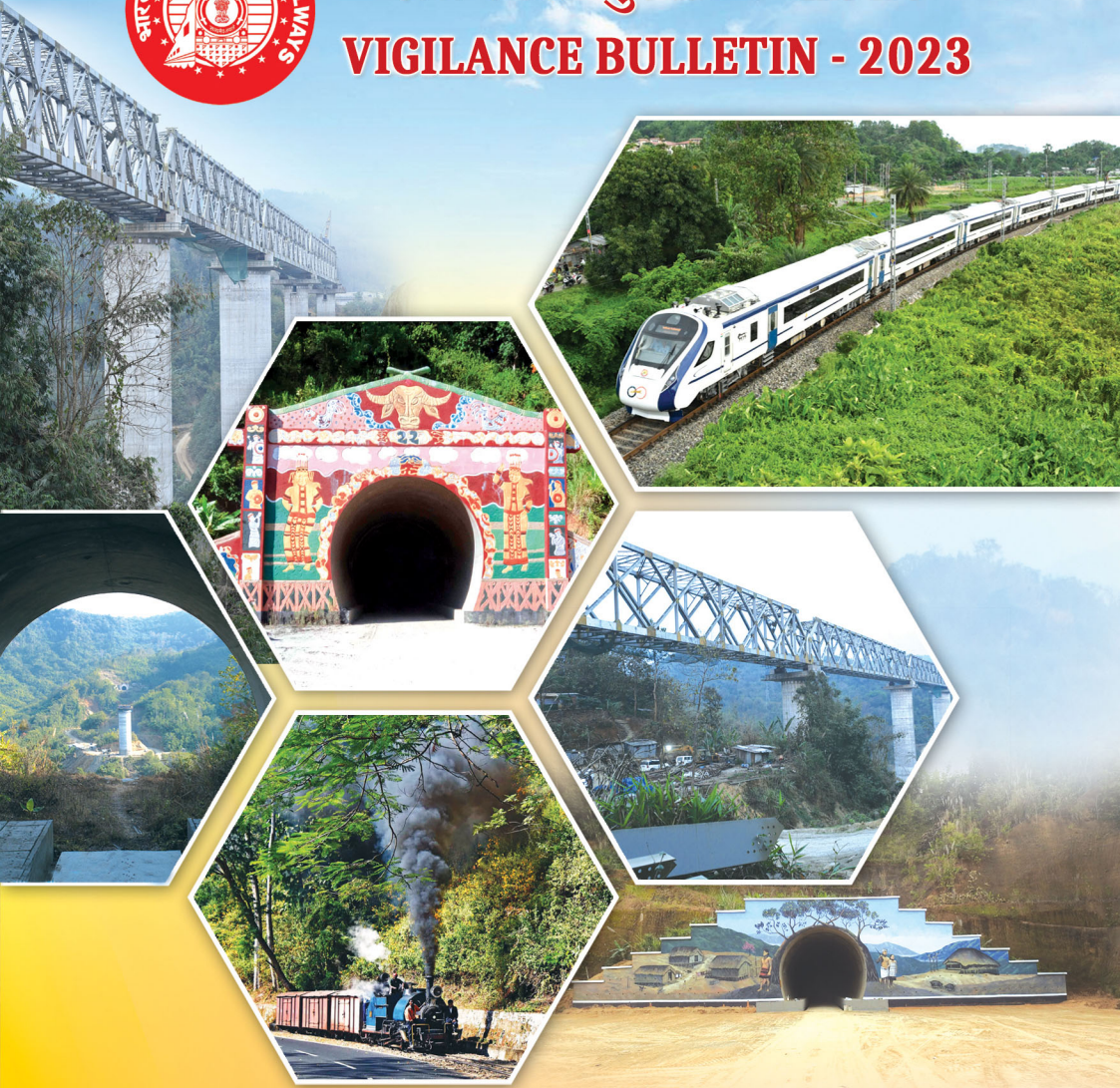




सतर्कता बुलेटिन-2023

VIGILANCE BULLETIN - 2023



सतर्कता संगठन

पूर्वोत्तर सीमा रेल

VIGILANCE ORGANISATION
Northeast Frontier Railway

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.



MESSAGE

It gives me immense pleasure to learn that Vigilance Organisation of N.F. Railway is bringing out its Vigilance Bulletin on the occasion of Vigilance Awareness Week to be observed from 30th October 2023 to 5th November 2023. The theme of this year's Vigilance Awareness Week ie. **"Say No to Corruption, Commit to the Nation"** is of paramount significance, resonating with the core ethos of our society and its shared responsibility toward a progressive future.

As we embark on this journey towards a corruption-free India, we are reminded of the crucial role each one of us plays in shaping the destiny of our nation. Corruption, in all its forms, has a profound impact on the development and well-being of our society. It siphons away resources meant for the common good, erodes trust, and undermines the very essence of a thriving democracy. Cognizance of the detrimental effects of corruption is equally important to general citizen of our country as well as each railway man irrespective of his position in the institutional hierarchy. Collective development of any nation is dependent on development of each of its institutions delivering services to the public and so it is utmost important to take necessary steps at individual level to counteract the harmful impacts of corruption. Our commitment to saying no to corruption is not merely a slogan but a call to action, a pledge to uphold the values of honesty, integrity, and transparency in all our endeavours. It is a promise to the countless generations that will inherit the legacy we leave behind. These words carry not only the weight of a solemn promise but also the unwavering resolve of every individual who believes in a brighter, more transparent future for our beloved nation. Together, we can build a nation where the ideals of accountability and ethical conduct are the bedrock of our progress.

I extend my best wishes to the Vigilance Organization for its tireless efforts in creating and publishing this enlightening Vigilance Bulletin. I trust that this bulletin in conjunction with other planned programmes, activities during Vigilance Awareness Week could accomplish its objective of educating, guiding and spreading awareness on correct practices to be followed by Railwaymen while discharging their duties & responsibilities. It will definitely serve as a beacon of inspiration, igniting the collective spirit of integrity and ethical conduct. Together, we can say "no" to corruption and commit to the nation, ensuring a brighter future for all.

(Chetan Kumar Shrivastava)
General Manager



MESSAGE

I am happy to learn that Vigilance Organisation of N.F. Railway is publishing the annual issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week to be observed from 30th October 2023 to 5th November 2023. The theme of this year's Vigilance Awareness Week ie. **"Say No to Corruption, Commit to the Nation"** encapsulates the essence of our pledge against corruption by each one of us to build a stronger, more honest, and corruption-free nation.

As we stand at this crucial juncture, committed to the cause of eradicating corruption, we recognize that corruption seeps into the very foundations of our nation, hindering growth, progress, and prosperity. Corruption is not merely a financial offense; it manifests in myriad forms, eroding trust and corroding the principles of integrity, honesty, and transparency. There are many different forms of corruption, including bribery, extortion, embezzlement, and favoritism. Corruption can occur in all sectors of society and in addition, corruption exacerbates inequality and poverty. While addressing this paramount issue, we acknowledge that corruption is a formidable adversary, one that has the potential to undermine our progress and collective well-being. Each one of us, as responsible citizens, has a vital role to play in eradicating corruption, and through our unwavering commitment, we can contribute significantly to the nation's progress. It is an impediment that compromises the values we hold dear, and hence, saying "no" to corruption is not just a choice, but a moral obligation and commitment to our beloved nation. Further our collective commitment to saying "no" to corruption is a testament to our dedication to building a nation based on ethical foundations. By fostering a culture of integrity, awareness, and collective responsibility, we can actively contribute to the development and progress of our nation.

It is heartening to witness the collective efforts and commitment of Vigilance Organization of N.F. Railway in compiling and bringing out this Bulletin. I believe that the planned programmes, activities during Vigilance Awareness Week along with contents of this bulletin including case studies, System Improvements, Do's and Don'ts etc would lead to a better understanding of systemic flaws in present working of various stakeholders and pave way for taking corrective measures in order to perform their duties honestly, efficiently and fearlessly. Let us unite, say no to corruption, and wholeheartedly commit to our nation. Through our collective efforts, we can pave the way for a prosperous, transparent, and corruption-free future for all.

(Sunil Kumar Jha)
General Manager (Construction)



भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001

Shobhana Bandopadhyaya
Principal Executive
Director (Vigilance)
&
Chief Vigilance Officer



MESSAGE

Vigilance Awareness Week is celebrated every year to highlight the importance of morality and uprightness in public life. This year, Vigilance Awareness Week is being celebrated from 30th October to 05th November, 2023. The theme chosen by Central Vigilance Commission this year i.e. **“Say no to corruption; commit to the Nation”** “भ्रष्टाचार का विरोध करे; राष्ट्र के प्रति समर्पित रहे” appears to be true as corruption being a public evil is proving harmful to the health of the economic and technological richness of the nation.

I would also like to mention here that CVC has also emphasized and directed for taking certain preventive vigilance activities as a focus area and asked to initiate 03 month's campaign starting from 16th August 2023 to 15 November, 2023. Accordingly all the units must be doing needful to achieve the systematic objectives. I am of firm belief that besides taking various preventive measures along with creating awareness among Railway employees and citizens, it is possible to eliminate/reduce corruption in the organization.

I also feel that Indian Railways has a strong prospective of getting rid of corruption if everyone works in unanimity, pledges not to take or give bribe and also initiate some stern measures for tooth and nail eradication of this menace. I therefore extend my greetings to all those associated in this movement and convey my wishes for a successful Vigilance Awareness Week.

(Shobhana Bandopadhyaya)

Rajiv Mahajan, IRSME
SDGM & Chief Vigilance Officer



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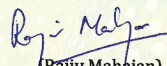
MESSAGE

Releasing this vigilance bulletin on the occasion of Vigilance Awareness Week being observed from 30th October 2023 to 5th November 2023 is quite uplifting and encouraging indeed. The theme chosen by the CVC this year ie. **"Say No to Corruption, Commit to the Nation"** is relevant considering the importance of micro level contribution in form of a miniscule step of simply saying "no" to corrupt practices by all stakeholders for achieving macro level goal of nation building.

The Indian Railways, with its vast reach and impact, plays a pivotal role in the lives of millions. It is, therefore, imperative that it embodies the highest standards of transparency, ethics, and accountability. I hold a strong conviction in upholding integrity & probity in public life and continuously endeavour to advance & enhance systems, innovate procedures and practices within the workplace. This in turns fosters our professional development and contributes to a cause that is not only paramount to our nation's well-being but also central to the integrity and efficiency of one of our country's lifelines - the Indian Railways. Corruption, in all its forms, poses a grave threat to the very fabric of our society, hindering progress and tarnishing the ideals we cherish as a nation. The mantra of saying no to corruption by fellow employees/citizens is not merely an ethical stance; it is a resolute commitment to the growth and prosperity of our nation. Vigilance through self-awareness and commitment signifies our dedication to fostering a culture of transparency and fairness in every aspect of our lives.

Through this bulletin we will explore the innovative and determined efforts made by the Vigilance organization of N.F. Railway in tackling multifaceted nature of corruption from ticketing scams to contract irregularities head-on and the adverse consequences these practices have on the organization. Further the team has been instrumental in detecting irregularities that had caused substantial financial losses to Indian Railways by venturing in areas that were typically left untouched. It is aimed that the highlighted Case studies, suggestions for System Improvement, important Circulars, Do's & Don'ts etc in the bulletin would benefit our fellow employees by educating and sensitizing the officials on right practices, transparency in Official working, correct & timely decision making duly considering the existing rules & regulations and further assist them while discharging their duties honestly and fearlessly.

