



सतर्कता बुलेटिन - 2021
VIGILANCE BULLETIN - 2021

सतर्कता संगठन
पूर्वोत्तर सीमा रेल

**VIGILANCE ORGANISATION
NORTHEAST FRONTIER RAILWAY**





सत्यनिष्ठा प्रतिज्ञा

मेरा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है। मेरा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिल कार्य करने की आवश्यकता है।

महारा मानता है कि ब्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा का उच्चतम मानकों के प्रति वुनबाद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिश।

अतः, मैं प्रतिज्ञा करता हूँ कि ;

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूंगा;
- ना तो रिश्वत लूंगा और ना ही रिश्वत दूंगा;
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करूंगा;
- जतहित में कार्य करूंगा;
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूंगा;
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेन्सी को दूंगा।

INTEGRITY PLEDGE

I believe that Corruption has been one of the major obstacles to Economic, Political and Social progress of our Country. I believe that all stakeholders such as Government, Citizens and Private sector need to work together to Eradicate Corruption.

I realize that every citizen should be vigilant and commit to highest standards of Honesty and Integrity at all times and support the fight against Corruption.

I, therefore, Pledge:

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behavior;
- To report any incident of corruption to the appropriate agency.



Vigilance Bulletin – 2021



अंशुल गुप्ता
महाप्रबंधक
ANSHUL GUPTA
GENERAL MANAGER



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NORTHEAST FRONTIER RAILWAY
मालीगांव, गुवाहाटी - 781011
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MESSAGE

I am glad to know that Vigilance Organization of NF Railway is conducting various activities including bringing out this issue of Vigilance e-Bulletin on the occasion of Vigilance Awareness week- 2021 to be observed from 26th October to 01st November, 2021. The theme of this year's Vigilance Awareness week is "Independent India @ 75: Self reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता".

As we celebrate 75th Anniversary of our independence, Azadi Ka Amrit Mahotsav, the dream of self-reliant India echoes at the heart of every Indian citizen. At this momentous occasion, let us resolve to make our dream a reality by contributing to the nation with our dedication, integrity and honesty. Indian Railway, with its pan India presence, touching the lives of millions, is continuously contributing to the nation building since its independence. Growth and progress of our organisation can be sustained and accelerated with the trust and confidence of Railway users and other stakeholders which can be won through an efficient and transparent working system. Corruption and unethical practices in the system adversely affect the organization's image and are hindrance to the growth and progress of the organisation and at large to the nation. It is the responsibility of all Railway-men to create an environment where the railway users and all stakeholders have confidence in our ability to deliver services in a transparent and efficient way. I am of the firm belief that in the coming years Railwaymen will strive hard to maintain a high level of integrity, transparency and efficiency in their working to help in realizing a prosperous and self reliant India.

Vigilance is an indispensable part of the administration and plays a very important role not only in curbing corruption but also in evolution of systems and procedures. Vigilance organization of our Railway is performing a proactive and constructive role in the fight against corruption, creating awareness about ill effects of corruption and identifying deficiencies in the system and suggesting system improvements as corrective measure thereon.

I convey my best wishes to the Vigilance Organization and hope this bulletin along with the various programmes planned during Vigilance Awareness Week will help in spreading vigilance consciousness amongst the Railwaymen and achieve the goals of promoting integrity, transparency and probity in public life.


(Anshul Gupta)
General Manager

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MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

MESSAGE

Central Vigilance Commission is celebrating Vigilance Awareness Week from 26th October to 01st November, 2021 with the theme "Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @75: सत्यनिष्ठा से आत्मनिर्भरता" in a move towards commemorating 75 years of India's Independence. Accordingly, like every year Indian Railways will also carry out celebrations with the motive to weed out corruption and ensure integrity in public life.

Fight against corruption is not the sole responsibility of Vigilance organization but requires all out efforts from every Railway employee. Without complete commitment and devotion, it is not possible to fight corruption successfully. Therefore all the Railwaymen must make a united effort to root out corruption from the system. During the occasion, I would also like to mention that special emphasis to technology may be given to spread awareness about malice of corruption as well as to make our system more effective and efficient thus bringing more accountability and transparency.

Indian Railway is organizing the Vigilance Awareness Week in a motivated environment with a passion to sensitize the common man against the menace of corruption. Special efforts on following issues are being taken.

- i) Encouraging all for taking e-pledge by visiting the website.
- ii) Conduct of workshops/sensitization programs on policies/procedures.
- iii) Use of organizational website for dissemination of employees/customer-oriented information and to make available avenues for redressal of grievances, systemic improvements and good practices adopted.
- iv) Wide publicity to complaints under PIDPI (Public Interest Disclosure and Protection of Informers).
- v) Extensive use of social media platforms, bulk SMS/e-mails. WhatsApp etc. for spreading awareness.

I strongly believe that observance of Vigilance Awareness Week by following the measures suggested by CVC will assist all Railway employees to work in the right direction and to fight against corruption. With this, I extend heartiest congratulation to all those associated in this drive.

With heartfelt good-wishes


(Ramesh Kumar Jha)



Vigilance Bulletin – 2021



Boniface Lakra (IRSME)
SDGM & Chief Vigilance Officer



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MESSAGE

It gives me immense pleasure in bringing out this e-Bulletin on the occasion of Vigilance Awareness week, 2021 to be observed from 26th October to 01st November, 2021. The theme of this year's Vigilance Awareness week is **"Independent India @ 75: Self reliance with Integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता"**.

Corruption and unethical practices are hindrance to growth and self reliance of any organization and at large to the country. Railwaymen at all levels needs to maintain high levels of ethics and integrity in their working sphere to weed out corruption from the system. Everyone, from the executive to the field workers, has a role in preventing corruption by acting with personal integrity and making ethical decisions. The efforts of vigilance department in combating corruption can't be accomplished alone without the active co-operation and participation of all stakeholders. Vigilance Organization of NF Railway has continuously been putting its efforts to fight against corruption and to sensitize staffs and officials on the need of self vigilance and right practices to be followed.

In observance of Vigilance Awareness Week, vigilance department of N.F.Railway is conducting various activities to generate awareness on the threat and adverse impact of corruption and the need to collective participation of all stakeholders in the prevention and fight against corruption. Publication of this vigilance e-Bulletin through N. F. Railway website is an attempt to disseminate information regarding common issues related to vigilance. The purpose of this Bulletin is to spread awareness amongst the Railway officers and staff to help them realise possible areas of pitfalls and how to avoid those while discharging their duties. The bulletin contains some typical case studies on various irregularities noted during preventive checks, system improvements suggested by vigilance organization to plug the loopholes on the system and information on the latest circulars issued by Railway Board, CVC & DOPT, which would be very useful for guidance of Railwaymen. The Bulletin also highlights some DOs & DON'Ts on various aspects which will be helpful to field staffs as well as to the executives.

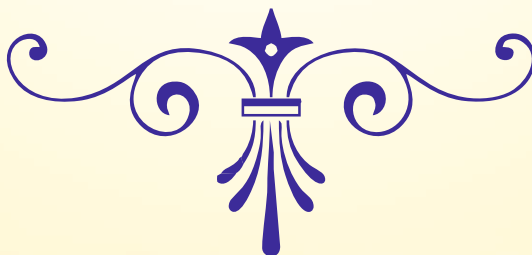
I hope this bulletin and the other activities conducted during the Vigilance Awareness Week will meet its objective of sensitizing Railwaymen about ill effects of corruption and motivating to perform their duties with absolute integrity and honesty.

(B. Lakra)
SDGM & CVO



CONTENTS

<i>Sl. No.</i>	<i>Title</i>	<i>Page no</i>
1.	Vigilance and Vigilance Angle	1
2.	Case Studies	3-9
3.	Suggestions for System Improvement	12-22
4.	Checks in Mass Contact Areas	24-25
5.	Important Circulars Issued	26-28
6.	Thrust Areas	29-33
7.	Dos and Don'ts	35-61
8.	Poems, Articles	63-75





WHAT IS VIGILANCE?

“Vigilance” is defined as watchfulness/caution/circumspection. In the context of administration, Vigilance signifies maintenance of probity and integrity in public life. It is essentially a management function aimed at ensuring orderly conduct of affairs by the public servant. The focus of Vigilance organization is to protect the honest and punish the corrupt.

WHAT IS VIGILANCE ANGLE?

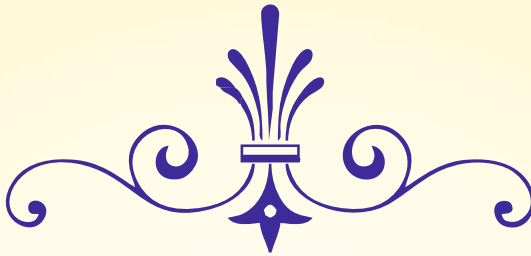
CVC tenders advice in cases which involve a Vigilance Angle. It has defined vigilance angle as the following:

- a) Demanding and/or accepting gratifications other than legal remuneration in respect of an official act or for using his/her influence with any other official.
- b) Obtaining any valuable thing, without consideration or with inadequate consideration, from person with whom he/she is likely to have official dealings, or with whom his/her subordinates have official dealings or where he/she can exert influence.
- c) Obtaining for him/her or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his/her position as public servant.
- d) Possession of assets disproportionate to his/her known sources of income.
- e) Cases of misappropriation, forgery or cheating or other similar criminal offences.

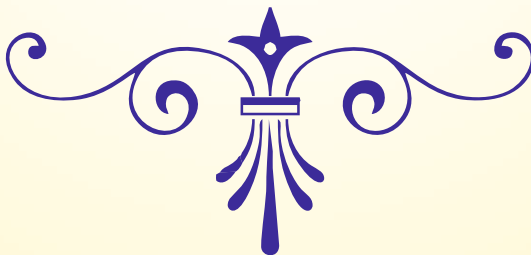
There are, however, other irregularities where circumstances will have to be weighed carefully to take a view whether the officer's integrity is in doubt. Gross or willful negligence, recklessness in decision making, blatant violations of systems and procedures, exercise of discretion in excess, where no ostensible/public interest is evident; failure to keep the controlling authority/superiors informed in time. These are some of the irregularities where the disciplinary authority with the help of the CVO should carefully study the case and weigh the circumstances to come to a conclusion whether there is reasonable ground to doubt integrity of the officer concerned.

Integrity is telling me the truth and honesty is telling the truth to other people

- Spencer Johnson



CASE STUDIES





1. IRREGULARITY IN ACCOUNTAL OF HSD OIL AT RCD

During preventive check at one of the RCD of NF Railway, it was detected that pilferage of HSD oil was taking place through manipulation of issue vouchers of HSD oil which were done by adopting various means like not taking the signatures of the incoming or outgoing drivers or both; dummy/false signatures of incoming/outgoing drivers; the fuel checkers were not signing the HSD oil issue vouchers at the time of issue of HSD oil. Hence to verify how the excess/shortage of HSD oil is made good, vigilance department had sealed the flow meter at the said RCD. While carrying out further investigation at that same location, it was observed that the seal of flow meter was broken by the RCD officials without any intimation/permission from Vigilance department. After due investigation into the matter, it was detected that the accountal of the HSD oil in the RCD was made good by tampering the flow meter by disabling or covering the CCTV fitted at the flow meter room, which is the only surveillance device. The entire nexus was busted and three Railway Officials including the RCD In-charge was suspended and transferred to remote location, along with initiating Major Penalty D&AR proceedings against them. After the initiation taken by the Vigilance department, further checks were conducted by the executive officer and found shortage of 13513 liters of HSD oil. Accordingly, recovery to the tune of Rs. 10,42,257.76/- against the detected shortage of HSD oil was advised by the competent authority.

2. MINIMUM OPENING TIME OF LIMITED TENDER

During vigilance scrutiny of tender cases, a large variation in opening time of Limited Tenders (LT) was noted at different units. At some places it is very less i.e. one or two days only. Very short opening time may restrict the potential bidders and defeat the purpose of fetching most competitive rate from the market. Pursuant to this, random checks were conducted at other Divisions/Depots and it was found that number of field units prescribed very short tender opening time. Due to this, OEMs and Authorized dealers were sometimes not getting enough time to participate in the tender. Detailed investigation had revealed that the standard opening time of Limited tender is neither defined in Stores Code nor through any guideline by Railway Board. In this regard, a system improvement was suggested to the concerned department for prescribing a minimum opening time for LT and SLT and the incorporate the provision of defining minimum time in IMMS also.



3. UNWARRANTED VARIATION AND EXAGGERATED ESTIMATED QUANTITIES IN WORK CONTRACT

During a preventive check on variation effected on scheduled items and inclusion of NS items of a contract agreement, it is observed that some items specifically “Walkie-talkie” sets and “Platform digital clock” were excessively varied citing site requirement. However, during scrutiny of their usage, it is observed that the items were not utilized for which they were proposed for, with the item “ Walkie-talkie” sets remaining unutilized whereas the “Platform clock” and “Office digital clock” were diverted to another CA, thus raising doubts on the motive behind their variation or inclusion as NS items.

