



MINIRATNA: CATEGORY-I Company

National Projects Construction Corporation Ltd

(A Govt. of India Enterprise)

Corporate Office: Plot No. 148, Sector-44,
Gurugram -122003, Haryana

सन्दर्भ सं. 500160/P/2019/1846

दिनांक: 17/07/2019

OFFICE ORDER

In order to maintain credibility and uphold the image of NPCC the Management has taken a serious view of the recent events. Strengthening day to day working and ensuring transparency in Company's operation and completion of projects within time schedule while maintaining quality is the need of the hour. Some sincere steps in this direction are essential in the current scenario to develop client's confidence in NPCC.

All the employees of the Corporation are directed to abide with the following code of conduct and best practices as reiterated below:

- Maintain absolute integrity at all times
- Maintain absolute devotion to duty and observe proper decorum while on duty and at all times.
- Act in accordance with the Company's rules and policies, as decided from time to time.
- Maintain confidentiality and ensure that no data/information is shared with outsiders.
- Ensure safety of Company's assets
- Act in a judicious manner with due care and attention and without any self-interest or to benefit a few with vested interests.
- Strict adherence to the Guidelines issued by CVC and Govt. of India, from time to time
- There should be absolute transparency in the entire tendering process in line with the established norms/practices/guidelines/procedures of CVC, CPWD and Ministry of Finance etc. issued from time to time.
- All the tendering should be done through e-procurement process as per guidelines issued by Govt. of India with regard to E-procurement policy, from time to time.
- All the purchases in Corporation should be made through GeM Portal.
- Award of works for outsourcing shall be done, through proper bidding process. The process for outsourcing shall be initiated only after the Project has been secured and work order has been received from the Client in favour of NPCC.
- The qualification and credentials of the contractors to whom the work is being awarded should be thoroughly checked and verified.

- Site survey and soil investigation should be done before starting any work through reputed agencies and the same should also be informed to the client. All the parameters keeping in view the project location should be considered and accordingly all required checks and balances be adopted.
- Quality Control checks and measures should be ensured and the project should be completed within the given time schedule by maintaining the quality for the clients' utmost satisfaction.
- Payment of the bills should be processed timely after correct measurements and verification of work done. There should be no delay in the processing of bills
- The measurement of the bills should be done accurately and record thereof be maintained at sites with copies at Head Quarters during the project implementation stage and for future records as well.
- Advance payments should be made to the contractor only after receipt of a valid Bank Guarantee from the Contractor and also in accordance with the terms & conditions agreed by the Client.
- Bids for new projects should be submitted considering reasonable profit margin for the sustainability of the Corporation
- Internal estimates taking into account the Corporation's fees and charges be prepared well in advance at the time of submission of proposals itself to avoid any ambiguity at a later stage.
- No gift or hospitality from any firm which is having official dealings should be accepted by any employee of the Corporation.
- All the employees should keep in view the overall interest of the Corporation, at all times.

The above is circulated for information and strict compliance by all the employees of NPCC.


17/7
(R.K. Gupta)

Chairman & Managing Director

Copy to:

- Director (Engineering) NPCC Ltd.
- Director (Finance) NPCC Ltd.
- All Zonal Managers, NPCC Ltd.
- All Divisional Heads, Corporate Office, NPCC Ltd., Gurugram / Regd. Office, Nehru Place, New Delhi.
- DGM (IT), NPCC Ltd. Corporate Office, Gurugram-With a request to upload this circular on NPCC Website.

OSD TO CMD, NPCC & WAPCOS/ SPS To CMD/PS To CVO