I hope this bulletin would be useful and read with interest by the Railway men. Let's embark on this collective journey to say no to corruption and commit to the Indian Railways and nation as a whole, ensuring it remains a beacon of trust, integrity, and service.


(Rajiv Mahajan)
SDGM & CVO

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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)





PIDPI

504.1 Department of Personnel and Training's Resolution No. 89 dated 21st April, 2004, commonly known as Public Interest Disclosure and Protection of Informers Resolution, 2004, envisages a mechanism by which a complainant can blow a whistle by lodging a complaint and also seek protection against his victimisation for doing so. The Central Vigilance Commission and the CVO of Ministry or Department is the designated agency to receive complaints from whistle blowers under the PIDPI Resolution.

504.2 Complaints received from the Commission under the PIDPI Resolution are not required to be verified for genuineness by the CVO as the process of verification/confirmation is completed in the Commission on receipt of the complaint under the PIDPI Resolution. Therefore, these should be taken up for investigation by CVO on their receipt from the Commission. Such complaints shall, in other words, be treated as registered, immediately on receipt. The Department is required to send its report to the Commission within one month from the date of receipt of the reference.

504.3 In pursuance of the aforementioned Resolution, the CVC had issued the following public guidelines relating to the receipt of complaints:-

- i) the complaint should be in a closed/secured envelope .
- ii) the envelope should be addressed to Secretary, Central Vigilance Commission and should be superscribed "Complaint under The Public Interest Disclosure." If the envelope is not superscribed and closed it will not be possible for the Commission to protect the complainant under the above resolution and the complaint will be dealt with as per the normal complaint policy of the Commission. The complainant should give his/her name and address in the beginning or end of complaint or in an attached letter.
- iii) Commission will not entertain anonymous/pseudonymous complaints.
- iv) the text of the complaint should be carefully drafted so as not to give any details or clue as to his/her identity. However, the details

of the complaint should be specific and verifiable.

- v) in order to protect the identity of the person, the Commission will not issue any acknowledgement and the whistle-blowers are advised not to enter into any further correspondence with the Commission in their own interest. The Commission assures that, subject to the facts of the case being verifiable; it will take the necessary action, as provided under the Resolution mentioned above. If any further clarification is required, the Commission will get in touch with the complainant.

(Reproduced verbatim from IRVM 2018)

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

mk Gandhi

PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)



WHAT IS PIDPI?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI COMPLAINT FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

GUIDELINES TO ENSURE IDENTITY OF COMPLAINANT REMAINS CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity.
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous / pseudonymous letters are not entertained

VIGILANCE AWARENESS WEEK 2023

For more details visit
<https://www.cvc.gov.in>



1. IRREGULARITIES IN REMITTANCE OF STATION EARNINGS

During preventive check, severe irregularities were detected in remittance of Station Earnings of Moranhat (MRHT) station under TSK Division. Concerned SS/MRHT misappropriated the station earnings through 'Non-remittance', 'Short-remittance' & 'Late-remittance' for more than 3 years. Several vital documents and money value books like DTC cum Summary Book, Cash Remittance Note, Treasury Remittance Note etc. were hidden by SS/MRHT. Amount of misappropriation/non-remittance was worked out as Rs.2.14 Cr. (Approx.). Based on investigation, responsibility has been fixed up against Railway officials who are either directly or indirectly involved in the case. Charge Sheets for 2 Major, 4 Minor, 2 R/Warning & 1 Warning have been issued.

2. EXCESS LOADING IN LEASED PARCEL SPACE

During preventive checks, a huge quantum of excess loading is frequently detected in leased parcel spaces. The lease operators load parcel consignments in the lease SLRs more than their carrying capacity. Such excess loading is related to the safety of the train. It results in leakage of railway revenue. On detection of excess loading, the matter is taken up with concerned railways to take action as per Comprehensive Parcel Leasing Policy and the provisions of Contract Agreement executed with the leaseholder. Few recent cases of overloading detected by Zonal Vigilance, N. F. Railway are as under-

Train No.	Excess Weight (in K.G.)	Amount Realized (in Rs.)
12515	1,500	66,573/-
15667	1,755	75,957/-
20502	1,900	84,844/-
15622	1,443	52,916/-
12424	1,571	81,190/-
14620	1,552	73,090/-
13173	1,500	62,235/-

3. MANIPULATION OF BPT

Irregularities related to mishandling of the BPT Book were detected at the UTS counter of SBE (Sorbhog) Station of RNY Division during a preventive check. The staff concerned issued 39 BPTs without using double sided carbon at all which was a violation of Para 210 (c) of Indian Railway Commercial Manual Volume. I. 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 manipulated several BPTs by using white paper/pen to change the printed numbers. Major penalty has been imposed on the staff concerned.

4. IRREGULARITIES IN WEIGHMENT OF GOODS

During preventive check at EIMWB/NGC, the goods rake which was weighted at NCH and undergone offloading thereon was again weighted at EIMWB/NGC. After re-weighment at NGC, again excess weight was found in the same 28 wagons which were already gone for offloading at NCH. Accordingly, offloading was again done at NGC and destination station i.e. KHM was advised to collect the undercharge viz. punitive charge, detention charge before delivery. The under charge amounting to Rs. 31,22,807/- was collected at KHM vide MR no- KHM/2023/00031, Dt- 14.02.23. Minor penalty has been given to CGS of NCH.

5. IRREGULARITIES FOUND IN SIGN-IN SIGN-OFF FOR DUTY BY TTEs

While a manual sign-in/sign-off register was maintained in KIR division, it was found that some TTEs were signing-in/signing-off in register without boarding the train physically. Even at the time of sign-off, they were not putting their signature in the respective registers. The concerned TTEs were also availing CTA (Composite Travelling Allowance) for the material period in which they didn't perform their duty. To prevent such activities, system improvement for biometric sign-in sign-off was suggested to the Railway Board which is being implemented in phase manner.

6. IRREGULARITIES IN ISSUANCE OF TATKAL TICKETS

During a preventive check conducted in UTS cum PRS the on duty

counter staff produced Rs. 61,590/- as his on hand Govt. cash (UTS & PRS combined) against Rs. 89,765/- shown in the DTC summary of PRS and Intermediate summary of UTS of i.e short by Rs. 28,175/- (Twenty Eight Thousand One Hundred & Seventy Five) in Govt. cash. He issued back to back 03 Tatkal tickets without endorsement of Serial No. of Requisition, PNR No, Berth/Seat No. and without collecting the Amount and signing in the Requisition Slip provided for official use. He did not collect the Railway dues. Further, Tatkal tickets were issued with short names. The In-charge of UTS cum PRS did not declare his personal cash but when the Vigilance team asked him to produce his personal cash, he produced Rs. 13,325/- as his undeclared personal cash which was accounted to Railway account. Actions like Major & Minor Penalty D&AR proceeding & transfer initiated against the erring staff.

7. NON CO-OPERATION OF TICKET CHECKING STAFF

During a preventive check by Zonal Vigilance/NFR, on duty ticket checking staff tried to run on the platform to skip from the vigilance check. Said ticket checking staff was brought to the Enquiry Office with the help of RPF. At the Enquiry Office, he forcefully handed over some unaccounted money to on duty enquiry staff in presence of RPF. On recovery, Rs. 6980/- was counted in presence of RPF, enquiry staff & others associated with the vigilance check. Said checking staff refused to remit the amount too. Accordingly, the amount was remitted through another checking staff. He even refused to fill in the cash declaration form. In the check memorandum prepared by the vigilance team, he signed with remarks as "signature by force". There is irregularity in the government cash & private cash was also detected. The Said ticket checking staff was very non-cooperative during the vigilance check. In CCTV footage it was seen that he tried to escape from vigilance checking & subsequently on duty RPF staff was called. He denied the entire allegation leveled against him and on many occasions during his statement are contradictory and whimsical. During his statement, he did not reply as asked because he misled the entire procedure of vigilance check. However, the officials associated with the vigilance check had full proof to prove that he lied blatantly. During investigation it is also noticed that he has been working at the same place for more than 35

years. Actions like Suspension, Major Penalty D&AR proceeding & transfer initiated against him.

8. IRREGULARITIES IN IMPOSITION OF PUNISHMENT IN VIGILANCE RELATED D&AR CASES

During a preventive check it was detected that although Service Record (SR) Entry of 19 (Nineteen) employees of LMG Division was done in vigilance related D&AR Cases, deduction from salary had not been done as per NIP. In one vigilance related case of LMG/ Division, NIP had been issued but it was neither entered in service record nor was any deduction made from the salary bill. Cutting and erasing were found in several service record entries. Major penalty D & AR action was initiated against total 05 responsible staff & the division is advised to recover the due amount as per NIP.

9. 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.

10. 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 automization 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.

11. REJECTION OF SUPERSTRUCTURE DUE TO FAULTY ERECTION OF GIRDER

The work of construction of substructure & Open web steel girder on well foundation of Bridge no. 190 (247) (9x45.7)m costing ₹45.81 crores was started on 03.05.2009 and completed on 31.05.2013.

The fabrication of steel girders was done in the workshop of M/s

Arjun Consortium (AOP/JV), LRP Chowk, Sabodangi, P.O-Bharatpur, P. S-Sukhani, Dist-Kishanganj (Bihar).

The materials for fabrication were manufactured by SAIL and met the required specifications as per IS:2062. The materials were also tested in government registered laboratory and test reports were scrutinized and approved by RDSO.

After the complete erection and riveting of girder a thorough inspection of the superstructure was done by Bridge inspection cell of open line along with representative of construction organization and a report submitted on 09.09.2013.

The initial inspection done in September 2013 depicts the residual camber within satisfactory limits as reported by XEN/Br/Insp/MLG On 27.10.2021 Dy. CE/CON/NJP reported that out of 9 spans 2 spans have

- I. Negative camber and rest have deficient residual camber.
- II. Cross level difference observed in U/S and D/S side of girder.
- III. Lateral distortion observed in girders.
- IV. Serious pitting of steel structures, rivets and corrosion observed.
- V. Gaps found between plates and members found filled by glued materials.
- VI. Serious flaw in fabrication and erection of girders and also lack of monitoring on the part of railway officials involved in execution of work.

Residual camber readings found in the inspection during 2013 were within permissible limits, but during the inspection done in 2021 the residual camber readings showed significant difference even in the absence of any superimposed load.

Record for approval of WPQR was not found which was a very vital aspect, where records of experienced welders having requisite knowledge of welding and competency certificate were employed in work of fabrication.

As per Special specifications of steel work "No welding operator shall be employed on the work until he has in the presence of the RDSO has passed the appropriate tests laid down in relevant

specifications." But no such documents are available to prove that the above-mentioned condition has been met.

No detailed launching/erection schemes based on approved structural and fabrication (shop) drawing duly approved and proof checked from consultant and approved from engineer was used in the work.

During the final inspection of the superstructure of the bridge in the year 2022 the camber deficiencies were found to be beyond permissible limits also the cross-level difference and distortions in girder has made the newly constructed superstructure unfit for commissioning.