Further, scrutiny on scheduled items of the CA, quantities of some items were found highly estimated though technically they were either not required at all or required with lesser quantities in the scope of the work. Due diligence and proper technical analysis were not done on the requirement of those items leading to items lying unutilized even after completion of the work. Further, equipments like OTDR, splicing machine, meant for handing over to divisions, are redundantly kept in the estimate though they have limited or no utilities in the division. The exaggerated variation and overestimation in quantities resulted in to financial implication of Rs. 40,50,456/-.

4. SUPPLY OF BALLAST AT TWO DEPOTS WITH OPTION UNDER SAME ITEM WITH SAME RATE WITHOUT MENTIONING EXACT QUANTITY AGAINST EACH DEPOT

There were two depots (say A & B) in a Division. Depot-A was the main depot having higher ballasts stacking capacity (thrice of depot-B) and better loading facility in comparison to depot-B. Ballast supply at depot-A has been carried out for more than 20 years whereas ballast was never taken at depot-B before the instant case. There was hindrance/limitation in stacking area for ballast at depot-B as it was frequently used for outward booking of stone chips/ballast and vehicular movement was also restricted due to space constraint, whereas depot-A was free from any such type of restrictions. Further, depot-B was having many long pending indents of private loaders on trade account. It has been observed that quarry source for supply of ballast at depot-B is closer in comparison to quarry source for supply of ballast at depot-A. Therefore, supply of ballast at Depot-A is costlier in comparison to Depot-B.



It has been found that for estimation purpose, ballast deficiency was worked out and rate analysis for supply of ballast was done on the basis of LAR of depot-A and after working out the of quantity and rate analysis, the “estimate & schedule of work” was prepared with nomenclature having both depots with option (A/B). Thus, supply at 02 (two) depot has been planned under the same item with same rate without bifurcation of quantity against each depot. This type of flaw in the schedule might have created great confusion amongst tenderer at the time of quoting rate as it was left on the discretion of the agency to decide the quantity of ballast to be stacked against each depot, at the time of execution/supply. At tender stage, some tenderer might have quoted higher rate keeping in mind that they have to supply maximum quantity at well established depot-A, whereas some tenderers might have quoted lower rate, with ulterior motive to become L-1 for getting tender, keeping in mind that they would manage to supply maximum quantity at depot-B (near to quarry source) by taking advantage of non-separation of quantity against each depot and by managing/pressurizing the executives due to availability of two options without separation of quantity. Since, the cost for supplying ballast at depot B is cheaper than supplying ballast at depot-A, therefore, in the instant case, contractor has preferred depot-B for supplying maximum ballast and avoided depot-A. During supply of ballast at depot-B, contractor wrote letters to Railway regarding non-availability of sufficient space for ballast stacking due to occupation of some part of stacking area by private loaders, restriction in vehicular movement etc. and in turn, executive department wrote letter to operating department for taking immediate action for stopping stacking and loading of stone chips at depot-B in spite of the fact that there were lots of indents pending at depot-B on trade account. On the other hand, depot-A was available free from any such hindrances. Divisional Executives could have asked the contractor for supplying ballast at depot-A instead of writing letter to operating department for stopping Railway Business & consequent earning. Consequently, during first 06 months no ballast was taken at well established Depot-A. Non-supplying ballast as per target not only affects various track related work like TBR, CTR etc. but also hamper track safety due to not recouping deficient ballast timely.

5. IRREGULARITIES IN PULSE ECHO TEST

A preventive check was conducted in connection with construction of foundation and sub-structure of Major Bridges. Pulse Echo Test



(PET) is conducted to determine the integrity aspects of piles (uniformity of cross-section, continuity of piles, etc.). Casting of pile is prerequisite for conducting PET on pile. Similarly, PET on pile cannot be conducted once pile cap is casted. Bill to the tune of about Rs.1.4 Cr for conducting PET on 434 nos. of piles was passed by bill passing authority without conducting mandatory 10% test check. During scrutiny of PET report submitted by the contractor in connection with payment of bill, it was found that PET was shown conducted either before casting of pile or after casting of pile cap (in case of 17 piles), PET was shown conducted before casting of pile (in case of 11 piles), double payment for PETs of single piles (in case of 09 piles), hypothetical PET report in case of 04 piles (whose pile no. does not exist) have been detected.

PET related activities viz. getting the pile head ready by chipping/trimming, dewatering etc., conducting PET has not been found mentioned anywhere in any of the records/registers vide Log Book, Site Order Book, Pile Bore Log Registers etc. Concerned officials failed to produce any evidences [field/office records/ pocket diary/ rough records, photograph, video etc.] in support of conducting PET/PET related activities in the field. Total 05 SSE/JE (works) have been found engaged for supervision of works against 11 bridges. Out of 05 concerned SSEs, 04 SSEs stated that they have not observed/witnessed/conducted any PET on 09 (nine) bridges supervised by them out of 11 bridges. Apart from undue payment for above such fraudulent/ hypothetical reflect grams (PET output) as kept in PET report, these type of irregularities are very grave in nature and directly linked to safety aspect of bridge as it is not possible to ascertain integrity aspects of those piles for which fraudulent/hypothetical reflect grams were generated.

6. IRREGULARITY IN VOLUNTARY RETIREMENT UNDER LARSGESS

Preventive check was conducted on a case of voluntary retirement under LARSGEES (Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff), effected in 2014 in KIR Division. It was found that three numbers of Track maintainers were irregularly considered for voluntary retirement under LARSGESS with simultaneous recruitment of their wards in specified safety categories during 1st half of 2014. As per Railway Board's letter no. E(P&A)I-2010/RT-2 dated 11.09.2010 (RBE No. 131/2010), qualifying service required for the staff having specified categories in GP Rs. 1800/- for recruitment of their ward under LARSGESS is



20 years and with age group of 50-57 years as on 1st January (for 1st half) and 1st July (for 2nd half). However, those three staffs did not comply the prescribed qualifying service as on 01.01.2014 and their applications were forwarded by the concerned subordinate units to Personal department of division. DRM (P) relying on the calculations made by the subordinate units processed the cases for suitability test & medical examination. All the three staffs were allowed to tender voluntary retirement under LARSGESS with simultaneous recruitment of their wards as Track maintainer (Gr. IV). The irregularity of less qualifying service was pointed out by Pension Section of Divisional Accounts & Personnel Department and returned the cases back to the respective subordinate Units for re-calculation of qualifying service. One of the subordinate units again tampered the Service Book and Leave Account of one of the staff to enhance the qualifying service. A case has been registered and Major penalty has been imposed to the staff of subordinate Unit.

7. IRREGULARITY IN SELECTION OF S&WI AGAINST 35% LDCE QUOTA

During vigilance investigation of a selection case for the post of Staff & Welfare Inspector (S&WI) against 35% LDCE quota in a Division, it is revealed that there was some post exam manipulation in the original answer script of a candidate who got empanelled to the post of Staff & Welfare Inspector in the said selection. The said empanelled candidate secured the exact qualifying mark required for selection. The manipulation of the answer script by additional words/fraction of sentences in the original answer script was not found in the corresponding pages of duplicate answer script of that candidate. Later, it was confirmed from the forensic examination that handwriting of those additional words available in the said original answer script did not match with the handwriting of the candidate concerned. The candidate also admitted that he did not write those additional words/fraction of sentences. The case is under investigation and the role of concerned officials involved in the selection process is being scrutinized.

8. IRREGULARITY IN SELECTION DUE TO THE ERROR IN MODEL KEY ANSWER

During vigilance investigation on a selection case of a Division, it is observed that after finalization of the selection process, two of the failed candidates represented against evaluation of their answer scripts alleging that two of the answers were wrongly marked



crossed (X) by the evaluator though they have correctly answered the both. Those two candidates had seen their respective answer scripts under RTI Act' 2005 and noticed that two right answers of MCQ of their answer scripts had been marked as wrong awarding negative marking against those answers by the evaluating officer. On receipt of their representation, the Question Setter (who was the controlling Officer of the candidates also) found his own mistake that he gave wrong answer against those two MCQs in his earlier Model key answer and then sent a modified key answer, correcting the answers of the two questions, to DRM (P) for re-evaluation. But, as the selection had already been finalized and there are no specific instructions of Railway Board for re-evaluation once selection is finalized, division is yet to take any decision. Railway Board's vide letter no. E(NG)/2018/PM/1/4 dated 14.06.2019 (RBE 97/2019) in Para 2 of Annexure A has clarified that key of the CBT should be done for candidates who appear be it the pen, the OMR sheet or CBT. In present system there is no system of challenging the answer key.

However, on vigilance front, a letter has been issued to PCPO suggesting to publish the answer key to the candidates after the written examination in all selections conducted at HQ, Divisions/Workshops/other units giving specified time for representation, if any, so that the candidates get opportunity for challenging any of the answers of the answer key within that period before evaluation of the answer script.

9. **FORGERY IN APPOINTMENT WITH FAKE CERTIFICATE**

During vigilance investigation of a complaint case, it was unearthed that one person (say B) recruited through RRB/Ranchi was posted as TE in one of the Division of N.F. Railway in 2017. The same person was earlier appointed and working as Jr. Clerk in DLW/Varanasi with another name (say A), selected through RRB/Allahabad in 2011. On investigation it was revealed that the person used forged educational qualification certificates under different names, institutions, date of birth, etc. at the time of appointment in this Railway. On scrutiny of his service records both at DLW/Varanasi & N.F. Railway, it was found that his father's name, mother's name, brother's name, sister's names, recorded in the service book/family declarations are same. His marks of identifications as recorded in the Service Books of both the Railway/PU are also same. But certificates pertaining to his educational qualification of 10th pass, 12th pass and Graduation



(B.A) pass are different with different names of school/ college. The fingerprints recorded in the service books (of A&B) in both the Railways were verified at Central Finger Print Bureau, Kolkata and found that both the figure prints of 'A' (Jr. Clerk working under DLW, Varanasi) and 'B' (TE, N.F. Railway), available in both the service records, were IDENTICAL. The staff concerned was unauthorized absent since 2018. A case was registered against the staff concerned; Major penalty D&AR proceeding was initiated by the Disciplinary authority and a penalty of 'Removal from Railway Service with immediate effect' were imposed accordingly.

10. IRREGULARITIES IN TRAVELLING OF CHILDREN UNDER 05 YEARS AGE WITH FALSE DECLARATION OF AGE

Presently there is no system in place to check on board the age proof of children who are declared 05 years or below by parents or guardians accompanying them. This has come to light during various preventive checks in trains where there are suspicions of children travelling without ticket in the pretext of age under 05 years. Onboard ticket checking staffs are also helpless to check and verify in absence of any guidelines in the aforesaid matter. It gives the guardian/parents undue advantage to falsely declare the age of their child for which the ticket checking authorities are unable to regularize such child during journey. As such it should be made mandatory to carry proof of age for the child/children whose names are not in the PNR. As there is enough scope to bring about an improvement in this area, Railway Board has been requested to examine the feasibility for implementation of on board verification of age proof of children below 05 years and arrange for issue of policy guidelines from the Railway Board.

11. IRREGULARITIES IN EFT REMITTANCE

Preventive checks in the area of erratic EFT remittance by ticket checking staff were taken up. In this kind of cases, ticket checking staff needs to deposit EFT earnings regularly and monthly return statement for the same should be submitted by the first week of every subsequent month. However, it was observed that neither they deposited the EFT earning regularly nor the monthly return statement was submitted on time. This erratic practice gives them ample scope to misappropriate govt. earning temporarily. Large numbers of staffs involved in this irregularity were detected and were given appropriate punishment.



BE HONEST AND STOP CORRUPTION

SAY NO TO CORRUPTION

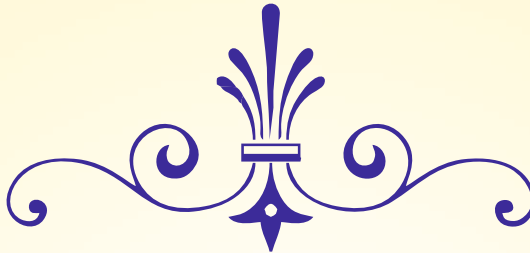


Pollution by corruption
lead us to
Destruction.....

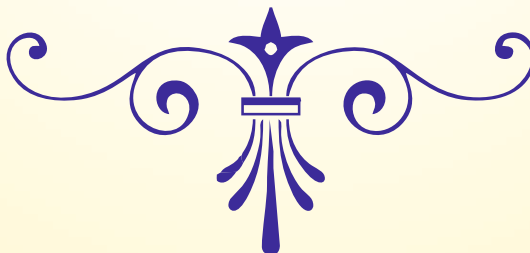
STOP

Cartoon By :

Anamika Ghosh, Netaji Vidyapeeth HS School, Maligaon



SYSTEM IMPROVEMENTS



1. EVALUATION OF PVC BILL UNDER PRICE VARIATION CLAUSE IN WORKS CONTRACT

- (a) Regarding issue of “Excise Duty” in those contract in which “base period” falls in Pre-GST period and “period under consideration” falls in post-GST period

For “Steel”, it has been mentioned in the PVC clause that, SAIL's ex-works price plus Excise duty thereof (in rupees per ton) for the relevant category of steel supplied by the contractor, as prevailing on the first day of the month in which the “steel” was purchased by the contractor (or) as prevailing on the first day of the month in which “steel” was brought to the site by the contractor, whichever is lower, shall be taken.

