

DAMODAR VALLEY CORPORATION  
VIGILANCE DEPARTMENT  
KOLKATA- 700054

Office Circular

No. Vig./ HoD's Co-ord.Meeting/11/ 167

Date 21.07.2011

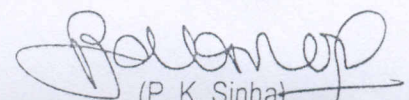
Sub. : Clarification regarding interpretation of the record notes of discussions held in daily co-ordination meeting of the HoDs

Of late, it is being observed with concern that the proposals, concerning various matters which have been deliberated in the daily Co-ordination Meeting of HoDs, are being forwarded to different authorities for necessary action citing the endorsement of the Chairman.

It is for the intimation of all concerned that the matters which have been/ are discussed and deliberated at the said meetings are for flagging and prioritization of the issues concerning various wings and divisions to bring the same to the fore and floating/ dissemination of new ideas which are reflected accordingly in the Record Notes of the corresponding meeting. The deliberations also help bridge knowledge gap and upgradation of knowledge and dissemination thereof, besides being a catalyst for resolving co-ordination and communication issues.

Taking a cue form the Record Notes, concerned official shall initiate proposal for giving shape to the proposition/ idea deliberated in the Co-ordination meeting observing extant rules, regulations and procedures of the Corporation /Gol. The points enumerated in the record notes shall not be construed as the **decisions** in regard to a particular issue which has been discussed in the said meeting.

Accordingly, it is emphasized and reiterated that no proposal shall contain words like "as directed/ desired/ decided by Chairman or in the meeting" and every proposal must be examined on its own merit to enable informed decision making. Use of the said words preclude dispassionate examination of the proposal and prohibit application of mind by the concerned person and should scrupulously be avoided.

  
(P. K. Sinha)  
Chief Vigilance Officer

Copy fd. to SE, IT Cell, DVC, Kolkata for hosting  
in DVC website <sup>(portal)</sup> under Circular-Vigilance.  
Jyoti  
22/7/11  
By CVO

Distribution :

- 1) The Director (Tech.), DVC, Kolkata
- 2) The Director (Projects). DVC, Kolkata
- 3) The Director (System). DVC, Kolkata
- 4) The Director (Commercial). DVC, Kolkata
- 5) The Director (Accounts). DVC, Kolkata
- 6) The Director (HRD). DVC, Kolkata
- 7) The Director of Health Services, DVC, Kolkata
- 8) The Chief Engineer (Commercial), DVC, Kolkata
- 9) The Chief Engineer (Fuel), DVC, Kolkata
- 10) The Chief Engineer (PM&I), DVC, Kolkata
- 11) The Chief Materials Manager, DVC, Kolkata
- 12) Jt.FA and HoO, Finance Deptt., DVC, Kolkata

Copy to :

- 1) The Secretary, DVC, Kolkata
- 2) The Financial Advisor, DVC, Kolkata
- 3) Sr. PS to Chairman, DVC, Kolkata