As such it was decided upon by the competent authority that new superstructure of the bridge may be reconstructed after dismantling the old one which has resulted in monetary loss **₹38.77 Crores** to Railways as well as delaying the project further.

12. IRREGULARITIES WHILE INCORPORATING SPECIAL ELIGIBILITY CRITERIA IN NIT/TD

"Similar nature of works" should be clearly defined by the PHODs on open line and nominated Chief Engineer/CSTE/CEE on construction organization of the Zonal Railways.

During a Vigilance investigation, relating to calling/awarding of Contract for a work specialized in nature, it was noticed that the special technical criterion/condition was incorporated in NIT/TD along with similar nature of work without approval of PHOD, which was restrictive in nature and against the spirit of open tender.

13. IRREGULARITIES DETECTED IN THE CLOSURE OF CONTRACTS

A preventive check was conducted in one Field unit (Concerned Dy CE/Con) under Construction organization against ongoing works to examine "Emphasis on logical conclusion of contract with complaints on old and expired contract including review of contracts pending for closure" as part of Thrust Area for the year 2023

During checking it was found that there are 48 numbers of active CA in the concerned unit. Out of these 48 numbers of CA, work completed against 31 numbers of CA and rest 17 numbers of CA are in progress.

The work were as old as 2009. Work completed in 2018. Final bill pending till 2023.

During investigation, it was found that there were lapses on the part of executive towards proposing for extension of time for date of completion of the work and granting of the same by the competent authority, abnormal delay in preparation & processing of the bill for clearing outstanding against the CA's, non-communication for long time with the State Forest Department regarding issuance of FRCC to clear the outstanding against the CA's.

14. PROCUREMENT OF ICF RESTRICTED ITEM FORM UNAPPROVED VENDOR

On scrutiny of above tender case, it has been notice that tender was floated on IREPS portal as tender type Limited for procurement of material on emergency basis. Procurement of item was restricted to ICF approved source only. Tender enquiry was sent to 03 (three) ICF approved vendors and 01 (one) un-approved vendor (past proven supplier) and accordingly they have participated in the tender. It is observed that there was significant difference in rate offered by L-1 (unapproved vendor) as compare to L-2 (Approved vendor).

However, the purchase authority deviated from tender condition/ criteria and the order was placed on L-1 firm which was not in the vendor directory nor firm has submitted any Authorization from the vendor of ICF directory of the item. And reason for acceptance (violation from the tender criteria) was not mentioned, neither any speaking order was found in the case file.

Hence, it was advised to issue suitable administrative action as deemed fit against the concerned official.

15. IRREGULARITY IN SELECTION OF LOWEST SUITABLE OFFER IN THE TENDER

In one of the purchase case the tender was floated through IREPS E –portal for purchase of RDSO item for 03 depots. Accordingly 03 Approved vendor and 04 Developmental vendors participated in the tender.

It was observed that approved vendors have quoted different rates for different depots. L-1 offer was from developmental source, hence

20 % of NPQ was ordered to developmental firm. While lowest offer received from the approved vendor for the depot appearing on the top of the financial bid statement was considered lowest for all the depots. But, the firm has quoted different rate for different depots. Hence, the firm was at L-5 position for 02 nos of depots and bulk order was placed on the said 02 depot passing the offer of L-4 firm which was suitable for bulk order placement for said 02 depots in the tender.

Hence irregularity was noticed in finalizing the tender case while awarding the contract. Necessary administrative action was suggested to the concerned purchase officer and at the same time the difference of amount of L-4 & L-5 has also been recovered.

16. SUBSTANDARD MEDICINES AS FOUND IN DRUG ANALYSIS TEST AND MEDICINES LYING PENDING WITH SHORT SHELF LIFE AND NOT REPLACED:-

In course of Vigilance Check conducted in most of the Railway Hospitals of N.F. Railway in connection with the Medicines supplied against annual indent as received from suppliers at consignees, it is noticed that Samples are not sent timely i.e. on monthly quota basis as already decided by PCMD/NFR for testing are not sent to the laboratories/Pvt./Govt. as medicines class/category wise by the consignee.

However, Medicines sent for testing once every six months in bulk. and its report (Sub-standard/normal) have not been sent by laboratories/Pvt./Govt.in due course of time nor collected by consignees in due time i.e. availability of subject stock of said batch.

- i. Moreover in number of cases, it is noticed that where number of drugs samples are found substandard in drug analysis at laboratories and are not found to be confirming to drug standard, the firms/suppliers are not replaced the whole batch free of cost with another batch to the consignees at the time of checks. And such Medicines values which are not replaced are found approximately ₹33.17 lacs as proposed and amount recovered about ₹10.0 lacs and remaining is due and under process at office of PCMD/NFR.
- ii. Most interestingly it is seen that particular batch's Medicine

was sent for drug testing in government laboratories from one Hospital then in the report Medicines found of standard of quality but same batch's Medicine while sent to private laboratories from other Hospital for testing where same batch Medicine found of sub-standard.

- iii. In one of the another case it is noticed that Medicines supplied against short shelf life are lying unused and not replaced and the cost of those Medicines comes to the amount in approximately ₹10,66,581.00 about ₹1.0 lacs has been replaced /deposited and remaining is pending yet against shelf life of Medicines and which is against the provision of Railway Board instructions as well as amendment orders of PCMD/NFR. Supply of Shelf life of Medicines remains unconsumed due to short expiry not taken back or replaced by the suppliers even they (Firms) have taken undertaking.

17. SIGNING ISSUE AND WRITING OF PRESCRIPTION, SICK AND FIT CERTIFICATES FOR RAILWAY EMPLOYEES BY ONE PARAMEDICAL STAFF:

In connection with the Preventive vigilance check regards to the Signing issue and writing of Prescription, Sick and Fit certificates of Railway employees. In this case it is seen that Pharmacist is carrying malpractice, exercising power beyond that of his post as a Pharmacist and exercising power beyond his capacity and performing duties of Railway Doctor by signing and issuing Sick-Fit certificates and also wrote prescriptions to the Railway employees. Moreover the sick fit case has not been dealt with as per the instructions laid down in IRMM-2000 in view of the duty of Railway Doctor. In this case Minor Penalty proceedings recommended against the Charge official and a letter sent to DA for taking action.

18. IRREGULARITIES IN GEM TENDER FOR SERVICE CONTRACT:

In one of the Vigilance check arising out of complaint there was a vacancy of 02 nos. of Safaiwala, its estimates prepared and proposed for twenty (20) numbers of labors for "Collection & Disposal Waste Management Service-Collection, Lifting, Transportation, Unloading, Segregation of Garbage, Ways of Disposal; Dry Waste ()". However, there were only

02 vacant posts of Safaiwala (HKA). Further the proposal was submitted for administrative approval other than as specified in MSOP-2018 the competent authority for the approval is DRM.

Where two (02) numbers of bidders participated in subject tender. one had acted as Convenor & one had acted as finance member of said Tender Committee.

TC members have prepared and signed the minutes as constituted by Competent Authority in which they qualified one (01) number of bidder and disqualified one (1) number of bidder in technical evaluation stage of tender and their recommendation was submitted to (TAA) and further TAA had accepted the recommendation of TC.

Contract was awarded to L/1 in the financial bid. However in scrutiny it was found that the firm had not submitted credentials as per required in the bid condition still offer was considered for order. Necessary DAR action recommended and sent to RB for FSA against the officials who had accepted the offer and were involved in said GEM tender for service contract.

19. IRREGULARITIES IN GEM TENDER FOR SERVICE CONTRACT AS IT WAS DEALT WITH TC FOR TENDER VALUE ABOVE 50 LACS:

In one of the Vigilance check arising out of complain that tender had been published on GeM portal for "Man Power Outsourcing Services- Minimum Wage-Unskilled; Others; Sweeper (13)".

GeM tender for the instant work had been invited with an estimated tender value of ₹ above 50 lacs. The tender opened. Where thirty-six (36) numbers of bidders participated in subject tender. one had disqualified thirty-four (34) numbers of bidders in technical evaluation without formation of tender committee and valid ground & qualified two (02) numbers of bidders in technical evaluation stage of tender. The said tender had been awarded to the firm and on 15.41% above against estimated value of tender without the constitution of the Tender Committee. However, the firm does not fulfill the eligibility criteria of tender. However, the firm was not complying with the eligibility criteria as asked in the bid. Necessary DAR action recommended and sent to RB for FSA against the officials who had accepted the offer and awarded the contract.

20. Restrictive special conditions in tender: (S&T)

During preventive check of tenders with respect to the thrust area 'Scrutiny of Expenditure Contract Irregularities in Eligibility Criterion - Special condition restrictive in nature' at an S&T unit, it was observed that following special condition had been incorporated in the tender document under "Similar Nature of work":

"Tenderer should submit authorization of OEM/OEMs from which the VSS equipment is to be supplied, along with the tender. This shall be applicable for IP cameras, Switches, Servers, PC Workstation, Displays, Edge devices, UPS, External storage devices & software's".

The following irregularities were noted:

- The condition of "pre-authorization from OEM" at the tender bidding stage was narrowing the scope of prospective bids and it might enforce less competition amongst potential bidders which in turn may result in hike in offered rates/bids.
- Some off-the shelf and widely available items in the market such as UPS, Display, Work station etc have been nominated for obtaining pre-authorization from OEM.

The following system improvement has been suggested:

- The list of critical telecommunication items being nominated for "Authorization/MOU from OEM" has to be reviewed considering the technical aspects as well as availability in market (for supply/maintenance).
- The condition of pre-authorization from OEM during the tender stage may be dispensed with in order to broaden the scope for competitive bids.

21. IRREGULARITIES OBSERVED IN SCRUTINY OF MANPOWER IN SERVICE CONTRACTS AND THEIR DEPLOYMENT: (ELECTRICAL)

During preventive check on 'Scrutiny of manpower in service contracts and their deployment', in a division several irregularities were noticed in connection with execution of work against a Contract Agreement.

The following Irregularities were detected:

- Penalty statements indicating the amount of Rs. 9,56,000.00/- communicated by site supervisors from time to time was not considered for deduction from bills.
- Penalty to a tune of Rs. 97,90,000.00/- for short deployment of contractual staff with respect to terms and conditions incorporated in contractual agreement was not accounted for and thus it was not deducted from bills.
- Digital scorecard App to be developed by contractor for filling up of scores for work done at site, as per the terms and conditions incorporated in contractual agreement was not developed and used; which could have fulfilled the purpose of deducting penalties, time to time from bills paid to the contractor.
- Records of plants, machineries to be installed by the contractor and stock position of spares for execution of work to be maintained by Railway Officials, as per the terms and conditions incorporated in contractual agreement was not maintained.
- Medical fitness certificate and police verification records of contractual staff engaged, as prescribed in the terms and conditions of contract agreement, were not collected and kept in records.
- As per the terms and conditions of contract agreement, the contractual staffs engaged were not in prescribed coloured uniform; instead the staffs were in different coloured uniform.

Suspected roles of several Gazetted and non-gazetted officials have been detected in the said case and DAR action has been initiated accordingly against the officials responsible for the irregularities noticed.

