may be handed over to the O&M authorities, with proper receipts, copy of which should be kept with the vigilance/flying squad units, office of the AD/Dy. Director concerned and the Director, V&S. A report in this regard should be furnished to the Director, V&S with copy to the Dy. Director concerned.

- 7. In case, if the office space, equipments, furnitures are found lacking, the concerned O&M circle in -charge to which they are attached for payment may be requested to provide additional requirement with copy to the respective Dy. Director and Director, V&S for proper follow up.
- 8. Office equipments, furnitures etc. should be numbered and entry should be made in the dead stock register.
- 9. As regards documents like complaints, reports etc. at Head Office are concerned, the AD HQ should take necessary action as above.
- 10. On receipt of documents as above from the field vigilance units, regional offices, the AD HQ s should take necessary action for forwarding the same to the CIO with due approval of the Director, V&S.

The officers to whom this circular is marked are directed to follow the above instructions scrupulously and report compliance.


Director, V&S

To

The Dy. Directors MSEDCL MR Kalyan, PR Pune, NR Nagpur
The Asstt. Directors, MSEDCL Kalyan, Pune, Aurangabad, Nagpur
The Vigilance Officers, MSEDCL, Bhandup, Nasik, Kolhapur, Akola
The Dy. Vigilance Officers, MSEDCL, Sangli, Solapur, Ratnagiri, Dhule,
Jalgaon, Latur, Nanded, Chandrapur, Amravati

The in-charge officers of FS s

Copy to:

The Asstt. Director HQs MSEDCL Corporate Office, Mumbai
The Ex. Engineer (Enf.) MSEDCL Mumbai