Under GST, all the central and state taxes are subsumed and a single tax is levied on all commodities. In post - GST period, excise duty does not exist. In pre - GST period, the taxes levied on “Iron and Steel” were Excise duty, VAT / CST, Entry tax/octroi/ surcharge etc. The rate of excise duty, VAT and CST were normally 12.5%, 5% and 2% respectively in pre-GST period. Thus, total taxes in pre - GST period on “Iron & Steel” were in the range of around 18% to 20%. Now, GST rate on “Iron & steel” is 18%. Therefore, it is seen that there is slight reduction in total taxes on “Iron & steel” due to introduction of GST. But, it has been found that pre-GST tax (excise duty) as 12.5% and post -GST tax [equivalent to “ excise duty” of pre-GST] as 18 % were being considered for evaluation of PVC bill in those contracts in which 'base month' fall in Pre-GST period and “period under consideration” fall in post- GST period.

In above circumstances, it was suggested that for working out price variation in such contracts, rate of “Steel” without considering any taxes on pre-GST and post- GST period may be taken while evaluation of all PVC bills (excluding final PVC bill) till issue of policy guidelines on this issue. Accordingly, executive department has issued JPO and further referred the matter to Railway Board in the year 2020. Finally, Railway Board vide letter no. 2020/CE-I/CT/10E/GCC policy dated 24-02-2021 clarified that “For payment of PVC for steel, if the base period is of GST implementation i.e. before 01-07-2017 and period under consideration is post GST implementation i.e.

after 01-07-2017, Railway can work out PVC for steel cost exclusive of excise duty before 01-07-2017 and steel cost exclusive of GST after 01-07-2017, keeping in view of the provisions of Para 1265 of Engineering code.

- (b) Regarding issue of “Cost of explosives & Detonators” in tunneling contract

For explosive and detonators, it has been mentioned in the PVC clause (up to GCC-2014) that “Cost of explosives /detonators, as fixed by DGS&D in the relevant rate contract of the firm from whom purchases of explosives/detonators are made by the contractors in base month/quarter under consideration shall be taken.

DGS&D and its website have been closed on 31st October'2017. Therefore, DGS&D rates are not available now. It has been observed that in tunneling contracts, rate of explosives and detonators were being taken based on very old rate contracts for evaluation of PVC bills.

In this regard, The GCC' 2018 & GCC' 2019 have adopted Index number of Monthly Whole Sale Price Index for the category “Explosive” of (g) Manufacture of other chemical products under (J) Manufacture of Chemicals and Chemicals Products, published by Office of Economic Adviser, Govt. of India, Ministry of Commerce & Industry, Department of Industrial Policy & Promotion (DIPP).

In above circumstances, it was suggested that in old contracts (in which provisions of GCC' 2018/ GCC' 2019 are not applicable), Index number of Monthly Whole Sale Price Index for the category “Explosive” may be adopted (in case of non-availability of DGS&D rates) with approval of competent authority while evaluation of PVC bills (excluding final PVC bill) till issue of policy guidelines on this issue.

Accordingly, executive department has issued JPO and further referred the matter to Railway Board in the year 2020. Finally, Railway Board vide letter no.2020/CE-I/CT/10E/GCC policy dated 24-02-2021 clarified that “Railway can work out PVC for items of explosive based on the indices now available and mentioned in IR GCC' 2020 clause 46 A.7, keeping in view of the provisions of Para 1265 of Engineering code.

2. REGARDING PROPER MAINTENANCE OF CUBE TEST REGISTER

Cube test register is maintained at site to keep records of cube test results of concrete in connection with assessing the quality of concrete being used for execution of different works and checking strength requirement of concrete with respect to acceptance criteria. Acceptance criteria of concrete are detailed in clause 4.4.9.2 and Annexure – 4.2 of “Indian Railways Unified Standard Specification–2010” as well as Clause–16 of IS-456 (incorporating latest correction slips). During scrutiny of cube test registers, it has been observed that field officials are not checking/recording the acceptance criteria of concrete correctly in the cube test register. It has been observed that test result of individual specimen is not being compared with average of the strength of 03 specimens of sample to determine acceptance limit of variation. It has also been observed that the “Mean of the Group of 04 non-overlapping consecutive test results” are not being considered for determining the acceptance criteria, instead, result of individual samples (usually consisting of 03 specimens) are being considered. Furthermore, even after conducting several tests, no attempt is being made to establish the value of standard deviation. Therefore, in order to ensure quality and to improve monitoring of concrete works at different construction site, following are suggested as system improvement:

- (i) Minimum number of Samples from the fresh concrete shall be taken as per frequency specified in Para 15.2.2 of IS: 456 as well as Para 15.2 of Unified Standard Specifications for Works and Materials.
- (ii) The test results of a sample shall be determined by taking average of the strength of 03 specimens. Individual variation shall be checked w.r.t. average of strength of 03 specimens and recorded in the cube test register. Test results of the sample shall be treated as “valid” only if individual variation is not more than $\pm 15\%$ of the average.
- (iii) “Mean of the Group of 4 Non-overlapping Consecutive test results” shall be determined and then this mean value should be checked against the limits specified in Col. 2 of Table – 11 of IS: 456.



- (iv) In accordance with Note against Table-11 of IS: 456, attempt should be made to obtain results of 30 samples as early as possible to establish the value of standard deviation. The established standard deviation thus obtained (rounded off to nearest 0.5 N/m²) should be considered while determining the acceptance criteria.
- (v) The acceptance criteria should be checked against Compressive strength as well as flexural strength as detailed in clause 16 of IS: 456.

3. REGARDING SENDING MESSAGE TO VIGILANCE DEPARTMENT FOR INITIAL LEVELS OF BLANKETING WORK

Blanket layer of specified coarse, granular material of designed thickness is provided over full width of formation between sub grade and ballast. As per Unified Standard Specifications for Works & Materials, the measurement of blanket material should be done on the basis of finished cross sections. Thus, records of initial levels and final levels of blanketing are essential to work out the exact executed quantity of blanketing materials for the purpose of payment. Irregularities in thickness/measurements/levels have been observed in the case of blanketing. Blanket material is a much costlier item than the earthwork. After execution, it is not possible to verify the authenticity of initial levels of blanket, hence, there is every possibility of manipulation at later stage. Therefore, in order to ensure proper measurement and to improve transparency it is suggested to all field units that "Message for recording initial levels of blanket material should be given to Vigilance Department. After sending the vigilance message, a waiting time of 07 days should be kept before start of blanketing work by the contractor".

4. REGARDING SUPPLY OF ESSENTIAL SPARES FOR ELECTRONIC INTERLOCKING (EI) EQUIPMENT IN S&T WORKS OF CONSTRUCTION UNIT

During scrutiny of S&T tenders pertaining to installation and commissioning of Electronic Interlocking (EI) system in construction organization, it is observed that the schedule item of 'Supply of essential EI spares' is not properly described in the tender document, lacking clarity on the components/cards/modules that constitutes the aforesaid item. The item of "EI spare"



is loosely described in the tender document as “10% of the cards with respect to functional requirement for the EI system” without listing the specific cards, modules against which the 10% spare is to be supplied. In absence of any description on the list of spares in the tender document, the tenderers arbitrarily quote their own list of spares, leaving out some vital cards & components which are part of the main EI system. Subsequently the list as offered by the successful tenderer is accepted by Railways and same being made part of the contract agreement.

Zonal vigilance is of the view that Railways is not getting the due materials against the schedule item of “Supply of essential EI spares” as the same is not clearly defined in the tender document. Accordingly it was suggested that the components constituting the item of “Essential spares” be described in the tender document and necessary instruction be incorporated in the tender document for ensuring supply of spares against all the components of EI system rather than leaving at the discretion of the tenderers.

5. REGARDING DEFINING 'ROCKY SOIL' IN TENDER DOCUMENT/CONTRACT AGREEMENT INVOLVING LAYING OF UG CABLE

During a preventive check on the work execution, it was observed that cable trenching executed in soils filled with ballast was accounted to the CA's schedule item of “Trenching in Rocky soils”. Further, it is observed that the classification of soils and procedure for trenching in rocky soil are not defined in the contract agreement/tender document. In absence of such definition of rocky soil in the contract agreement, there may be situation of wrong accountal of soil types attracting considerable financial implication as the cost of trenching in Rocky soil is much higher than that in normal soil. Thus, a system improvement was suggested to classify and define types of soil and incorporate the same in the tender document/contract agreement where the item of “Trenching in Rocky soils” is included in the schedule of work. Definition of “Rocky Soil” and the procedure to be adopted for trenching in rocky soil should unambiguously be defined in the tender document and contract agreement.



6. REGARDING PROVISIONING OPTIMAL QUANTITIES OF OTDR & SPLICING MACHINE IN WORKS CONTRACTS WITHIN THE SAME DIVISION

During scrutiny of contracts executed by construction organization, it is observed that some equipment/measuring instruments like OTDR and splicing machine are included in the schedule of every telecom contracts, irrespective of those having scope of work within the same division. Those equipments were included, with multiple quantities, for handing over to the division for post commissioning maintenance of OFC by the user department. However, equipments like OTDRs, splicing machines have very limited applicability in the division owing to the fact that they are mostly maintained by RCIL. Since, a number of contracts are executed by the construction organization within the same division, inclusion of those equipments in every contract with multiple quantities is not justifiable with respect to their utilization in the division. For limited utilization, an optical quantity may be provisioned judiciously rather than to keep multiple quantities, as a routine practice, in all the contracts which only leads to redundancy and wastage of those equipments having considerable financial implication. In view of this, a system improvement was suggested wherein the construction units should critically review the requirement of equipments like OTDR, splicing machine and other similar items, to be handed over to the division, in consultation with the user department taking into account their usability and current stock under the disposal of that division. The routine practice of inclusion of those items in every contract without proper ground assessment should be avoided in future contracts.

7. REGARDING DUTY OF TICKET CHECKING STAFF

During preventive checks on board trains, it was observed that on number of occasions, TTEs were not turning up for their respective duty without any information to their in-charge. In course of vigilance investigation, they made the lame excuse of illness and produced PMC to escape from the charges of absence from duty. Therefore, a system improvement was suggested wherein it is advised that after preparation of duty roster, if any ticket checking staff feels ill or does not turn up for his duty due to any unavoidable reason, then he should report the matter to concern commercial control as well as his in-charge. The respective commercial control



and the in-charge will keep record of such incident. Thereafter, the respective in-charge of ticket checking staff should arrange another available staff in lieu of absent ticket checking staff. By this way the excuses of TTEs regarding illness etc. can be tackled as well as the responsibility will be clearly fixed up against the erring staff. In addition to this, divisions are advised to maintain daily leave/sick/absent particulars of ticket checking staff working under their control and relay such position to their respective commercial control to keep record of the position.

8. REGARDING DUTY ROSTER OF TTEs

During a vigilance check in one of the train, it was found that one ticket checking staff was travelling as spared from NOQ (New Coochbehar) to GHY (Guwahati) to pick up his duty from GHY station in another train. It was further observed that various coaches were going unmanned in the said train where the TTE was on his way to pick up duty from GHY. During checks of duty roster of TTEs in other Divisions also, it was observed that checking staff were travelling as spared in train to pick their duty from another station. Since, the concerned staff that was travelling as spare is eligible for TA for that part of journey, duty may also be assigned to such staff in the unmanned coaches of same train by which he/she is travelling. By this way maximum utilization of staff is possible as well as instance of unmanned coach may also be minimized. Hence a system improvement was suggested to give necessary instruction in the respective divisions to prepare duty roster in such manners that no staff will travel as spared only to pick his duty from another station.

9. REGARDING OBTAINING PERMISSION FOR CUTTING BEFORE LIFTING THE RAILWAY SOLD SCRAP MATERIAL

In a Vigilance check in connection to delivery of auction sold scrap materials (P-Way lot), it was noticed that in the sold lot of scrap material, cutting was being done by the purchaser before delivery without any authentic permission from the competent authority i.e. the auction conducting officer. As per Para 8.4 of General conditions of Sale of Scrap Materials, cutting permission should be taken by the purchaser (if required and agreed by the auction conducting Officer) prior to lifting the auction sold scrap material.

Hence it was advised to all the concerned units to issue necessary directives to the custodians who are dealing with scrap delivery to follow the rules laid down for cutting permission as per Para 8.4 of General conditions of Sale of Scrap Materials.

