

InTouch

A QUARTERLY NEWSLETTER OF VIGILANCE DEPARTMENT

Volume 14 NO. 5, January-March, 2014

Let us remain
vigilant



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)



InTouch

Contents :

1. CVO's desk	4
2. Editorial	5
3. Letters to Editor	6
4. Golden Jubilee Celebration of CVC	7-8
5. One day Vigilance Conference on "Promoting Good Governance – Positive contribution of Vigilance"	9-10
6. An Effective Learning Experience that endures	11-14
7. Trade Union - An useful Resource of an Industry	15-16



From CVO's Desk...

Dear Friends,

Any organization which wants to grow and excel on a sustainable basis must resort to transparent and accountable method of working. Clean way of life is one of the vision statements of Oil India Limited (OIL) and we at Vigilance Department strive to ensure that the Company treads on this path.

Our focus is always on Preventive Vigilance and System Improvement rather than Punitive Vigilance. We believe that vigilance function serves the same purpose for an organization which preventive health check up serves for the human body. It identifies the symptoms of decay at an early stage, raises red flag and persuades the management to take immediate corrective measures.

As part of our endeavour to raise the knowledge level of the executives and build their capacity, we keep organizing different events including training programmes. On the 21st of January, 2014, we organized a one day high level Conference on the topic "Promoting Good Governance-Positive Contribution of Vigilance". Shri Pradeep Kumar, Central Vigilance Commissioner, inaugurated the Conference and expert Speakers like Shri Anil Singhal, Chief Technical Examiner, CVC, Shri Trinath

Misra, Ex-Director, CBI and Shri Arun Kumar, Ex-GM, BPCL addressed the senior executives of OIL on different subjects.

Executives of Vigilance Department also got an opportunity to attend the Golden Jubilee celebrations of Central Vigilance Commission, which was inaugurated by the Hon'ble President of India and graced by the Hon'ble Prime Minister of India. The two day celebration saw panel discussions of very high level.

Under the able leadership of Shri S. K. Srivastava, Chairman & Managing Director, we have been taking effective steps for enhancing transparency. Recently we have ensured that the Bill Tracking System (BTS) is made fully online for help of the vendors. We have also started an online reporting of vigilance activities. I am happy to share that recently "Vigilance Excellence Award" was given to OIL by the Institute of Public Enterprises (IPE) at Hyderabad.

On this happy note, I offer my Best Wishes to all of you for achieving excellence in the current financial year.

(Amit Mohan Prasad)
Chief Vigilance Officer

"Human Life is Precious - Let Not Corruption Make it Vicious"



Editorial

Vigilance in any public sector or govt is like any other function of management. Vigilance with well planned strategy to deal effectively with the cases of unfair practice is an integral part of administration. The word "Vigilance" as defined is to be vigil, to be vigilant or to be alert, in order to safeguard company's image, reputation and it's assets. Vigilance is required to detect the irregularities before it is carried out, analyze and find out the reasons of such irregularities or to take effective measures to curb malpractices so that irregularities are prevented and corrective action are taken as per laid down procedure.

The role and objectives of our vigilance department is aimed to control corruption. Plugging the loopholes in the system is an important functions of our department in addition to eradication of corruption and maintenance of integrity in the organization. An organization in the absence of integrity loses vigor. The main objective of the vigilance department is projected properly by conducting various preventive vigilance workshops, training programs etc. The notion and the belief that curbing corruption is the responsibility of vigilance department only needs to be removed. The objective of curbing corruption is a management's function and every individual is expected to perform the functions of vigilance particularly the aspect of preventive vigilance. Any amount of vigilance cannot be effective and successful, unless each and every employee of the organization involves himself / herself for the sake of ultimate benefit for the organization.

Prakash Deka

Rajumoni Saikia

"Corruption Undermines Quality of Public Service"



Letters to the Editor – “InTouch”

Dear Editor,

I have been working in this organisation for the last 19 years and I thought that I know my company very well till the day I participated in the quiz organised by Vigilance Department. It made me think how much I know my organisation? Do I really know my organisation?