22. MAINTENANCE OF PF ACCOUNTS IN IPAS MODULE

During investigation it is noticed that an amount of Rs. 4,42,14,692/- had been fraudulently transferred/credited to PF head by making fraudulent Journal Vouchers without any supporting vouchers by debiting different Revenue Demand heads.

The staff and branch officer of PF Section of Accounts have utilized & misused their user ID and OTP for finalization and confirmation

of Journal vouchers prepared for transfer of the bulk amounts from revenue heads to PF heads without any approval of the competent authority.

Thereafter, bulk amounts have been ported/credited to the PF Accounts of certain employees without any supporting documents to facilitate withdrawal in excess of the actual PF balance of the employees. The concerned staff, Supervisor and branch officer of PF section of Accounts have misused their user ID and OTP in porting the the amounts irregularly.

Subsequently an amount of Rs. Rs. 1,62,50,000/- has been passed for payment to the certain employees in excess of their actual balance.

23. IRREGULARITIES OF REGULAR SALARY BILLS

- In one preventive check, it has come to notice that an amount of Rs.54,000/- has been charged as Arrear pay against one employee through Regular Salary bill without any Accounts vetting during the month of April/2023.
- Bill passing Section of Accounts has also passed the salary bill without any scrutiny of the vetting register. Resulting in overpayment is involved in the salary bill against the employee.
- To avoid such irregularities the bill passing Section should maintain a vetting Register for Arrear Pay, TA, Children education Allowance etc. i.e. other than regular items to be charged in the month against the bill unit.

Only the pre-vetted amount of Arrear Pay, TA, Children education Allowance etc. i.e. other than regular items should be charged in the Regular Salary bills.

Since, all the salary bills are submitted at the fag end of the month, it is hardly possible to check all the items in details by Accounts.

So, at the time of passing, bill passing staff should ensure that only the vetted amounts of Arr pay, TA, CEA, Hostel subsidy Allowance etc have been charged and passed in the Regular Salary bills.

- Without vetting no such Arrear Pay, TA, Children Education Allowance etc. should be allowed in the Regular Salary bills to avoid the overpayment.

24. IRREGULARITIES OF NPS (NATIONAL PENSION SCHEME)

- In one Preventive Check, it has come to notice that an amount of Rs.16.85 lakh has been transferred to a particular PRAN (Permanent Retirement Account Number) through 8 Journal Vouchers to facilitate irregular partial withdrawal of NPS during the period of Sep/2022 to April/2023. It is seen that huge amount of staff contribution has been transferred to particular one employee without any supporting documents depriving of the genuine contributors.
- Out of this an amount of Rs.36,276/- and Rs.1,73,833.75 have been withdrawn from CRA-NSDL with approval of DDO and forwarded by PAO the withdrawal application of employee to CRA-NSDL.
- It is suggested that while staff contribution is credited to PRAN of the employee the detail of the contribution should be checked with supporting documents and then the amount be credited to the PRAN to avoid anomalies and discrepancies in NPS Account.

NPS Suspense and the amount uploaded in CRA-NSDL should be reconciled and settled the discrepancies

25. IRREGULARITIES OF REGULAR SALARY BILLS

- During preventive check, it has come to notice that an amount of Rs.1.3 crore of over payment have been paid fraudulently through Regular Salary bills against certain staff showing as Arrear Basic Pay and incentive in IPAS during the period of March /2018 to July/2023.
- It is noticed that the bill clerk of the bill preparing section has downloaded the Soft Copy of the bills from IPAS, then manipulated & edited the salary bills hiding the Arrear pay and incentive items from Debit summary without reduction/correction of the gross amount of the bill and individual pay from the copy of the salary bills and sent it to the IT centre for printing.
- Thereafter the manipulated Regular Salary bills in hard copy were submitted to Accounts for Audit & payment.
- On receipt of the manipulated Regular Salary bills, the same have been passed by Accounts for payment without verifying the hard Copy of the bills with IPAS copy (soft copy) of the bills where in

arrear pay have been charged without vetting during the period of March /2018 to July/2023. Resulted in involved over payment in the Regular Salary bills.

- To avoid such irregularities & over payment at the time of passing, vetting register maintained for arrear pay for bill unit should be verified and ensured that the debit summary reflected in IPAS copy of the bill and the debit summary of the hard copy of the regular salary bills are same. Otherwise, it will be hardly possible to detect the over payment in the Regular Salary bills.

26. IRREGULARITIES IN DEPARTMENTAL SELECTIONS

Based on source information, vigilance investigations have been conducted on 09 nos. of Departmental selections, wherein huge irregularities detected as under :

- (i) In all selections conducted in N.F.Railway duplicating carbonless paper (containing two foils) are used instead of OMR sheets. Imprint of answers written in original (white in colour) foils are automatically found in the duplicate (yellow) foils, so that answers written in the examination hall cannot be manipulated, as the two foils are separated immediately after completion of the examination. In most of the above selections answers of some questions found in original answer scripts are not found in the corresponding duplicate foils.
- (ii) Evaluating Officer evaluated wrong answers as right to some candidates with malafide intention to pass them in written examination.
- (iii) Question setter provided wrong answers in the model answer key, as a result of which the some candidates who are actually pass in the written examination have failed;
- (iv) Evaluating officers have awarded marks of answers which were cut, overwritten, erased, etc. contrary to provisions contained in RB's letter dated 13.02.2009 (RBE 19/2009) & dated 14.12.2018 (RBE 196/2018);
- (v) 1/3rd marks were not deducted for wrong answers in general selection & against LDCE quota contrary to the RB's provision contained in RBE No. 196/2018 & 194/2019;

- (vi) Evaluator have made mistake by wrongly totalling the marks in the evaluated answer scripts of some of the candidates, thereby allowing failed candidates in panel depriving actually passed candidates;
- (vii) Question setter in one selection of a Workshop has copied almost the same question paper of another selection held in the previous month of nearby Division in which he was the evaluator;
- (viii) Model key answers were not published immediately after completion of the written examination, although zonal Vigilance had earlier suggested on 07.10.2021 & subsequently as instructed by Railway Board also.

08 nos. of selections have been cancelled by the concerned competent authorities. Vigilance angle have been found involved against some of the Officers of Selection Board & DAR action are being initiated.

Following system improvement have been suggested:

- (i) To conduct all departmental selections and suitability tests for CGA in CBT mode;
- (ii) to provide adequate nos. of CCTV cameras in Examination Hall;
- (iii) to conduct check of already completed selections of Divisions/workshops/units by deputing Personnel officer from HQ;
- (iv) as the responsibility for selection is collective of all the members of the Selection Board, they should scrutinize all the relevant documents like answer scripts, confidential reports, records of service before drawing the proceeding;
- (v) members of the Selection Board should write their full names and dates in every pages just below their signatures in the proceeding;
- (vi) Model key answer should be published immediately after the w/exam & copy of the final model key answer should be kept in the confidential file.

27. AVAILING HOSTEL SUBSIDY BY FAKE DOCUMENTS

During preventive check , it is found that some of the employees of two units of one Division have availed reimbursement of hostel subsidy

by producing fake documents, which has been confirmed after verification from concerned Educational Institution. Accordingly, investigations have been further extended to other divisions/ Workshops/Construction Units/HQ units to unearth the irregularities in availing reimbursement of hostel subsidies by fake documents in those Divisions/WS/units.

Till Sep'2023, 61 nos. of employees in the Divisions/Workshops/ Construction Units have been found to have availed the reimbursement of hostel subsidies by producing fake certificates, as verified from the concerned institutions and found fake. Apart from the fake certificates, 39 nos. of employees have been found either availing hostel subsidies for their wards staying in PG, private hostel not owned by the Institution, or with hostel in less than 50 KM distance, or availed Rs. 81,000/-, but their annual fees paid to the Institution are less than the above amount.

Major penalty chargesheets have been/ are being issued by the DA concerned on the advice of Vigilance Department against 61 nos. of staff. Other cases are being investigated.

Till date, amount of Rs. 1,28,00,000/- (Rupees one crore & twenty eight lakhs) irregular payment by way of hostel subsidy has been detected & recovery are being made from the employees concerned. It is expected that large numbers of such fake cases will be come out within few months.

Already letters have been issued to all concerned for system improvement as under:

- a. To conduct verification of genuineness of the school certificates 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 before sanction of hostel subsidy in all future cases.
- b. To conduct verification of all the certificates submitted for reimbursement of hostel subsidies by employees since 2016 by Divisions/Workshops/units at their level also.
- c. Dealing Assistant should maintain a Register with details of names of wards, classes, schools, year, Institution, etc.

28. IRREGULARITIES OF APPOINTMENT ON COMPASSIONATE GROUND

Pursuant to the receipt of frequent complaints against irregularities in dealing of CGA cases, like delay in processing the case at various stages, irregularities in the written (suitability) test for appointment in post with level-2 & above, etc. the CGA cases have been examined.

Following irregularities at various stages have been noticed:

- (i) Delay in various stages:
 - (a) Not submitting application in time;
 - (b) Delay in h/o the case by dealer to S&WI for genuineness verification;
 - (b) Delay in submitting genuineness report by S&WI;
 - (c) Delay in processing for approval for CGA by Dealer;
 - (d) Delay in calling for S/test & Med/Exam;
- (ii) other Irregularities
 - (a) Not mentioning the date of application for CGA.
 - (b) Not mentioning the exact date of receipt of application by concerned section;
 - (c) Not mentioning the date on which Sr.Subordinate/Controlling Officer forwarded the case;
 - (d) Not mentioning the date in the verification report by S&WI;
 - (e) Not maintaining the proper register by dealer;
 - (f) Not calling the candidate for s/test well in advance;
 - (g) Not communicating the result of the CGA, category, place of posting, etc. to the candidate immediately after approval of competent authority;

Action taken:

1. A special check has been conducted in a written suitability test of a division, where written examination has been conducted immediately with the same question paper by jumbling the questions & options. This has been done pursuant to serious complaints against leakage of question paper before the examination. However, no significant

difference of marks obtained by the candidates in both the examinations has been noticed in that suitability test.

2. A software, which will be used for submission of applications online for CGA, subsequent processing at various stages are being developed under the supervision of Zonal Vigilance, which will be utilized in this Railway within a short period in consultation with the Personnel Department.
3. In order to monitor CGA cases on a real time basis, one Google spreadsheet has been prepared by Zonal Vigilance requiring to furnish the data from the date of death/medically unfit/de-categorization of the ex-employee, date of application of the widow/ward, etc. to the date of appointment to be filled up by the concerned S&WI & Dealing Assistant of recruitment cell regularly.

As a result, all the CGA cases have been reflected in every stage in the read sheet by the Divisions/Workshops/units which are being monitored by Zonal vigilance.

29. ABNORMAL DELAY IN FINAL SETTLEMENT OF NORMAL RETIREMENT AS WELL AS OTHER THAN NORMAL RETIREMENT CASES & U/M , WIDOWED, DIVORCED DAUGHTER F/PENSION CASES.

During vigilance investigation, it is found in one division that there is abnormal delay in payment of final settlement dues of NR as well as ONR cases. In the said Division, the payment of gratuity of 196 nos of normal retired employees out of 457 nos. of normal retired employees w.e.f. 31.01.2022 are still pending, although most of the employees concerned have vacated the railway quarters and submitted the clearance certificates to the concerned offices. Similarly, there was delay in payment of leave salary & GIS of 74 nos. & 331 nos. of employees respectively. Similar positions of normal & other than normal retirement cases as well as unmarried, widowed or divorced daughter family pension cases are being investigated in other divisions/workshops/units to explore possibility to prevent abnormal delay in payment of all final settlement cases.