10. REGARDING MONITORING OF ACTIVITIES AT RCD

During Vigilance checks in connection to irregularities in RCDs, it was noticed that some CCTVs were not functioning and the focus of the CCTVs that were functioning were also not focused in the vulnerable points. On being asked regarding this to the incharge of the respective RCD, it came to light that the CCTVs were being under AMC but the control for monitoring the AMC of the CCTVs was not under the incharge of the respective RCD. Since CCTVs are the only monitoring device present at RCD, the following aspects are advised for strict compliance.

- Focusing the CCTVs in the vulnerable areas with a memory backup of at least 30 days.
- Ensuring uninterrupted operation of the CCTVs.
- Bringing the CCTVs including its accessories under Comprehensive AMC with incharge of the RCDs nominated as executive for monitoring the AMC of CCTVs. The primary objective for this is to ensure that the incharge of RCDs is responsible for proper functioning & maintaining the CCTVs in the right parameters for which it is installed.
- Ensuring officer incharge of the RCDs does inspection at least once in a month and pursuant to inspection puts his remarks in the inspection register to be maintained by the incharge of the respective RCD.
- The officer incharge should recheck the activities of RCD by playing back the CCTV records periodically (say fortnightly) to see any suspicious activities in the RCD areas and fueling points.
- Apart from the officer incharge of the RCD, if any gazetted officer does any inspection of the RCD, then it will be the responsibility of the in-charge of RCD to get the inspection register signed by the gazetted officer after inspection.



11. REGARDING PUBLICATION OF ANSWER KEY OF THE QUESTION PAPER TO THE CANDIDATES AFTER THE WRITTEN EXAMINATION

It was found that the question setter of the Selection Board sent a modified answer key, after declaration of the result and empanelment of the passed candidate in the said selection, by correcting some of the answers to his model key answer which had been provided earlier for evaluation after the written examination. The same was done after receiving representations from some of the failed candidates challenging the evaluator's marking on those questions. Railway Board vide letter no. E(NG)/I/2018/PM/1/4 dated 14.06.2019 (RBE 97/2019) in Para 2 of Annexure A has clarified that key of the CBT should be done for candidates who appear be it the pen, the OMR sheet or CBT. In present system there is no system of challenging the key.

As such, a letter has been issued to PCPO suggesting to publish the answer key to the candidates after the written examination in all selections conducted at HQ, Divisions/Workshops/other units giving specified time for representation, if any, so that the candidates get opportunity for challenging any of the answers of the answer key within that period. It is further suggested to publish the model key answer on the same day after completion of the written test or on the very next day either by uploading in the official website or pasting on the notice board of the concerned office, etc. after giving prior intimation to the candidates, so that the candidates are aware about their opportunities for representations if any. It is further suggested to issue instruction for selection board that there should not be any over-writing, erasing, cutting, etc. in marks once given by the evaluator. However, if genuinely warranted that may be made by striking the marks originally given and by entering the fresh marks duly attesting the correction as instructed by Railway Board vide letter no. E(NG)-I-98/PM1/17 dated 20.10.1999 & E(NG)-I-1/2005/PM1/16 dated 12.03.2014. It is further noticed during vigilance investigation that question setter does not give the model key answer on the same day after written examination or the next day, but after 15-20 days resulting unnecessary delay in evaluation. As such, it is also suggested that question setter should be advised to hand over the answer key to the Cadre Officer immediately after the examination or the next day, so that the above proposal of publication of answer key can be implemented within



prescribed period.

12. REGARDING VERIFICATION OF CASTE/COMMUNITY CERTIFICATE OF SCHEDULED CASTE, SCHEDULED TRIBE AND OTHER BACKWARD CLASSES AT THE TIME OF APPOINTMENT/PROMOTION

During vigilance investigation it is found that caste/community certificates submitted by the candidates of reserved communities at the time of initial appointment have not been verified from the concerned issuing authorities. However, complaints of submission of fake certificates are being received by the Zonal Vigilance from time to time. As such, timely and effective verification of caste status is necessary so that the benefit of reservation and other scheme of concessions etc. go only to the rightful claimants and unscrupulous non-SC/ST/OBC persons are prevented from securing jobs meant for SCs/STs/OBCs by producing false certificates. In this connection, Railway Board vide letters issued from time to time reiterated that Caste/Community certificate submitted by the candidates should be verified within a reasonable time and particularly at the stage when the candidates are to be considered for promotion to the next higher grade.

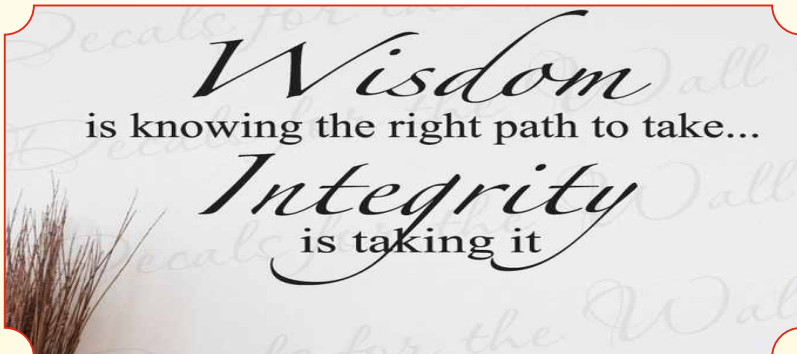
Referring to the instructions issued by DoPT's O.M. No. 36011/3/2005-Estt. (Res.) dated 09.09.2005 regarding verification of caste status of Scheduled Caste, Scheduled Tribe and Other Backward Class candidates at the time of initial appointment/promotion and DoPT's O.M. No.36011116180- Estt. (SCT) dated 27.02.1981 it was advised that the appointing authorities should verify the caste status of a Scheduled Caste/Tribe candidate at the time of initial appointment and promotion against a vacancy reserved for Scheduled Castes/Tribes.

DOPT vide letter no. 36022/1/2007-Estt (Res) dated 20.03.2007 & letter no. 41034/4/2020-Estt(Res-1) dated 19.03.2021 forwarded by Railway board vide letter no. 2021-E(SCT)1/25/2 dated 16.06.2021 further reiterated that concerned District Magistrate/District Collectors/Deputy Commissioners of the District should ensure at their own level that veracity of the Caste/Community Certificate referred to the District Authorities is verified and reported to the appointing authority within one month of receipt of request from such authority. DOPT's above instruction



may be quoted in the letter addressed to the concerned District Authority requesting for verification of genuineness of the caste/community certificate. Railway board vide letter no. 2016-E(SCT)1/31/1 dated 23.06.2016 stated that lot of complaints are being received in Board's office regarding submission of fake caste certificates by the persons employed in Railways. In a vigilance case, the Central Vigilance Commission has inter-alia advised to take appropriate steps for genuineness/verification of such certificates before any kind of appointment.

In view of the above, it is requested to follow the instructions of Railway Board for verification of that the Caste/Community certificates of Schedules Caste, Scheduled tribe and Other Backward Classes at the time of appointment/ promotion.





Cartoon By :
Chinmoy Dey, PGT/RHSS/APDJ

CHECKS IN MASS CONTACT AREAS

I. PARCEL UNDERCHARGE CASES

- During check conducted at GHY on 11.11.2020 some overweight parcel packages were detected from the packages unloaded from T/No 02345 and an amount of Rs. 3461/- was realized as undercharge.
- An amount of Rs. 2348/- was realized as parcel undercharge from overweight packages detected at parcel office GHY on 13.11.2020.
- During check conducted at RNY parcel office on 06.01.2021 some overweight parcel packages were detected and an amount of Rs. 4350/- was realized as undercharge.
- A check was conducted at GHY parcel office on 25.01.2021 which resulted in detection of overweight parcel packages unloaded from train no. 05647. An amount of Rs. 7954/- was realized as undercharges.
- Inward Parcel consignments at parcel office KYQ on 21.01.2021 resulted in detection of some overweight parcel packages. An amount of Rs. 1286/- was realized as parcel undercharges.
- Parcel consignments unloaded from train no. 00327 at GHY station were checked on 28.01.2021. After re-weighment, an amount of Rs. 1811/- was realized as parcel undercharge.
- A check was conducted at GHY parcel office on 19.02.2021 which resulted in detection of some overweight parcel packages. An amount of Rs. 13,437/- was realized as undercharges
- A check was conducted at GHY parcel office on 08.02.2021 which resulted in detection of overweight parcel packages unloaded from COVID parcel express. An amount of Rs. 5475/- was realized as undercharges.
- A check was conducted at GHY parcel office on 19.02.2021 which resulted in detection of some overweight parcel packages. An amount of Rs. 5475/- was realized as undercharges.

- A check was conducted at DMV parcel office on 24.02.2021 which resulted in detection of some overweight parcel packages. An amount of Rs. 2504/- was realized as undercharges.
- Parcel consignments unloaded from train no. 00327 at GHY station were checked on 19.02.2021. After re-weighment, an amount of Rs. 2100/- was realized as parcel undercharge.
- Inward Parcel consignments unloaded from 02424 at GHY on 06.03.2021 were reweighed and some overweight packages were detected. An amount of Rs. 4595/- was realized as parcel undercharge.
- Inward Parcel consignments unloaded from 02424 at GHY on 10.03.2021 were reweighed and some overweight packages were detected. An amount of Rs. 4865/- was realized as parcel undercharge.
- A check was conducted at TSK parcel office on 25.03.2021 which resulted in detection of some overweight parcel packages. An amount of Rs. 10,030/- was realized as undercharges

II. GOODS UNDERCHARGE CASES

- An amount of Rs. 91,824/- was realized as goods undercharge at JRNA for overloading on 07.10.2020.
- One mixed goods rake Ex PACT to NGC was detected with mis-declared items at CGS. An amount of Rs. 7,83,797/-.
- During a check conducted at NJP goods office on 31.07.2021, wharfage amounting to Rs. 9450/- was realized.

III. TICKET CHECKING CASES

- During check conducted in Train no. 02345 Up Ex. NBQ to GHY on 16.02.2021, a sum of Rs. 1000/- was detected as excess in possession of onboard ticket checking staff.
- During a check onboard Train no. 05663 on 12.02.2021 09 without ticket Passengers were detected and an amount of Rs. 3230/- was realized as fare and penalty.





IMPORTANT CIRCULARS ISSUED

1. Sub: Imposition of incorrect/unintended penalty by Authorities/ Appellate/Revisionary)

Ref: RB's letter no E(D&A) 2021 /RG 6-7 dated 15.03.2021

- 1) A case has been brought to notice by the Vigilance Directorate, wherein, a Disciplinary Authority, though intending to impose a major penalty under Rule 6(v) of the Railway Servants (Discipline & Appeal) Rules, 1968, actually ended up imposing a penalty which happened to be a minor penalty under Rule 6 (iii-b) of the aforesaid Rules.
- 2) It has been considered necessary to sensitize the Disciplinary Authorities/Appellate Authorities/Revisionary Authorities so that such errors do not recur in the future.
- 3) It needs to be recalled that there are two segments of the penalty of reduction by stage(s) in the same time scale of pay, one falling within the Rule 6(iii-b) which happens to be a minor penalty and the other falling under Rule 6(v) which happens to be a major penalty. As provided for in Rule 6, except for a reduction by one stage in the same time scale of pay for a period not exceeding 3 years which is without cumulative effect and which does not adversely effect the pension of the concerned Railway Servant, all other variables of reduction by stage(s) in the same time scale of pay happens to be major penalties.
- 4) The Disciplinary Authorities/Appellate Authorities/Revisionary Authorities on the Zonal Railways/PUs etc., are accordingly advised that while imposing penalties in general and the one of reduction by stage(s) in the same time scale of pay, in particular, they should exercise abundant care and caution in formulating the phraseology of the penalty order keeping in consideration the updated service particulars of the Railway Servant, so that a penalty other than the intended one does not get imposed.

2. Sub: Referring of cases to CBI by ZRs/PUs/PSUs/Other unit

Ref: RB's letters no. No. 2019/VVIRVM/112 dated 09.11.20

It has come to notice of Board vigilance that prescribed procedure for referring of cases by ZR/PU/other units to CBI was not followed properly in two cases. In this regard, attention is drawn to Para



304.9 of IRVM 2018, wherein for officials up to SG, the case shall be referred to CBI with the approval of the General Manager/Managing Director. For officers in SA Grade and above, the case shall be referred by SDGMs/CVOs of ZR/PU/Other Units through GM/MD to the PED/Vig for his approval. Cases of disagreement shall also be referred to PED (Vig) for his final view in the matter. The above provision shall be noted for compliance please.