I think we are so busy in playing the role assigned to us that one hardly bothers to know what others are doing or how the organisation is functioning as a whole.

The questions asked seemed to be very simple but thought provoking. My humble request is to publish these as FAQs in the OIL WEB. The FAQs shall not be limited to these questions only. A structured set of informations can be compiled and published so that all can access the information and derive the benefit out of it.

Santanu Saikia

Sr. Manager (BD-RE)
Oil India Limited, Corporate Office,

Dear Sir,

Since the past couple of years, Vigilance Department has come-up with the very good initiative of publishing the quarterly journal “InTouch”. As the name suggests, “InTouch” is the right forum for encouraging communication between the people of the organisation and the Vigilance Department; people can get to know what Vigilance stands for and on the other hand let the department know the perception of people.

From my limited experience in this great organisation, it appears that there had been a fear perception amongst people of being caught on the wrong foot by Vigilance. True, that there cannot be any room for actions with wrongful intentions, but at times people undertake certain business decisions based on their instinct, ignorant of the proper procedures, but based on their perception of what is right for the organisation; they often find themselves caught in the dragnet of Vigilance. Initiatives like “Intouch”, “Keep In Touch”, “Sensitisation Programme” etc. are in the right earnest for edifying people with the right intent to take proper business decisions.

Best wishes to the entire Team of Vigilance.

Regards,

Arindam Bardoloi

Dy. CE. - DED’s Secretariat
Oil India Limited



Golden Jubilee Celebration of CVC

National Seminar on Combating Corruption: Role of Accountability Institutions, Investigating Agencies, Civil Society and Media organized by the CVC on 11.02.2014 and 12.02.2014

Shri Pranab Mukherjee, the Hon'ble President of India inaugurated a two day National seminar organized by the Central Vigilance Commission on 11.02.2014 to commemorate its Golden Jubilee at the Vigyan Bhawan, New Delhi. The occasion was marked by the release of a postal stamp on the CVC by the President and the release of a coffee table book on the institution of the CVC by the Prime Minister.

Speaking on the occasion, President commended the role played by the CVC in the past decades and emphasized the need for institutional and individual probity. He noted that the institutional framework for vigilance oversight in the country has been progressively strengthened through legal provisions and the Vineet Narain case which led to the Central Vigilance Act 2003, he commended the RTI Act, 2005 which had ushered in a new era of transparency and accountability and noted that the recent Lokpal Act, 2013 was part of the continuing commitment of the Government. He also referred to the several other draft legislations which were intended to strengthen the framework. The President also noted that corruption remains a stumbling block to national progress as it increases transaction costs and reduces efficiency of public services. Noting that the CVC has several innovative initiatives to its credit, like leveraging technology tools including e-procurement, reverse auction and concept of Integrity Pacts, he called upon the CVC to proactively raise public awareness. Noting that media was a force multipliers, he also called upon the media and civil society to voluntarily exercise responsibility and restraint and underscored

that vilification campaigns should not be allowed to defame or destroy reputations and that vigilance should not become an obstacle to responsible and bold governance initiatives. He called upon the CVC to proactively lead the charge against corruption and become an ally to good governance & bold decision making.

Prime Minister Dr Manmohan Singh who also spoke on the occasion welcomed the debate and stressed that public awareness increases and public authorities as more responsive. He underscored the need for the governance process to be efficient, effective and responsive along with transparency and accountability if the ends of good governance were to be achieved. Dr Singh called for augmenting professional expertise in organizations like CVC and CBI. He welcomed informed discussions but said complex public policy issues should not be oversimplified. Dr. Singh exhorted credibility institutions like CVC to champion the cause of men of integrity and not stifle honest officers or harass them for bonafide mistakes. He mentioned that autonomy of investigating agencies has been an endeavour of the government, the political executive also needs to be objective. He expressed optimism that the reform oriented Bills in Parliament, if enacted, would augment institutional capacity in this direction.

