

# RURAL ELECTRIFICATION CORPORATION LIMITED

(A Govt. of India Enterprises)  
Core-4, SCOPE Complex, Lodhi Road, New Delhi-110003.

## COMPANY SECRETARY'S DIVISION

No. SEC-1/(218)/2008

Dated : 14<sup>th</sup> October, 2008

## OFFICE ORDER

**Sub: Amendment to "Policy for Prevention of Fraud in REC" – MIS Report**

**Ref: 1. Circular No.SEC-4/1(314)/2007/253 dated 23<sup>rd</sup> May, 2007  
2. Office Order No.SEC-1/218/2007/1146 dt. 29<sup>th</sup> May, 2008**

In continuation of Circular dated 23<sup>rd</sup> May, 2007 and Office Order dated 29<sup>th</sup> May, 2008 referred to above, the Board of Directors in their 340<sup>th</sup> Meeting held on 11<sup>th</sup> September, 2008 have approved the following reporting requirement in respect of the "Policy for Prevention of Frauds in REC" : -

### MIS Report

- (a) It is to be ensured that all frauds involving amounts of Rs.1.00 lakh and above are reported to the Board promptly after the same are proved in the preliminary investigation of the Nodal Officer, and
- (b) Information relating to all frauds proved in the preliminary investigation shall be placed before the Audit Committee of the Board of Directors by ED(IA)/GM(IA).

Sd/-  
(B.R. Raghunandan)  
GM(Law) & C.S.



**Rural Electrification Corporation Limited**  
**Corporate Office: New Delhi**  
**Company Secretary Division**

No. SEC-1/(218)/2007/1146

29<sup>th</sup> May, 2008

**OFFICE ORDER**

**Sub: Amendment to Fraud Policy**

The Board of Directors have in their 314<sup>th</sup> Meeting held on 17<sup>th</sup> April 2007 approved a Fraud Policy which was circulated and notified under the Circular No.SEC-4/1(314)/2007/253 dated 23<sup>rd</sup> May 2007.

Following amendments to the said Fraud Policy have been made and approved by the Competent Authority.

Sl.No	Heading	Existing Provision	Amended provisions
1.	<b>Title of the Policy</b>	<b>“ Fraud Policy of REC”</b>	<b>“ Policy for Prevention of Frauds in REC”</b>
2.	<b>Reporting of Fraud</b>	<b>i. Any employee, representative of vendors, suppliers, contractors, lenders, borrowers, consultants, service providers or any other agency(ies) doing any type of business with REC as soon as he/she comes to know of any fraud or suspected fraud or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s) nominated in every project/zone/Corporate Office. At the Corporate Office, HOD (Internal Audit) shall be the nodal officer. If however, there is shortage of time such report should be made to the immediate HOD whose duty shall be to ensure that input received is immediately communicated to the Nodal Officer.</b>	<b>i Any employee, representative of vendors, suppliers, contractors, lenders, borrowers, consultants, service providers or any other agency(ies) doing any type of business with REC as soon as he/she comes to know of any fraud or suspected fraud or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s) nominated in every project/zone/Corporate Office. At the Corporate Office, HOD of every Division shall be designated as the Nodal Officer for the purpose of this Policy.</b>  <b>‘HOD’ is the Executive Director who heads the Department/Division or the General Manager where there is no Executive Director.</b>

		<p>The reporting of the fraud normally should be in writing. In case the reporter is not willing to furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identify of the official/employee/other person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain the confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorised person.</p>	<p><b>However, in case the HOD himself/herself is suspected of being involved in the alleged fraud, the matter shall be reported to the next higher authority.</b></p> <p><b>The Co-ordination and supervision of all the Nodal Officers under the Fraud Policy shall be done by ED (IA).</b></p> <p>The reporting of the fraud normally should be in writing. In case the reporter is not willing to furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identity of the official/employee/other person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain the confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorised person.</p>
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This issues with the approval of competent authority.

**Sd/-**  
**(B.R.Raghunandan)**  
**GM (Law) & CS**

# RURAL ELECTRIFICATION CORPORATION LIMITED

(A Govt. of India Enterprises)  
Core-4, SCOPE Complex, Lodhi Road, New Delhi-110003.

