



सतर्कता बुलेटिन - 2022

VIGILANCE BULLETIN - 2022



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.

विनय कुमार त्रिपाठी
VINAY KUMAR TRIPATHI



अध्यक्ष एवं मुख्य कार्यकारी अधिकारी,
रेलवे बोर्ड
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN & CHIEF EXECUTIVE OFFICER,
RAILWAY BOARD
EX OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

MESSAGE

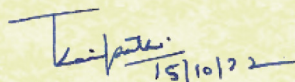
Vigilance Awareness Week is celebrated every year to emphasize the importance of morality and integrity in public life. I am glad to know that Ministry of Railways is observing Vigilance Awareness Week from 31st October to 06th November, 2022. For this year's Vigilance Awareness Week, the Central Vigilance Commission has chosen the theme "Corruption free India for a Developed Nation".

Ministry of Railways has been making valuable contributions in spreading awareness against corruption and also taking measures for its prevention and eradication. Corruption crumbles the vitals of the economy creating hurdles for development of nation. Indian Railways contributes substantially in the economy of the country and thus assumes greater responsibility in development. So, it becomes the pious duty of each railwayman not only to uphold the professional integrity and honesty to perform duties but also to assist in eradication and prevention of corruption in and around.

Ministry of Railways endeavor to promote integrity, transparency and accountability in public life to eradicate corruption in achieving the aim for a New India as a developed nation. It can be done only with the active support and participation of each of the railway employees and other stakeholders as public participation plays a very vital role in fighting corruption.

During this occasion, let's unite and take solemn pledge to eradicate corruption and to build a New India together.

I wish all success in this endeavor for making our system free from corruption and malpractices.


(Vinay Kumar Tripathi)



MESSAGE

I am happy to learn that Vigilance Organisation of N.F. Railway is bringing out this issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week - 2022 going to be observed from 31st October to 06th November 2022. The theme of this year's Vigilance Awareness Week ie. "**Corruption free India for a developed Nation**" (अष्टाचार मुक्त भारत - विकसित भारत) is very relevant as corruption in any form crumbles and undermines all efforts for establishing India as a developed Nation.

Corruption in any form affects growth of an organization, society and a nation at large. It is the most important factor that is impeding the socio-economic transformation of developing nations, the destructive impacts of which is evident throughout the world. The challenge with empirical corruption is that it is not directly observable, at least not in a systematic fashion as it is illegal and therefore clandestine. Corruption has to be prevented from evolving from petty to grand, from occasional and uncommon phenomenon to an endemic, widespread and organised feature of the society as it plays a major role in denting all efforts for developing a Nation. For handling corruption it is crucial to address discrepancies between formal rules and entrenched informal practices that often determine the behaviour of corrupt officials and practices. Adoption of web based technologies such as E-office, HRMS, HMIS, etc has facilitated prompt handling of official procedures as well as employee related processes thereby curbing the avenues of corrupt practices.

Public participation plays a crucial role in combating corruption and in nation building. We need to address corruption across all affected sectors in public domain in order to facilitate development of a nation and promote morality and integrity among general public at large. Vigilance at all levels plays a vital role in effective administration that is devoid of any ill intention for any organisation and is a collective responsibility of all stakeholders. In this context, vigilance organisation of N.F. Railway has constantly strived to play a positive and constructive role in combating corrupt practices while at the same time identifying deficiencies or procedural lapses and suggesting system improvements for taking corrective measures.

I convey my good wishes to the Vigilance Organisation for its relentless efforts in composing and bringing out this informative Vigilance Bulletin. I hope that this bulletin along with other planned programmes, activities during Vigilance Awareness Week could achieve its goal of educating, guiding and spreading awareness on correct practices to be followed by Railwaysmen while discharging their duties & responsibilities with honesty, integrity, transparency, sincerity and accountability in public life which can go a long way in making corruption-free India for a developed Nation.

Place : Maligaon
Date : 14.10.22


(Anshul Gupta)
General Manager

Chandra Vir Raman
Principal Exec. Director (Vig.)
&
Chief Vigilance Officer



MESSAGE


The Central Vigilance Commission observes the Vigilance Awareness Week each year to emphasise the significance of probity and integrity in public life. The theme chosen this year by the Commission **"Corruption Free India for a Developed Nation"** is very relevant as corruption adversely affects the growth & development of the nation. Accordingly, like every year, Indian Railways will also carry out activities with the motive to weed out corruption and ensure integrity in public life.

Vigilance Organisation of Ministry of Railways endeavours to promote integrity, transparency and accountability in public life with the ultimate objective to bring about improvements in governance, which will facilitate ease of living and ease of doing business.

The observance of such events helps in developing awareness about the consequences of corruption and educating the public to create a corruption-free society.

We will make every effort to promote integrity and to eradicate corruption with the active support and participation of all stakeholders. I do believe that public participation plays a pivotal role in combating corruption and in nation building. Outreach activities for dissemination of anti-corruption measures and stressing the necessity of vigilant India would lead to developed India.

Publication of special edition of vigilance bulletin on this occasion would really help in spreading awareness amongst all Railwaymen and go a long way in making corruption-free India.


(Chandra Vir Raman)
12/10/22

राजीव महाजन, आई आर एस एम ई

Rajiv Mahajan, IRSME

वरिष्ठ उप महाप्रबंधक एवं मुख्य सतर्कता अधिकारी
SDGM & Chief Vigilance Officer



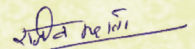
MESSAGE

It is heartening to bring out this Vigilance Bulletin on the occasion of Vigilance Awareness Week, 2022 to be observed from 31st October to 6th November, 2022. This year's theme for Vigilance Awareness Week ie. **"Corruption free India for a developed Nation"** (शुद्धाचार मुक्त भारत - विकसित भारत) is important for development of Organisations and the Country as a whole.

I have a firm belief in the principle of adhering to probity in public life and strive to constantly put efforts for promoting improvement in systems, innovating processes & practices at workplace so as to develop ourselves professionally and benefit Indian Railways Organisation in the long run. The pace of development of a nation can be ensured only through all round development of each organisation delivering services in the public domain and in doing so we need to ensure that through pre-emptive vigilance we constantly improve the public service delivery system and weed out the seeds of corruption. Since, corruption is adversely affecting all sections of the society, it is our prime duty to detect, analyse and disseminate information about issues relating to corruption in order to sensitize people about and against corrupt practices. Each and every employee should adopt transparent mode of working so that their thoughts and actions are in total consonance with the Organisation's Vision.

Through this bulletin, Vigilance organisation of N.F. Railway has summed up the efforts taken up by the team for eradicating the corrupt practices and prevention of inadequate procedures adopted at workplace by individual stakeholders representing Railways in public domain. Officials have been sensitized on right practices, transparency in working/decision making through preventive vigilance in order to stem out evils of corruption by creating awareness on the rules & regulations to be observed in official matters. System improvements have been suggested in order to plug loopholes in existing system and set new standards for ensuring transparency. This bulletin highlights the Do's and Don'ts on various aspects, System Improvements suggested, Case studies on irregularities observed, latest circulars issued by Railway Board, CVC & DOPT which I believe would greatly benefit our fellow employees and officers to assist them in discharge their duties honestly and fearlessly.

I sincerely hope that this bulletin will help the officers/officials in bringing integrity, transparency, consistency in their decision making and promoting ethical work culture. It will also help in achieving good governance and contribute constructively to development of the Nation as a whole.


(Rajiv Mahajan)
SDGM & CVO

पूर्वोत्तर सीमा रेल

Northeast Frontier Railway

मालीगांव गुवाहाटी-बट १०११

Maligaon Guwahati-781011

Email: sdgm@nfr.railnet.gov.in

Fax: 0361-2676055

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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.



Agreed List / Secret List

322.1 One of the measures to combat corruption is to maintain watch on the activities of public servants who are of doubtful integrity. For this, two lists namely 'Agreed List' and list of public servants of gazetted status of doubtful integrity also known as 'Secret List' are prepared by Railway Board Vigilance annually in accordance with the directives of Department of Personnel and Training and Central Vigilance Commission.

SECRET LIST

322.2 The Secret List is prepared in the light of criteria laid down for the purpose namely

- (a) Officers convicted in a Court of Law on a charge of lack of integrity or for an offence involving moral turpitude but on whom in view of exceptional circumstances, a penalty other than dismissal, removal or compulsory retirement is imposed.
- (b) Officers awarded departmentally a Major Penalty:
 - i. On charge of lack of integrity or
 - ii. On charge of gross dereliction of duty in protecting the interests of Government although the corrupt motive may not be capable of proof; or
- (c) Officers against whom proceedings for a Major Penalty or a Court Trial are in progress for alleged acts involving lack of integrity or moral turpitude; or
- (d) Officers who were prosecuted but acquitted on technical grounds, and in whose case, on the basis of evidence during the trial, there remained a reasonable suspicion against their integrity.

AGREED LIST

322.6 Agreed List is prepared annually in consultation with CBI and contains the names of such Officers whose integrity and honesty is under a cloud.

(Reproduced verbatim from IRVM 2018)



CASE STUDIES

1. INFLATED MEASUREMENT AND OVERPAYMENT IN EXECUTION OF A CONTRACTUAL WORK FOR CONSTRUCTION OF A SPUR/ADDITION LINE IN A STATION YARD.

As per approved plan, the embankment for a new spur line had been proposed to be constructed with the provision of blanket layer of thickness 300 mm. A contract was awarded for construction of embankment as well as track work. During check, it has been found that quarry dust was provided at the top of embankment between earthwork and ballast, and payment was made against two items namely (i) "Supply and laying of quarry dust including consolidation etc. (USSOR-222030)" and (ii) "Laying and spreading blanketing materials (Natural or Mechanically prepared as per GE-1 or G.E.IRS-2) over new/old embankment/cutting in layers of 30 cm in loose state to make the embankment of designed profile as per specifications (USSOR-013150)", whereas item of quarry dust explicitly includes the rate of laying, compaction, etc. Further, the average thickness of quarry dust has been found during check as about 246 mm against the recorded and paid thickness of 300 mm. It has also been observed that although initial and final level of earthwork (initial level of quarry dust) were taken but ballasting was done without taking final level of quarry dust. Concerned ADEN had not conducted specified test checks in any levels. These all lapses ultimately led to inflated measurement and overpayment to the contractor.