The Leader of the Opposition in Parliament, Smt. Sushma Swaraj expressed that oversight is often not acceptable to public authorities. In her view the institutional oversight mechanisms are essential



in democracy for requisite checks & balances. Commending the CVC's role as the flag bearer of integrity in administration and transparency in governance, Smt. Swaraj added that the institutional environment in the country needed to be strengthened as part of our responsibility to future generations. Speaking on the occasion the Law Minister, Shri Kapil Sibal called for a sustained and collective effort to pave the way for a corruption free society. He observed that in a young, aspirational India public perception of corruption had increased. Shri V Narayanswamy, Minister of State for Personnel and Pensions stated that several legislations were on the anvil as part of Government's efforts including the Prevention of Corruption (Amendment) Bill, 2013, The Public Procurement Bill, 2013 and the Whistle Blowers Bill, 2011. He also emphasized Government's commitment to anti corruption initiatives which had led to India signing on several multilateral initiatives against organized and multi jurisdictional corruption.

In his remarks, Shri Pradeep Kumar, the Chief Vigilance Commissioner referred to the deepening of democracy, spread of education, penetration of technology and the growth of media in society which were drivers of the anti corruption movement in contemporary India. He outlines the evolution of the CVC as an institution for vigilance oversight and mentioned that the CVC had strived to maintain standards of independence and objectivity. The two-day seminar focuses on the major causes of corruption in public life and the role of its major stakeholders in combating it. Comprising of 3 Plenary sessions and 4 Breakout sessions, the seminar will deliberate

on the institutional adequacies and shortcomings, issues of autonomy and accountability, including that of the CBI and judiciary and the need for electoral reforms to create an ethical environment of transparency and integrity. The Sessions planned also cover the application of technology as an enabler and the role of the corporate sector through improved disclosure norms, governance ethics and compliance. A discussion on the role of the media and civil society as important stakeholders is also scheduled in order to address the concerns pertaining to corporate ownership and objectivity of news reporting. The speakers and panelists at the seminar have been drawn from various professional fields and experience in order to provide the way for an objective and inter-disciplinary discussion. Senior civil servants from the Central and State Governments and Public Sector Undertakings, civil society and media representatives apart from institutions like Universities, National Law School, Indian Institute of Mass Communication, etc.

In very well attended sessions, the eminent speakers who shared their perspectives included Shri Kapil Sibal, Minister of Law & Justice; Dr. Jayaprakash Narayan, Activist; Prof. (Dr) R Venkata Rao, Vice Chancellor, NLSU, Bengaluru; Justice A.P. Shah, Chairman Law Commission; Shri Vinod Rai, Former C&AG; Shri Ranjit Sinha, Director, CBI; Shri J. Satyanarayana, Secretary, Ministry of Information & Technology; Ms. Sudha Sharma, Chairman, CBDT; Shri M.J. Joseph, Addl. Secretary, Ministry of Corporate Affairs; and Dr. Arup Roy Choudhury, CMD, NTPC.

"Behind Every Corrupt Man There is a Greedy Family"



ONE DAY VIGILANCE CONFERENCE AT CORPORATE OFFICE NOIDA “ON PROMOTING GOOD GOVERNANCE – POSITIVE CONTRIBUTION OF VIGILANCE”

**Compiled by - Trideeb Saikia
Chief Manager (Vigilance) – Kolkata**

Oil India Limited (OIL) had organized One Day Vigilance Conference on Promoting Good Governance – Positive Contribution of Vigilance, on 21st January, 2014 at Corporate Office, Noida. The Main objective of this conference was to boost the sense of competence, to face new challenges for the present scenario of globalization, to improve the efficiency of the executives, enable quick decision making and to lead the Company in a very progressive way. Vigilance department is a vehicle for kick start the organization to work and to achieve the goals in the changed business atmosphere, to promote more transparency, to enhance the knowledge of latest trends in the Global atmosphere. To make the organization more efficient and competent.

The purpose of organizing this conference was to achieve the following :

- (i) Better preparedness to face the changes happening around us.
- (ii) Better understanding of the procurement process.
- (iii) Enhanced capacity to review the existing manuals like Contract Manual, Delegation of Power, Conduct and Discipline rules etc.
- (iv) Better understanding of different aspects of Project Management and to encourage an enhanced urge to complete things in time.
- (v) Better understanding of the common pitfalls for better preparedness to avoid them.
- (vi) Better understanding of the issues concerning security of oil establishments.
- (vii) Better appreciation of rule of law and the requirement of application of the principles of fair play, equity and transparency in our business process.