## COMPANY SECRETARY'S DIVISION

No. SEC-4/1/(314)/2007/253

Dated: 23rd May, 2007

### CIRCULAR

**Sub: Fraud Policy of REC.**

The Board of Directors in their 314<sup>th</sup> Meeting held on 17<sup>th</sup> April, 2007 have approved "Fraud Policy of REC" as per details given in the **Annexure**.

The Board has also resolved that the said policy may be reviewed after one year to make such changes as may be considered necessary based on experience.

Hindi version of this Circular will follow.

sd/-  
(B.R. Raghunandan)  
GM(Law) & C.S.

Encl: Annexure

## FRAUD POLICY - REC

### BACKGROUND

The corporate fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against REC. It is the intent of REC to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations. In the light of the foregoing and keeping in view the approach of REC in following Corporate Governance principles proactively, it is appropriate that a Fraud Policy is formulated and implemented.

The policy statement is given below for implementation with immediate effect.

### POLICY OBJECTIVES :

The "Fraud Policy" has been framed to provide a system for detection and prevention of fraud, reporting of any fraud that is detected or suspected and fair dealing of matters pertaining to fraud. The policy will ensure and provide for the following :-

- i.To ensure that management is aware of its responsibilities for detection and prevention of fraud and for establishing procedures for preventing fraud and/or detecting fraud when it occurs.
  - ii.To provide a clear guidance to employees and others dealing with REC forbidding them from involvement in any fraudulent activity and the action to be taken by them where they suspect any fraudulent activity.
  - iii.To conduct investigations into fraudulent activities.
  - iv.To provide assurances that any and all suspected fraudulent activity will be fully investigated.
- Fraud , in any form, against REC will not be tolerated.

### SCOPE OF POLICY

This policy applies to any fraud, or suspected fraud, involving employees as well as shareholders, consultants, vendors, lenders, borrowers, contractors, outside agencies doing business with REC, employees of such agencies, and/or any other parties with a business relationship with REC.

### DEFINITION OF FRAUD

"Fraud" is a wilful act intentionally committed by an individual(s) - by deception, suppression, cheating or any other fraudulent or any other illegal means, thereby, causing wrongful gain(s) to self or any other individual(s) and wrongful loss to other(s). Many a times such acts are undertaken with a view to deceive/mislead others leading them to do or prohibiting them from doing a bonafide act or take bonafide decision which is not based on material facts."

## **ACTIONS CONSTITUTING FRAUD :**

While fraudulent activity could have a very wide range of coverage, the following are some of the act(s) which constitute fraud.

The list given below is only illustrative and not exhaustive :-

- i. Forgery or alteration of any document or account belonging to the Company
- ii. Forgery or alteration of cheque, bank draft or any other financial instrument etc.
- iii. Misappropriation of funds, securities, supplies or others assets by fraudulent means etc.
- iv. Falsifying records such as pay-rolls, removing the documents from files and /or replacing it by a fraudulent note etc.
- v. Willful suppression of facts/deception in matters of appointment, placements, submission of reports, tender committee recommendations etc. as a result of which a wrongful gain(s) is made to one and wrongful loss(s) is caused to the others.
- vi. Utilizing Company funds for personal purposes.
- vii. Authorizing or receiving payments for goods not supplied or services not rendered.  
Destruction, disposition, removal of records or any other assets of the Company with an ulterior motive to manipulate and misrepresent the facts so as to create suspicion/suppression/cheating as a result of which objective assessment/decision would not be arrived at.
- ix. Any other act that falls under the gamut of fraudulent activity.

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct, should be resolved by departmental management and Employee Relations of Human Resources rather than under Fraud Policy.

