

HEAVY ENGINEERING CORPORATION LIMITED  
(VIGILANCE DEPARTMENT)

No.HQV/CVO/Circular/2007-512

Dated, the 11/07/2007

**CIRCULAR No.02/2007.**

Sub: Action to be taken in theft cases in HEC.

It is noticed that there is a good deal of confusing and avoidable delay in Taking action in theft cases in the HEC. After a meeting in this connection with Plant GMs and DIG.CISF, the following advice is issued to all concerned:-

1. Any occurrence of theft anywhere should be immediately reported over phone by the Plant GM/CMS/CAP to DIG/CISF, CVO and the concerned officer in charge of the P.S. on their mobiles/land line phones.
2. The Police should be requested to come to the spot immediately and record the FIR on the spot as soon as possible.
3. In cases where one has to go to the Police Station for lodging the FIR. The HOD level officer should go officers to the Police Station accompanied by a CISF officer. The HOD formally dispatching the letter to the CISF and then the CISF dispatching the letter to the Police Station in due course takes much time and delays arrival of Police on the scene of crime, and hot pursuit of criminals.
4. The CISF should ensure that the police not only gives formal receipt of the complaint and the exhibits but also gives a copy of the FIR, to which a complainant is legally entitled. Any refusal on the part of the police to give a copy of FIR should be reported to the DIG/CISF and CVO immediately.
5. The GMs Plant/CMS should make their HODs / appropriate officers responsible for any thefts in their areas and for taking proactive measures to make necessary arrangements for preventing any theft in their respective jurisdictions.

6. The FIR should be carefully drafted by the concerned HEC Officials and the CISF Officers so that all the necessary details and material particulars in respect of the incident are properly recorded in the FIR. Ordinarily, unless the culprits are caught red handed by the CISF themselves, the complaint is drafted by HEC officials who are not fully trained in this respect. The CISF have a better professional training
7. related to this matter, and therefore, they should invariably advise the HEC officials while drafting the FIR, if it is found by the CISF officials that some material particulars have been left out in the formal complaint.
8. Duty of obtaining a copy the FIR primarily rests with the CISF. Which, after obtaining the copy of the FIR should make available a copy of the same to the Plant GM or CMS or CAP as the case may be.
9. Whenever a property certificate is refused or is in the negative by HEC officials, the same may be immediately reported to the CVO by both the DIG/CISF and the Plant GMs/CMS/CAP.

P.K. Siddharth, IPS  
Chief Vigilance Officer/ HEC

All Plant GMs/CMS/CAP/DIG(CISF)

Copy to: CMD/HEC

CC to: 1. Secretary/DHI, New Delhi  
2. Secretary, Central Vigilance Commission  
New Delhi.  
3. D.G./CISF, New Delhi.