We invited eminent personalities like Sri Pradeep Kumar, Central Vigilance Commissioner (CVC), Sri R.K. Singh, Joint Secretary, Ministry of Petroleum & Natural Gas, Sri Anil Singhal, Chief Technical Examiner, CVC and Sri Trinath Mishra, Ex-Director CBI.

A Key note address laden with rich haul of values has been presented by the Chief Guest Sri Pradeep Kumar, CVC. During his key note address, he touched upon a wide range of issues, Good Governance, Transparency, Fairness, Accountability, Good Corporate Behaviour, Introduction of Value System in School Curriculum etc.

The Opening ceremony marked with Pledge Taking by all the participants and exciting remarks and speeches from the following dignitaries :

Shri S.K. Srivastava, CMD, OIL

Shri Pradeep Kumar, CVC

Shri Amit Mohan Prasad, CVO

Shri R.K. Singh, Jt. Secretary, MoP&NG

Shri B.N. Talukdar, Ex. D(E & D), OIL
and Now DGH



During the Conference, a number of technical papers were presented and discussed under the following sub-themes; the entire conference was divided into 3 sessions:

- (1) Transparency in Procurement – Mr. Anil Singhal, CTE, CVC had covered wide range of topics like Fraud & Types, Fraud by Vendors, Irregularities in procurement and contracting, Cost Estimation – inflated cost, Eligibility Criteria, Tendering- Award on Nomination basis, Limited Tendering, Open Tenders, Evaluation of Tenders, Appointment of Consultants, Unintended Benefit at Post Contract Stage etc etc in his lecture and interactive session. The session was highly informative and educative and it was Chaired by Sri P.N. Baruah, ED (E&D), OIL.
- (2) Timely Project Management :- by Shri Arun Kumar, Ex-Sr. Vice President, Bharat Oman Refineries Ltd. chaired by Sri S. Rath, Director (Operations), OIL.

Mr. Arun Kumar has thrown light on the following:

Building the concept, Project Cycle, Why do Projects get delayed ?

Essentials of Timely Project Management, Project Control System, implementation Methodology Project Organization, Time Management, Commitment to Safety, Change Management, Communication, Elimination/Avoidance of Surprises, Escalation procedures, Dispute

Resolution Mechanism, Risk Management, Capture the Learnings.

3. Avoiding Common pitfalls & Security concerns of Establishments talk by Shri Trinath Mishra, Ex- Director, CBI, chaired by Shri N.K. Bharali, Director (HR & BD). Vigilance issue of corruption, safety, security he had covered.

Through interaction with our experts we would be able to get access to some of the best practices too, followed in the organizations.

A total of 45 delegates of senior executives mostly in GM level from across the organization with diverse backgrounds as well as subject matter experts from CVC, Bharat Oman Refineries Ltd and CVC and CBI have participated in the Conference. Moreover, the participations of Shri Pradeep Kumar, CVC and Shri R.K.Singh, Joint Secretary, MoPNG have not only dignified the occasion but also have brought in the crowing glory of the Conference.

During the conference a book entitled **“Doing Things Right – Selected Case Studies”** was released by Sri Pradeep Kumar, Central Vigilance Commissioner.

Valedictory session was carried out by Mrs. R.S. Borah, Director (Finance), OIL. After a successful day of deliberations, the conference signed off with distribution of prizes to the children of OIL who participated in various events of Vigilance Awareness Week – 2013. This will definitely foster to build our future leaders.

