

Achievements of HAL-Vigilance department during the FY 2024-25

1. Preventive Vigilance:

During the period, 191 complaints were handled as also 341 regular scrutiny/surprise checks and 06 CTE type intensive examinations were carried out across the company. In addition, four system studies were carried out on the following topics:

- Study of payment recommendations made to Centralized payment processing cell (CPPC) by the divisions,
- Study of CAMC & AMC contracts for plant and equipment, machinery (other than civil),
- Study on Insurance coverage for plant & machineries, buildings, furniture, store transit insurance along with manufacturing & work in progress,
- Study on invoices raised on customers.

A total of 190 awareness sessions were conducted on various topics. Talks by eminent speakers were organized to spread vigilance awareness among employees on varied topics including:

- Internal control systems
- Vigilance & prevention of insider trading
- Purchase Manual & Procedures
- Public Private Partnership (PPP) & vigilance case studies.
- Recent developments & red flags in public procurement & contracting.
- Lessons from Indic Scriptures on Integrity & Ethics.
- Contract labour - Issues and challenges.
- Honey traps set by foreign intelligence operatives.
- Prevention of Corruption Act-1988(As amended)
- Complaint Handling

- Drafting of Charge sheet
- DoP(Delegation of Power) & stakeholders
- Ethics & Governance
- Sexual harassment at workplace.
- Cyber hygiene & security
- Role of IO/PO in conducting enquiries
- CTE type inspection with case Studies
- Procurement for goods / services and technical evaluation
- Filling of APRs
- TA/DA procedures
- IMM/Store Policies and Procedures.

2. Vigilance Publications:

The following two in-house Vigilance e-magazines were published during the year :

- ❖ "Marg Darshan Vol.XX1" Issue No.1, an annual magazine was released during VAW 2024 on the theme "*Gender Dimension in Fighting Corruption*". This issue addressed the gender dimension in fighting corruption by recognizing how corruption affects men and women differently and suggests gender-inclusive approaches to tackle it. This magazine covered articles from internal and external writers as a part of efforts towards spreading preventive vigilance concepts.
- ❖ "Vishleshan IV - A compendium of Vigilance Interventions" a preventive vigilance initiative wherein an attempt is made to bring out the deviations noticed by vigilance department in certain areas and system improvement suggestions implemented to improve the area. This acts as an effective tool to avoid recurrence of such deviations in future.

3. System Improvement measures:

Based on the recommendations of vigilance department, several system improvements have been implemented by the management in the following areas of HR, IMM, stores, works, finance etc.

- i) Sensitization of guidelines - provisions applicable to MSME.
- ii) Payment of Minimum Wages.
- iii) Conduct of Vendor Development Programme / Buyer-Seller meet.
- iv) Engagement of Employees assigned with sports club activities.
- v) Systems Improvement for Returnable Material Gate Passes (RMGP).
- vi) Recovery of Excess Payment due to Wrong Fixation of Pay.
- vii) Police Verification of Contractual Employees.
- viii) Calculation of Liquidated Damages (LD) on account of delay in completion of works.
- ix) Monitoring of Estate Management.
- x) Deputation Posting of Employees on outstation duty.
- xi) Consolidated Instructions on payment of HRA to Field Service Representatives.
- xii) Guidelines for providing IDs in IFS.
- xiii) Procurement on proprietary basis.
- xiv) Constitution of Committee related to Procurement.
- xv) Signing Non-Disclosure Agreement (NDA) or Confidentiality Agreement.
- xvi) Model Tender Document for Canteen Contract - Constitution of Committee.
- xvii) Employee Grievance Redressal Portal.
- xviii) R&D project and content management portal
- xix) Vigilance Guidelines for Recruitment Activities.
- xx) Action to be initiated in wake of Exchange Rate Variation (ERV) against Indian currency.
- xxi) Directive on use of Remote Access Software.
- xxii) Complaint Handling Policy - Comprehensive guidelines on HAL complaint handling mechanism and procedure followed in PIDPI complaints.
- xxiii) IP address of buyer and seller in procurement through Gem portal.
- xxiv) Statutory compliances in respect of Contract Labour.

- xxv) Rate contract terms & conditions for procurement, supply of In-house pharmacy.
- xxvi) Guidelines/procedures in procurements based on observations made by CTEO, CVC

4. Updation of manuals

All manuals in the organization are updated. DOP (Delegation of Powers) was revised and made effective from 10.02.2025.

5. Vigilance Awareness Week:

Vigilance Awareness Week (VAW) was conducted throughout the organization from 28.10.2024 to 03.11.2024 on the theme *“Culture of Integrity for Nation’s Prosperity”*. As advised by Central Vigilance Commission (CVC), various activities and events were conducted in a befitting manner for the employees/stake holders/general public and school children, in order to spread wider awareness and to promote transparency, accountability & integrity.

