



**MADHYA PRADESH MADHYA KSHETRA  
VIDYUT VITARAN COMPANY LIMITED**  
(GOVERNMENT OF M.P. UNDERTAKING)  
**NISHTHA PARISAR, GOVINDPURA, BHOPAL (MP) 462023**  
☎-2602033;2602034; 2588377 FAX:2589821  
Website: wss.cpcz.co.in



HUMAN RESOURCE DEPARTMENT (ISO 9001:2008 CERTIFIED)

No. MD/MK/Estt/ 9569

Bhopal, dated: 06/10/2018

**CIRCULAR**

**Sub: Regarding disclosure of conflict of interest as well as other necessary information by contractors/ suppliers and employees of the Company.**

It has come to the notice of the Company that the officials working in the Company are revealing information regarding tender documents, notice inviting tender and other information which are confidential in nature, to their relatives involved in contracting or registered as contractor as well as any of their relatives working in any of the Firms/ Companies etc., having current business or financial dealing with the Company, which is against M.P. Civil Services (Conduct) Rules, 1965 and Companies Act, 2013.

In order to control indiscipline of the officials, it is hereby advised that:-

- (1) The Company shall take an undertaking from all the employees about disclosing information if any of their relatives are involved in contracting or registered as contractor or any of their relatives working in any of the Firms/Companies etc., having past or current business or financial dealing with the Company. A statement to this effect shall be filed every year by the employee and the verification of the same shall be included in the Annual Confidential Report. This will be treated as full disclosure by the employee of his/ her interest and will be liable for any enquiry only in case where a complaint is received or any suspicion arises. Such disclosures shall be kept in record for minimum period of 6 years.
- (2) All NIT and Tender documents shall have specific clause whereby the bidding firms/entities shall make a declaration of similar nature disclosing the relation or business dealings, if any, with the employee of the Company or having employees who are related to employees of the bidding Company and shall also file such declaration every six months and at the end of term of any contract agreement for supply or work etc.

The above instructions may be complied strictly.

By Order

— Sd —

(Meenakshi Singh)

Chief General Manager (HR&A)

No. MD/MK/Estt/ 9570

Bhopal, dated: 06/10/2018

Copy to:-

1. The Director Technical)/(PDTTC), O/o MD, MPMKVVCL, Bhopal.
2. The Chief Financial Officer, O/o MD, MPMKVVCL, Bhopal.
3. The Chief General Manager (HR&A)/(W&P)/ (Urban Project)/(Rural Project)/(Commercial)/(Procurement)/ (IT)/ (QCMM)/(M&BM)/(SM&O)/(LM), O/o MD, MPMKVVCL, Bhopal.
4. The Chief General Manager (BR)/(GR), MPMKVVCL, Bhopal/Gwalior.
5. The Dy. Chief General Manager (Regulatory Affairs), O/o MD, MPMKVVCL, Bhopal.
6. The General Manager (Estt)/(R&T)/(Admin)/(Saubhagya Yojna)/(Civil)/ (Commercial)/(W&P)/ AMR Cell/, O/o MD, MPMKVVCL, Bhopal.
7. The Chairman, E.C.G.R.F., MPMKVVCL, Chandbarh, Bhopal.
8. The General Manager (City)/(O&M)/(Civil)/(Area Stores), Circle, MPMKVVCL, \_\_\_\_\_.
9. The Deputy General Manager (Estt)/(HR)/(FGR)/(\_\_\_\_\_), O/o MD, MPMKVVCL, Bhopal.
10. The Deputy General Manager (O&M)/(City)/(STM)/(STC)/(Vigilance) Dn., MPMKVVCL, \_\_\_\_\_.
11. The Addl. Chief Medical Officer, MPMKVVCL, Bhopal/ Gwalior.
12. The Accounts Officer (HOAU), O/o MD, MPMKVVCL, Bhopal.
13. The Accounts Officer, Accounting Unit (\_\_\_\_\_), MPMKVVCL, \_\_\_\_\_.
14. The Company Secretary, O/o MD, MPMKVVCL, Bhopal.
15. The Manager (HR) \_\_\_\_\_, O/o MD, MPMKVVCL, Bhopal.
16. The Manager (HR), O/o CGM (BR)/(GR), MPMKVVCL, Bhopal/Gwalior.
17. The Manager (HR), O/o GM (O&M)/(City), MPMKVVCL, \_\_\_\_\_.
18. The Sr.Publicity Officer/Sr. Security Officer, O/o MD, MPMKVVCL, Bhopal.
19. The PS to MD, MPMKVVCL, Bhopal.
20. The Webmaster, O/o MD, MPMKVVCL, Bhopal.
21. The Section Officer (Estt), O/o MD, MPMKVVCL, Bhopal.
22. Circular Copy.

**Note: All HR Managers Corporate office/Bhopal Region/Gwalior Region**

**It is desired to collect the information/undertaking from officers/ employees duly verified by Reporting officers and keep the record in the personal file maintained in their respective offices.**

  
Chief General Manager (HR&A)

*webmaster / Circular to ALL*

*webmaster*

MD  
M.P.M.K.V.V. Co. Ltd.  
Bhopal  
Cell R/D No. 1686  
Date. 17/10/18