“Whistle Blowers Protect The Wealth of The Nation”



Conclave of Vigilance Officers 6th & 7th March, 2014. Institute of Public Enterprise, Hyderabad

AN EFFECTIVE LEARNING EXPERIENCE THAT ENDURES

Trideeb Saikia
Chief Manager (Vigilance) – Kolkata

1.1 BACKGROUND TO THE CONCLAVE

The conclave had been a flagship event on vigilance on the eve of golden jubilee celebration of Institute of Public Enterprise (IPE), Hyderabad [The IPE is an autonomous non-profit society established in 1964 at the initiative of Sri SS Khera, ICS (the then cabinet secretary, GOI) and Dr. DS Reddy (the then Vice-Chancellor, Osmania University with the objective of furthering studies, research and consultancy in management Sciences)].

In fact, the Two-day Vigilance conclave had been organized with the concept, "Vigilance is not confined to a particular individual or a set up; rather, it is essential for promoting ethics and probity in organizations and assisting them to achieve a clean image and excellence. To promote the growth of anti-corruption movement perpetuated by the Government of India, it is the responsibility of everyone to be honest in discharging duties. Moreover, the organizations have a moral duty too to help the vigilance officers by bringing it to their notice about the activities of dishonest employees. Herein, the Vigilance, as a tool of management, comes into picture. The role of vigilance is to protect the organizations from the identified/unidentified internal dangers which are more serious than the external dangers".

1.2 CONCLAVE OBJECTIVE

The broad objective of the conclave was to deliberate upon the following topics:

- Role of Vigilance in the emerging changes in Public Sector Enterprises (PSE),
- Preventive Vigilance,
- Supply chain management with 'source-to-settle' software process (e-procurement & e-payment),
- Information and cyber security,
- Business ethics & Integrity pact,
- Frequent lapses/case study,
- Departmental enquiries.

1.3 CONCLAVE DESIGN

The conclave had adopted a variety of approaches that had included but not limited to the following methods:

- Welcome address by Chairperson, Keynote address by Chief Guest and Speeches by Guests of Honor,
- Presentations of Vigilance Excellence Awards,
- Technical Paper presentations and Interactive sessions,
- Valedictory session.



1.4 SCALE OF THE RESPONSE TO THE CONCLAVE

Approximately a total of 150 delegates of senior to mid-level management from across the organizations with diverse backgrounds having working as vigilance officers as well as subject matter experts from banking sector, mining sector and manufacturing & other sectors had participated in the Conclave. Notably, the profiles of the participants were varied as they had come from a broad spectrum of organizations e.g. Rashtriya Chemicals and Fertilizers Ltd., Oil India Ltd., Northern Coalfields Ltd., Central Coalfields, Artificial Limbs Manufacturing, Fertilizers and Chemicals Travancore Ltd., Mishra Dhatu Nigam Ltd., Bharat Dynamics Ltd., State Bank of India, State Bank of Hyderabad, Punjab National Bank, Canara Bank and Oriental Insurance. Moreover, the participations of Dr. RK Mishra, Director, IPE, Shri B Surender Mohan, CMD, NLC, Shri G Narayana Rao, CMD, ALIMCO, Shri NK Maini, DMD, SIDBI and Shri Shiv Kumar Gupta, CVO, PNB had not only dignified the occasion but also had brought in the crowning glory of the Conclave.

1.5 TECHNICAL PAPER PRESENTATIONS

04 (four) scientific yet practical based papers selected by the Conclave Program Committee had been presented at the Conclave in the form of ppt & oral presentations. The Technical sessions, "E-procurement", "Information & Cyber Security", "Cyber Security – Sharing of Experiences" and "Fraud Risk & Whistle Blowing" had touched upon wide range of areas. Each session had been followed up with an interactive open discussion between the speaker and the delegates which provoked much debate and in the process critical and constructive views emanated from the participants.

Prior to the technical sessions, the Chief Vigilance Officers (CVO) from Banking, Mining and Manufacturing & Other sectors dwelt at length

on the importance of vigilance while sharing their experiences with the august gathering. The major points in practice shared by the CVOs are as follows:

BANKING SECTOR

- Introduction of ONLINE vigilance clearance; clearance is done within 24 hrs,
- Improvement of quality of Preventive Vigilance,
- Transparency through ONLINE method,
- Vigilance cases through public complaints and Special Inspection report,
- Positive Vigilance,
- Green Vigilance Software Portal – Complaint handling/ Disposal of complaints,
- Non-existent suppliers,
- Thriving to be a popular department in the organization.

