

# HINDUSTAN PAPER CORPORATION LIMITED

## VIGILANCE DEPARTMENT

VIG/ 10 (1)/16

Date 22 June 2017

### **Subject: Revised identification of sensitive posts.**

As per paragraph 39.1 of Special Chapter on Vigilance Management in Public Sector Enterprises and the Role and Functions of the CVC, CVO, HPC has to identify sensitive posts and ensure that officials in sensitive posts are rotated in every three years.

CVO, HPC had identified sensitive posts in units and subsidiaries of Hindustan Paper Corporation Limited (HPC) vide reference number VIG/10(1)/16 dated 30.12.2016 (copy enclosed).

Manpower position of units and subsidiaries of HPC is studied and observed as under:

- 778 manpower have separated during 01.04.2015 to 31.03.2017 from units and subsidiaries of HPC.
- Manpower are expected to separate in same manners from units and subsidiaries of HPC
- Around 51% of Executives (E-1 to E-6 excluding NPPC) are working in the same post for the period over three years.

It is therefore necessary to further refine sensitive post to meet the objective without managerial inefficiency.

Accordingly in exercise of power given under paragraph 39.1 of Special Chapter on Vigilance Management in Public Sector Enterprises and the Role and Functions of the CVC, all posts other than workman (W-1, W-2) upto Senior Manager (i.e. below DGM) in the enclosed sections in CHQ, NPM, CPM, HNL and NPPC are re-identified as sensitive. No official can remain posted in the same sensitive post including as additional charge for more than 3 years. An official can be posted back to the same sensitive post but only after a cooling off period of two years. However, there will be no cooling off requirement for transfer from one sensitive post to a completely different sensitive/non sensitive post in the same section, or to another department or to another units/subsidiaries.

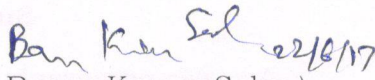
However this will not apply to those posted as Head of Departments.

Units/Subsidiaries will compile exhaustive data on all employees in sensitive posts as per revised list enclosed, and furnish to CVO HPC. If any employee has exceeded his/her tenure as per this policy then he/she must be immediately shifted under intimation to CVO HPC. This exercise will be taken up as on 1 January and 1 July every year without any loss of time. Vigilance Officers posted in the units/subsidiaries will ensure compliance.

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If management faces difficulty in implementation, proposal with adequate justification may be put up to CVO, HPC well in time on case to case basis. However, such cases of relaxation will be considered as in extremely exceptional cases.

This is with immediate effect and in suppression of earlier circulars.

  
( Barun Kumar Sahu )  
Chief Vigilance Officer

Copy to:

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Revised list of Sensitive Sections:

Sl No.	Name of the Department (Section/Area of Work)
<b>A</b>	<b>Human Resource &amp; Employee Services</b>
1	Recruitment
<b>B</b>	<b>Finance</b>
2	Sale Section/ Finance Marketing
<b>3</b>	Cash Section
<b>C</b>	<b>Marketing</b>
4	Sales / Marketing
<b>D</b>	<b>Fiber Development &amp; Procurement (FDP)</b>
5	General Section (Associated with procurement)
6	Bill Section
7	Tissue Culture
<b>E</b>	<b>Engineering Material and Contract Coordination(EMCC)</b>
8	Associated with finalization of the contract
<b>F</b>	<b>Commercial</b>
9	Purchase (Major Inputs)
10	Stores (Scrap Disposal, Handling of Major Inputs)
11	Associated with Transport & Coordination/ Product warehouse Section
<b>G</b>	<b>Central Laboratory</b>
12	Associated with inspection and testing of Raw Material
<b>H</b>	<b>Quality Control</b>
<b>13</b>	Associated with Inspection & Testing of finished paper

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