HEAVY ENGINEERING CORPORATION LIMITED
(VIGILANCE DEPARTMENT)

No.HQV/CVO/Circular/2006-866   Dated, the 15th November,2006

CIRCULAR No.03/2006.
Sub: Theft in the HEC.

That lots of thefts are taking place in the Plants / Township etc is being learnt through the press. A meeting was also held in this connection at the FFP by the undersigned where the GM/FFP & Sr. Commandant/CISF were present.

2.   It appears that the thefts neither are not being formally reported to GMs (Plants) /Heads of the Department nor are being got formally recorded by the GMs (Plants)/Heads of the Department.

The following procedure may be followed henceforward.

i)   A quarterly report of thefts reported and action taken is supposed, according to Govt. guidelines, to be sent to the CVO by the GMs Plants, COT, CMS, Plant Hospital HEC and the CAP in the prescribed proforma (Proforma enclosed) which the CVO consolidates and send to the DHI every quarter. It is found that in the quarterly return information / correct information is not being sent to the Vigilance Department, perhaps because all thefts are formally not being reported to, or recorded by, the unit/department heads.

ii)   Complaints of theft should be formally recorded in a register of the Plants / T.A. Division / HEC HQrs., as the case may be.

iii)   The matter should be formally enquired into.

3.   Not formally reporting the theft to the Management & the Vigilance Department may add a vigilance angle to the matter. Even though Security is the responsibility of the CISF and investigation of the Police, quarterly report of thefts to the CVO may enable the Vigilance Department to ascertain if the officers of the Company are systematically involved in the matter, and whether the systems of the Company are in place – both of which are of concern to the Vigilance Department.

P.K. Siddharth
Chief Vigilance Officer/HEC

All GMs /HODs

Copy to : CMD – for kind information.

QUARTERLY THEFT/PILFERAGE REPORT FOR THE QUARTER
ENDING……………. 2006

Name of the Installation:

Sl.No.	Theft/Pilferage	Details of cases registered with police i.e. case No. U/S with date.	Value of property	Modus operandi	Action taken