3. Sub : Timely completion of Departmental Inquiry proceedings—improving vigilance administration

Ref: RB's letter no. 2021/V-1/DAR/1/3 dated 16.07.2021

1. The Central Vigilance Commission has expressed serious concern on long and undue delay in finalization of inquiry proceedings in vigilance cases. CVC has stated that administrative authorities are not adhering to the time schedule prescribed for completion of departmental inquiries resulting into delay in disciplinary proceedings.
2. Railway Board vide their instructions no. 2012/V-1/DAR/6/2 of dated 07/10/2015 and 2012N-1/DAR/6/2(Pt.) dated 01.02.2016 has advised rates of honorarium for inquiry officer in conducting departmental inquiries arising out of vigilance investigations against Railway Servants as well as time schedule for completion of inquiry.
3. In view of the above, the matter has been reconsidered and it has been decided that duration of time schedule (indicating the date when scheduled period is getting over) as well as remuneration to be given to RIO may clearly be brought into the notice of RIOs in the first instance while issuing appointment letters to the RIOs for expeditious disposal of inquiry proceedings. For example RIO of the Grade of SG and above is getting Rs. 60,000/- on completion of enquiry within scheduled time frame of 180 days and 300001-between 180- 365 days and 15000/- between 366 days and above. Similarly, different rates of honorarium have been fixed for JAG/serving SAG and JAG officers etc.
4. Further, RIO may also be asked to submit first progress report after 30 days of appointment regarding dates when enquiry was held/planning for conduct of inquiry as well as constraint if any in inquiry proceedings.
5. Necessary lines as mentioned in Para 3 and 4 may be



incorporated while issuing appointment letters to RIOs for ensuring strict compliance as well as reduce delay in inquiry proceedings.

4. Sub: Completion of Disciplinary Proceedings through Video Conferencing in the wake of COVID-19 pandemic - reg.

Ref: DOPT's OM no. 11012/03/2020-Estt.A-III dated 05.08.2020.

It has come to the notice of this Department that due to outbreak of Corona virus (COVID-19) pandemic, the Disciplinary Inquiry proceedings are being deferred/delayed. In this regard, attention is invited to the para-10 of DoPT's OM No. 142/40/2015-AVD.I dated 15.09.2017 vide which it was stated that;

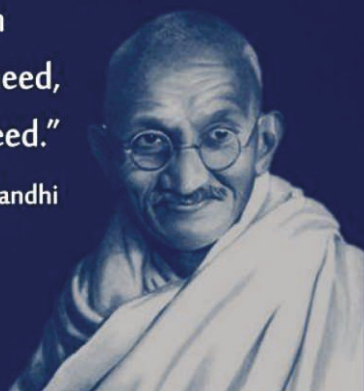
"The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/ place where the misconduct occurred as well as the convenience of the witnesses/ PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/ PO/ CO. The cadre controlling authorities will facilitate necessary arrangements for the Video Conferencing."

It is hereby reiterated that the authorities concerned may conduct the disciplinary proceedings with the aid of Video Conferencing, subject to the condition that principles of natural justice are fully adhered to, while conducting the proceedings through such digital mode.



**"Earth provides enough
to satisfy every man's need,
but not every man's greed."**

—Mahatma Gandhi





THRUST AREAS FOR PREVENTIVE CHECK FOR THE YEAR 2021

Following thrust areas have been identified for the year 2021 by Railway Board to eliminate scope for corruption and improve the system:

- 1) Scrutiny of expenditure contracts covering all Engineering Departments viz. Engineering, Electrical, S&T and Mechanical for each of the following categories:**
 - a) Quality check of safety items on Coaches, Locos & Wagons.
 - b) Irregularities in Eligibility criterion-Special condition restrictive in nature
 - c) Duplicity /Unrealistic assessment of work in Estimates and Tender schedule.
 - d) Outsourced maintenance of Electric Locomotive parts such as Auxiliary Motors etc.
 - e) Quality check of supply of OHE materials.
 - f) Quality check of Signaling/ Power Cable.
 - g) Quality check of Consignee Inspected Telecom materials.
 - h) Monitoring compliance to Instructions on Minimum Wage Act in execution of contracts including updating in Shramik Kalyan Portal (SKP).
 - i) Emphasis on logical conclusion of contract with complaints on old and expired contract including review of contracts pending for closure.
 - j) FLi
 - k) Focus on Non fare Revenue from Land resources especially realization of outstanding due against way leave facilities, leasing/ licensing case etc.
 - k) Scrutiny of manpower based contracts in Train Escorting, wiring of coaches, TSS & Comparison of yardsticks.
 - l) Scrutiny of contracts where variation is over and above 25%.
 - m) Scrutiny of tenders decided beyond 30 days of original validity.



- n) Online finalization of Tenders/Issuance of letters of Acceptance (LOA) in IREPS.
- o) Scrutiny of manpower in service contracts and their deployment.
- p) Use of IRWCMS for works/service contracts.

2) In order to cover large value Works/Machinery & Plants/ Procurement, the following Plan Heads have been identified for conducting preventive checks, including proper accountal of stores:

- a) Action on Cartelization relevant for Stores as well as Engineering Departments in procurement of material and following two aspects to be covered:
 - (i) Testing of material supplied in all such cases
 - (ii) Action initiated by the Executive Deptt to break the cartel.
- b) Irregularities in Inspection of Materials by consignee, RITES and RDSO.
- c) Scrutiny of both Stock and Non-Stock procurement cases in Division/Workshop
 - (i) PC of purchase cases >10 Lakhs in Division and Workshops.
 - (ii) PC of purchase cases (Direct Acceptance case) > 10 Lakhs.
- d) Scrutiny of lodging & handling of warranty claims against material fitted on Rolling Stock.
- e) Scrutiny of procurement of items having three or less vendors in the approved list of RDSO/PUs.
- f) Verification of Import documents in cases of procurement through Imports.
- g) Routine check of delivery of scrap.
- h) Vendor approval system to be routinely checked at RDSO & PUs especially in those cases where Vendors are less than 03 and application for fresh registration are not being processed in time.
- I) Genuineness of OEM's and their local vendors.

3) Other Checks:

- a) Claim settlement cases especially death cases under section 124-A. Ensure claims are genuine to prevent misuse by unscrupulous elements.
- b) Monitor coverage and usage of CCTVs and other Surveillance mechanisms at various critical infrastructures of Railways where misuse is rampant.
- c) Scrutiny of Commercial Contracts —Parking, OBHS, Mechanized Contract Cleaning, housekeeping/cleaning etc.
- d) Checks on travelling authority and personal cash carried by on—board staff.

4) Mass Contract area:

- a) Checks on non issued and special cancellation in PRS and UTS.
- b) Checks on reservation done on zero value/pre-bought tickets and misuse of special/complementary passes.
- c) Checks on overloading of VPs/SLRs and record keeping of overloading instances by the checking/contracting division and action taken thereof.
- d) Duty Roster of TTEs & rotation of TTEs.
- e) EFT and station cash remittance and submission of periodical returns.
- f) Review of staff posted at Goods Sheds to ensure rotation.

5) Maintenance and upkeep of in-motion Weighbridges

- 6) Accounts Department:
 - a) Failed NEFT transactions and bankers cheques.
 - b) CPC arrears and allowances.
 - c) Memorandum of differences for salary payment.
 - d) Partial withdrawal for NPS.
 - e) Bill passing of contracts-entries in MB.

- f) Reconciliation of payment of Deposit works.
- g) Internal-check machinery in bill passing of contractors and suppliers claims.
- h) Reconciliation of receipts through electronic mode.
- i) Report of pending RRs, deduction of surcharge and deposit of BG.
- j) Check vendor/Party Master in IPAS to weed out fake entities & expired contracts.

7) Personnel Department

- a) Verification of documents in case of interest bearing advance.
- b) Maintenance of leave records.
- c) Verification of various certificates of the candidate recruited through compassionate grounds, sports quota & cultural quota etc.
- d) Recording of entries of punishment in service records.
- e) Scrutiny of long absentee employee, verification of employee data in IPAS with muster roll/attendance and service records.
- f) Scrutiny of compassionate appointment cases & role of Welfare Inspectors.
- g) Scrutiny of Departmental exams.

8) Medical Department

- a) Initial Medical Exam/PME of candidates/employees-medical decategorization.
- b) Referral Hospital case-option given by the employee.
- c) Local purchase of medicines
- d) Issue, accountal and quality of medicine.
- e) Enlistment of Private Hospitals for referral of patients and procedure to refer the patients to private hospitals approved by Zonal Railways.

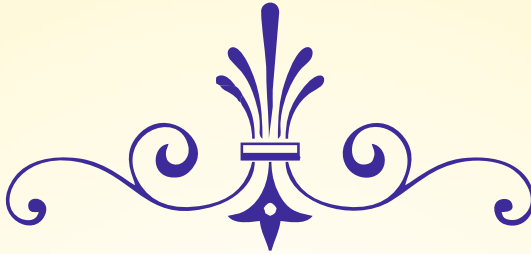


- 9) **Apart from above thrust areas, SDGMs/CVOs are also advised to monitor:**
- a) Use of online finalization of tender through IREPS in timely finalization of Tenders (Works, Stores & Commercial).
 - b) Monitoring timely completion of DAR enquiries resulting out of vigilance investigations.
 - c) Timely and prompt updation of IRVINS.

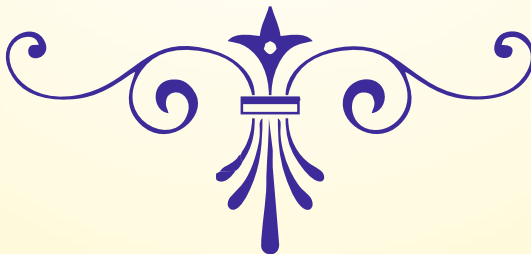


Corruption wins not more than honesty

- William Shakespeare



Dos AND DON'Ts





PERSONNEL

SELECTIONS

Dos

- Ensure correct assessment of vacancies and obtain approval of competent authority before issuing notification.
- Ensure constitution of Selection Committee properly following Railway Board's guidelines issued from time to time.
- It should be ensured by Personnel Department that the guidelines/instructions issued by Railway Board are communicated to the Officers nominated for setting question paper and evaluation of answer sheets. And also ensure to obtain a specific acknowledgement from the selection committee members that they have gone through these instructions and followed the same in the said selection.
- In the event of any change in the eligibility condition after issue of notification, it should be ensured that opportunity is given to all candidates who may have become eligible according to the revised eligibility condition.
- Candidates should be advised that there should not be any cutting/overwriting/erasing in the answers to the objective type questions.
- Answer sheets should be endorsed by Personnel Branch officer and handed over to the nominated evaluating officer immediately after the written examination.
- Ensure absolute secrecy in the printing and distribution of question paper.
- The Selection Proceedings as well as the Tabulation Sheet showing the marks obtained by the candidates under different headings should be signed by all the selection committee members with date and designation.
- Ensure that question paper of written examination is of 100% objective type with multiple choices only.
- Model answer sheet should be given by the question setter after conclusion of the examination. There should not be delay in handing over the model answer sheet by the question setter.



- Publish model key answers immediately after the examination so that the candidates get opportunity to represent against any wrong answer in the model key answer set before evaluation of answer sheets.
- Ensure that there is 1/3 rd negative marking for every wrong answers of written examination departmental selection including LDCE where panel is drawn in order in order of merit. There will be no negative marking in selection of DP quota where panel is drawn in order of seniority from those qualified.

Don'ts

- An Officer whose name is borne on the Agreed List/Secret List should not be nominated in the Selection Board/Committee.
- Members of the Selection Board/Committee should not be subordinate to one another.
- Once nominated, the Selection Board/Committee should not be changed except when unavoidable.
- Do not change the number of vacancies once Notification is issued.
- Lead pencil should not be used for evaluation of answer sheets.
- Marks once awarded against objective type questions should not be altered by correcting or overwriting or erasing.
- Marks once awarded against descriptive type questions should not be altered, if required genuinely, fresh marks to be awarded by clearly cutting the earlier awarded marks duly initialed.
- Answer to the objective type questions with cutting/overwriting/erasing etc. should not be evaluated.
- Evaluating Officers should not re-evaluate his own evaluation.
- Evaluation of answer sheets should not be done by any other person than the officer nominated for the purpose.

COMPASSIONATE GROUND APPOINTMENTS

Dos

- Register the cases immediately on occurrence of the event



priority-wise.

- Ensure submission of S&WI's report as early as possible.
- If there's any anticipated delay in submission of documents like death certificate etc. by the family, complete all other formalities so that the case is processed immediately on receipt of documents.
- Render the family all possible assistance in getting the formalities fulfilled for consideration of appointment.
- Save the family from falling prey in the hands of unscrupulous elements.
- Thoroughly check the credentials of the candidate being presented for appointment by verifying various declarations submitted by the employee while in service.
- Check the documents submitted in proof of age, educational qualification etc. thoroughly, by making necessary enquiries with the educational institutions and Boards.
- Follow the time limits prescribed for various priorities by holding the screening tests, regularly on the nominated day every month.
- Ensure competent authority's approval for relaxation of age limits where required.
- Follow the Board's instructions issued from time to time in determining the eligible family member for appointment.
- Ensure approval of prescribed competent authority i.e. DRM/CWM/PHOD/GM/Railway Board for the appointment depending on the circumstances of the case.
- Ensure that the suitability test i.e. Written Test and Viva-voice is completed on a single day.
- Ensure obtaining declaration from the CG appointee that he/she will maintain the family dependent on the employee at the time of death.
- Ensure that all the relevant document like application, certificates, S&WI's report etc. are kept in the service Register of the appointee.