Further in line with CVC’s directions, three months’ campaign was also carried out from 16th August 2024 to 15th November 2024 with focus on the following areas:-

- Capacity Building programs,
- Identification and Implementation of Systemic Improvement measures,
- Updation of Circulars /Guidelines /Manuals
- Disposal of Complaints
- Dynamic Digital Presence

6. Vigilance officers conference:

Corporate Vigilance department of HAL annually conducts conference of HAL vigilance officers as a part of capacity building measures. The 26th Vigilance officer’s conference was held at HAL Koraput, Odisha from October 17 - 18, 2024. The conference was inaugurated by Shri Rajiv Lochan Bharadwaj, IRSS (Retd) professor procurement research Centre, AJNIFM Faridabad.

The annual vigilance officers’ conference provides a valuable opportunity to learn from each other’s experiences and such collaborative learning should be continuously

encouraged. The key significance of the Vigilance officer's conference is that it provides a platform for vigilance professionals for knowledge sharing, capacity building, policy discussions, best practices adoption, better decision making and address common challenges, ultimately contributing to a more transparent and accountable work culture.

During the conference, the following sessions were organized:

- a) Private Public Partnership (PPP) and vigilance case studies by Shri Kumar Ashwani, IRTS, Chief commercial manager, East coast railways
- b) Recent Developments & Red flags in public Procurement & Contracting by Shri Rajiv Lochan Bharadwaj, IRSS

7. Vigilance Training Programs

❖ Induction program for newly joined officers in Vigilance Department

As part of capacity building program, an induction and ISO auditor's training was conducted from 05 to 8th August, 2024 at HMA for the officers who have joined vigilance department recently of HAL as also officers from BMRCL. Twelve officers from HAL and four officers from BMRCL attended the training.

❖ Trainings programs

As a part of Capacity Building program around 30 Vigilance officers were deputed to prestigious institutions such as

- i. National Forensic Sciences University (NFSU), Gandhinagar
- ii. Institute of Secretariat Training & Management (ISTM), New Delhi
- iii. Indian Institute of Management , Visakhapatnam
- iv. Arun Jaitely National Institute of Financial Management
- v. Engineering staff college of India, Hyderabad,

for specialized training to enhance their skills and knowledge in investigation and vigilance procedures. This training aims to equip them with the latest techniques and best practices in vigilance and investigation.

8. Vigilance study circle

Vigilance study circle, Bangalore (VSCB) comprising organizations like HAL, BEL, BMRCL KIOCL, BEML, HMT, ITI, KAPL, BRBNMPL, ECIL, & Canara bank engages in various activities to promote vigilance awareness, capacity building & fostering a culture of integrity within organizations.

Following sessions/ work shop were organized during the year:

<u>Date</u>	<u>Session/workshop conducted</u>
19.09.2024	Training on Public Procurement at HMA by Shri K Rajendran, Regional Head , Power grid Corporation
14.10.2024	Cyber Hygiene & Security by Shri Balaji Rajendra , Associate Director, CDAC, Bangalore at BEL academy for excellence
27.10.2024	Vigilance walkathon at Kanteerava stadium as part of VAW-2024

9. Exceptional contributions:

Digital initiatives

Shri P Daniel, Secretary, CVC, launched the following two In-house digital Initiatives at HAL on 20th December 2024.

- a) The R&D project and content management portal- which serves as a centralized platform for planning, tracking & managing projects.
- b) Online Employee grievance redressal system - Brings improvement in the employee's grievance handling mechanism in the company for Workmen and officers.

Capacity building programs

As a part of capacity building, sessions were conducted for Executives and Non-Executives of vigilance department from Southern region. The following topics were covered:

Sl nos	Topics	Speakers
1	“Vigilance perspective in Tenders & contracts”	Shri Srinivas Malladi, IRSE, DGM(CO-ORD) & Secretary to GM-SCR
2	“Vigilance & Prevention of Insider Trading”	Ms. Yatri Dave Vitekar, CVO-SEBI Shri G Rammohan Rao, ED-SEBI Shri Atanu Pan, CGM-SEBI Shri Anjarul Shaikh, AGM-SEBI
3	“Internal Control Systems”	CA KM Padmanabhan, Former Director ONGC & RNIL, Secretary - Case Research Society of India
4	“Lessons from Indic Scriptures on Integrity and Ethics”	Shri Dushyanth Sridhar, Vedic scholar

Savings

Rs. **2.84 crs** direct savings & Rs.**26.5 crs** indirect savings was achieved as a result of various vigilance activities such as action plan, system study, surprise check, detailed investigations etc.