**The corrupt have wealth
The honest have worth**

SYSTEM IMPROVEMENTS



1. MODIFICATION IN SIGN IN / SIGN OFF REGISTER & ROTATION OF TTEs

During vigilance check of duty roster of various TTE lobby of KIR division, it was found that checking staff were signing in / signing off in the register at the bottom/middle (as and where there is some space found vacant) for their respective trains without physically being present in their allotted trains. Moreover, it was also found during investigation that the rotation of TTEs of amenities and squad was not done properly.

Hence, system improvement was suggested to add the 'Serial Number column' in Sign in / Sign off registers. Secondly, in order to avoid any illegal vested interest, it was also suggested to follow rotation of TTEs of amenities and squad in every 2 to 3 months randomly.

2. SIGN IN / SIGN OFF OF TICKET CHECKING STAFF THROUGH BIOMETRIC DETAILS

During preventive check of duty roster of ticket checking staff in KIR division, it is found that some ticket checking staff were signing in and signing out at their booking station without physically boarding the train. The concerned CTTI/In-charge prepared their muster roll on the basis of the Sign in and Sign off register. Thus, they were getting the CTA (Consolidated Travelling Allowance) even without physically being present in their allotted trains. The Sign in & Sign off of TTEs in the web based application through their user ID/Password as per RB's commercial circular No. 68/2018 could also lead to manipulation by sharing user ID/Password.

Hence, to avoid these types of circumstances, system improvement was suggested that sign in / sign off should be done through giving biometric details. Letter was also sent to the Railway Board for approval & issuing guideline for this purpose and accordingly RB issued guideline through letter No. CAO/PTS/137/TTE LOBBY/WI/2021 Dt. 30.05.2023.

3. IMPLEMENTATION OF SYSTEM IMPROVEMENT OVER ZONAL RAILWAY/NFR

During various preventive checks by Zonal Vigilance/NFR in station/platform, it has been observed that TTEs were non-cooperative with vigilance by attempting to skip from vigilance checks. Sometimes

they denied filling 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 a whimsical manner with lame excuses to mislead vigilance by not rendering possible assistance and requisite information for proper discharge of duties.

So, system improvement was suggested to give necessary instructions to Zonal Railway Training Institute to educate Ticket Checking Staff and others of Zonal Railway about Vigilance Organization and 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 to minimize such type of non-cooperation.

4. BOOKING OF TICKETS ON OFFLINE/MANUAL 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 the fake manual Privilege Pass issued to the alleged person. As per practice in vogue, the pass was handed over to the concerned person after generating PNRs and endorsing the same. In such a situation, it is very difficult to retrieve the copy of a fake pass as soon as the person concerned leaves the PRS counter.

So, system improvement was suggested to advise all the in-charge of PRS, UTS cum PRS locations within NFR jurisdiction for keeping the photocopy of manual pass (like duty pass, post-retirement complimentary pass, widow pass and any other offline pass) along with the requisition form after generating tickets as record for further scrutiny to minimize such type of fraud in NFR.

5. INSTALLATION OF CCTV CAMERA IN GOODS YARDS AND PRIVATE SIDINGS

During preventive checks by Zonal Vigilance/NFR, it has been observed that sometimes station staff favors the party to conceal the demurrage and wharfage charges. To check this practice, proper monitoring and recording of the loading/unloading operation of the consignment is necessary.

Hence, system improvement has been suggested to install the CCTV

camera having good night vision capacity and with storing capacity of at least one month at all the goods yards and private sidings over NFR to minimize such practices by the staff concerned.

6. OFFLOADING / LOAD ADJUSTMENT OF EXCESS WEIGHT AT WEIGHBRIDGE

During preventive checks conducted at Electronic-in-motion Weighbridges (EIMWB), it was found that after detection of excess weight in an EIMWB, offloading/load-adjustment was not done physically. Excess loading in several wagons of such rakes was again detected in course of weighment of the rakes in other EIMWBs. In order to streamline the procedure of offloading / load adjustment of excess weight at various weighbridges, it is necessary to reweigh the offloaded / load adjusted rakes again to ensure that the same are not overloaded, before its further movement.

Hence, the following system improvement was suggested - "In case of a rake where excess loading is detected 'at least in 10 wagons' and/or 'total excess weight of 30 Ton' during weighment in an EIMWB, the rake will require re-weighment in the same EIMWB after undergoing offloading / load adjustment, before its further movement." By this way the procedure of offloading / load adjustment of excess weight at various weighbridges can be streamlined.

7. BACK REPORTING TAKEN IN TMS/RMS

During preventive check, it was found that back reporting for completing release and removal work were being taken frequently by various Goods offices. To ensure that the back reporting should not be misused, it was felt necessary to monitor the activity of back reporting of all TMS/RMS locations in NFR.

Hence, system improvement has been suggested to furnish monthly position of back reporting of all goods locations & RMS location of NFR as per prescribed format on or before 5th of the following month to minimize misuse of back reporting by various Goods offices.

8. TATKAL SCHEME OF RAILWAY RESERVATION

During preventive checks, it was found that on various occasions Tatkal tickets were generated from one location with boarding from a very far distant station. Vigilance team detected that such

passengers were travelling with soft copy or xerox/print out of the ticket but not with the original counter ticket which is not valid as per extant rule. It is suspicious that there may be involvement of touts misusing Tatkal scheme for which there is every possibility that the genuine passengers may be deprived of Tatkal benefits.

Hence, to minimize such type of incidents, system improvement was suggested that in case a Tatkal ticket is issued from a counter/location of NFR where the distance between issuing location and boarding station cannot be covered in 24 hours by train, then concerned ticket issuing staff of that counter/location should relay the matter with PNR details well in advance to their respective Commercial Control for relaying the same to Divisional commercial control of the boarding station. This will help in checking the genuineness of physical tickets at the boarding station & necessary action can be initiated as per extant rule, if any. An amount of Rs.1,94,570/- was collected till Sept/23 from different locations as per monthly report of Commercial Controls.

9. 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."

10. SYSTEM IMPROVEMENT REGARDING INCORPORATION OF SPL ELIGIBILITY CRITERIA

As per RB Letter no. 94/CE-1/CT/4 dated 23-11-2006 "Similar nature of works" should be clearly defined by the PHODS on open line and nominated Chief Engineer/CSTE/CEE on construction organization of the Zonal Railways and it should be strictly followed and the same should be indicated in the NIT/Tender document also. In case of any deviation/modification in the list of similar nature of works, prior approval of competent authority should be obtained.

During a Vigilance investigation, relating to calling/awarding of Contract for a work specialized in nature, it was noticed that the special technical criterion/condition was incorporated in NIT/TD along with similar nature of work without approval of PHOD, which was restrictive in nature and against the spirit of open tender.

In this regard following system improvement are suggested:

- a) It must be ensured that in no case the **"Special technical/eligibility criterion" that has bearing on qualification** of tenderers shall be incorporated in NIT/TD without approval of PHOD.
- b) The Special Conditions in the tender should be defined in such a way that it allows more participation without hampering the nature of the work for which the tender is invited.

11. SYSTEM IMPROVEMENT REGARDING CLOSURE OF CONTRACTS

Large no. of contracts are being executed and completed every month all over NFR. During scrutiny of the files in few units over NFR, it has been observed that many of the contracts have not been closed for the following broad reasons:

- (i) Non preparation of final variation of the contract
- (ii) Non approval of the final variation by the competent authority
- (iii) Non receipt of FRCC from the forest department
- (iv) Pending audit paras
- (v) Non turning up of the contractor to sign the measurements bill etc.

It has also been observed that files are shuttling between one authority or other without any reasons. The contacts as old as 14 years (completed 5 years back) have not been closed yet. Even after five years of implementation of E-office, these files are being dealt as hard file. Therefore, actual movement of files cannot be monitored. It is a matter of concern and raises many questions.

As per para E-1701 of IR code for Engineering "Railway Projects costing over rupees one crore, the Construction or Abstract Estimate should be closed at the end of end of the first three financial half years after the date of "opening" (as defined in para 1702) as may be convenient and a "completion estimate" prepared (see paragraph 713)'.

As per para E-1708 of IR code for Engineering regarding Completion of Works, it is slated that "In common with works costing over Rupees one crore, a work or scheme costing less than this amount should be considered as completed when it fulfills the purpose for which it when sanctioned, was intended, and when there has been no expenditure thereon for three months thereafter. All outstanding debits and credits pertaining to a completed work should as a rule be adjusted in the account of the work within three months of the date of completion. The accounts of a completed work should be closed six months after the date of completion and a completion report of the work drawn".

As per para E-1484 of IR code for Engineering "Contractors accounts should be closed without delay on the completion of the contract. If a contractor delays to receive final payment for more than one month after the final certificate has been passed, the accounts of the work and of the contractor should be closed and the balance due credited to Deposit Miscellaneous'.

As per para E-1485 of IR code for Engineering "All contractors' claims pertaining to a work should be settled as expeditiously as possible. It is not merely enough to have final bills prepared checked and passed for payment. If any contractor declines to accept payment of a final bill, he should be (1) asked to state his objections in writing and to receive on account whatever the Administration is prepared to admit at once as due; and (2) warned that no claim to interest would be admitted by the Administration. The objection raised or

claims put forward by the contractor, whether in reply to the notice or of his own accord, should be investigated and settled within a reasonable period. If the investigation is prolonged or thwarted by dilatory or obstructive tactics on the part of the contractor, the Administration should arrange to refer the case to arbitration as provided in the contracts. In all importance cases, where the amounts at stake are large or any important question of principle arises, legal advice should be taken at as early a stage as possible".

As per clause 51.(2) of GCC-2022 "It is an agreed term of contract that the Railway reserves to itself the right to carry out a post-payment audit and/ or technical examination of the works and the Final Bill including all supporting vouchers, abstracts etc. and to make a claim on the Contractor for the refund of any excess amount paid to him till the release of security deposit or settlement of claims, whichever is later, if as a result of such examination any over-payment to him is discovered to have been made in respect of any works done or alleged to have been done by him under the contract".

As discussed above, the provision exists in the Engineering code and GCC for settlement of the pending dues and completion of works. A special drive is required for closure of the completed works. A monthly review at appropriate level may be required to close the contracts. This will help in bringing transparency and save Railway revenue being paid to the contractors for settlement of their claims for delay in payments. The details of completed works in the following format may be sent to vigilance organization every month for monitoring

Table-I

SN	UNIT	Progress for the Month/ Year	Nos. of contracts at the beginning of month	Nos. of contract closed during the month	Nos. of contract added during the month	Closing balance (4-5+6)
1	2	3	4	5	6	7

Table-II

SN	Name of the work	Agency/ Contractor	Date of issuance of LOA	CA No. & date	CA value Rs.	SCA value	Original DOC as per CA	Nos. of times extension given	Actual DOC	Status of Final variation	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

12. 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.