Don'ts

- Don't offer the post that is not within the competence of a particular authority.
- Don't consider the request of the candidate for change of category after acceptance of offer and attending the medical examination save with the approval of next higher authority.
- Don't offer appointments to regular pay band of Level-1 to those wards who are not in possession of minimum educational qualification of SSC/ITI.
- CG is not to be considered if a partially de-categorized employee has less than 5 years to superannuate.
- Educational qualification acquired by a ward subsequent to the date of application is not to be considered for determining the Group/Post.
- Don't fix the pay of the CG appointee at a higher stage than admissible without prior and personal finance concurrence of FA&CAO and the approval of GM.

SETTELEMENTS

Dos

- Publish retirement list of employees retiring within the next two years and notify the employees concerned.
- Ensure regular and continuous updating of Service Register & Leave accounts to avoid delays in settlements.
- Ensure safe custody of SRs and leave accounts and watch the movement in case of transit to other sections/units.
- Take immediate action in reconstructing the lost Service Registers and missing leave Accounts.
- Organize permanent drives to obtain nominations from staff by utilizing services of S&WIs.
- Make nomination entries in the Service Register and paste the same in it.
- Advise the employees to promptly report the additions/alterations of family.



- Advise the employees to declare date of birth and age of each family member including married children, irrespective of their ineligibility for availing Pass/PTO.
- Ensure periodical checks by senior subordinates to ensure that SRs/Leave accounts are in update condition.
- Ensure verification of Service Register and leave Accounts by Accounts department before six months in case of NRs and as quickly as possible in case of ONRs.
- Reckon 'Qualifying Service' but not 'length of Service' for grant of pension benefits.
- Advise the retiring employee/family to opt only a Nationalized Bank for drawl of Pension/Family pension.
- Ensure mentioning in the PPO, of additional quantum of pension @ 20%, 30%, 40%, 50% & 100% on completion of 80 years, 85 years, 90 years, 95 years and 100 years respectively.
- Ensure supply of 'Calculation Sheet' to employees along with settlement papers.
- Ensure mentioning all eligible family members in the PPO with their dates of birth.
- Ensure sanction of provisional pension, in case departmental/judicial proceedings are pending on the date superannuation of the employee.
- Decide family member to receive Family Pension in terms of Rule 75(19)(b) of pension Rules & RBE Nos. 142/97, 81/98, 44/2005 & 159/2009 since nomination is not required.
- In the absence of nomination, release DCRG to family member defined as such in Rule 70(5) of RS (Pension) Rules, 1993.
- In the absence of nomination, release amount of PF to a family member defined as such in chapter 9 of IREC-I.
- In the absence of nomination, release CGEIS amount to a family member as defined in SC No. 97/77.
- Ensure releasing of Leave encashment to the family as defined in Rule 549A of IREC-I.



- Insist for succession certificate only when there is no family member who is eligible to receive a particular settlement due.
- Ensure release of withheld DCRG in cases of commercial/Stores debits within time limits prescribed to avoid payment of interests.
- Ensure fulfillment of income and other eligibility criteria by widowed/divorced daughters before sanctioning family pension.
- Ensure receipt of Foreign Service contributions from the respective organization in favor of employees on deputation with them.
- Ensure receipt of 'No due Certificate' from all the Railways/Organizations where the employee has worked before his retirement.
- Obtain legal opinion in all cases of disputes and dual/rival claims before releasing of settlement dues.

Don'ts

- Don't recover government dues from any settlement benefit except DCRG & DR payable on pension.
- Don't authorize Guardian to receive family pension in favor of a minor child, but ensure PPO on the name of the minor child, indicating Guardian's name.
- Don't release DCRG if the employee does not vacate the Railway accommodation on the day of superannuation.
- Don't insist for medical examination if the retired employee applies for commutation within a year.



WORKS AND SERVICE CONTRACTS

ESTIMATE

Dos

- Do prepare realistic estimates taking into account various factors viz. site condition, geographical location, law and order situation etc.
- Do try to include items with standard specifications only.
- Do prepare the estimates based on available LARs and if proper LARs are not available, prepare estimates based on realistic market rates.
- Do include all commercial clauses including taxes, duties of all types and other statutory charges.
- Do take approval of estimates from Competent Authority, before calling for tender.

Don'ts

- Don't make vague estimates without rate analysis and adequate details, which may lead to huge quantity variations and creation of extra and substituted items.
- Don't mention conflicting conditions.
- Don't include such items or scope of work not directly related to the work.
- Don't revise the estimates to justify the received L-1 rates after opening of the price bids.

NIT & TENDER/BID DOCUMENT

Dos

- Do advertise in Local and National newspaper for wide circulation and also publish the same on website of organization with all relevant information viz. tender cost, cost of tender document, EMD, nature of work etc.
- Do provide sufficient time to the bidder for preparation and submission of the bid.



- Do check the dates of submission of bids with respect to working days and timing of closure and opening of bids
- Issue necessary corrigendum/addendum as and when required, not on flimsy grounds.
- Do update tender documents to suit the present contract requirements.
- Do incorporate in the bid documents detailed generic technical specifications.
- Do specify the conditions for tender responsiveness.
- Do specify in unequivocal terms in the bidding documents, the performance parameters and the technical evaluation criterion, if any.
- Do specify proper drawings with reference numbers, relevant specifications while preparing tender document.
- Do follow Railway Board Guidelines in splitting of works in true spirit.

Don'ts

- Never incorporate eligibility criteria to suit a particular firm
- Don't forget to mention important clauses pertaining to completion schedule, testing of equipments, performance bank guarantee, payment terms, penalty clauses, comprehensive insurance cover, contractor's liability, safety arrangements, statutory requirements for labour welfare, arbitration clause etc. in a proper and explicit manner.
- Don't split a bigger work into smaller works without approval of Competent Authority.
- Don't provide unrealistic period of completion of work as unworkable period leads to frequent grant of extension of time and litigation.

EVALUATION OF TENDER

Dos

- Do evaluate tender as per the notified criteria.



- Do evaluate all pre-requisite criteria met by bidder before qualifying technical bid.
- Do finalize the acceptability of the bidding firms in respect of the qualifying criteria before or during holding technical negotiations with them.
- Do complete the exercise of short listing of qualifying firms before opening of price bid/calling price bids.
- Do open price bids (in two bid system)/call price bids of only whose bidders whose design and other technical proposals are as per tender requirements.
- Do finalize tenders within validity period.
- Do negotiate with only valid lowest eligible tenderer.
- Do ensure that L-1 is not ignored of flimsy grounds.
- Do establish the reasonableness of rates on the basis of estimated rates and the prevailing market rates before accepting offer.
- Do identify the abnormally high rate and abnormally low rate items and the officials/agencies responsible for execution of work should be intimated to exercise appropriate control on such identified items to avoid vitiation.
- Uniform/consistent approach to be adopted while awarding the work

Don'ts

- Don't relax tender conditions as it will create a discriminatory treatment to others.
- Don't evaluate bids on the basis of information not furnished by bidder/tenderer.
- Don't entertain any new information/document after tender is opened and evaluated unless the same is called for.
- Don't disclose details of evaluation of tender till it is officially accepted/rejected.
- Don't deny any bidder pre-qualification/post qualification for



reasons unrelated to its capability and resources to successfully perform the contract.

- Don't prepare rate analysis after opening of tender to justify the high rates received, though valid LARs is available.
- Don't conduct post tender negotiations, unless unavoidable, without recording valid reasons and approval of competent authority.
- Don't assume unreasonably high rates towards transportation cost, labour cost, local taxes, inflation etc.

AWARD OF WORK AND SIGNING OF CONTRACT AGREEMENT

Dos

- Do ensure that once the offer is found techno –commercially acceptable, the work is awarded without any loss of time.
- Do issue letter of intent after approval of tender and take acceptance of tenderer before signing of agreement.
- Do keep the entire necessary documents ready before hand and a formal contract agreement containing all the requisite documents forming part of the agreement should be signed within a reasonable time.
- Do ensure that the contract document is precise, definite and complete.
- Do make the important papers, such as any amendments subsequent to the issue of tender documents, a part of contract agreement.
- Do ensure that the detail of awarded contract is sent for posting on the web site.
- Do make the contractor sign the detailed agreement within the time frame to avoid any complication in the contract at later date.
- Do ensure that the agreement is well bound, page numbered, signed by both the parties and well secured.
- PG to be submitted within 21 days from the date of issue of



LOA, if it is submitted between beyond 21 days and up to 60 days, with approval of competent authority, a penal interest of 12% per annum shall be charged for the delay beyond 21 days, i.e. from 22nd day after the date of issue of LOA. In all other cases, if the Contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, the contract is liable to be terminated duly fortifying EMD and other dues payable against the contract. The failed Contractor shall be debarred from participating in re-tender for that work.

EXECUTION OF CONTRACT

Dos

- Maintain the requisite contract related site registers viz. Field registers, Site Order register, Hindrance registers etc. On completion of the work the registers should be submitted back to divisional office.
- Take proper inventory of material to be released and obtain contractor's signature.
- Ensure that contractor's representative is nominated in writing.
- Departmental tools & plant to be given to the contractor as per agreement conditions.
- Beware of Vitiating due to non-operation of unworkable items or Excess operation of high value items.
- Get test certificates of material wherever prescribed.
- Do not use departmental labour along with contractor's labour.
- Ensure that released materials is brought back to the required point and neatly stacked by the contractor.
- Ensure proper gate passes & correct leads with regard to transportation of materials
- Painting works-Check quantity of paint used by the contractor and ensure state-wise thickness.
- Do stipulate milestones in the contract for the specific schedule of completion of contract in an unambiguous manner.
- Do monitor progress in accordance with such schedule.

- Do specify the LD clause in case of delay in completion of intermediate milestone activities and overall project/contract.
- Do take care that specialized work is executed through specialized agency.
- Do reconcile materials issued by department at various stages of work.
- Do ensure that the proper technical staff is employed by the contractor and work is executed qualitatively and timely.
- Do ensure that the project is not delayed due to contractor's fault such as non deployment of adequate plant and machinery, technical staff, material, labor etc.
- Do ensure that officer in charge of work has to specify the items/location for which he has conducted the 20% test check.

Don'ts

- ·Don't forget to take built drawings on completion of any contract.
- ·Don't forget to adjust all advances before completion of project and release of final payment. Don't forget to record delays on the part of contractor and recover LD as per provision of contract.
- ·Don't forget to take Bank Guarantees for long term guarantee for specialized items, if specified in contract.
- ·Don't release retention money before due date.
- ·Don't go for unreasonable variations in terms of quantities and items unless and otherwise required.
- ·Counter signing is not allowed in MB, only test checks of specific & location to be mentioned.
- ·Don't execute the item which is not having detailed technical specification/drawings in the agreement.



SIGNALLING & TELECOM

Dos

- Ensure correct nature of soil with regard to cable laying works before specifying conditions in tender document.
- Ensure classification and definition of soil i.e soft & rocky soil be incorporated in tender document where the scope of work includes trenching in rocky soil
- Ensure proper depths to be mentioned in the MB for cable laying work.
- No measurements should be copied from any papers other than field book/daily progress register.
- Supply portion in schedule by contractor should be taken into DMTR account with proper invoice bills and test reports.
- Issue of material to contractor's representative for execution, should be done duly after receipt of firm's requisition and after submission of INDEMNITY bond.
- Insist on warranty certificate as per terms of contract while passing bills.
- DMTR transactions must be closed everyday and initial the DMTR once in a week and send the statement to the Divisional Headquarters every month.
- Ensure relay frames and termination racks are of proper dimensions.
- Ensure proper termination of cables and soldering and bunching of wires.
- Ensure earthing and location boxes as per drawings.
- Ensure updated drawings of location boxes, signal posts etc are provided with contract agreement to field units.
- Ensure technical specification should incorporate conditions, parameters as per manuals or standing guidelines prevailing at that time.
- In Telecom works, ensure proper parameters of Quad and OFC



before release of final payments.

- Ensure proper Insulation Resistance through meggering of cables and it's recording of readings.
- Cable marker and emergency communication posts should be provided with proper concreting and as per drawing..
- Maintain separate account of uncharged and charged cells.
- Verify the serial nos. of equipments, whether it is matching with RITES/RDSO inspection certificates or not.
- Verify the Holograms/Specimen symbols on equipments with the RITES/RDSO Inspection certificate..
- Ensure proper specified cables while installing S&T equipments like IPS, Data loggers, Electronic inter-locking etc.
- Check the items in the pre-commissioned check list thoroughly in field before signing in the Joint Report.
- Ensure proper installation of LC gates as per drawings.
- If inspection clause is modified to consignee inspection with competent authority's approval necessary deduction from contractor's bill may be done if inspection charges are to be paid by contractor.
- Always insist the authority letter from the Service Engineers who are attending AMC's of all Electronic Interlocking system.
- Field supervisors insist for latest drawings, specifications and amendments referred in contract agreement.

