

HINDUSTAN PAPER CORPORATION LIMITED
VIGILANCE DEPARTMENT

No VIG/1(1)/16/

Date: 2 November 2016

OFFICE MEMORANDUM

The following method shall be followed on opening of new files and in numbering of files in Vigilance Department in HPC, CHQ, HNL, CPM, NPM, NPPC and JPML with immediate effect.

There shall be one and only one register called "File Opening Register" in the Department, including for vigilance setup in units and subsidiaries. The File Opening Register shall be authenticated by CVO HPC on the first page of the Register. The only Register shall be maintained only in CHQ HPC at Kolkata. The pages of the Register shall be machine numbered.

A file can be authorized to be opened only by an officer in Vigilance in CHQ. A file can be opened only with entry regarding the file in File Opening Register, and due authentication by the officer opening the file. Outlying units/subsidiaries may obtain file numbers over phone.

Before opening a new file, the officer must ascertain the need of opening the file for better management of documents and decision-making. Too many and too few files should be avoided.

If a file is otherwise engaged, then a temporary file with the same number but clearly superscribed "File number (Part opened on ..., merged on ...)". This part file shall as soon as possible be merged with the main file after recording the date of the merger.

The file number shall be in the format **VIG/m(n)/pq**. Here, **m** is Collection Number as per Annexure, **n** is the serial number in the File Opening Register under the particular Collection Number, and **20pq** is the calendar year of opening of the file. (File opened in a year can continue to be used in subsequent years, until closed.)

The format of the File Opening Register shall be as follows:

1. Date of opening file:
2. File Number:
3. Parallel File Number, if any:
4. Name of File/Subject:
5. Subject Detail:
6. Custodian of the File:
7. Back Reference:
8. Related file, if any:
9. Signature of Officer Authorizing Opening of File:
10. Date of closure of the file:
11. Date of weeding out of the file:
12. Remarks:

An existing file may be used, provided it is given a fresh numbering as alias as per this order, and the new file number (but not the old number) is used in all future correspondence.

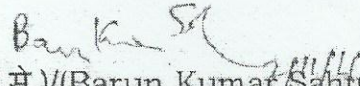
If the file numbering system envisaged here does not conform to ISO or any other certification, then parallelly another file number as per the certification may also be created.

No letter will be issued that is not from any of the specified files.

However, a note sheet initiated from Vigilance Department that is not expected to be returned to the Vigilance Department, but instead become part of the proper file of another Department need not be given number, as there will be no custodian of the note-sheet in Vigilance Department. Similarly, a file of another department need not be given a number as per this order, as there will be no custodian from Vigilance Department, even though copy of decision conveyed in such file may be kept in a suitable Vigilance Department file.

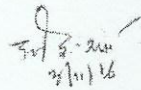
Whenever any letter or document meant for the Department is received, it must immediately go the appropriate file(s), and the correspondence must not remain outside file for more than a day. The custodian of the file shall ensure that each file reads like a complete story on the subject matter, without the need to unnecessary cross-referencing. Whenever a decision is taken or recommendation is made on an officer relevant to his vigilance status, a copy of the note/note-sheet may be kept in the relevant personal files.

Vigilance officers posted outside the corporate office will also have to follow the procedure, and the File Opening Register will be the same that is maintained by CVO centrally.


(वरुण कुमार साहु, भा.प्र.से.)/(Barun Kumar Sahu, IAS)
मुख्य सतर्कता अधिकारी/Chief Vigilance Officer

To:

1. Senior Manager (Vigilance), CHQ
2. Senior Manager (Vigilance) NPM
3. Manager (Vigilance) CPM
4. In-charge (Vigilance) NPPC
5. Senior Manager (Vigilance) HNL


2/11/16

Copy to

Chairman-cum-Managing Director HPC

Annexure

Collecti on No	Broad area	Further details
1	Vigilance organization and its officers/staffs	Structure, creation/abolition of posts, officer/staff induction/transfer, intra-vigilance office orders, files, weeding of files, requisition of material, imprest fund, budget, pay-scale, personal files, training, tours, leave, intra-department meeting, target setting, APAR, allocation of duty etc
2	Correspondence with DHI, PMO, Cabinet Secretariat, DoPT and other Government of India departments	Returns, meetings, guidelines, directives etc
3	Correspondence with CVC/CTE/Lokpal/Lokay ukta	Returns, guidelines, zonal/sectoral meetings, CVC Act, CTE queries, CVC newsletter etc
4	Correspondence with CBI	Returns, meetings, guidelines, RC, RDA etc
5	Correspondence with other PSUs, autonomous bodies, constitutional bodies and state governments	Includes correspondence with Vigilance Study Circle, receipt of publications etc
6	Correspondence with C&MD/Board	Structured meeting, vigilance briefing to Board etc
7	Correspondence with vigilance-like units in HPC such as Audit Committee, Internal Audit etc	
8	Confidential files with CVO	These files will be in personal custody of CVO. Agreed List, ODI List and other confidential matters.
9	Vigilance awareness, lectures and publications	Vigilance awareness week, vigilance and related lectures, newsletters, publication of data, video, TV/radio programs etc
10	System improvements	Sensitive posts, system studies, manuals, standard operating procedures, advisories, preventive vigilance, concurrent vigilance, pro-active vigilance etc

Collection No	Broad area	Further details
11	Suo motu investigations by vigilance	CTE type examination, intensive examination, surprise visit, routine visit etc
12	Vigilance cases	Complaints, suo motu investigations converted to vigilance case, investigation based on own sources etc
13	Inquiry under CDA or similar Rules	
14	Court cases and legal matters	
15	Vendor/Contractor issues	Vendor registration, integrity pact, procedure for payment to vendors, tenders, negotiations etc
16	Buyer, stockist issues	Where HPC is supplier, seller, contracto. etc
17	Officer/staff-wise files	Returns and intimation by or sanction for individual officers, vigilance status, copies of the following should be in individual files: employment NOC, resignation/leaving NOC, promotion NOC, and recommendations made by CVO on the officer/staff etc.
18	Officers' & staffs' collective files	General letters on NOC, promotion, property return, vigilance clearance, transfer, employment of family members/in foreign entities, foreign tours etc
19	General Board meetings of HPC, HNL, NPPC and JPML, HPC general meetings, routine (non-vigilance) correspondence with other departments of HPC	Includes austerity measures, award, guidelines (on TA, medical reimbursement etc), RTI, Parliament Questions, public grievance, official language, security, ERP system, VIP visit etc
20	Receipt of unnecessary or less important correspondences	From HPC units/subsidiaries, from outside, from individuals/ organizations, statistics, publications
21	Miscellaneous	Certain specific issues