2. IMPROPER ESTIMATION AGAINST A MAJOR NS ITEM AND ACCEPTANCE OF THE RATE AT MUCH HIGHER VALUE WITHOUT RECORDING PROPER JUSTIFICATION.

As per the extant guidelines, estimated rate should be worked out on the basis of a number of last accepted rates (LARs) in the Division/ Railways. In absence of LARs, analyzed rates based on market survey should be derived. Para 726 of Engineering Code stipulates guidelines for Rates in estimates for Open Line works when any work or a description not previously executed in the division is estimated. It clearly states that a detailed statement should be given in the report showing the manner in which the rates provided in the estimate are arrived at.

In a tender case, it was found that contribution of a NS item "Designing, supplying and installation of valve automation system of all sizes of valve, for modulating application, customized/ specialized application/ remote operated Shut off valve as required for smooth running and complete automatization of filter plant as per direction of Engineer-in -charge or his authorized representative" is 10.20 % of the estimated value (about 9.41 Crore). Estimated rate for this item of work was taken as Lump sum without any rate analysis. It was further found that Tender Committee while accepting the rate (24% above on estimated rate) against this item recorded that this item is being operated for the first time in Division for the automation of valve system, therefore rate may be accepted. Thus, much higher rate (24% above on estimated rate) was accepted without following the guideline of Railway board circulated vide letter No. 94/CE. I/CT/4, dated 17-09-1997, wherein it has been mentioned that assessing the reasonability of rates should be gone into detail by the Tender Committee.

3. NON-STOCK PROCUREMENT AT HIGH RATE

During preventive check, it was observed that a non-stock requisition was prepared for procurement of "Roller Blind for Shatabdi coach", at the very high rate based on the budgetary quotations from the local non-manufacturing firms for this item (who had never supplied this item anywhere). However this item was a stock item in other Depot and COS/MLG office was procuring this item since the year 2015.

The said NS requisition was initiated by the Indenting Officer, signed and approved by Competent Authority. Since this item i.e. "Roller Blind for Shatabdi coach" was already being procured and being used in Indian Railways as well as other Depot of NF Railway, the actual & reasonable rate of this item could have easily been found out while initiating the requisition. The rate should have been cross checked on IREPS in other depots and Railways before finalizing it. But, indenting officials had failed to do so. Instead requisition was initiated for this item at abnormally very high rate based on budgetary quotations from local firms who had never supplied this item in the past. And the tender accepting authority also accepted the high rate based on the budgetary quotation received from the Firm. This finally resulted into procurement of the item at high rate.

4. SICK-FIT CERTIFICATES AND PRESCRIPTIONS BEING SIGNED AND ISSUED BY A PHARMACIST IN A RAILWAY HOSPITAL

In course of Vigilance Check conducted in one of the Railway Hospital of N.F. Railway in connection with the issue of Sick-Fit Certificates and Prescriptions, it has been noticed that a Pharmacist has signed and issued Sick-Fit Certificate and had even written Prescriptions to the visiting Patients at hospital. He had exercised authority beyond his ambit being a Pharmacist by post in Railways on such occasions. To avoid future re-occurrence of such serious irregularities, suitable measure shall be proposed against concerned railway official.

5. MEDICAL GROUND PASSES BEING SIGNED AND ISSUED BY THE PIA (PASS ISSUING AUTHORITY) TO THE RAILWAY PATIENTS BEYOND RAILWAY EMPLOYEE'S

In course of Vigilance Check conducted in one of the Hospital of N.F. Railway in connection with the issue of Passes on Medical Ground, it has been noticed that Passes on Medical Ground was being signed and issued by the PIA to the Railway Patients that was beyond the said Railway employee's entitlement. PIA had issued Medical Ground pass without checking entitlement of Pass for Railway patients on many occasion. On communication been sent from NFR/Vigilance to the Hospital Authority, recovery for difference of fare between ticket on issued Pass and his entitled Pass has been done from said Railway patient on a later date by the PIA.

To avoid future re-occurrence of such serious irregularities suitable measure shall be proposed against concerned railway official in the Hospital so as to issue Pass only after scrutiny of proper entitlement for class of passes to patients at the Railway Hospital.

6. RAILWAY PATIENTS BEING REFERRED BY CONTRACTUAL MEDICAL PRACTITIONER (CMP) TO PRIVATE EMPANELMENT HOSPITAL WITHOUT THE APPROVAL OF HEAD OF THE HOSPITAL/PERMANENT IRHS DOCTOR

In course of Vigilance Check conducted in one of the Hospital of N.F. Railway in connection with the Referral of Railway Patients to

Private empanelled Hospital, it has been noticed that Railway Patients were being referred by Contractual Medical Practitioner (CMP) to Private empanelled Hospital without the approval of head of the Hospital/Permanent IRHS Doctor. Further on a later date, bills for medical treatment at empanelled Hospital for said referral has been claimed and passed at the Railway Hospital.

To avoid future re-occurrence of such serious irregularities, suitable measure shall be proposed against concerned railway official at the Hospital so as to refer the Railway Patients to Private Hospital in proper way duly following procedures laid as per policy of Railway Board.

7. IRREGULARITIES NOTED IN PROCESSING OF REQUEST FOR EXTENSION OF DELIVERY PERIOD RECEIVED FROM CONTRACTOR

During investigation into a complaint case it was observed that in a particular PO, the contractor had failed to supply material for a period of almost nine months. The delivery period was re-fixed three times by issuing Modification Advices (MA) by a Gazetted Store Officer. The following irregularities were noticed:-

- a. The contractor had applied for extension of Delivery Period (DP) after a period of nine months from expiry of its original DP. The store officer issued a Modification Advice in haste thereby extending the Delivery Period without taking advice from the indenting department on material requirement at that stage and without imposing any Liquidated Damage (LD).
- b. On intervention of the Officer of Indenting Department the first MA had been cancelled and DP for the PO had been re-fixed to its original DP by issuing another MA.
- c. The DP for the PO had been extended again with imposition of 5% LD on total PO value by issuing a third MA.
- d. On scrutiny of case file, it was observed that the Store officer had not put any remarks on the PP- side and straightaway issued the first MA in haste without imposition of LD. Further the quantum of LD imposed vide the third MA was not in accordance with relevant provision regarding quantum of LD mentioned in "IR Rules for entering into supply Contracts- October 2009"

- e. The above facts indicated that the Store officer had extended undue favour to the Contractor.

Major penalty disciplinary DAR action has been advised by GM/ NFR against the Store officer.

8. IRREGULARITIES IN EXECUTION OF WORK AND MAINTENANCE OF CA RELATED RECORDS

During preventive check at an S&T unit in connection with execution of work against Contractual works, it has been observed that the SSE in-charge had committed following irregularities:-

- a. No Field book had been maintained for measurement of work execution.
- b. CA ledgers were not updated for material issue/receipt even after processing and passing of final bill for the work.
- c. Final material Statement for material consumption had not been prepared.
- d. Didn't take back an item (Tools) issued to the contractor.
- e. Blank entries were found in CA ledger with contractor's signature.
- f. Completely blank CA ledger pages found for a running CA but CC bill passed for material supply.
- g. Couple of items of CA was found not to be executed as per CA specification.
- h. Less no of released batteries had been sent as scrap to Dy.CMM/ PNO where the CA item description mentioned 25 sets to be released and deposited.
- i. Sent a work progress report to concerned Departmental head at Division with false material consumption details.
- j. The ground balance of few items that were randomly checked at store had not matched with the Ledger Balance.

Major penalty disciplinary DAR action initiated against the SSE in-charge.

9. EXCESS LOADING IN LEASED PARCEL SPACE

During preventive check conducted by Zonal Vigilance in leased F/SLR by Train No. 22412 (Arunachal Express) at NHLN on 08/10/2022, huge quantum of excess loading was detected. Re-weighment of the entire consignments was done after unloading and it was found that total 7,452 KG was loaded in the leased space against Carrying Capacity of 3,900 KG. On the advice of zonal vigilance, punitive charge of Rs.1,67,367/- was realized against excess loading of 3,552 KG vide MR No. 166339 Dated: 08/11/2022 at NHLN.

Action taken/suggested: Huge quantum of excess loading is an issue related to safety of the train. It results in leakage of railway revenue. So, the matter is being taken up with concerned railway i.e. Northern Railway to take action as per Comprehensive Parcel Leasing Policy and the provisions of Contract Agreement executed with the leaseholder.

10. RE-WEIGHTMENT OF STONE CHIPS RAKE AT RNI EIMWB

One coal rake of 42 BCN/BCNA (Rake id- COA150621134342) which was loaded from DDM to CHLT (Bangladesh traffic) was dispatched from DDM without weighment due to non availability of Weigh Bridge at DDM.

As per vigilance advice the rake was weighed at RNI Weigh Bridge and excess loading was found in 4 Wagons. Punitive charge Rs. 29,409/- was realized vide MR no- 283000032, Dated: 02.10.2022.

From the TMS reports of DDM, it was found that the rakes which had been booked for CHLT were not weighed enroute which is violation of Para - 1.1.1 of RB's Master circular no- TC-I/2019/109/3, Dt- 25.07.2019.

Action taken/suggested: PCOM/NFR was asked to review the weigh bridge notification issued in 2019 and issue fresh notification regarding associate & alternate weighbridge incorporating all new loading points to prevent loss of revenue. It is proposed to issue an advisory to APDJ & KIR divisions to ensure the weighment of each rake before delivery.

11. RE-WEIGHTMENT OF COAL RAKE AT RNI EIMWB

One coal rake of 42 BCN/BCNA (Rake id-NHYD280722022111) was loaded from BRHU to JAG vide RR No- 481000009, Dt- 26.09.22. It was initially weighed at NGC on 26.09.22 in which 30

wagons were found excess loaded. Subsequently off-loading/load adjustment was conducted at NGC. The rake was re-weighed at RNI on 28.09.2022 and 27 numbers of wagons were found with excess load. Out of those 27 wagons, 22 wagons were such wagons which excess loading were found at NGC and load adjustment/ off load took place.

On instance of vigilance check, Total Rs.30, 80, 589/- (Thirty Lakhs Eighty Thousand Five Hundred Eighty Nine) was realized vide M.R. No- JAG/2022/00506 & 00507 at JAG on 28.09.2022.