MINING SECTOR

- Wide Area Network (WAN) – Integration of coal stores through CoalNet Application Software,
- System based reporting – Manipulation of figures was taking place earlier. Now, figures cannot be manipulated. There is as such no theft or pilferage,
- GPS (Global Positioning System) & RFID (Radio-frequency Identification) based coalfield trucks – every movement of the truck is monitored,
- Reverse auction through bidding,
- Computerized complaint handling system,
- Panel of Vigilance officers for conducting regular workshops in order to make people aware of CVC rules and guidelines
- E-auction,



- ONLINE recruitment system,
- E-procurement – Tendering, Bid submission, Tabulation (evaluation of bid) & Selection of bidder (declaration of L1),
- Post award management system – ONLINE contract management system,
- ONLINE auto refund of EMD (earnest money deposit),
- Personal Information System (PIS) – From Vigilance standpoint, if there is any complaint against an employee, then the employee's information can be obtained from the PIS at the click of a mouse and subsequent investigation can then be followed up,
- Geo-Fencing System – Through satellites, the mining area is demarcated.

MANUFACTURING & OTHER SECTORS

- Fortnightly interaction with officers – At least 90 minutes,
- Formulation of Corruption Risk Management (CRM) policy

2.0 PAPER PRESENTATION HIGHLIGHTS

2.1 E-Procurement

- Security at Infrastructure level (as per CVC guidelines) – Deployment of Routers, Firewalls, IPS (Intrusion Prevention Systems)/ IDS (Intrusion Detection Systems), Remote access & Network segmentation,
- Authentication,
- Access control,
- Session management,
- Error handling,
- Input validation,
- Application & Monitoring,
- Availability clustering,

- Load balancing,
- Data recovery,
- Control of Source code & Configuration management

2.2 Security in Data storage & Applications

- Regular testing of Login in the internet,
- Common Unified Platform (Common Public Procurement Portal using XML),
- DSC (Digital Signature Certificate),
- In world Bank, both Techno-commercial & L1 bidder are opened at the same time; Only the L1 bidder is verified pertaining to documents,
- Above 5 lacs, the procurement should be ONLINE as per CVC guideline
- GTA (General Technical Analysis).

2.3 Security Checks being maintained in E-procurement

- Digitally Signed Bids,
- MD5 HASH (Message Digest Hash) Algorithm,
- CAPTCHA – Four Characters Image showed below the Field and is used to avoid automatic creation of users and to ensure that users are created manually,
- Validity (encrypted) of DSC (Digital Signature Certificate),
- Secure Sockets Layer (SSL),
- Encryption protects data during transmission.

2.4 Information & Cyber Security

- 'CRACKING' and not 'HACKING' is the right word – 'Hackers' are very intelligent people who use their skill in a constructive and positive manner. They help the government to protect national documents of strategic importance, help organizations to protect documents



and company secrets and even sometimes help justice to meet its end by extracting out electronic evidence, whereas a cracker is generally someone who breaks into someone else's computer system, often on a network, bypasses passwords or licenses in computer programs or in other ways intentionally breaches computer security,

- 'VIRUS' – Vital Information Resources Under Seize,
- Web defacement (Cyber defamation),
- 'Spam' – Multiple mails unsolicited,
- 'Fishing' – The act of attempting to acquire sensitive information like username and credit card details and is the most dangerous thing happening on the net; The advice is to "Disable pop ups",
- 'Cyber Sniffing' – A program and/or device that monitors data traveling over a network; Sniffers can be used both for legitimate network management functions and for stealing information off a network,
- 'WhatsApp' – It is a cross-platform mobile messaging application which allows you to exchange messages without having to pay for SMS,
- 'Cyber Bullying' – Forcing others to share his/her information,
- DPI (Dots Per Image) – While posting photographs online, it should be less than 72 dpi so that such photos are not misused and are difficult to morph,

2.5 Fraud Risk and Whistle Blowing

- Risk Management – it involves Human factor; Basically, it is used for Preventive Vigilance,

- 'Anti-Fraud Policy' – It applies to any fraud or suspected fraud in the organization, involving employees including contractual employees, shareholders and other stakeholders like consultants, vendors, suppliers, service providers, contractors, lenders, borrowers, outside agencies and/or any other parties with a business relationship with the organization.