13. REGARDING IRREGULARITIES NOTICED IN CONNECTION TO ISSUES OF PASS ON MEDICAL GROUND.

While scrutinizing the cases of Pass on Medical ground issued while referred the Patients from Railway Hospital, to other places for treatment, following deficiencies/irregularities/lapses in respect to class entitlement of Pass for patients, maintaining records/Accountal and Pass dealer (Pass writing) and Authorized Pass Issuing Authority, (Pass Signing) of Pass have not been maintained especially in the case of Manual Issued Pass.

Hence in view of the above, to avoid re-occurrences of above deficiencies/lapses and for achieving more transparency in issuing of Passes on Medical ground and duty cheque Pass, following System Improvement are suggested along with advice for necessary action:-

- Proper receipt and accountal of the Booklet of Passes under the administrative control of Hospital in-charge must be maintained after receiving from main source, and in this regard, a Separate Stock Ledger must be maintained on Monthly/Yearly basis i.e. January to

December of each year in the following Tabular Form-A.

- A separate register/ledger should be maintain in a tabular form for each and every type of Passes as per Class of Entitlement on Monthly/ Yearly basis i.e. January to December to be issued to Railway beneficiaries refer out station for treatment as following Tabular Form -B:-
- PIA must mention his Full Name and stamp with date after signature.
- Proper duty authorization letter must be available regarding issue of Manual Passes by the Competent Authority in favor of employees by the concerned (PIA).
- PIA's Specimen Signature must be verified and approved by the Competent Authority.
- Relevant Manual Pass to be issued from Single Counter to the Railway beneficiaries after duly approval by the Competent Authority.
- In the Counterfoil of Passes, Name with Signature of concerned dealer must be available if Pass signed by other than dealer.
- Dependency proof, class of entitlement and contact number must be available for each and every issued manually Passes along with Medical referral reference or other purpose.

14. REGARDING IRREGULARITIES NOTICED FOR DIET MATTERS OF RAILWAY PATIENTS:

During the preventive check in one of the Divisional Railway Hospital in connection with supply of perishable dietary articles to Rly. Hospital procedural lapses have been observed. In view of the above all concerned officials may be advised to adopt the following system improvement as suggested along with advice for necessary action to prevent such lapses.

- All Railway Hospitals over NFR having kitchen facilities must have a food license from FSSAI.
- There should be protocol norms for quality testing of precooked and cooked food at the interval of each month.
- A detailed diet chart with items wise (Menu) for breakfast, lunch and dinner as per Calories requirement by different type of patients must be displayed in Patient Ward as well as in the Kitchen Room.

- Feedback must be taken from the patient or attendant of the patient for the quality of food for record and the same must be kept for inspection in future and redressed if feedback is not up to the mark.
- If Kitchen service having outsourced then all contractual staff must be in proper Uniform with Hospital Kitchen logo with their name plate and same t & c should be incorporated in NIT of future tenders.
- Shift wise contractual staff's attendance must be taken and countersigned by supervisory staff of the Hospital.
- Hospital kitchen floors must be well furnished free from any unhygienic atmosphere inside or surrounding the kitchen room.
- Ensure timely the Food quality report from the state public health laboratory /Guwahati.
- High quality of food is essential for the recovery of the patient. Diet charts are to be developed by working with the chief dietician to help the patient select the right food for them.

15. PROCESS REFORM IN THE PROCUREMENT TENDER

During the recent Vigilance checks in connection with procurement process, it was noticed that developmental orders has also been placed 20% or 100 % at times indiscriminately, where there are three or less than three approved vendor was enlisted in the vendor approval directory, however the item pertains to be in vendors approval directory.

There is a specific Railway Board guidelines No 2001/RS(G)/779/7/ Pt2(1) dated: 06.11.18 where there are not more than three Indian suppliers categorized as approved vendor for a particular item, developmental vendors can be considered for placement of bulk order without any quantity restrictions subject to fulfilling some conditions.

Hence, the following process reforms has been issued to all the purchase officers of HQ/Depot/Divisions.

1. The vendor directory for procurement of items from approved source shall be considered valid if it is available in UVAM as per Rly Board L/ No : 2021/RS(G)/779/7 dated : 30.03.2022.
2. Maximum 20 % of Net Procurable quantity may be considered for developmental source and Minimum 80% of Net

Procurable quantity shall be ordered on approved vendor.

3. If the firm's approval is conditional and is linked with Prototype approval, Field Trials, Type Test etc., the firm's offer may be considered for Max. 5% of Net Procurable Quantity unless otherwise specified in tender. Even if, the tendering firm(s) is not approved by Source Approving Authority, then such untried/unapproved vendors must submit their credential details i.e. Machinery and plant, testing facilities, QAP, Technical Manpower, etc.
4. Where there are not more than three Indian Suppliers categorized as Approved Vendor for a particular item, developmental vendors can be considered for placement of bulk order without any quantity restrictions considering the factors including past performance, capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc., subject to rates being reasonable.

16. REGARDING MANPOWER RELATED CONTRACT:

Generally, it is seen that the Construction wing handles new projects and infrastructure. After completion of the projects, the wing hands over the finished assets to open line for operation and maintenance. The construction wing of N.F. Railway had followed their conventional pattern of work culture while processing manpower-oriented contracts instead of following proper guidelines such as numbers of manpower involved in these contracts as per latest yardstick during estimation and tender to be published as service contract instead of works contract.

In view of the above, a system improvement has been suggested wherein if a manpower-based contract is being proposed under construction wing, all guidelines should be followed regarding number of manpower involved as per latest yardstick during estimation and tender to be published as Service Contract instead of Works Contract.

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

During a preventive check carried out for a contractual project

involving the installation of S&T cables, it was discovered that the excavation work done in soil filled with ballast material was incorrectly categorized under the contract's schedule item "Trenching in Rocky soils." In some instances, even soil that had loose particles of ballast was also classified as Rocky soil. This discrepancy is problematic because the cost of trenching in Rocky soil is significantly higher than in regular soil. Consequently, it has been deemed unfair to account for trenching in "ballast-filled soil" as if it were Rocky soil. Furthermore, it has been observed that the contract agreement and tender document do not provide clear definitions for soil classification or guidelines for trenching in rocky soil. Neither the item description nor the technical specifications in these documents specify the criteria for identifying rocky soil. This absence of a clear definition for rocky soil in the contract agreement could lead to misclassification of soil types, resulting in significant financial consequences since the cost of trenching in Rocky soil is substantially higher than that in normal soil.

In view of the above, a proposal for system improvement has been put forward. This proposal aims to include soil classification criteria within the tender document and contract agreement, particularly in the section that pertains to the "Trenching in Rocky soils" item in the schedule of work. This inclusion would serve to provide a clear and precise definition of what qualifies as Rocky Soil, along with outlining the specific procedures to be employed for trenching in such conditions, such as chisel cutting or blasting etc. The objective behind this system improvement is to ensure that the elevated cost associated with trenching in Rocky soil is justified and rationalized according to the specified procedures.

18. REGARDING SELECTION FOR PROMOTION FROM ERSTWHILE GR. D TO GR.C & WITHIN GR.C POST AND SUITABILITY TEST FOR APPOINTMENT ON COMPASSIONATE GROUND IN GR.C POST IN CBT MODE.

During vigilance investigation pursuant to the receipt of various complaints against selections in Divisions/Workshops for the last couple of years, gross irregularities are noticed in Question setting as well as in evaluation. In one selection in a Workshops, about 90 % of the questions have been copied from a previous selection of the nearby

Division. Sometimes, the evaluators are so casual in evaluation that the same answers are marked as correct to some candidates and wrong to other candidates. Even unattempted answers are evaluated as wrong, irregularly deducting 1/3rd marks to the candidates. Correct answers are evaluated as wrong as detected in a few selections. In one selection, some parts of answers are modified with unfair means in the original answer script which are detected while tallying with duplicating answer scripts. Deduction of 1/3rd marks for wrong answers are not properly advised by P-Branch Officer as noticed in series of selections. As a result of such irregularities detected after complaints raised by candidates, some of the selections are cancelled. In some selections, court cases are pending due to the above irregularities.

Lots of Complaints are received for leakage of question papers for Departmental selections in one or two Divisions. But, such allegations of unfair means are very difficult to be proved to nab the corrupt officials for want of proper evidence. Similar complaints are also received against suitability tests for appointment on compassionate ground.

Railway Board has already advised to conduct examination for CBT mode. It was also advised by the Railway Board to create a large question bank, from which questions can be randomly selected for conducting computer-based tests.

Considering irregularities in question setting, evaluation, drawing of panels, etc. as well as to control corruption as alleged, the best tool on Railway's hand is to go for CBT in all selections and suitability test for appointment on compassionate ground. This will ensure transparency and accuracy as well as encourage the meritorious Railway employees to appear for selections.

In view of the above, Zonal Vigilance has suggested to conduct all departmental selections and suitability tests for CGA in CBT mode, as already done for selection from Gr.C to Gr.B post. All PHODs / DRMs/CWMs may be approached to arrange to make a large question bank, if not made yet, for compilation. Other formalities, requirement may be planned accordingly, so that CBT mode can be implemented at the earliest, preferably by 1st July 2023. Action plan along with date of implementation, creation of large question bank, etc. in this

regard may be intimated to the undersigned by 25.04.2023.

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

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

It has been requested that all Divisions/Workshops/units should conduct verification of genuineness of the school certificate for claim for reimbursement of hostel subsidy by jurisdictional S&WI from the Head of the concerned Institution before payment to the employees concerned and also the amount incurred by the concerned staff towards boarding and lodging in the residential complex.

It has also been 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 schools, class, sessions and amount of CEA/Hostel Subsidy claimed for reimbursement. Dealing Assistant should put his full signature and designation against each claim of staff and countersigned by concerned Subordinate In-charge/ Officers.

20. PROVISION OF ADEQUATE NOS. OF CC TV CAMERAS IN EXAMINATION HALL DURING WRITTEN EXAMINATION IN DEPARTMENT SELECTION / SUITABILITY TEST.

During vigilance investigation in the matter of all departmental selections and appointment on compassionate ground, it is observed that there is no provision of CCTV camera in the examination hall while conducting the written examination .

In order to make the selection process transparent and foolproof it was suggested that every written examination for departmental selections and written suitability test for appointment on compassionate ground should be conducted under the surveillance of CCTV cameras with adequate visibility from different angles, so that video footage of the entire process can be viewed subsequently, whenever necessary. This should be mandatory for all further selections/

suitability tests. A CD/DVD of the footage should be preserved by the controlling Officers and one copy should be sent to the Vigilance Department for further investigation, whenever necessary.

21. REGARDING SYSTEM IMPROVEMENT FOR DEPARTMENTAL SELECTION.

During vigilance investigation, it is observed that there are some shortcomings in the departmental selections, which requires improvement in the existing system. Main Irregularities noticed in the Departmental selections are as under.