Action taken/suggested: Suitable punitive action is proposed to be taken against the staffs who were involved in load adjustment/off loading at NGC.

12. NON-COOPERATIVE WITH VIGILANCE

During preventive check conducted by Zonal Vigilance/NFR at RNY station to check incoming ticket checking staff de-boarded at RNY they were non-cooperative with vigilance and tried to run on the platform to avoid vigilance check. Vigilance team called RPF staff to detain the said TTE and he was brought to Enquiry Office and CCTV footage of RNY station was also collected from the division. After entry at Enquiry Office the said TTE forcefully pushed Rs. 7000/- approx. unaccounted money to on duty Enquiry Staff in presence of other officials and RPF staff. Further, he denied filling up cash declaration form which is a prime documentary part of vigilance check and also denied to remit unaccounted money detected from him during check by issuing his own EFT.

Further, in the course of investigation of the case by vigilance, alleged officials provided his statement in whimsical manner with lame excuses to mislead vigilance by not rendering possible assistance and requisite information. The unaccounted amount so detected if his private cash, he should have declared the same amount as beyond the ceiling limit of the private cash as per extent rule laid down in Commercial Circular no. 32 of 2017, which he did not do. Again, if such amount was collected from passengers he should have to deposit immediately by issuing his EFT to passengers as per Para-2427 (b) of IRCM Vol-II. Thus, he did not follow Commercial Circular no. 32 of 2017 nor Para-2427 (b) of IRCM Vol-II for keeping such unaccounted money as detected during check. Moreover, it is also

noticed that the staff concern is posted in the same place of posting for more than 30 years since his joining in the Railways.

Considering the seriousness of the case, the staff concerned was put under suspension for a period about to 02 months and Major Penalty D & AR action with debarment from cash handling for 06 months has been processed with recommendation of inter-divisional transfer.

Action taken/suggested: Further, in this connection a System Improvement has also been suggested to give necessary instructions to Zonal Railway Training Institute to educate Ticket Checking Staff and others of Zonal Railway about Vigilance Organization to follow the guidelines mentioned in RB L/no. 2014/V-1/VP/1/10 of dated 27.10.2015, RBV no. 04/2007 & 12/2010 in addition to their basic training.

13. WRONG PAYMENT OF CTA

During vigilance check of duty roster of various TTE lobby in KIR division, it was found that some staff had just signed in and signed out at their booking station without physically boarding the train and the concern CTTI / IC prepared their muster roll on the basis of the sign in and sign off register. By this way they were getting CTA even without physically being present in their allotted trains. Further, during investigation it was found that Rest/CR was considered for granting CTA only in KIR division by violating the provision laid down in Para 1605 of IREC.

Action taken/suggested: The Major Penalty Charge Sheet along with transfer to another station has been proposed against the erring staff. It was also advised to recover the CTA paid to the aforesaid staff for the absent period. It was also advised that CR/Rest should not be considered while granting CTA to ticket checking staff. Recovery is continuing.

14. MISHANDLING OF BPT

In course of preventive check at UTS-cum-PRS, Sorbhog (SBE) falling in Rangiya (RNY) Division on 28.04.2022, a Blank Paper Ticket (BPT) Book available in that UTS counter was found. Unique types of irregularities related to mishandling of the BPT Book detected which are as under.

- The staff concerned issued 39 BPTs without using double sided



carbon at all which was violation of Para 210 (c) of Indian Railway Commercial Manual Volume- I. As per Para 210 of Indian Railway Commercial Manual Vol. I, BPTs are prepared with the aid of double sided carbon paper in three foils, viz., "Accounts", "Passenger", and "Record". Being the 1st foil, pen is to be used in the Account foil whereas other 2 foils viz. Passenger & Record foils are to be issued with the aid of double sided carbon paper.

- In this instant case, pen was used in Record foils of 32 BPTs.
- BPT foils were disposed of in an improper way.
- The staff concerned was indulged in Scanning of BPT foils for disposal after wrong disposal of original foils.
- He had manipulation several BPTs by using white paper/pen to change the printed numbers.
- He had kept 3 extra Record foils by way of dual numbering. The same had been arranged by him through scanning of BPTs.

Action taken/suggested: Considering the seriousness of the case, Major penalty charge sheet has been issued to the staff concerned through Sr. DCM/RNY's letter No. C/441/RNY/VIG (Major)/03/22 Dated: 05/09/2022.



Corruption and hypocrisy ought not to be inevitable products of democracy, as they undoubtedly are today.

- Mahatma Gandhi

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

- Spencer Johnson

SYSTEM IMPROVEMENTS

1. SYSTEM IMPROVEMENT REGARDING TEST PILES

Extant guidelines regarding pile tests are provided in Clause-19.7.7 of "Unified Standard Specifications for Works & Materials-2010". Test piles (i.e. piles which are not to be incorporated in the work/structure) are constructed to conduct initial load tests on them to determine safe load on piles. The methodology of carrying out load tests and arriving at safe load on piles shall conform to IS: 2911 (Part-IV).

During investigation of a case, it was observed that a test pile was constructed at site in a bridge work. However, execution of working piles had been started without conducting initial load tests on the test pile. Once the working piles are executed, it becomes complicated to change the design of foundation at later stage if the load test on test pile bears unsatisfactory results. Hence, construction of test pile and not conducting initial load tests on it prior to execution of working piles, conclusively defeats the purpose of construction of test pile itself.

Therefore, in order to avoid any complicity in design at later stage a system improvement is suggested in connection with test piles that "wherever test pile is constructed at site, execution of working piles should be commenced only after conducting requisite tests on test pile."

2. REGARDING STOCK REGISTER OF CONSUMABLES REQUIRED FOR SERVICE CONTRACT

In one of the Vigilance inspection in connection with the irregularities in Service Contracts, it was noticed that the stock register of the consumables required for that particular service contract was not maintained. On being asked regarding this, the executive of that particular service contract stated that the LOA of that particular service contract had no mention about the consumables that are required to be supplied periodically by the contractor for which the stock register could not be maintained by him.

As consumables in a service contract form an inherent part of the contract, so the following aspects must be strictly complied with;

- i. In service contracts like annual maintenance contracts, day - to - day maintenance of Running rooms, cleaning contracts and

such other contractual works, it is seen that supply of consumables by the contractor forms an integral part for attaining the objective of the contracts for which they are made.

- ii. For the purpose of attaining the objective of the contract it is very important that the details of the consumables, viz., names of the consumables including brands if available, quantity of the respective consumable, penalty that is supposed to be imposed if proper consumable in required quantity is not supplied/ used for the purpose of the contractual work, etc. needs to be clearly mentioned in the tender document, Letter of Acceptance as well as in the Contract Agreement.
- iii. Proper monitoring must be done by the executive of such contracts so that consumables as detailed in the Letter of Acceptance as well as in the Contract Agreement are duly utilized by the contractor for the purpose of the respective contractual work.
- iv. It is the duty of the executive in service contracts like annual maintenance contracts, day - to - day maintenance of Running rooms, cleaning contracts and such other contractual works, to maintain accounts of the consumables used by the contractor for the purpose of the contract.
- v. The documents/ records maintained for the accounts of the consumables may be considered authentic only if the records of such documents are jointly signed by the contractor, the executive and the officer in - charge for the contract.

Bills of the contractor may be passed only after verifying the accounts document maintained by the executive of such contract. Else it may be considered that no consumables were supplied by the contractor and necessary penalty as per provisions must be imposed.

3. REGARDING PROCUREMENT OF MEDICINES IN IREPS FROM LOCAL SUPPLIER AND NON-VETTING OF ESTIMATE WITH VALUE OF OVER RS 25,000/-

During Vigilance Checks in most of the Hospitals over N.F. Railway, it was noticed that Medicines were procured through IREPS Web-portal from local supplier for value over Rs.30,000/- against of Small

Value Items which was separated from Annual Indent from the PCMD office and for procurements with value of over Rs.25,000/- were not vetted from Account department.

While scrutinizing the cases of Procurement of Medicines (Local Purchase) through IREPS on LT (Limited Tender) basis in some Hospitals of N.F. Railway, the following deficiencies/irregularities/lapses have been noticed:

- Medicines have been procured against the provision of SOP of Medical Matter at S.No.7 (b) (i) of Corrigendum Slip No. 9 of Model SOP 2018 was issued on 29.04.2019. Medicines have been procured without finance concurrence in case of PO value of above Rs.25,000/- by the tender dealing officials and the quantity of medicines procured was not intimated to PCMD/NFR to deduct the quantity from Annul Indent.
- Medicines have been procured against the provision of Drug Procurement Policy -2014 (DPP-2014) of Railway Board vide L/No.-2014/RS(G)779/13; dated: 03.12.2015. All tender enquiries were sent to local firms/firms registered at PCMD/NFR instead of approved firms list of Railway Board by the tender dealing officials.
- No register was maintained in connection with Procurement of Local Purchase of Medicines through IREPS on L.T basis.

Hence in view of the above, to avoid re-occurrences of above deficiencies/lapses and for achieving more transparency in Procurement of Local Purchase of Medicines through IREPS on L.T basis by Railway Hospitals following System Improvement are suggested along with advice for necessary action.

- Medicines may be procured by Hospitals in compliance with the provisions in Drug Procurement Policy -2014 (DPP-2014) of Railway Board vide L/No.-2014/RS(G)779/13 dated: 03.12.2015. All tender enquiries may be sent to approved firms (All) of Railway Board by the tender dealing officials.
- Before accepting the offer of eligible tenderer, the offered Brand

and Manufacturer/Marketed Pharmaceutical Company's name to be confirmed with Product list as per approved list of firms issued by RB. The copy may be ensured in purchase file.

- Medicines may be procured by Hospitals in compliances the provision of SOP of Medical Matter at S.No.7 (b) (i) of Corrigendum Slip No. 9 of Model SOP 2018 was issued on 29.04.2019. Medicines to be procured with finance concurrence in case of PO value of above Rs.25,000/- by the tender dealing officials and the quantity which is procured may be intimated to PCMD/NFR for relevant deduction from Annul Indent.
- Register may be maintained in connection to Procurement of Local Purchase of Medicines through IREPS on L.T basis.
- Copy of indent/requisition/demand and sanctioned quantity of indented Medicines to be ensured in purchase file.
- The Nature of Powers as per Model SOP, Medical Matter such as Para-6.1-6.4 & 7-10 based on which Medicines are procured by executive may clearly be mentioned in PP noting of purchase file along with Sl. No. of SOP of Medical Matter or any correction slip amendment from time to time. The relevant copy of SOP must be available in purchase file.
- Complete terms & conditions in PO regarding purchase of Medicines may be available in purchase file.
- All SN side pages and PP noting side pages must be marked serially and numbered in the purchase case file. Both PP and SN side documents should be kept separately.
- Copy of print out of relevant documents of respective procured Medicines through IREPS may be available in purchase case file.
- Initials with full name and designation of tender dealing officials (who were nominated) may be done accordingly.