Don'ts

- Don't operate labour portion without ensuring site requirements.
- Don't change RDSO/RITES inspection certificate to consignee inspection without approval of accepting authority. Similarly, strict compliance of instructions from HQ with regard to consignee inspection.
- GI and similar pipes must be tested before accepting by its specified weight/thickness only, but not based on paint mark.



- Don't accept the materials after the delivery period of purchase order
- Don't accept the material without original bills and invoices.
- Without checking the cables insulation and its loop resistance don't account in ledger.
- Don't issue credentials before completion of the work.



Have the courage to say no. Have the courage to face the truth. Do the right thing because it is right. These are the magic keys to living your life with integrity

- William Shakespeare

If money help a man to do good to others, it is of some value; but if not, it is simply a mass of evil, and the sooner it is got rid of, the better

- Swami Vivekananda



ELECTRICAL

Dos

- Ensure proper electrical earthing of all installations during work execution.
- Ensure provision of proper rating MCB/MCCB and other safety devices
- Reconcile the Quantity of OHE conductor at regular interval and take the scrap in custody from contractor.
- Ensure that the installation register for electrical fittings provided in Quarters/Service buildings are maintained upto date.
- Ensure proper size of equipment/wiring/cables according to the sanctioned load.
- While executing works, follow the standard drawings & specifications.
- Electrical installations and wiring should be done as per Indian Electricity rules.
- For major installations power calculations should be done for selection of MCBs.
- Ensure that defective energy meters are replaced on priority.
- Electrical contractor's license validity to be ensured during execution of the work.
- In Service Contract, ensure PF and ESI subscription payments before passing CC bills.
- Accept the LTUG cables along with Test Certificates as per specification given.
- All new Contract Materials must be entered into DMTR/Ledger. DMTR numbers must be quoted for released and supply materials in Measurement Book
- Refer drawings, specifications/Third Party inspections as per Agreement conditions.



- Timely process EIG proposals for commissioning of HT/EHT substations and equipments therein and obtain EIG sanction before energizing the same.

Don'ts

- Do not modify the LT/HT overhead lines without competent authority's approval/sanction.
- Do not accept the material of other make, which are not included in the work order/contractor.
- Do not miss to note the proper chainage/kilometers in MB for cable laying work.
- Do not mention such 'Makes' of electrical items in works contracts, which are not equivalent cost wise or quality wise.
- Do not include in works contracts, normally those electrical items, which are available on DGS&D rate contract, without competent authority's approval.
- Do not include procurement of cables in work contracts unless it is of urgent in nature and that too with competent authority's approval and ensure that the rates should be competitive with store procurement.
- Do not extend the temporary power supply to outsiders/contractors without proper authority.
- Do not prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- Do not indent electric items, which do not confirm to IS specification or don't bear ISI marks.
- Don't interchange the LT services of wayside stations which are different categories.
- Don't deviate the location without approval of sanctioning authority of the work.





STORES

GENERAL

Dos

- Ensure that approval of competent authority has been taken for quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Finalize the tender within the period of validity of offers to guard against the possibility of increase in prices and consequently incurrence of extra expenditure by the Govt.
- Do proper assessment and evaluate bids particularly special conditions offered by the tenderer.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded so that the reason for such rejection would be available on files.
- In case where the performance of lowest/lower offer is not satisfactory and next offer is considered for full/part quantity order, performance of the same firm should also be assessed and placed on record.
- Even when the level of the Tender Committee is decided based on the lowest acceptable offer as per technical note, it would be incumbent on the tender committee to examine individually all the offers lower than the lowest technically acceptable offer and make appropriate recommendation in each case for consideration of the accepting authority.
- Ensure that in case, descriptions or specifications undergo significant changes after invitation of tenders, equal opportunity is given to all the suppliers by re-tender.
- Ensure that security deposit and earnest money deposits are collected from registered/unregistered suppliers as per extant rules and when exempted, proper reasons are recorded and competent authority's sanction taken for the same.
- In case of purchase from RDSO approved sources, ensure to check the current status of RDSO approved list at the time of TC

meeting and current list should be available on record.

- Ensure that the recommendations of all the members are included in TC minutes and there should not be any separate dissent note.
- Ensure as Tender Accepting Authority that detailed reasons are recorded if there is disagreement with tender committee.
- Ensure that the tender committee minutes contain the relevant information as the date, venue of the meeting and dated signatures of the members.
- Maintain complete records in the file and ensure secrecy of the tender.
- Ensure procurement through proper mode viz. GEM,OT etc. as notified from time to time
- Ensure adherence to the instructions issued from zonal HQ regarding the tendering process.

Don'ts

- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favor the bidder(s) who are previous suppliers.
- Do not hide any favorable/unfavorable information in TC discussions.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not allow anomalies in evaluation of special conditions to affect the acceptance of the offer recommended.
- Do not entertain modification of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not record the acceptance/otherwise of the tenders anywhere else than the body of the tender committee minutes.

- Do not use noting on the tender file by the TC members as a substitute for the meeting.
- Do not award contract for quantity more than the quantity more than the eligibility of the tenderer.

LOCAL PURCHASE

Dos

- Some of the items have to be procured from RDSO/ ICF/DLW/CLW etc. approved sources as per Vendor Directory. Please ensure that these items are procured from approved sources only. Please ensure the list of approved sources for the tendered item in the LP case file before floating the tender.
- Ensure the call attention of all the approved sources through IMMIS. Ensure that such items procured from the approved sources only duly following the inspection clause, as per the extent provisions.
- Critically examine the reasonableness of rates and record the reasons for accepting a rate. The lowest rate may not be reasonable rate.
- Local purchase registers of sources to be maintained.
- Do account free material if received under various schemes for sales promotion etc.
- Do maintain close liaison with indenters and appraise the progress of supply against Local purchase at various stages.
- Do furnish last purchase particulars (purchase order number, date, firm and rate) or the market survey rate (name, address, date of market survey and rate and if possible standard price list details) with the requisition.
- Ensure that the Genuine OEM authorization certificates are enclosed with the offer wherever applicable.

Don'ts

- Do not issue a tender enquiry unless the existence of the firm has been checked.
- Do not turn-down the proposals for Local purchase without



giving clear reasons.

- Do not split quantities or place frequent demands.
- Irrational/illogical choice of sources for the LT panel without adequate justification should be avoided.
- Selection of different panels for the same item in LTs floated around the same time should be avoided.
- Non-clubbing of requirement and floating different tenders around the same time should be avoided.
- Do not opt for re-tending on flimsy grounds with intent to favoring firm.
- Do not go for by-passing of lower offer on flimsy grounds/invalid reason/conditions extraneous to tender conditions.
- Do not accept L-1's offer without proper qualifying requirements as stipulated in tender.
- Floating a tender for specific type/make, but accepting different type/make other than the specified should be avoided.
- Do not recommend/accept the offered rate without rate reasonability assessment, even if the offered rates are close to indent rates.



If a country is to be corruption free and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. They are the father, the mother and the teacher.

- A.P.J Abdul Kalam



ACCOUNTS

Dos:

- During the verification of estimates, it should be ensured that the quantities mentioned therein should be realistic and as per the actual requirement.
- The quantities mentioned in the Estimate should match with the quantities mentioned in the Tender document.
- While vetting the agreement, it should be ensured that all the clauses stipulated in the tender document w.r.t. execution of work are incorporated and all the blanks are filled in properly.
- While vetting the Briefing Note, it may be ensured to comment on penalty clause and other clauses whether they are in accordance with the rules or not.
- It should also be commented while vetting the Briefing Note on the similar nature of work whether it is approved by the competent authority or not.
- The concerned Agreement/WO/PO should be thoroughly examined with emphasis on its special conditions, penalty clauses, if any, before passing of Bills.
- While passing the bills of contractor/supplier, ensure that all the recoveries have been made properly.
- All the required recoveries have to be made from the on hand bill itself.
- At the time of passing of Price Variation Bills, the rates published by the authorities concerned should be compared with that of rates claimed in the PVC bill.
- After passing the Price Variation Bill based on the provisional index of RBI, a remark to this effect should be noted in the concerned ledger account. After publication of final index by RBI, if any differences are noticed, they should be settled immediately in the on-hand bill.
- Currency of the paper securities should be watched carefully and necessary action should be taken for extension of currency,

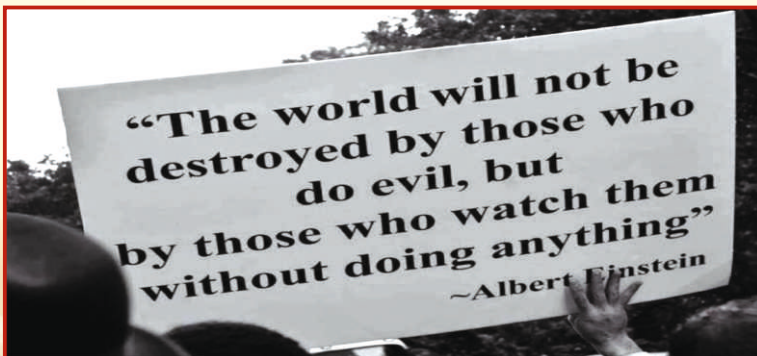


if required, in advance.

- The reconciliation of Cheques & Bills and remittance into Bank should be made in time and corrective action should be taken immediately.
- All indents for the same item should be consolidated and combined order should be placed for getting economical price.
- The cheques other than the electronic payments should be dispatched promptly.
- There should not be any ambiguity in the penalty clauses.

Don'ts

- Don't misinterpret the penalty clauses mentioned in the concerned agreement to benefit the contractor.
- Don't forget to recover the penalties/LD/other charges, if any, from the respective bill itself.
- Don't rely upon the documents enclosed with the Price Variation Bill by the contractor to support his claim.
- The total demand of particular item should not be split deliberately into indent wise for bringing it within the self check ambit of a particular sanctioning authority.
- Don't keep pending the cheques prepared for payments without dispatching to the concerned party (Bank/Institution/ Govt. Undertaking etc.)





TRAFFIC

Dos

- Declare private cash in figure and words before resuming duty
- Ticket checking staff should check Travelling Authority & original ID along with Journey ticket.
- Details on the EFT foils should be written legibly.
- Ticket checking staff should remit Railway Cash at the end of beat/destination.
- EFT return should be submitted on due time.
- Separate form for Tatkal reservation shall be used.
- UTS/PRS ticket rolls to be accounted in Ticket stock register only after physical counting of rolls.
- Cancelled & Non-issued tickets should be sent on following day to Traffic Accounts office.
- UTS tickets produced for cancellation should be cancelled immediately in the system.
- Ensure proper H/O and T/O of cash in DTC register.
- Ensure correct weighment, rating, routing and scale while booking the consignment.
- Ensure loading as per carrying capacity of SLRs, AGCs, & Parcel Vans.
- Ensure entry in delivery books and obtain signature of consignee without fail.
- Ensure recording of Loading/Unloading timings.
- Ensure collection of original RR/PWB/Indemnity Bond while granting delivery.
- Ensure proper recording of stacking/removal time of goods.

Don'ts

- Ticket checking staff should not issue EFT on platform by



collecting difference of fare & penalty and permit them to travel in reserved coaches.

- Ticket checking staff not to desert the nominated coaches.
- Do not permit issue of more than 2 EFT books at a time.
- Do not collect filled-in Tatkal forms in advance from passengers in Queue for issue of Tatkal tickets.
- Do not issue tickets without Reservation form or incomplete form.
- Do not alter or write manually on the system generated ticket while issuing to passengers.
- Do not reissue the tickets offered for cancellation.
- Do not issue mismatched tickets.
- Do not affect the delivery of the consignment before collection of all due charges, including under charges, if any.



Ainfinite patience, infinite purity and infinite perseverance are the secrets of success in a good cause

- Swami Vivekananda

Power corrupts, absolute power corrupts absolutely

- Swami Vivekananda



GENERAL

Dos

- Be conversant with the current rules and regulations before taking any decision.
- Use your discretion properly to avoid any miscarriage of justice.
- Be dispassionate while taking decision so that no undue favor accrues to anyone.
- Pay full and prompt attention to the petty grievances and complaints. If these are not dealt with sympathy and concern, these petty complaints may take the form of serious complaints as the complainant would then buttress his grievances with extraneous material to capture attention.
- Keep a good image before the public/staff by being honest, impartial and just.
- Make sure while using a saloon that it is within the policy guidelines laid down and avoid use of saloon on transfer duty.
- While occupying rest houses, ensure filling up the register and also indication on duty/leave.
- While using staff cars, ensure personally that journey if performed for private purposes, is indicated so in the 'remarks' column of the register and ensure prompt payment
- Be conversant with the relevant clauses of the conduct rules and ensure that these rules are not infringed.