3.0 CONCLUSION

Vigilance means 'Watchfulness' or 'Alertness' about 'what is happening' and 'what can happen'. Having quoted this, one common school of thought that prominently emerged out of the conclave was 'USE OF TECHNOLOGY' to manage vigilance. This is very much true in to-day's context where application of software is fast becoming a routine affair everywhere.

Another school of thought that gained importance during interactions was about pushing more for 'Preventive Vigilance' rather than for 'Punitive Vigilance'. Analytically speaking, if we lean more towards 'Punitive Vigilance', then probably we will be spending time for symptomatic solutions only; the real issue which remains tacit gets unnoticed and unaddressed. As a result, unethical behaviors pop up in the organization time and again and that ultimately becomes pattern. The great Hollywood blockbuster movie, 'TITANIC' is a glaring example to this effect.

In respect of the above paradigm shift of thinking, Oil India Limited (OIL), a Navaratna National Oil and Gas Company is a firm believer of Positive and Preventive Vigilance. That is why, **OIL could bag the prestigious 'Vigilance Excellence Award' instituted by the Institute of Public Enterprise (IPE), Hyderabad out of total 52 nominations on 6th March, 2014.**

"Vigilance is the Responsibility of Everyone in the Organisation"



TRADE UNION

A Useful Resource of an Industry

S.S. Rawat, Chemical Department,
Duliajan

Says goes that - A snowflake is one of God's most fragile creations, but look what they can do when they stick together.

A trade union is a organization of workers who have united together to achieve common goals such as protecting the integrity of its trade formed for the purpose of securing diverse range of benefits. It is a continuous association of wage earners for the purpose of maintaining and improving the conditions of their working lives, achieving higher pay and better working conditions. The trade union, through its leadership, bargains with the employer on behalf of members. The most common purpose of trade unions is maintaining or improving the conditions of their employment. This may include the negotiation of wages, work rules, complaint procedures, rules governing to disciplinary proceedings, promotion of workers, benefits, workplace safety and policies etc. The Trade Union Act 1926 defines a trade union as a combination, formed primarily for the purpose of regulating the relations between workmen and employers or between workmen and workmen, or between employers and employers, or for imposing restrictive condition on the conduct of any trade or business. Thus, a trade union can be seen whose aim is to negotiate with employers over pay, job security, working conditions, welfare amenities, social security etc, using the collective power of its members. In general, a union is there to represent the interests of its members, and may even engage in political activity where legislation affects their members. Trade union is voluntary formed for the pursuit of protecting the common interests of its members and also promotes welfare. They protect the economic, political and social interests of their members.

Trade union is obligated to educate the worker for development of the nation as follows:

- By inculcating its members about the importance of discipline.

- By enabling settlement of industrial disputes in a rational manner
- By inculcating the benefits of positive attitude and behavior
- By educating workforce to work in the interest of nation & organization
- By helping social adjustments. Workers have to adjust themselves to the new working conditions, the new rules and policies. Workers coming from different backgrounds may become disorganized, unsatisfied and frustrated; Union helps them in such adjustment

Trade union is a part of society and as such, has to take into consideration the national integration as well. Some important social responsibilities of trade union include:

- Promoting and maintaining national integration by reducing the number of industrial disputes
- Incorporating a sense of corporate social responsibility in workers
- Achieving industrial peace.
- Providing helping hands to its management in achieving organizational goal.

Trade union also plays the following vital role in achieving common interests of its members:

- To secure workers fair wages
- To safe guard security of tenure and improve conditions of service
- To enlarge opportunities for promotion and training
- To improve working and living conditions.
- To improve educational, cultural and recreational facilities
- To promote identity of interest of the workers and their industry



- To offer responsive co-operation in improving trends of production and productivity.
- To promote individual and collective welfare.

