



**HINDUSTAN ORGANIC CHEMICALS LIMITED
KOCHI UNIT, AMABALMUGAL**

OBSERVANCE OF VIGILANCE AWARENESS WEEK-2017

HOCL, like other Government departments and undertakings will be observing 'Vigilance Awareness Week-2017' from **30th October to 04th November, 2017**. This is being done as per directions of the Central Vigilance Commission, New Delhi. During this period it is our endeavour to make those connected with the company to know about the role of the vigilance machinery of the company. Every esteemed vendor/customer of the organization deserves to be informed about it.

All Activities of the Company, whether buying raw material or selling final products or awarding any contract for works, etc., are governed by laid-down rules and procedures; some of these procedures are laid down by the CVC while other are framed by the company. As per prevalent directions, most of the tenders are required to be displayed on the company's website. The company officials are required to apply the same set of rules to all the persons/organizations placed together in a particular situation. These rules are simple and transparent. Violation of these rules, without any specific reason, may give rise to 'Vigilance Angle'. Such instances may please be reported to the Company's Vigilance Department.

Both paying and accepting bribes are illegal. If anybody demands gratification/bribe for doing a favour or work, it should be immediately reported.

HOCL's Vigilance Department is operational at Rasayani and Kochi Units. The Chief Vigilance Officer sits at Corporate Office at Rasayani, Maharashtra. In case of any Vigilance related complaint, you can contact personally or by post to any of the officers of Vigilance Department of the Company.

A complainant's name is always kept confidential and the complaint and the complaint will be protected from victimization. However, as per CVC guidelines anonymous and pseudonymous complaints are not entertained. Moreover complaints should be factual, rather than general allegations. We solicit your co-operation and welcome constructive feedback.

VIGILANCE DEPARTMENT

CVO, (Rasayani): Ph: 02192258565, e-mail: raikar.rb@hoclindia.com

Sr.VO(Kochi) : Ph: 0484 2720840, e-mail: ishwar@hoclindia.com

Website - Corporate Office: www.hoclindia.com

Kochi Unit : www.hoclkochi.com

CVC Address : Secretary, Central Vigilance Commission, Govt. of India, Satarkata Bhavan, GPO Complex, INA, New Delhi-110 023.