Don'ts

- Do not delay disposal of files/papers put up to you.
- Do not misuse duty passes for journey performed which are not for official work or for persons not entitled to such travel
- Do not misuse staff cars/vehicles
- Do not misuse railway labour.
- Do not misuse railway material or catering



- Do not misuse the out-house of the railway bungalow occupied by you
- Do not sit on the selection board before which any relative of yours is appearing for selection.
- Do not take part in the Tender Committee meetings of any of your relatives is one of the tenderers.
- Do not forget to put a date under your signature. Absence of date may give rise to doubt your motives in certain situations.
- Avoid sanctioning a privilege to yourself even if it is within your own competency. Let such sanction be approved by your superior.

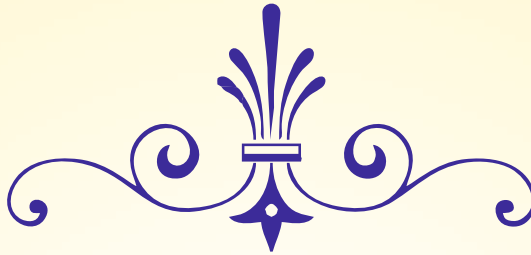


If a country is to be corruption free and become a nation of beautiful minds, I strongly feel there are three key societal members who can make a difference. They are the father, the mother and the teacher

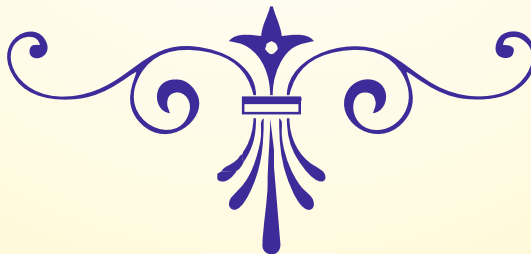
- A. P. J. Abdul Kalam

As I have said, the first thing is to be honest with yourself. You can never have an impact on society if you have not changed yourself. Great peacemakers are all people of integrity, of honesty, but humility

- Nelson Mandela



POEMS & ARTICLES



The day my child googled transparency



-Mahua Biswas
PGT/RHSS, APDJ
N.F.Railway

Life seems to have become crystal clear these days,

With a random Google search handling the world's most opaque maze.

It was one of these random days when my 10-year-old came up with a random look,

"Transparency is fundamental to the integrity of an institution" read her book.

She asked Google a meaning before she came to me,

"A transparent object is an object that allows light to pass through, so where does integrity come in?" she asked in glee.

It was a simple doubt that I didn't need to worry about.

But a child's transparency makes you do things you're unlike to.

I questioned the world in silence for a moment or two.

*Light and darkness - is that what transparency is all about?
Is it darkness that nourishes these spineless deeds?*



Is the lack of external light so powerful as to numb all the light within?

Is it so difficult to give reality to a 12 lettered word that only asks for honesty?

Honesty isn't the best policy perhaps then?

Do the best policies always come with immoral profits?

How hard is it to say what one means and do what one should?

Is it easier to live an opaque life than give in to some light? Have we lost the ability to be crystal clear on the outside too? Darkness doesn't thrive only on the interiors it seems.

"Are we all transparent, it means?" She asks to put an end to my thoughts.

"Integrity is the courage to not dim the lights of transparency.

Most of us never have that. But most of us are always trying."

I say, for the very first time, being crystal clear.

And she smiles. And honesty this time becomes the best policy, again.

Transparency isn't that difficult after all.



हरपल हम सतर्क रहे।

- चन्द्र शेखर प्रसाद,
मुख्य सतर्कता निरीक्षक/यातायात,
पू. सी. रेलवे मालीगांव

प्रथम शिक्षा माता पिता की
सत्यनिष्ठ हो कर्म करे
अनैतिकता से दूर रहे
दृढ़ संकल्प हो और सतर्क रहे।

बड़े हुए अपने कार्य क्षेत्र में
कर्मवीर बन डटे हुए
राष्ट्रहित ही हो सर्वोपरि
हरपल हम सतर्क रहे।

निष्ठावान जांबाज़ प्रहरी
चौकस है नभ-तल-जल में
चैन से हम सो न पाएंगे
अगर न वो सतर्क रहे।

शोध-अनुसंधानों का सफल परिक्षण
हमारा वैश्विक कद बढ़ाया है
विनाशकारी परिणाम भी हो सकता है
यदि शोधकर्ता न सतर्क रहे।

रेल परिचालन की सुदृढ़ प्रणाली
हर कड़ियां संरक्षित है
दुर्घटना की न हो गुंजाइश
हर कर्मी हरपल सतर्क रहे।



लोलुपता का मायाजाल
बिछे हुए है पग-पग पर
भ्रष्टाचार रूपी अप्सराएँ भी
आएंगी अनेक रूप बदलकर
पथभ्रष्ट न हो कभी विचलित होकर
विश्वामित्र बन अडिग और सतर्क रहें।

सतर्कता विभाग के हम कर्मि
जन -जन ये संचार करें
भ्रष्टाचार से दूर है रहना
भयमुक्त हो काम करें

प्रगति पथ पर अग्रसर हो कर
समृद्ध भारत का निर्माण करें
राजस्व की हानि न हो पाए
हरपल हम सतर्क रहें-
हरपल हम सतर्क रहें।



ईमान तेरा बड़ा अनमोल

-विजय कुमार यादव
मुख्य दक्षता निरीक्षक
पू सी रेलवे मालीगांव

ईमान तेरा बड़ा अनमोल ।
चुका न सके कोई इसका मोल ॥
स्वार्थ की चादर ना तू खोल ॥
वरना कोई लेगा तुझे तोल ॥॥

भला किसी का कर न सको तो ।
बुरा किसी का मत करना ॥

पर उपकृत करने को खातिर ॥
राह गलत चयन तुम मत करना ॥॥

डेग-डेग पर दलाल खड़े हैं ।
दोस्ती और बेईमान खड़े हैं ॥
जाने कौन छद्म भेष में ॥
स्वार्थ सिद्धि के पैरोकार खड़े हैं ॥॥





घूसखोरी तुम मत करना

(गीत)

विनय कुमार,
वरिष्ठ व्याख्याता,
पर्यवेक्षक प्रशिक्षण केन्द्र,
न्यू बंगाईगांव, पू सी. रेल,

मैं रूखी-सूखी खा लूँगी,
तुम मेरी चिन्ता मत करना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥

खून-पसीनों के पैसों से,
चलता घर-परिवार ।
हँसी-खुशी सब रहे प्रेम से,
खुशियां मिले अपार ॥
वो देख रहा सब कुछ बैठा,
तुम ऊपरवाले से डरना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥

गलत काम की सजा मिलेगी,
जग में हो उपहास ।
थू-थू तुम पर लोग करेंगे,
सभी पराये खास ॥
तुम बचा ना पाए नौकरी,
ऐसी आफत में मत घिरना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥



साफ-सफाई काम में रखना,
रिश्तत एक गुनाह ।
शाबाशी तब खूब मिलेगी,
सच्चे हों जब राह ॥
सत्य-निष्ठा को भूल कभी,
खुद की नजरों से मत गिरना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥

बच्चों के तुम प्यारे पापा,
करते तुम पर नाज ।
कल जग में वह शर्मिदा हो,
करना ना वह काज ॥
राह बड़ी बदनामी की है,
उन राहों से नहीं गुजरना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥

मैं रूखी-सूखी खा लूँगी,
तुम मेरी चिन्ता मत करना ।
हाथ जोड़कर विनती साजन,
घूसखोरी तुम मत करना ॥





Probity in Public Life

-Udip Rajbangsi
JE/DBWS
N.F. Railway

Probity is defined as adherence to ethical and moral values like honesty, integrity, rectitude, uprightness etc. It is the presence of procedural integrity with high standards of ethical behavior. Probity in public life is the standard that society expects those elected or appointed to public office to observe and maintain in the conduct of the public affairs to which they have been entrusted. The absence of integrity and probity in public life is manifested in corruption which is a worldwide phenomenon.

The general principles of conduct which underpin public life need to be restated. The seven principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership are to be ensured.

Selflessness: Holders of public office should take decisions solely in terms of the public interest.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.



Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

Probity in Governance seeks to fulfill the following purposes:

- It preserves public confidence in Government processes
- It maintains integrity in public services
- It ensures accountability in governance
- It ensures compliance with processes
- It seeks to avoid the potential for misconduct, fraud and corruption

Persons in public life are vulnerable to corruption especially in countries like India. This makes probity a difficult quality to conform to in today's times. There are many temptations and challenges that threaten the integrity of a person in public life. Accepting and offering of bribes is considered common and natural in some societies. Repeated offering/accepting of bribes eventually leads to it becoming common practice. The society at large fails to look down upon the practice of corruption.

These challenges can be overcome by creating awareness among the people regarding the consequences of bribing and discouraging such practices. At the same time, strict action must be taken against persons who display lack of probity in public life so that there is a threat of repercussions which deters such behavior. Lack of probity in governance has become one of the biggest menaces of society. To inculcate probity & adherence to ethical practices among them certain strides could be taken:

- A dedicated unit to oversee violation of Code of ethics & Code of conduct by government officials is set up both at state and centre level.



- Information must be made accessible to common public through websites.
- Mandatory declaration of assets and liabilities of government employees, accompanied by proper auditing.
- Establishment of Independent Anti-Corruption Agency
- Citizens Advisory Boards to incorporate ideas of common public in improving governance.
- Mandatory Social Audit of all government programs, for example: Meghalaya has passed a law for social audit of government programs.

Apart from laws and policies, the government should also focus on bringing behavioral change in government employees so that they can easily empathize with the problem of common mass so as to fulfill the democratic goal of “government by the people, for the people and to the people”.



Transparency in administration

-Udip Rajbanshi

JE/DBWS

N.F. Railway

Transparency is broadly accepted as a major principle of good governance. Transparency in public administration can be better called as the right of public access to the key information. Transparency in public administration guarantees legal assurance and increases the level of legitimacy in the decision making process. It induces the deep trust on the actions of the system.

Transparency and accountability are the two cornerstones of any pro-people government. Some major initiatives taken by Government of India to bring transparency include:-

- Right to Information Act
- Citizens Charters
- Lokpal & lokayuktas
- Implementation of e-Office, e-Leave management system, Employee Information System, Smart Performance Appraisal Report Recording Online Window (SPARROW), Aadhar enabled Bio-metric Attendance System (AEBAS), Pension Sanction and Payment tracking System (Bhavishya), Public Financial Management System (PFMS), Government e-Market (GeM), Central Public Procurement Portal (CPPP), Foreign Visit Management System (FVMS), Web Responsive Pensioner's Service for pensioners etc.

Components of the redressal mechanism include

- e-Governance through the Centralized Public Grievance Redress and Monitoring System(CPGRAMS)

Transparency in administration has been able to fight the simpler forms of corruption but deep-seated organized systematic



corruption is its biggest hindrance. Other factors acting as obstacle in the process are:-

- Limited digitalization of Government offices and inadequate infrastructure.
- Corrupt mindset of some Govt. officials

To tackle these obstacles there is an urgent need to strengthen the process of transparency in administration. Such measures should include:

- Widening of national public information structure.
- By establishing state level independent public grievance redressal authority.

Transparency in administration will make the officials more responsible. It will eliminate the corrupt rule of the powerful bureaucrats. The free flow of information will wipe out the complex problems existing in the system. Transparency and accountability will improve the performance of public administration.



Be faithful in small things because it is in them that your strength lies

- Mother Teresa

Don't complain about the snow on your neighbor's roof, when your own door-step is unclean

- Confucius



DISCLAIMER

The e-booklet is only indicative and is by no means exhaustive nor is it intended to be a substitute for the rules, procedures and existing instructions/guidelines on the subject. The provisions herein do not in any way supersede the rules contained in any of the railway codes and the circulars referred to herein should be read out both individually and in conjunction with other relevant policy circulars for proper appreciation of the issues involved. In case of conflict, the later will prevail. The booklet should also not be produced in any court of law and wherever necessary, reference should always be made to the original order on the subject.

**There are seven things that will destroy us:
Wealth without work;**

Pleasure without conscience;

Knowledge without character;

Religion without sacrifice;

Politics without principle;

Science without humanity;

Business without ethics.

- Mahatma Gandhi



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NORTHEAST FRONTIER RAILWAY**

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NORTHEAST FRONTIER RAILWAY VIGILANCE ORGANISATION



SARDAR VALLABHBHAI PATEL

31 October 1875 - 15 December 1950

'I cannot speak anything but the truth,
I cannot turn back on my duty
Just to please some one'

CORRUPTION FREE INDIA

*We want to build a corruption - free India,
where there is Liberty, Equality and freternity.*

With justice and equal opportunity for all.

*I pledge myself
to remain free from the evil of corruption.*

*I want to live in a
corruption- free family and society*

*I commit myself
to Good Governance in all aspects of public life.*