Hence in views of the above, necessary instructions has been issued by PCMD/NFR in regard to bring more transparency and avoid re-occurrence of lapses in terms of Railway Board's letters as mentioned above to Procurement of Medicines through IREPS on LP basis matter along with SOP issued from time to time may be issued. In

this regard System Improvement has been given to Zonal Railway that procurement of the Medicines may be done as per instructions and guidelines laid down in SOP as well as instructions issued from time to time with connection to latest Drug Procurement Policy.

4. REGARDING HOLDING VALID CPCB LICENSE BY BIDDER FOR SALE AND DISPOSAL OF HAZARDOUS WASTE SCRAP IN VARIOUS UNIT OF STORE DEPOT OF N.F. RAILWAY

In one of the Vigilance investigation in connection with process adopted for Auction sale through e-auction and delivery of Hazardous waste scrap material in various unit of store depot of N.F. Railway, it is noticed that uniform procedure is not being followed in the store depot of NFR. In GSD/PNO, the restriction of holding valid CPCB license is imposed on the bidders at e-auction stage itself, however in GSD/NJP, Workshop Stores Depot/DBRT and Workshop Stores Depot/NBQ the restriction of holding valid CPCB license is imposed on the bidders at the scrap delivery stage i.e. during e-auction all the registered bidders are allowed to participate. So, there is a variation in procedures followed for auction sale and delivery of hazardous waste scrap material in various depots within N. F. Railway jurisdiction.

On the above matter, Para 16.1 & 16.2 of "Special conditions of sale of scrap through e-auction" mentioned that "prospective bidders of such lots of hazardous wastes should be in possession of registration, valid on the date of e-auction and on the date of delivery, as recycle/pre-processor, issued by the Ministry of Environment and Forest, Govt. Of India or by Central Pollution Control Board (CPCB), Govt. of India or state Pollution Control Board. The successful bidder, whose bid is accepted by Railway Administration, shall be required to produce original valid documents of such registration at the time of taking delivery of material. In case of failure, Railway Administration may cancel the sale and reserves the right to forfeit the earnest money".

In view of the above, it is advised that necessary directives may be issued to all concerned unit of N.F. Railway, who are dealing with e-auction & scrap disposal process of Hazardous waste to follow uniform procedure as per Para 16.1 & 16.2 of "Special conditions of

sale of scrap through e-auction".

5. REGARDING PROVISIONING CONSIGNEE INSPECTION CLAUSE FOR ADDITIONAL ITEMS CLUBBED WITH RDSO/RITES INSPECTED ITEMS

During preventive check on accountal of supplied materials against Contract Agreement, it was observed that some additional components/items were clubbed with items which are to be RDSO/RITES inspected. However, those additional components are left out from RDSO/RITES Inspection certificate. In one instance, Control console (laptop) was included as one of the components of the item MSDAC. Though the RDSO inspection was done on the other MSDAC components, the laptop was left out from the purview of the Inspection certificate. Consignee also accounted the item without conducting any consignee inspection of the laptop. In another instance, an additional item AC to DC converter was clubbed with the schedule item of 'DC Router where only the 'DC router' was inspected by RITES leaving out the AC-DC converter from the Inspection Certificate.

The consignee accounted the whole item on the basis of RITES Inspection Certificate without conducting consignee inspection of the AC-DC converter. On field check it was revealed that the additional component was not even included in the supplied package.

In view of the above and to ensure received materials are as per specifications, it was suggested that necessary instructions may be included in the contract agreement for conducting consignee inspection on those components which are clubbed with RDSO/RITES inspected item but not fall under the purview of RDSO/RITES inspection. Those components are to be accounted in the ledger only after issue of inspection certificate by the consignee.

6. REGARDING ACCOUNTAL OF ALL COMPONENTS CONSTITUTING ANY PARTICULAR ITEM IN THE SCHEDULE OF WORK

During course of preventive check conducted with respect to accountal of materials at consignee's store, especially material received through Contract Agreement, it was observed that material supplied against the schedule items such as UFSBI, HASSDAC, etc. and its components were accounted as set wise without record of

individual components as per specified list in technical specifications. This may lead to a situation where issue of any individual component of the item will be accounted as issue of whole set of the said item and there is probability of mis-utilisation of remaining components by the consignee. The same irregularity in accountal of such items is being observed in other checks too.

In view of the above, it is suggested as system improvement that all the store consignee units should maintain the accountal of materials in terms of each individual component constituting any particular item, instead of whole set as single component.

7. REGARDING ACCOUNTAL OF SUPPLIED MATERIALS IN P.O AND CONTRACTUAL WORK

During vigilance check at an S&T unit, following procedure lapses were noted on the part of store in- charge , regarding the accountal of supplied materials against P.O and contractual work:-

Materials received against contractual work/P.O were directly entered in the CA ledger and Revenue ledger without posting in the DMTR. Similarly materials were directly issued from the CA ledger without posting in the DMTR. In this regard Para 6.9.1(d) of IRSEM(new edition) runs that there shall be no direct posting of materials in ledgers from challan.

All transactions shall first be shown in the Daily material transaction Register (DMTR) and this needs to be followed while accounting items supplied against contractual work and P.O.

In view of the above, system improvement has been suggested that necessary instruction be circulated to field units to ensure that correct practices are followed with respect to the above procedures in materials received against contractual work and P.O.

8. REGARDING SENDING THE ORIGINAL COPIES LIKE CALL LETTERS, OMR SHEET, ATTENDANCE SHEETS, DECLARATIONS AT THE TIME OF DOCUMENT VERIFICATION OF THE EMPANELLED CANDIDATES TO RESPECTIVE DIVISIONS/WS/SECTIONS.

During vigilance investigation, it is noticed that original documents like applications, Call letters, OMR sheets, attendance sheets, declaration forms of the candidates recruited through RRB/RRC,

etc. collected during different stages of the recruitment process like written examination, aptitude test, PET (wherever applicable) and document verification are not available with the Personal case file of the candidates maintained by the concerned cadre section of the Department where the candidates are posted. As a result, it is not possible for proper investigation of cases of impersonation against any of such staff recruited by RRB/RRC, etc.

In view of the above, it is suggested that the Chairmans, RRB/RRC, PCSC, etc. should send all original copies of the RRB/RRC/Office foils of Call letters, attendance sheet, declarations of the candidates collected during written examination, Aptitude test, Physical Efficiency test (PET), document verification, applications, OMR sheet, if any, etc. along with the docket cases or subsequently after necessary formalities, if any, of the candidates recruited by RRB/RRC or other recruiting agencies keeping the records of the Original documents in digitized form with RRB/RRC, etc. as the case may be, so that the cases of impersonation received by Vigilance Department can be investigated properly.

9. REGARDING ENTRY IN SERVICE RECORD

- a. During vigilance investigation, it is noticed that entry in service record including leave account, period of leave, absence, LWP, etc. are tempered by way of correction, overwriting, erasing, using of fluid, etc. by the Dealing Assistants or any other staff working in the Office. Such correction is attested by the Subordinate In-Charges/ Concerned Officers. But the concerned Dealing Assistant indulged in such correction with malafide intention cannot be subsequently identified, as he did not put his signature under the attestation of the Officers/ Subordinate in-charge.

Thus, it is suggested that all the concerned Officials should be advised to avoid frequent correction in records specially in leave account. Entries of leave in the leave account should be made distinctly and attested. Erasing or overwriting of any entry should be avoided. Wherever correction is genuinely warranted advance approval of concerned officers should be obtained and the Dealing Assistant should put his full signature & designation just below the signature of the concerned Officer/Subordinate in-charge attesting such corrections. For other entries also like promotion, transfer, fixation of pay, entries in punishment, periodical verification of entry in

service book and leave account, etc., the dealing Assistant should put his full signature just below the signature of the concerned official/Subordinate In-charge.

- b. It is also noticed that Personal case files of the staff in some of the Subordinate units are being dealt very casually without marking proper serial number (SN) in each page of the file. As a result, important documents like appointment letters, promotion or posting orders, LAP applications, other Office Orders, family declarations, educational qualification certificate, caste certificate, medical certificate, etc. are not properly maintained. This may give scope to manipulate the service record at any time in order to extend undue privilege to any staff.

All the Divisions/Workshops/ Subordinate Units is requested to strictly maintain the proper serial numbers of every page of Personal case file within a target period, so that records of Personal case file can be properly maintained.

- c. It is further observed that in most of the Offices, especially extra-Divisional units, Subordinate Units, Sheds, etc. LAP is being sanctioned by the concerned sanctioning authority in the leave application itself without recording his sanction in the PP side of the personal case file of the staff concerned. Subsequently, if the LAP application is detached from the file, there will be possibility of manipulating leave record. In order to prevent leakage of revenue due to improper maintenance of leave account, it may be advised to all such units to sanction leave in e-office. If it is not possible to use e-office, concerned dealer should put up the leave application in t respective personal case file mentioning details of leave due to his credit in PP side and such leave should be sanctioned by the concerned authority in the PP side of the Personnel case file.

10. REGARDING VERIFICATION OF SCHOOL RESIDENTIAL CERTIFICATE FOR HOSTEL SUBSIDY.

During vigilance investigation, it is observed that some of the staff have claimed reimbursement of Hostel Subsidy by submitting fake certificates of Residential Institutions, although their wards are not studying in such residential Institutions.

PCPO has been requested to advise all Divisions/Workshops to conduct verification of genuineness of the certificate of the

Residential Institution for claim for reimbursement of hostel subsidy by jurisdictional S&WI from the Head of the concerned Institution and also the amount incurred by the concerned staff towards boarding and lodging in the residential complex.

