

SPMCIL/VIG/Sys. Improv/212/12/5394

Date : 25.10.2012

CIRCULAR

Subject: Signing of the Committee Meetings.

It is generally observed that various Committees like Tender Evaluation Committee, Standing Committee of General Managers, Screening Committee, Selection Committee, etc. sign only on the last page of the report. This leaves the other pages of the report vulnerable for change/manipulation at a later date. It is, therefore, essential that all other pages of the report are initiated by all the Committee members and on the last page has the signatures, name, designation of the officials with the dates.

2. The widest possible publicity should be given to this circular and all concerned should be informed. It should also be uploaded on the website of the Unit & displayed on the sectional notice board.
3. This issues with the approval of Competent Authority.

V Anand
25/10/12
(Virender Kumar Anand)
Sr. Vigilance Officer

All General Managers,
Mints/Presses/Mill
SPMCIL.

CC:

1. OSD to CMD
2. Director (T)/Director (HR)/CVO(I/c)
3. GM(IT)/DGM's (Corporate Office)
4. Dy. Manager (OL)
5. All Vigilance Officials (Corporate Office/Units)
6. Notice Board.