1. Although selection guidelines are communicated to the Question setters, Evaluators & Hall Officers, yet the members of the Selection Board sometimes fail to follow the instructions in their respective roles. In some cases, Cadre Officers did not intimate proper guidelines to the members of the Selection Board, resulting in huge irregularities in the entire selection process.
2. Common irregularities noticed during vigilance investigation are: Evaluators not deducting negative marks in written examination against LDCE/IA quota and in General selection; marks awarded to questions which are cut, erased and overwritten; correct answers evaluated as wrong and wrong answers evaluated as correct awarding marks; error in totaling of marks; answers against some questions are not available in the duplicate answer scripts, but are found in original answer scripts; answers found in original answer script different from duplicate answer scripts of the same candidates and members of the committee not writing their names and date below their signatures in the proceeding.
3. It also appears that while drawing proceeding, members of the selection Board seem to be not assembled and scrutinize all the relevant documents like answer scripts, confidential reports, records of service and to confirm that all the Railway Board's instructions have been followed. Railway Board reiterated in Master circular 31 that responsibility for selection is collective of all the members of the Selection Board.

In order to avoid above irregularities, it is suggested that before drawing proceeding, members of the Selection Board should assemble and scrutinize the evaluated answer scripts, tally with the corresponding

copies of duplicate answer scripts, confidential reports, records of service, SPE/Vig./DAR clearance, etc. to satisfy that their recommendation of empaneled candidates is in order and as per notification and Railway Board's provisions. Moreover, the Members should write their names and date in every pages just below their signatures in the proceeding.

22. SYSTEM IMPROVEMENT ON APPOINTMENT ON COMPASSIONATE GROUND.

During vigilance investigation, it is observed that there are some shortcomings prevailing in CGA cases which require improvement in the existing system. With a view to maintain transparency in different stages of CGA cases, following suggestions may be circulated to all Divisions/Workshops/units :

SN	Irregularities noticed	System improvement suggested
1	In some of the CGA cases, the date of application for appointment on compassionate ground by the widow/ward of the ex-employee has not been mentioned. As a result, the exact date on which he/she applies for CGA cannot be ascertained.	It is suggested that S&WI should ensure that the date of application by the applicant in the application for CGA is mentioned. Moreover, the date of signature of the concerned subordinate In-charge where the ex-employee under whom he/she worked last should also be mentioned in the application.
2	It is noticed that candidates are not informed the result of the suitability test/screening test and categories allotted immediately after approval of competent authority. Some-times, an office note is hung in the notice board mentioning the candidates suitable/not suitable only hiding the category allotted by competent authority at the time of approval of the proceeding of suitability test/ screening test.	It should be ensured that as soon as approval of the result of suitability/screening test with allotment of categories by the competent authority, the applicants/candidates should be intimated in writing through whatsapp, email, etc. on the same day (by the dealer/confidential assistant, who first receives & prepares the result with category after approval of Competent authority). Copies of

		the letter should be sent to all branch officers/ concerned Sr. Subordinate where the ex-employee worked. The result with allotment of categories for CGA should be uploaded in the N.F.Railway's websites on the next day.
3	It is observed that the candidates are informed for appearing in the suitability (written) test/ screening test, medical exam, etc. over phone by dealer/S&WI. It is not possible to ascertain when the candidates are intimated.	Applicant/Candidate should be intimated in writing well in advance. Copies of the same should be sent through email, whatsapp, etc. apart from intimating verbally over phone. This may be ensured by competent authority who approve the result and allot the categories.
4	Although GM(P)/MLG has instructions to maintain the register for CGA, Divisions have not maintained the register properly. Even the date of application is not entered in the register.	A register should be maintained duly mentioning the date of application for CGA, date of receipt of application, date of handing over the case to S&WI, date of receipt of S&WI's report, date of suitability test, date of sending for medical exam, Allotted categories, date of issue of offer letter, date of issue of appointment letter, date of joining. Register should contain a printed serial number.
5	Regarding model question bank & sample question papers :	For aspiring candidates for appointment on CG, model question banks along with sample question papers preferably question papers of already conducted suitability test for Gr.C post should be uploaded in the N.F.Railway's websites.

6	Entry in SR of Ex. Employee by the parent cadre where employee was working	In order avoid duplicacy of CGA appointment , especially the time barred cases, and also to avoid legal complicacy in future , appointment details, like name of the applicant, name of the candidate, post allotted on CG, working under, date of appointment , etc. should be invariably recorded in the service book of the ex-employee. Entry in e-SR of ex-employee is also to be updated with details of CGA appointees (ward/wife of the ex.employee.
7	Whatsapp no. & email id of the applicant/candidate in the application	Application for appointment on compassionate ground should add two column , i.e. Whatsapp no. & email id of the applicant/candidate. This will be helpful for future communication with the candidate.

It was suggested to advise all concerned accordingly.

23. MONITORING OF CGA CASES ON A REAL TIME BASIS.

During vigilance investigation, it was observed that there is undue delay in processing some of the cases of appointment on compassionate ground. In order to monitor the different stages of every CGA case, a Google spreadsheet is proposed requiring to furnish the data from the date of death/medically unfit/de-categorization of the ex-employee, date of application of the widow/ward, etc to the date of appointment to be filled up by the concerned S&WI & Dealing Assistant of recruitment cell regularly.

All the DRMs/CWMs/ CAO/Cons have been requested to arrange to send the whatsapp no. , gmail address of the concerned S&WI & Dealing Assistant of recruitment cell under their control, so that

spreadsheet can be made functional by November' 2022 onwards.

It has also been requested to arrange to send the whatsapp No. and gmail address of DRM/ADRM/CWM/CAO/Con, so that access can be given to them for monitoring the cases at their level also.

24. REGARDING RANDOM CHECK OF SELECTION PROCESSING BY 'P' BRANCH OFFICERS FROM HQ.

During vigilance investigation, irregularities have been noticed in most of the selections of Divisions/ Workshops conducted for the last few years. As a result of serious irregularities, some of the selections have been cancelled either by Divisional authority itself or with the recommendation of Zonal Vigilance.

It is noticed in some of the selections that evaluators have marked correct answers of some MCQ as wrong to some candidates and evaluated the same answer as correct to other candidates. Sometimes, selection with LDCE quota, general selection where there is negative marking for wrong answer has not been properly instructed to the question setter, evaluator and candidates. As a result of above irregularities, candidates with higher marks in written examination have not been empanelled and other candidates obtaining lesser marks have been erroneously empanelled. Moreover, The Cadre Officer who has the job of coding and decoding has not put signature with dummy number, as a result of which it is difficult to ascertain who has coded the answer scripts. Model answer key has not been kept in the confidential file, nor kept by the cadre officer, resulting in difficulties in investigation, whenever required.

As it is not possible for Zonal Vigilance to examine all the selections conducted by Divisions/WS/units, it is suggested that PCPO can frame an action plan for deputing Senior Officers from Personnel Branch/HQ for random check of already completed selections, so that positive act of selection following relevant establishment rules can be ensured. This will help accuracy & transparency in future selections also.

Action plan for random check should be intimated to the zonal vigilance accordingly.

25. SYSTEM IMPROVEMENT 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 DEPARTMENTS/ DIVISIONS.

During vigilance investigation, it was 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 has been 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.

26. REGARDING ENTRY IN SERVICE RECORD

During vigilance investigation, it is noticed that entry in service records 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 has been suggested that all the concerned Officials should be advised to avoid frequent correction in records especially in leave accounts. 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.

It is also noticed that Personal case files of the staff in some of the Subordinate units are being dealt with 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 have been requested to strictly maintain the proper serial numbers of every page of the Personal case file within a target period, so that records of Personal case files can be properly maintained.

It has been 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 records. In order to prevent leakage of revenue due to improper maintenance of leave accounts, it is suggested to all such units to sanction leave in the leave management portal in HRMS only. Cadre officer & Leave sanctioning authority should check & ensure the actual leave due in the concerned hard copy of service record before sanctioning the leave in HRMS module.

27. REGARDING IMPOSITION OF PENALTIES AND ENTRY IN SERVICE RECORD.

During preventive check at various units/offices of the divisions, it

was 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 in wrong promotion to the delinquent staff.

It was 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 have been 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, dealers 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 the 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.

28. 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 have 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 have 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 to 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.

29. SYSTEM IMPROVEMENT REGARDING PROCESSING FOR PASSING OF THE CONTRACTUAL BILLS IN IPAS MODULE.

During preventive check in one of the Divisions, it has come to notice that sometimes online and hard copy of the Contractual bills are not sent to Accounts simultaneously by the offices of the executive. But unless the online bills are sent to Accounts Office, the hard copy of the bills cannot be registered in the Co6 Register in the office of the Accounts. Online bills are required for registration of the bills in the Co6 Register of Accounts. Sometimes online and hard copy of the bills are received simultaneously; but the bills are kept pending without making entry in the Co6 Register in the Accounts office on the pretext of one or other reasons in violation of Para-1104 of Indian Railways Accounts Code (Vol.-I) and Item No.23 Page No.34 of the Manual of the Office of the FA&CAO, Inspection Section.

In view of the above, all concerned officials may be advised to adopt the following

system improvement for the ground of transparency and prompt disposal or payment of the bills as mentioned below: -

- (i) Concerned Executive Offices should send online & offline contractual bills to Accounts simultaneously for Audit and Payment to avoid the delay of the payment.
- (ii) On receipt of online and offline bills, the same should be registered in the Co6 Register in the office of the Accounts in terms of Para-1104 of Indian Railways Accounts Code (Vol.-I) and Item No.23 Page No.34 of the Manual of the Office of the FA&CAO, Inspection Section for the ground of transparency and prompt disposal or payment of the bills.

30. SYSTEM IMPROVEMENT REGARDING ENTRY OF PARTY MASTER IN IPAS PORTAL.

During preventive check in one of the Divisions, some incomplete party master entry in the IPAS portal was noticed i.e invalid account number, multiple entry against similar party, the column provided for GSTIN number, PAN & Mobile number left black etc. As per Rly Board guidelines fake entities & expired contracts of party master in IPAS portal should be weeded out.

In view of the above, all concerned officials may be advised to adopt the following system improvement to prevent failed NEFT transaction due to multiple party master entries / incomplete entries in the IPAS portal as mentioned below: -

1. All data in party master should mandatorily be provided when new party master is created in IPAS, by making improvement in existing system.
2. A quarterly review of the party master entries in the IPAS module must be conducted jointly by executive and associate accounts to weed out incomplete party master or multiple party masters from IPAS portal.

31. SYSTEM IMPROVEMENT REGARDING FAILED NEFT TRANSACTION.

During preventive check in one of the Divisions, it was noticed that one unsuccessful transaction /failed NEFT transaction had occurred merely due to incorrect bank details in party master of IPAS. In view of the above, all concerned officials may be advised to adopt the following system improvement to prevent such kind of failed NEFT transactions & to ensured prompt payment of the bills as mentioned below: -

1. Prior to process of any bills, concerned Executive as well as Associate Accounts Office must collect the proper bank details from the payees to ensure correct bank details in the party master in the IPAS module with supportive documents for early payments.