It is advised that concerned Dealing Assistant should maintain a Register mentioning the names & designations of the staff claiming reimbursement of CEA/Hostel subsidy, names of wards against whom reimbursement of CEA/Hostel subsidy were/are being claimed by such staff, name of the Institutions, class, sessions and amount of CEA/Hostel subsidy claimed for re-imbursement. Dealing Assistant should put his full signature and designation against each claim of staff and countersigned by concerned Subordinate In-charges/ Officers.

11. REGARDING ON IMPOSITION OF PENALTIES AND ENTRY IN SERVICE RECORD.

During preventive check at various units/offices of the divisions, it is noticed that NIP is issued to impose penalties by the Disciplinary Authorities, but there is delay in effecting imposition of penalties, like withholding of promotion, reduction to the lower stage, reduction to a lower time scale of pay, grade, post, or service, etc. by the concerned Dealing & Bill Clerks. Such delay in effecting imposition of penalties may result wrong promotion to the delinquent staff.

It is also noticed during preventive check that there is delay in entry of the NIP in the service record of the concerned staff even after NIP is issued by the disciplinary authority.

All concerned Offices are advised to strictly adhere to Board's guidelines to enter the punishment in service records promptly and effect the penalties in time.

Disciplinary authority should ensure proper entry of punishment in the service record with red ink and attest the same. Employees (PF or NPS) numbers should also be mentioned in the NIP. Cadre Officer should also ensure prompt entry the punishment in SR duly attesting the same. Moreover, Dealer of D&AR Cell & Cadre section should maintain proper register of punishment in their respective sections duly entering the nature of penalty and period of imposition of penalty, fixation pay, etc. The Cadre Dealer should file the NIP in the concerned Personal case file of the delinquent employee.

Concerned Dealer of Bill section should also file the copy of NIP in the respective file maintained by him and effect the penalty accordingly. Similarly, SO/Sr.SO of Bill passing section should also ensure implementation of the penalty maintaining proper file and register. Cadre Officer/Concerned Officer of the unit and Bill Preparing officer should ensure timely imposition of penalty by periodical check.

All concerned offices were advised accordingly.

12. REGARDING BOOKING OF TICKETS ON OFFLINE/ MANUAL PASS FROM PRS COUNTERS.

During vigilance investigation of a case it was found that several PNRs were generated from various reservation counters over NFR on fake Privilege Pass. On duty reservation clerk failed to check the genuineness of fake manual Privilege Pass issued to the alleged person. As per practice in vogue, the pass was handed over to concerned person after generating PNRs and endorsing the same. In such situation, it is very difficult to retrieve the copy of fake pass once the person leave he PRS counter.

Action taken / suggested: The reservation staff who failed to detect the genuineness was taken under minor penalty D& AR action and the case was transferred to CBI / Guwahati to take action against the civilian staff that used the fake Identity card of CBI.

System Improvement suggested: Divisions have been advised to issue instruction to all I/Cs of PRS & UTS cum PRS locations for keeping the photocopy of manual pass (like duty pass, post-retirement complimentary pass, widow pass and any other offline pass) with the requisition form after generating tickets as record for further scrutiny.

13. REGARDING EDUCATING TICKET CHECKING STAFF AND OTHERS AT ZRTI ABOUT VIGILANCE MATTERS

During various preventive checks conducted by Zonal Vigilance/ NFR in stations/platforms, it was observed that TTEs were non-cooperative with vigilance by attempting to skip from vigilance checks. Sometimes they denied filling up the Cash Declaration Form, which is a prime document of vigilance checking. Further, in the course of investigation by vigilance, alleged officials provide their statement in whimsical manner with lame excuses to mislead vigilance by not rendering possible assistance and requisite

information for proper discharge of duties.

In RB's letter No. 2014/V-1/VP/1/10 of dated 27.10.2015, RBV no. 04/2007 & 12/2010, instructions were issued to extent full cooperation to vigilance by providing requisite information for proper discharge of duties. Failing of which viewed seriously and D & AR action may be initiated.

System Improvement suggested: Personnel Department was advised to give necessary instructions to Zonal Railway Training Institute to educate Ticket Checking Staff and others of Zonal Railway about Vigilance Organization to follow the guidelines mentioned in RB L/ no. 2014/V-1/VP/1/10 of dated 27.10.2015, RBV no. 04/2007 & 12/2010 in addition to their basic training.

14. REGARDING NOT TURNING UP FOR DUTY BY TICKET CHECKING STAFF

During various preventive checks by Zonal vigilance/NFR in trains, it has been observed that 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.

System Improvement suggested: Hence, 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, he should report the matter to concerned 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 were 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.

15. REGARDING ASKING FOR PROOF OF AGE OF CHILD DURING TRAIN JOURNEY

During various preventive checks conducted by Zonal Vigilance/NFR in trains, it was observed that there was no rule which

empowered the ticket checking authority to ask proof of age of the child from the guardian/parents as needed to carry during train journey. It provided the opportunity to the guardian/parents to wrongly declare the age of child for which the ticket checking authorities were unable to regularize such child in train.

System Improvement suggested: Suggestion was sent to Railway Board to make it mandatory for the guardians/parents to carry proof of age for the child/children whose names are not in the PNR. Railway Board considered the suggestion to implement it over Indian Railways vide Commercial Circular No. 13 of 2021 (Letter No. 2011/TG-I/20/P/ID-efile Dated: 16/11/2021).

16. REGARDING MISUSE OF UNION PASS

During investigation of PIDPI complaint case by Zonal vigilance, it has been observed that that Union card Pass is being issued to branch/division/zonal union official to cover journey over their respective branch, division and zone and up to divisional HQ, zonal HQ respectively in terms of RB's letter No. E (LU) 71 UT 3-3 Dated 09-03-1971. Union card pass are being issued in favour of union office bearer which make it transferable as well there is no fixed custodian of such passes. It can be used for attending union activities, meeting, conference etc but no any prevailing mechanism to differentiate between journey for union activities and journey for personal work.

Very few journeys required to perform beyond their respective jurisdiction but as union card pass issued up to divisional HQ, Zonal HQ and Board so it provide scope to get reserve berths on the basis of such pass. The system also gives opportunity to use these passes to cover journey for personal purpose but due to lack of any guideline journey for union purpose and for personal purpose can't be differentiated.

System Improvement suggested: Union card Pass may be issued to branch, divisional and zonal officials to cover journey over their respective branch, division and zone only as frequent journeys needed to be performed within their jurisdiction only. Separate cheque pass may be issued to cover journey beyond branch, division and zone whenever required.

As there is no separate guideline for union card pass so Union card Pass may be issued in the same manner as duty card pass i.e. in the name of the Railway official with designation/post held in union

and passport size photograph which not only prevent misuse but responsibility can be fixed up in case of such misuse.

A tour programme may be maintained at each branch, division and zone for such union officials against whom union card passes are issued. A copy of the same at every month/quarter may be sent to personnel branch of concern branch/division /zone for intimation.

17. REGARDING CLAIMING OF FALSE CTA

During preventive check conducted at various TTE lobby and onboard in trains by zonal vigilance NFR, it was found that TTEs are signing on / signing off in the register as well as in the TTE lobby application (by sharing their user-id/password) without being physically present in trains. Further investigation also reveals that they also claim the CTA for the period during which they were not present in train. During check, it was found that CTA was being paid by default to all the amenities checking staff (TTEs worked in trains) by the respective bill on the basis of master roll.

System Improvement(s) suggested: To stop such type of activities following system improvement(s) have been suggested:-

- a. New format of sign in/sign off register is suggested for such TTE lobby where sign -in/sign- off are being done in register by mentioning serial number to prevent the back date entry. The sample of the same is appended below:-

	Train no			
SL	NAME	Design	Private Cash	Sign with date
01				
02				
	Train no			
03				
04				

- b. For the TTE lobby where sign-in/sign-off are being done in TTE lobby application, a system improvement was suggested for using biometric details instead of user id / password for signing in/off of TTEs. The matter is under active consideration of Railway Board.

To prevent false claiming of CTA, the system improvement was

suggested to furnish individual 'movement journal' by each TTEs on the basis of which the CTA will be prepared. By this way the responsibility may be fixed against such staff who had submitted the movement journal but had not performed duty on that particular day and for which CTA was given to him.

18. REGARDING MAINTENANCE OF PF ACCOUNTS IN IPAS MODULE

During vigilance investigation in connection with a complaint regarding Misappropriation and Manipulation of PF ledgers in the one of the Divisions, it has been noticed that an amount of Rs.4,42,14,692/- had been fraudulently transferred/credited to PF head (00800903) by making fraudulent JVs (Journal Vouchers) without any supporting voucher by debiting different Revenue Demand heads of salary i.e. 040241-01, 090250-01 & 090212-01, NPS-NAV Government contribution (130941-98) etc. Subsequently an amount of Rs.4,03,87,406/- has been ported /credited fraudulently to individual PF Ledgers of certain staff of different departments. Accordingly payment was made fraudulently to the certain employees as applied for PF withdrawal in excess of their actual credit balance through HRMS. The same was passed by Divisional Accounts Office for fraudulent payment through IPAS to the tune of Rs. 1,62,50,000/-

In view of the above, all concerned officials has been be advised to adopt the following system improvement to prevent such kind of corruption.

- Password and OTP of any User ID should not be shared with any others in the Group to avoid misuse of the same.
- Multiple User ID or more than one User IDs of IPAS/IREPS should not be allotted to any individual staff to prevent misuse & misappropriation of public money.
- Transactions of every payment and Adjustment done through Transfer Certificates and Journal vouchers should be routed through the proper channel and taken to the notice of the Authority in terms of the Rly Board's letter No.2021/ACII/20/8 DATED 27.10.2021 (RBA No.56/2021).
- It should be ensured that every transaction/Journal vouchers has the detail supporting documents /vouchers.

- Register for Manual JVs should be maintained for record to monitor the transactions of abnormal transactions.
- System should be improvised in such a way that the advance transaction date is not allowed in the system. [Because ledger posting of Rs.1726816/- is shown against the date 30/09/2022 in favour of staff of one which is noticed in the PF ledger on 06/09/2022 and similarly ledger posting of Rs.2076487/- is shown against the date 28/10/2022 in favour of another staff as noticed in the PF ledger on 06/09/2022.
- System should be improved in such a way that proper financial status of old e-recon JVs is reflected after giving effect of every debit/credit transaction. Because Old JVs of e-RECON portal belonging to year 2016 and 2018) were still available even after the amount was credited to rightful beneficiaries. This kind of flaw of the system should be rectified.
- Alert Message System should be introduced and sent to OTP holder against each and every financial transaction for information of OTP holder.