## **REPORTING OF FRAUD :**

- i. Any employee, representative of vendors, suppliers, contractors, lenders, borrowers, consultants, service providers or any other agency(ies) doing any type of business with REC as soon as he / she comes to know of any fraud or suspected fraud or any other fraudulent activity must report such incident(s). Such reporting shall be made to the designated Nodal Officer(s), nominated in every project/zone/Corporate Office. At the Corporate Office, HOD (Internal Audit) shall be the Nodal Officer. If, however, there is shortage of time such report should be made to the immediate HOD whose duty shall be to ensure that input received is immediately communicated to the Nodal Officer. The reporting of the fraud normally should be in writing. In case the reporter is not willing to

- furnish a written statement of fraud but is in a position to give sequential and specific transaction of fraud/suspected fraud, then the officer receiving the information/Nodal Officer should record such details in writing as narrated by the reporter and also maintain the details about the identity of the official / employee / other person reporting such incident. Reports can be made in confidence and the person to whom the fraud or suspected fraud has been reported must maintain the confidentiality with respect to the reporter and such matter should under no circumstances be discussed with any unauthorised person.
- ii. All reports of fraud or suspected fraud shall be handled with utmost speed and shall be coordinated by Nodal Officer(s) to be nominated.
  - iii. On receiving input about any suspected fraud/nodal officer(s) shall ensure that all relevant records documents and other evidence is being immediately taken into custody and being protected from being tampered with, destroyed or removed by suspected perpetrators of fraud or by any other official under his influence.

#### INVESTIGATION PROCEDURE :

- i). The Nodal Officer shall carry out preliminary investigation. The employee who reports suspected dishonest or fraudulent activity should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act. The reporting individual should be informed of the following:
  - Do not contact the suspected individual in an effort to determine facts or demand restitution.
  - Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the Nodal Officer or the HOD.
  - The Nodal Officer shall treat all information received *confidentially*. Great care must be taken in the investigation of suspected improprieties.

No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." *Under no circumstances* should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference. Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Company from potential civil liability.

If the preliminary investigation of the Nodal Officer substantiates that fraudulent activities have occurred, the Nodal Officer shall seek approval of the competent authority and , refer the details of the Fraud/suspected fraud to the Vigilance Department of REC, for further appropriate investigation and needful action.

- ii). This input would be in addition to the intelligence, information and investigation of cases of fraud being investigated by the Vigilance Deptt. of their own as part of their day to day functioning.

iii). After completion of the investigation by the Vigilance Deptt., due & appropriate action, which could include administrative action, disciplinary action, reporting to the Board / Audit Committee, civil or criminal action or closure of the matter if it is proved that fraud is not committed etc. depending upon the outcome of the investigation shall be undertaken with the approval of the competent authority.

iv). Vigilance Department shall apprise "Nodal Officer" of the results of the investigation undertaken by them. There shall be constant coordination maintained between the two.

#### **RESPONSIBILITY FOR FRAUD PREVENTION :**

- i. Every employee(full time, part time, adhoc, temporary, contract), representative of vendors, suppliers, contractors, consultants, lenders, borrowers, service providers or any other agency(ies) doing any type of business with REC, is expected and shall be responsible to ensure that there is no fraudulent act being committed in their areas of responsibility/control. As soon as it is learnt that a fraud or suspected fraud has taken or is likely to take place they should immediately apprise the same to the concerned HOD as per the procedure.
- ii. All HODs shall ensure prevention and detection of fraud and implementation of the Fraud Policy of the Company. HODs shall ensure that there are mechanisms in place within their area of control to :-
  - a. Familiarise each employee with the types of improprieties that might occur in their area.
  - b. Educate employees about fraud prevention and detection.
  - c. Create a culture whereby employees are encouraged to report any fraud or suspected fraud which comes to their knowledge, without any fear of victimization.
  - d. Promote employee awareness of ethical principles subscribed to by the Company through CDA Rules;
- iii. Due amendments shall be made in the general conditions of contracts, sanctions, loan/subsidy/grant agreements of the organization wherein all bidders/service providers/vendors/lenders/borrowers/consultants etc. shall be required to certify that they would adhere to the Fraud Policy of REC and not indulge or allow anybody else working in their organization to indulge in fraudulent activities and would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice.

These conditions shall form part of documents both at the time of submission of bid/loan/subsidy/grant application and agreement of execution of contract/loan/subsidy/grant.

#### **ADMINISTRATION AND REVIEW OF THE POLICY :**

The Chairman and Managing Director shall be the competent authority for the interpretation and revision of this policy. The policy will be reviewed and revised as and when needed.