The existence of a strong and recognized trade union is a pre-requisite to industrial peace. Decisions taken through the process of bargaining and negotiations between employer and union are more influential. Trade union plays an important role and is helpful in effective communication between the workers and the management. They provide the advice and support to ensure that the differences of opinion do not turn into major conflicts. The central function of a trade union is to represent people at work maintaining code of conduct. But they also have a wider role in protecting their interests. They also play an important educational role, organizing courses for their members on a wide range of matters. Seeking a healthy and safe working environment is also prominent feature of union activity.

Respect your fellow human being, treat them fairly, disagree with them honestly, enjoy their friendship, explore your thoughts about one another candidly, work together for a common goal and help one another to achieve it - by Bill Bradley

Trade union operating in an industry is the building block of an organization. An organization's success depends on the collective performance of trade union and management; an organization is a cluster of employee working at different capacity for achieving common goal. Like an individual, an organization too takes birth, maintains itself and grows. It works in constantly changing environment; hence a poor work environment would be detrimental to a company's success. Trade union being the valuable resource of the organization has a substantial impact to enhance the performance of an organization. Industrial environment is changing very rapidly due to change in political and socio-economic scenarios. Technological advancement is also playing a vital role in changing business landscape. To cope with this change and to chart a path for growth, organizations are compelled to refocus on their strategy, structure

and processes to make their envisioned future a reality. To perform the daily activities flowing from long term strategic plan, people of the organization need to be physically and mentally fit maintaining humanity at all cost. Growth of any organization depends upon the performance of its employees which to a large extent depends upon the sharpened behavioral skills. Employees are the Picture of any organization and are responsible for building or marring its image. Thus, it becomes necessary in the present era that conscious efforts should be made to inculcate various approaches to make their attitude and behavior positive. Behavioral skills are social skills consisting mainly of motivation, communication, management of time, conflict & stress, leadership & team building. These are also called as soft skills and are critical in the total effectiveness of an employee.

Coming together is a beginning; keeping together is progress; working together is success - Henry Ford

The employment relationship is as employer or employee or both are the most significant legal relationship, apart from marriage and parenthood, which they will experience throughout their lives. The law has a great deal to say about the employment relationship. When it exists and when it doesn't. What conditions always apply to it and what can't, the responsibilities of employer to employee and the duties of employee to employer and the enormously important relationship is between employer and trade union. The only way to predict the future of our organization is to "Generate it". Create a prosperous and equitable future through the high road strategy by adopting "mutual respect and trust" and "mutual assured existence" between employer and employee and trade union and management.

Inspiring quote of W.Edward Deming - What we need to do is learn to work in the system, by which I mean that everybody, every team, every platform, every division, every component is there not for individual competitive profit or recognition, but for contribution to the system as a whole on a win-win basis.

"Honest People Don't Hide Their Deeds"



Glimpses of One Day Vigilance Conference held at Corporate Office NOIDA





OIL Received Vigilance Excellence Award (2013-14)



Oil India Limited (OIL), a Navratna Central Public Sector Enterprise has received Vigilance Excellence Award 2013-14 at a Conclave of Vigilance Officers Organized by the Institute of Public Enterprise (IPE) at Hyderabad.





Glimpses of The Golden Jubilee of CVC



DOING THINGS RIGHT

Selected Case Studies

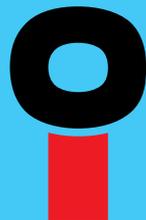


A COMPILATION BY
VIGILANCE DEPARTMENT



ऑयल इंडिया लिमिटेड
Oil India Limited
(A Government of India Enterprise)

This book was released during One Day Vigilance Conference held at Corporate Office, NOIDA on January 21st, 2014 and it has been uploaded in OILWEB.



ऑयल इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Oil India Limited

(A Government of India Enterprise)

Corporate Office: OIL House, Plot Number 19, Sector 16A, Noida, District Gautam Budh Nagar, Uttar Pradesh 201301, India
Tel: +91 (120) 2488 333. Website : www.oil-india.com

Disclaimer: For internal circulation only. Opinions published are personal opinions of authors.