PF ledgers of last five years should be checked before passing of the PF withdrawal bills to ensure that sufficient PF balance is in order as per the trend of contribution and transactions.



***The Negligence of a Few Could
Easily Send a Ship to the Bottom,
But if it the wholehearted
Co-Operation of All on Board it
Can be safely brought to the Part***

- Sardar Vallabhbhai Patel

CHECKS IN MASS CONTACT AREAS

I. PARCEL UNDERCHARGE CASES

- During check conducted at KYQ on 31.01.2022 excess weight in parcel consignment was detected after unloading in leased SLR of train no. 15643 and an amount of Rs. 57,679/- was realized as undercharge.
- During check conducted at KYQ on 19.04.2022 excess weight in parcel consignment was detected after unloading in leased SLR of train no. 15667 and an amount of Rs. 32,990/- was realized as undercharge.
- During check conducted at GHY on 15.05.2022 excess weight in parcel consignment was detected after unloading in leased SLR of train no. 15905 and an amount of Rs. 44,682/- was realized as undercharge.
- During check conducted at NHLN on 17.05.2022 excess weight in parcel consignment was detected after unloading in leased SLR of train no. 22412 and an amount of Rs. 19,320/- was realized as undercharge.
- During check conducted at GHY on 29.07.2022 excess weight of 2493 kgs was detected after unloading of booked parcel consignment in train no. 12345 and an amount of Rs. 10,775/- was realized as undercharge.
- During check conducted at NJP on 22.09.2022 excess weight of 2094 kgs was detected after unloading of booked parcel consignment in train no. 12041 and an amount of Rs. 7,055/- was realized as undercharge.

II. GOODS UNDERCHARGE CASES

- During check BXG, DMR and JRNA, an amount of Rs.20,705/-, Rs. 41, 067/- & Rs. 1,50,414/- respectively was realized as goods undercharge in the month of FEB-2022.
- An amount of Rs. 12,19,797/- was realized as goods under charge

for mis-declaration in rake Ex-KKF-BXG at BXG station on 01.03.2022.

- An amount of Rs. 6,98,775/- was realized as goods under charge after re-weighment of Dolomite rake at BNV and ADF on 20.07.2022.

III. TICKET CHECKING CASES

- During check conducted in Train No. 15668 on 15.06.2022 an amount of Rs. 27,670/- was realized as WT.
- During check conducted in Train No. 12424 on 13.07.2022 an amount of Rs. 15,870/- was realized as WT.
- During check conducted in Train No. 22411 on 12.10.2022 an amount of Rs. 38,450/- was realized as WT.



IMPORTANT CIRCULARS ISSUED

1. Sub: Handling of Complaints on Email

Ref: RB's Letter No: 2019/V-1/IRVM/1/2 dated 29.07.2022

Reference is invited to Para 514.10 of IRVM 2018 wherein it has been decided that complaints sent on any e-mail ID of officers of the vigilance department will not be entertained or taken cognizance of by the vigilance department. (Refer Para 3.3 of CVC Manual 2021 on complaint handling policy). In this regard, it is clarified that if a signed complaint containing verifiable allegations, involving prima facie vigilance angle, is conveyed via enclosures of an e-mail, such complaint shall be sent for genuineness verification by post and handled like any other written complaint. On the other hand, if allegations are plainly exchanged in the main body of an e-mail without any signed enclosures, such complaints shall not be given cognizance and simply filed as per *ibid* Para 514.10 of IRVM 2018. This is issued with the approval of competent authority.

2. Sub: Exclusion of lock down period in calculation of honorarium for RIOs

Ref: RB's Letter No: 2012/V-1/DAR/6/2 Pt dated 17.05.2022

A reference has been received from one of the Railways; regarding the exclusion of lock down period during COVID-19 for calculating honorarium of RIOs vide Para 815 of IRVM 2018. The matter has been examined in consultation with Finance directorate. It has been decided that RBE letter No. E(G)2020/MISC/04 dt. 27.04.20, as detailed below, shall be followed for excluding the time lines falling in lock down period as notified by Government Authorities.

The RBE letter No: E(G)2020/MISC/04 dt. 27.04.20 had a subject captioned "Exclusion of the lock down period while adhering to the timelines in various administrative and quasi Judicial processes." stated that Government of India's decision not to count the period of lock down for adhering to the timelines in various administrative and quasi judicial processes, as contained in DoP&T's Office

Memorandum F. No. 11012/09/2016- Estt A- III dated 30.03.2020. is hereby circulated for strict compliance by Railways/ Production Units. In the context of the corresponding rules and subsidiary Instructions, if any, as applicable on the Railways.

3. Sub: Updation of data on rotation of officials .working in sensitive posts every month in GOOGLE SPREADSHEET

Ref:- RB's Letter No: 2019/V-1/ALSL/1/1 dated: 08.04.2022

Instructions for rotation of officials working. on sensitive' posts have been issued vide Board's letter No. 2017/V-1/ALSL/1/1 dtd. 04.02.2019. In order to minimize delay and attain real time data, it was decided to obtain information against different items through Google spreadsheet by each of ZRsIPUs (as per format). Gmail address and other details of Nodal Officer nominated for the purpose has now been received from ZRs/PUs.

It is requested that details of sensitive posts as per prescribed format from March 2022 may kindly be fed in the Google spreadsheet by all Nodal Officers. The monthly information from April, 2022 onwards may be provided in the spread sheet by 05th of every month. Link for the spreadsheet will be shared as per Gmail address and Whatsapp Number provided by the users.

4. Sub: Recording of version of officials in vigilance cases.

Ref: RB's Letter No: 2020/V-1/CVC/1/2 dated 11.11.2021

A reference has been received from a Zonal Railway that many a time, during vigilance proceedings, the copy of written statement of suspect officials is being denied to the concerned officials. in this regard, it is directed that in the event of statements being recorded orally in office, which is done in case of non-gazette officials, the copy of such statement shall invariably be provided to the concerned official.



***Evil unchecked grows, evil tolerated
poisons the whole system.***

- Jawaharlal Nehru

THRUST AREAS FOR PREVENTIVE CHECK FOR THE YEAR 2022

Following thrust areas have been identified for the year 2022 by Railway Board to eliminate scope for corruption and improve the system:

- 1) **Scrutiny of expenditure contracts covering all Departments viz. Engineering, Electrical, S&T and Mechanical for each of the following categories:-**
 - a) Compliance of prescribed norms/guidelines issued from Railway Board for Works, in tenders (IRWCMS), procurement (IREPS, IMMS), payments (IPAS) etc.
 - b) Quality check of safety items on coaches, locos & wagons.
 - c) Irregularities in Eligibility criterion-Special condition restrictive, in nature
 - d) Duplicacy /Unrealistic assessment of work in Estimates and Tender schedule.
 - e) Outsourced maintenance of Electric Locomotive parts such as Auxiliary Motors etc.
 - f) Quality check of supply of OHE materials with emphasis on size of OHE foundation, Catenary & Contact wires.
 - g) Quality check of Signaling/Power Cable.
 - h) Quality check of Consignee inspected Telecom materials viz telecom cables, other items.
 - i) Emphasis on logical conclusion of contract with complaints on old and expired contract including review of contracts pending for closure.
 - j) Focus on Non. fare Revenue from Land resources especially realization of outstanding dues 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
- q) Checking of energy meters provided to vendors/firms

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 Engg. 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 and 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.
- j) Check on account of Items in Sheds and Workshops in order to see what was indented and what is accounted. To check whether UDM(User Deport Module) is being utilized and benefit taken out of it.
- k) Preventive Check of GeM purchase > 10 lakhs especially in Division and Workshops.
- l) Observance of Guidelines/Circulars issued from Railway Board regarding procurement through GeM.

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 Irregularities committed by on board staff including carrying of undeclared excess cash.

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/complimentary 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, Parcel office and other sensitive posts to ensure rotation.

5) Maintenance and upkeep of in-motion Weighbridges

6) Accounts Department:

- a) Failed NEFT transactions and bankers cheques
- b) Memorandum of differences for salary payment
- c) Bill passing of contracts-entries of MB
- d) Reconciliation of payment of Deposit works.
- e) Internal-check machinery in bill passing of contractors and suppliers claims.
- f) Reconciliation of receipts through electronic mode.
- g) Report of pending RRs, deduction of surcharge and deposit of BG.
- h) Check vendor/Party Master in IPAS to weed out fake entities & expired contracts.

7) Personnel Department

- a) Maintenance of leave records.
- b) Verification of various certificates of the candidate recruited through compassionate grounds, sports quota & cultural quota etc.
- c) Recording of entries of punishment in service records.
- d) Scrutiny of long absentee employee, verification of employee data in IPAS with muster roll/attendance and service records.
- e) Scrutiny of compassionate appointment cases & role of Welfare Inspectors
- f) 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.
- f) Scrutiny of contracts for supply of diet for in-patient in the Hospitals.

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.



*I will not let anyone walk through
my mind with their dirty feet.*

mk Gandhi

DOs AND DON'Ts

PERSONNEL

SELECTIONS

Dos

- Ensure correct assessment of vacancies and obtain approval of competent authority before issuing notification.
- Ensure timely filling up of vacancies and maintenance of calendar for selection /suitability/trade test by chalking out suitable action plan.
- 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.
- Ensure proper monitoring of the promotions process which is essential to ensure timely promotion.
- Ensure that the employees promoted are relieved without any undue delay so that the employees may join the new place of posting on promotion in time and do not suffer any monetary loss on this account. The Instructions of Railway Board in this regard should be scrupulously followed.
- Ensure mandatory Aptitude Test for medically decategorised staffs who are offered alternative employment in Station Master category.
- Ensure availability of a large question bank from which the question can be selected randomly for conducting promotional examination/ computer-based test.
- Ensure relaxation of 05 years in upper age to SC/ST serving employees for filling up the 40% Induction quota in workshop.
- Ensure that staff of Accounts department is allowed to appear in GDCE of other departments.
- Ensure staffs of other department are allowed to appear in GDCE of accounts department for the post of Accounts Clerk and Junior Accounts Assistant subject to fulfillment of conditions stipulated in Railway Boards guidelines.
- Treat post graduate diploma in Human resource management as equivalent to qualification of Post graduate diploma in personnel management provided that its curriculum includes relevant papers in personnel management,

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.
- To verify the genuineness of various School Boards in connection with appointment in Railways, Competent authority of concerned State Governments may be approached on whose authority the Board claims to be genuine. COBSE is a private organization and its membership is voluntary and COBSE has not been established by the Ministry of Human resource Development. The membership of COBSE has not automatically gives the status of recognized Board upon any member Board. MHRD neither regulates setting up of educational Boards nor does it give recognition to educational Board's except two national level educational boards, viz, CBSE & NIOS.
- 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 as per guidelines issued from time to time
- 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&W's report etc. are kept in the service Register of the appointee.
- A child born to the second wife can be considered for Compassionate appointment only after ascertaining that there is no objection to these from the first wife or her children. Where the 1st (legally wedded) wife opts for such compassionate either for herself or one of her own children such claim will have priority over any competing claim made by the second wife for any of her children.
- Ensure to grant the benefits of Compassionate appointment after lapse of at least 02 years from the date from which Railway employee is missing, provided that a FIR has been lodged and a missing person

is not traceable and the concerned missing employee had not less than 02 years service left to retire on the date from which he has been missing and competent authority feels the case is genuine and police report should be taken.

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.
- Appointment on compassionate ground is not to be considered if a partially de-categorized employee has less than 5 years to superannuate.
- Appointment on compassionate ground is not to be considered in case where the missing employee has less than 2 years to superannuate from the date of lodging FIR to police
- 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

- Organize Special drive to ensure the availability of Bank Accounts in favour of the family members/ of Railway Employee.
- Publish retirement list of employees retiring within the next two years and notify the same to all 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 Bid security 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.
- Record MB (Measurement Book) has to be prepared on the basis of the measurements in field book/daily progress register
- Bill MB has to be prepared on the basis of records in the Record MB.
- 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 rate contract while passing bills for RC items.
- 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 approved 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.

- Don't install charged batteries without test for retention of charge.
- 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.



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 ISI 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 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.
- 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.
- Local purchase registers of sources to be maintained.
- 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.
- 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.
- 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.
- Ensure that delivery is made in the permitted hours of working and on working days.

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 split quantities or place frequent demands.
- 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 opt for re-tendering on flimsy grounds with intent to favoring firm.
- 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 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.
- Do not allow the sold material to get out of the depot except under proper issue notes and gate passes.



I dream of an India that is prosperous, strong and caring. An India, that regains a place of honour in the comity of great nations.

- Atal Bihari Vajpayee

Corruption is a Cancer : A Cancer that Eats Away at A Citizen's Faith in Democracy, Diminishes The instinct for Innovation and Creativity

- Joe Biden

व्यक्ति से जुड़ी तामाम धन सम्पत्तियों में कोई भी चरित्र से ज्यादा मूल्यवान नहीं है।

MEDICAL

Dos

- Maintain the list of data for Sick-Fit, IME, PME, SPME AEMG, DMC, SMB and complete Medical De-Categorization of each and every candidate and Railway employees in separate Registers as per IRMM by all Railway Hospitals as well as PCMD office.
- Signature with Full name & Seal of Competent Authority should be mentioned on documents such as Sick-Fit, IME, PME, SPME AEMG, DMC, SMB and also on documents for complete Medical De-Categorization in all respect.
- At the time of issuing sick certificate, specify period of sickness in terms of number of days. During sick period, attendance of the concerned patient must be taken in general cases as stipulated in IRMM. If patient doesn't turn up for attendance especially in case of OPD sick, his/her name may be struck off from sick list and information relayed to his controlling officer.
- Medical stores should be checked on a periodical basis and take timely action in respect of near expiry-date medicines for prompt disposal.
- Ensure strict adherence to provisions relating to collection and testing of food/water samples to avoid poor quality and adulteration thereof. Ensure sample test for drugs to prevent procurement of sub standard/spurious drugs.
- Keep proper accountal of all medicines irrespective of the cost involved.
- Exercise extra care and ensure compliance of extant instructions before declaring any employee medically de-categorised/totally unfit.
- Follow the procedure rigidly regarding issue of sick/fit certificates and in case of foreign-sick, give specific reasons.
- Get declarations regarding relationship in case of employee's dependent/relative being treated in Railway Hospital.
- Keep proper accountal of all consumable store items.

- Multiple approved suppliers should be maintained preferably item-wise for local supply of medicines. Try to include items with standard specifications only.
- If demand for an item is received repeatedly, possibility of "stocking" of the item should be explored.
- Exercise extra care and ensure that the staffs wear uniform while "ON DUTY" for staffs eligible and drawing uniform allowance.
- Finalize the claimed bills of reimbursement of Railway Patients for referral and non-referral case within stipulated time frame.

Don'ts

- Do not issue back dated sick-fit certificates. Avoid delays in sending the certificates pertaining to the railway employees to their concerned Department.
- Avoid issue of certificate of fitness in initial and periodical medical examinations (PME) for categories other than that specifically asked for by the department.
- Avoid putting employees on sick beyond the permissible period and do not forget to make reference to the higher authority if any case requires retention on sick list beyond the prescribed time limit.
- Avoid giving free hand to staffs maintaining Sick/ certificate books, records as well as Medical Stores.
- Avoid leaving blank entries in the Medical Attendance Register.
- Avoid frequent and indiscriminate local purchases.
- Avoid issue of medicines to the patients without any authorized prescriptions.
- Avoid simultaneous use of two sick/fit certificate books.
- Procurement of Medicines from un-approved supplier/manufacturers should be avoided except in special cases.



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.)



***Your Goodness is impediment in your Way,
So Let your Eyes be Red with Anger, and
Try to Fight the Injustice with a Firm Hand.***

- Sardar Vallabhbhai Patel

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.



**सरत कानून बनाओ,
भ्रष्टाचार का नामो निशान मिटाओ**

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 off 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.



***Tell the truth boldly, whether it
hurts or not. Never pander to weakness,
If truth is too much for intelligent
people and sweeps them away, let them
go; the sooner the better.***

- Swami Vivekananda

**अष्टाचार है एक बीमारी,
दण्डित हो हर अष्टाचारी।**



POEMS & ARTICLES

Prevention & Precaution for improvement in Estimate/work of S&T Department

...✍ **Shri C. Bhattacharjee**
ASTE/Con/LMG
N.F.Railway

1. Assessment of correct quantity:

It is very essential to properly quantify items, specially high value items, at the time of schedule preparation in order to maintain quality of work and to avoid excess variation during execution phase. Quantification of schedule items can be done based upon SIP (tentative SIP in case if approved SIP not issued yet), chainage of bridges, culverts and tunnels. Telecom tender schedule should be prepared only after site survey in order to understand the soil condition of block sections.

2. Incorporate correct drawing in CA:

While incorporating drawing numbers along with item descriptions (specially in case of Execution items) care should be taken to ensure that the drawing number is relevant to the work specific to that project/ location. It may so happen that reference of that drawing number for Execution item has been taken from a CA which somehow differs from the condition prevailing at site of the project/work. Under this circumstance, the Execution item based upon that particular drawing becomes invalid. Hence, we should carefully incorporate drawing numbers in tender schedules.

3. OEM Test certificates for consignee inspection items:

Items (specially safety critical items) which are inspected by consignee should be accompanied with OEM test certificates. As consignee inspection is only visual inspection, hence it is essential that OEM/Manufacturer should provide their internal test certificates.

4. Reporting of defective/damaged insulation of UG cables to Inspecting authority:

During execution of work, some UG cables are seen having damaged/ cut insulations at multiple locations in spite of carefully uncoiling them from drums. These defective insulations cannot be detected while testing its insulation resistance (Core to Core) with megger. Even though insulation resistance of such cables are perfectly good but these cables cannot be laid in trench because of their broken/ damaged insulation. As a result the cable becomes unusable. Such cables should be treated as defective cables only and should be reported to inspecting authority as well as OEM for further action.

5. Replacing manual digging of trench with JCB trenching in block section:

Except hilly areas(where normal soil or soft rock soil is unavailable) most of the Telecom cable trenching works in block sections of NF Railway(predominantly in state of Assam and West Bengal) are carried out in paddy fields/ muddy areas or low lying areas. These areas remain inundated even during the onset of winter. Working season gets reduced to only 4 months(December to March) for carrying out cable trenching in block section. These cable trenches get filled with water even after digging for 2 feet. Under these circumstances it is very difficult to maintain quality of trench (proper depth and finishing) before UG cable laying by manual labour. Moreover, due to short working season UG cable laying work for multiple block sections cannot be executed within this short period. Hence, in order to ensure quality of the trench as well as to execute the work in time bound manner with limited manpower resources, digging of trench for S&T UG cables may be carried out using JCB.

6. HDT boring sketch in field book:

As HDT boring is a high value item in execution of S&T works, its proper record in field book along with site sketch should be invariably made. It should be ensured without fail that details of all HDT borings

are recorded in field book along with handmade sketches by supervisors. These sketches will indicate location of HDT pits (chainage from rail line/ fixed structure) and the path/ direction of HDT shots.

7. Videography of UG cables trench:

In order to bring transparency in UG cable laying work, videography has been included in many S&T tenders. This is a very useful feature to cross check at a later stage the quality of trench. Supervisors should be educated to use videography as a tool during trenching and cable laying.



आप जैसे विचार करेंगे, वैसे आप हो जाएंगे। अगर अपने आपको निर्बल मानेंगे तो आप निर्बल बन जाएंगे। और यदि अपने आपको समर्थ मानेंगे तो आप समर्थ बन जाएंगे।

– स्वामी विवेकानंद

घूस लेकर जो पैसा कमाते हैं,
जो बिना सोचे गरीबों का खाते हैं,
खुद को बड़ा ईमानदार बताते हैं,
वो जिंदगी में खुश कहाँ रह पाते हैं।

*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

CORRUPTION-2022

...✍ **Debarun Sengupta**
CVI/T/NFR
N.F. Railway

Corruption Is Like a Fashion,

Trending Now-A-Days Like An Addiction.

Corruption Is Like A Show Of Illusion,

Where An Employee Becomes A Magician In An Organisation.

Corruption Is Like A Passion,

Even If The Country's Economy Is In Recession.

Corruption Is Like Suppression.

Of Country's Wealth In One's Possession

Corruption Is Like Deadly Disease Aquisition,

Which Has No Way For Immunization.

Corruption can only be cured through Self-Determination

And thereby saving oneself from Defamation.



Importance of public participation in VAW activities

...✍ **Sri B. C. Deka**
CVI/Traffic
N.F. Railway

Indian Railway has been undertaking effective measures to combat corruption due to its massive public interface. Under the affective guidance of the Central Vigilance Commission (CVC), we observe Vigilance Awareness Week (VAW) every year to sensitize both the railway officials and the common people about the vigilance organization and need of vigilance awareness in our lifestyle. However, there is a long way to go to reach a corruption free society.

Several factors have their good and adverse effects in these efforts. The most important factor is the participation of common masses in the activities and efforts organized by the vigilance department for this purpose. If the common people come forward to participate in these activities, it will be easy for us to convey the message of railway vigilance to the travelling and trading public. In fact public is the ultimate user of railway system and if they do not tolerate corrupt activities of a section of corrupt railway officials, such heinous activities cannot take place in railway.

Continuing the trend of previous years, several events like 'debate competition', 'quiz competition', 'drawing and painting competition', 'essay writing competition', 'street play' etc. are being organized at different places to popularize the theme of VAW-2022 i.e. "Corruption free Indian for a developed nation; भ्रष्टाचार मुक्त भारत विकसित भारत" in particular and the importance and efforts of vigilance department in general.

As the railway men, we have the responsibility to attract more and more people towards these events organized by vigilance department during VAW-2022 to be observed from 31st October'2022 to 6th November'2022. It will ensure more participation which will ultimately help our organization to achieve the desired goals.



भ्रष्टाचार के मौलिक कारण एवं उनके निदान के उपाय

...✍ विजय कुमार यादव

कार्य अध्ययन निरीक्षक

पू सी रेलवे मालीगांव

भारत में भ्रष्टाचार की समस्या एक विकराल समस्या है, जो न केवल भारत की विकास गति में बाधा उत्पन्न कर रही है, बल्कि सामाजिक एवं आर्थिक रूप से देश को निरंतर खोखला करती जा रही है। आइए इनके पीछे की अंदरूनी तथ्यों की विवेचना करें :-

(1) भारत में व्यक्ति की सामाजिक प्रतिष्ठा उसके आर्थिक हैसियत से तय होती है, लोग अमीर होने के लिए गलत रास्तों का चयन करते हैं एवं ऊंची इमारतों एवं महंगी गाड़ियों आदि का तिलिस्मी प्रदर्शन होता है इससे ईमानदार लोग भी हतोत्साहित महसूस करने लगते हैं।

(2) सरकारी नौकरी मिलने के बाद नियमों की इतनी जटिलताएं हैं कि भ्रष्ट लोगों को उचित सजा मिलने में वर्षों लग जाते हैं, कई बार अपने प्रभाव का इस्तेमाल कर ये बच भी जाते हैं, कदाचार आदि के लिए सजा का प्रावधान तो हैं परंतु जो लोग कर्तव्य निष्ठा एवं सत्य निष्ठा से कार्य करते हैं, उनको पर्याप्त सम्मान नहीं मिलता है, कई बार झूठे आरोपों से उनकी छवि धूमिल करने की कोशिश की जाती है।

(3) हमारे संस्कार हमारे परिवार की देन होती है, यदि हमारे माता-पिता हमें बचपन से ही उच्च नैतिक शिक्षा दें तो हम बड़े होकर सदैव उच्च मापदंड का पालन करते हैं।

(4) सिर्फ कुछ लोगों के अच्छे हो जाने से सिस्टम ठीक नहीं हो जाता है, हम सभी को अपने कर्तव्यों के प्रति सचेत रहना होगा एवं सदैव राष्ट्र धर्म का पालन करना होगा हमारी सबसे पहले जिम्मेदारी राष्ट्र के प्रति, तब समाज के प्रति, फिर परिवार के प्रति एवं अंत में स्वयं के प्रति होनी चाहिए।

(5) सिर्फ उपदेश देने से काम नहीं चलेगा, सबसे पहले व्यक्ति को स्वयं उच्चतम मापदंडों का पालन सुनिश्चित करना होगा, खासकर शीर्ष पदों पर बैठे लोगों से अपेक्षा

की जाती है कि, वे स्वयं कर्तव्यनिष्ठ एवं सत्य निष्ठ होकर कार्य करेंगे और अपने अधीनस्थों को भी प्रेरित कर नियमों का निरपेक्ष अनुपालन सुनिश्चित करवायेंगे।

अंत में हम विवेचना से पाते हैं कि हमारी मानसिकता हमारे कर्मों का आधार है, हमें वैसे भ्रष्ट इंजीनियर नहीं बनना है जिनके द्वारा बनाया गया पुल के टूटने से, उनका ही बच्चा काल से घास में चला गया था। कहा भी गया है कि यदि हम दूसरे के लिए गड़ढा खोदते हैं तो हमारा भी गड़ढा में गिरना तय है।

यदि हम भ्रष्टाचार या कदाचार करते हैं या उसमें सहभागी बनते हैं, तो स्वयं की वर्तमान पीढ़ी के साथ साथ आने वाले पीढ़ियों के लिए भी विनाश का द्वार खोलते हैं, जिसमें हम सभी का फंसना सुनिश्चित है। स्वयं को भ्रष्टाचार से होने वाले दुष्परिणामों से बचाव के लिए संकल्प शक्ति मजबूत करना होगा एवं उच्चतम नैतिक मापदंड का पालन करना ही होगा।

“भारत को विकसित राष्ट्र बनाने के लिए भ्रष्टाचार मुक्त भारत बनना नितांत आवश्यक है。”।



Don't take rest after your first victory because if you fail in second, more lips are waiting to say that your first victory was just luck

- A.P.J Abdul Kalam

Being ignorant is not so much a shame, as being unwilling to learn

- Benjamin Franklin

Those who fight corruption should be clean themselves.

- Vladimir Putin

भ्रष्टाचार मुक्त भारत

...✍ चन्द्र शेखर प्रसाद

पूर्व मुख्य सतर्कता निरीक्षक/यातायात

पू सी रेलवे मालीगांव

अखण्ड भारत, सोने की चिड़िया

रामराज्य चहुँओर था,

फूट डालकर आक्रान्ताओं ने

इसे खण्ड किया और लूटा था।

गौरवशाली अतीत को पाने

बहुतो ने बलिदान किया,

आजादी के सात दशक तक

देश का नवनिर्माण हुआ।

चरित्रवान व निष्ठावान बनकर

हमे कर्तव्य निभाना है,

विश्वपटल पर भारतवर्ष को

फिर से शिखर पर पहुँचाना है।

भ्रष्टाचार एक बाधा खड़ी हुई है

दानव बनकर,

इस बाधा को पार करे हम

खुद अपने अन्तर्मन से लड़कर।

आक्रान्ताओं की नियति वही थी

जो वो कर के चले गए,

ये तो अपना देश है प्यारो

फिर क्यों एक-दुसरे को लूट रहे।

अपने-अपने कार्यक्षेत्र में

सजम और सतर्क रहे,

नियमों की अधतन जानकारी से

कार्य प्रशस्त करे।

सतर्कता विभाग के प्रहरी

हरपल ये प्रयत्न करे,

सजग बनाए हर कर्मों को

पथभ्रष्ट न हो वो संकल्प करें।

निष्पक्ष, त्वरित कार्य सम्पादन का

अलख हमें जगाना है

भारत को विकसित करने को

भ्रष्टाचार मुक्त बनाना है।



भ्रष्टाचार मुक्त हो भारत अपना

...✍ विजय कुमार यादव

कार्य अध्ययन निरीक्षक

पू सी रेलवे मालीगांव

भ्रष्टाचार मुक्त हो भारत अपना ।
हर भारतीय का यह हो सपना ॥
सपना ना हो, ये बने हकीकत ।
समग्र जनभावना की जरूरत ॥
विकासित होगा भारत देश महान ।
विजय करता सविनय ये आह्वान ॥
सत्यनिष्ठ कर्तव्यनिष्ठ पाएं सम्मान ।
भ्रष्ट लालची भोगते सदा अपमान ॥
सामाजिक जीवनचरित्र हो धूमिल ।
कदापि न भ्रष्ट संग जाएं कभी मिल ॥
हृद संकल्प और ऊंचे हों मापदंड ।
तभी निडर रहेंगे भोगेंगे न कोई दंड ॥
आम जनमानस को भी बदलना होगा ।
लोभ, मोह व तुच्छता निगलना होगा ॥
कहता विजय का सदा मन-प्राण ।
सभ कुछ संभव, यदि मन ले ठान ॥



संकल्प ही मनुष्य का बल है।

DISCLAIMER

The booklet is only indicative and is by no means exhaustive nor it is 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;

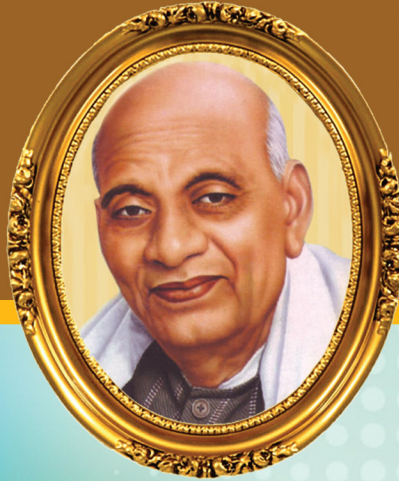
Politics without principle;

Science without humanity;

Business without ethics.

- Mahatma Gandhi





SARDAR VALLABHBHAI PATEL

31 October 1875 - 15 December 1950

TO WAYS OF BUILDING CHARACTER

Cultivating the Strength to
Challenge Oppression,
And Tolerate The resultant
Hardships That Give Rise to Courage and Awareness.

**- Sardar Vallabhbhai Patel,
The Iron Man of India**

CORRUPTION FREE INDIA

*THE WEALTH EARNED
THROUGH
PIOUS MEANS FLOURISHES*

*THOSE WHO EARN
THROUGH
DISHONEST MEANS ARE DESTROYED*

-Atharva Veda