○○○



**The Corrupt have many Masters,
The Honest Serve None.**

CHECKS IN MASS CONTACT AREAS

I. PARCEL UNDERCHARGE CASES

- During check conducted at GHY on 23.01.2023 excess weight of 679 KG was detected in parcel consignment after unloading in leased SLR of train no. 12513 and an amount of Rs.40,013/- was realized as undercharge.
- During check conducted at GHY on 01.03.2023 excess weight of 1,500 KG was detected in parcel consignment after unloading in leased SLR of train no. 12515 and an amount of Rs.66,573/- was realized as undercharge.
- During check conducted at KYQ on 14.03.2023 excess weight of 1,755 KG was detected in parcel consignment after unloading in leased SLR of train no. 15667 and an amount of Rs.75,957/- was realized as undercharge.
- During check conducted at AGTL on 28.04.2023 excess weight of 1,900 KG was detected in parcel consignment after unloading in leased SLR of train no. 20502 and an amount of Rs.84,844/- was realized as undercharge.
- During check conducted at KYQ on 01.05.2023 excess weight of 1,443 KG was detected in parcel consignment after unloading in leased SLR of train no. 15622 and an amount of Rs.52,916/- was realized as undercharge.
- During check conducted at AGTL on 04.05.2023 excess weight of 781 KG was detected in parcel consignment after unloading in leased SLR of train no. 14620 and an amount of Rs.43,169/- was realized as undercharge.
- During check conducted at DBRG on 10.06.2023 excess weight of 1,571 KG was detected in parcel consignment after unloading in leased SLR of train no. 12424 and an amount of Rs.81,190/- was realized as undercharge.
- During check conducted at AGTL on 06.07.2023 excess weight of 318 KG was detected in parcel consignment after unloading in leased SLR of train no. 14620 and an amount of Rs.23,505/- was realized as undercharge.

- During check conducted at AGTL on 06.07.2023 excess weight of 1,028 KG was detected in parcel consignment after unloading in leased SLR of train no. 15625 and an amount of Rs.27,085/- was realized as undercharge.
- During check conducted at NJP/NOQ on 21.07.2023 excess weight of 698 KG was detected in parcel consignment after unloading in leased SLR of train no. 13141 and an amount of Rs.17,836/- was realized as undercharge.
- During check conducted at NJP/DQG/NCB/NOQ on 21.07.2023 excess weight of 780 KG was detected in parcel consignment after unloading in leased SLR of train no. 13141 and an amount of Rs.18,731/- was realized as undercharge.
- During check conducted at AGTL on 03.08.2023 excess weight of 1,552 KG was detected in parcel consignment after unloading in leased SLR of train no. 14620 and an amount of Rs.73,090/- was realized as undercharge.
- During check conducted at AGTL on 04.08.2023 excess weight of 1,697 KG was detected in parcel consignment after unloading in leased SLR of train no. 13173 and an amount of Rs.62,235/- was realized as undercharge.
- During check conducted at AGTL on 01.09.2023 excess weight of 2,624 KG was detected in parcel consignment after unloading in leased SLR of train no. 20502 and an amount of Rs.1,20,155/- was realized as undercharge.
- During check conducted at AGTL on 06.09.2023 excess weight of 1,390 KG was detected in parcel consignment after unloading in leased SLR of train no. 14620 and an amount of Rs.71,858/- was realized as undercharge.
- During check conducted at GHY on 16.09.2023 excess weight of 4,690 KG was detected in parcel consignment after unloading in Lease VP of train no. 12509 and an amount of Rs.3,49,212/- was realized as undercharge.

2. GOODS UNDERCHARGE CASES

- During check conducted at BPB, an amount of Rs.3,24,923/- was realized as goods undercharge after weighment of Stone chips rake on 01.01.2023.

- During check conducted at RNI, an amount of Rs.1,23,347/- was realized as goods undercharge after weighment of Coal rake on 02.01.2023.
- During check conducted at NGC, an amount of Rs.31,22,807/- was realized as goods undercharge after weighment of Coal rake on 09.02.2023.
- An amount of Rs.1,77,473/- was realized as goods undercharge for mis-declaration in rake Ex-BHD-AZA at AZA station on 10.03.2023.
- An amount of Rs.4,19,047/- was realized as goods undercharge for mis-declaration in rake Ex-BHD-SCA/JRNA/BXG on 03.07.2023.
- An amount of Rs.99,750/- was realized as goods undercharge for mis-declaration in rake Ex-BHD-SCA/JRNA on 10.07.2023.
- An amount of Rs.54,128/- was realized as goods undercharge for mis-declaration in rake Ex-DKZ-AZA at AZA on 10.08.2023.
- An amount of Rs.2,93,453/- was realized as goods undercharge for mis-declaration in rake Ex-BHD-JRNA/BXG on 19.08.2023.
- During check conducted at LXA, an amount of Rs.2,89,800/- was realized as Wharfage charge for iron pipe traffic on 22.08.2023.

3. TICKET CHECKING CASES

- During check conducted in Train No. 14038 on 04.02.2023 an amount of Rs. 3,810/- was realized from WT passenger.
- During check conducted in Train No. 15642 on 13.02.2023 an amount of Rs. 5,230/- was realized from WT passenger.
- During check conducted in Train No. 22411 on 23.04.2023 an amount of Rs. 74,690/- was realized from WT passenger.
- During check conducted in Train No. 12505 on 08.06.2023 an amount of Rs. 17,330/- was realized from WT passenger.
- During check conducted in Train No. 12424 on 21.07.2023 an amount of Rs. 7,100/- was realized from WT passenger.
- During check conducted in Train No. 12424 on 31.07.2023 an amount of Rs. 7,100/- was realized from WT passenger.





SAY NO TO
CORRUPTION
Commit to the Nation

Designed by macrovector / Freepik

IMPORTANT CIRCULARS ISSUED

1. Sub: Timely filing of Annual Immovable Property Return by Railway officers Ref: RB's Letter No: 2022/V-1/VP/AIPR/1/1 dated 17.11.2022



भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)



No.2022/V-1/VP/AIPR/1/1

Rail Bhavan, New Delhi
Dated 17.11.2022

The SDGMs/CVOs,
All Indian Railways.

Sub: Timely filing of Annual Immovable Property Return by
Railway officers – reg.

As you are aware, the Central Vigilance Commission (CVC) vide its guidelines dated 16.03.2022 has advised that timely filing of AIPR is a mandatory pre-condition for vigilance clearance. Therefore, all Ministries/Departments/Organizations have been requested to ensure that all officers, for whom vigilance input is solicited from the Commission, have filed AIPR within the stipulated time limit. Vigilance clearance shall be denied by the Commission to an officer if he fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under the extant instructions of the Government of India. Thus, it is evident that filing of AIPR on time is a mandatory pre-condition for grant of vigilance clearance by CVC.

2. Subsequent to issue of above-mentioned instructions, while considering proposals of grant of vigilance clearance related to empanelment of Railway officers under Central Staffing Scheme, other higher-level appointments etc., it was noticed that a large number of officers had failed to file their AIPR for the previous year within the prescribed time limit. This has been seen as a matter of concern. It is certainly an area where it is important that awareness be inculcated amongst officers so that they file their AIPR timely and avoid being in a situation where higher-level appointments are negated on account of denial of vigilance clearance by CVC.

3. The matter has, accordingly, been considered and the competent authority has desired that SDGMs/CVOs should take necessary steps to disseminate the importance of filing of AIPR in time by Railway officers through periodic circulars and training programmes. It would be appreciated that as a part of preventive vigilance, it becomes essential to put in place remedial measures to address the vulnerabilities in the systems and procedures. Special emphasis should be made to propagate this important message immediately since filing of AIPR for the ensuing year is to be done shortly.

4. Receipt of this letter may be acknowledged.

2/24
17.11.22
(S.M. Pandey)
Exec.Dir.Vig.(Engg.)
Railway Board

Copy for information and necessary action to:

1. All General Managers/DGs,
Indian Railways/Production Units/Training Institutes
2. PSOs/Sr.PPSs to CRB,MF,M(O&BD), MI, M/TRS, DG/RPF, DG/RHS, Secretary,
PED/Vig., Railway Board.

2. Sub: Inquiry under Railway Servants (Discipline & Appeal Rules), 1968 -

Appointment of inquiring authority ; Clarification

Ref: E(D&A)2022 RG6-12 Dated:27.12.2022

RBE No. 167/2022



Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
Railway Board

No. E(D&A)2022 RG6-12

New Delhi, 27/12/2022

The General Managers,
All Indian Railways and Production Units etc.,
(As per standard list).

Sub: Inquiry under Railway Servants (Discipline & Appeal Rules), 1968-Appointment of inquiring authority; clarification.

A mechanism for review of the appointment of Inquiry Officers in a disciplinary proceeding on the grounds of bias was put in place vide this Ministry's letter No. E(D&A)70 RG6-14(1) dated 19.06.1974.

2. Of late, instances have been brought to notice suggestive of a tendency where the charged Railway servants initially participate in the proceedings conducted by the Inquiry Officers and thereafter at a subsequent stage, including the stages approaching the finalization of the inquiry, make representations against some or other of the decisions taken or orders passed by the Inquiry Officer in the course of the inquiry, and terming the same as an allegation of bias quoting the instructions dated 19.06.1974. The grounds raised for alleging bias include the orders/decisions of the inquiring officers not allowing the additional documents demanded by the charged officer, not allowing the defence witnesses as requested by the charged officer, not accommodating the venue and the dates of the hearings as demanded by the charged Railway servants, disallowing the questions asked by the defence side to a witness etc., all of which stand barred from being appealed against under Rule 17(iii) of the Railway Servants (Discipline and Appeal) Rules, 1968. Application of the instructions dated 19.06.1974 to such representations leads to undue prolongation of the proceedings besides interference of the revisionary authority on merits of the case at a wholly premature stage. There is a need to curb this tendency and concern has been expressed by the Central Vigilance Commission also in this regard.

3. To recall, the Railway Servants (Discipline and Appeal) Rules, 1968 do not contain an explicit provision for making of a representation by a charged Railway servant against the appointment of an Inquiry Officer on grounds of bias and, therefore, it was considered appropriate to issue the aforesaid instructions dated 19.06.1974 in order to ensure that a person having a cause or an interest in the case is not appointed as the inquiry officer which, if done, would not only compromise the fairness of the conduct of the inquiry but would also amount to denial of the reasonable opportunity of being heard to the charged Railway servant. It goes without saying that these instructions were neither intended nor can be allowed to be interpreted in a manner as would render redundant the other provisions including the provision contained in Rule 17(III) of the Railway Servants (Discipline and Appeal) Rules, 1968, which, in turn, also ensure that the appellate/revisory authorities do not intervene in the proceedings on merits until final orders are passed by the Disciplinary Authority. The statutory scheme has already provided an avenue to the charged Railway servants to make submissions on the Inquiry Officer's report under Rule 10 thereof.

4. The instructions dated 19.06.1974 envisage that a charged Railway servant, if he has reasons to form an opinion that the person appointed as the inquiry officer is already possessed with a such a prejudiced mind that a fair conduct of inquiry cannot reasonably be expected of him in the case, would raise an allegation of bias immediately on receipt of the order of his appointment the inquiry officer. Raising of an allegation after having participated in the inquiry conducted by the very same person as inquiry officer not only indicates acquiescence on his part with the appointment of the said person as the inquiry officer but also reduces his allegation to a representation of convenience emerging from an after-thought arising out of an apprehension that the inquiry is not proceeding in his favour and thus not worth consideration.

5. In order to curb the aforementioned tendencies and to ensure that the instructions dated 19.06.1974 are invoked only for the intended purposes and not for unduly prolonging and protracting the proceedings, it is clarified that:

- (i) The said instructions would apply only to those representations of the charged Railway servants which contain the grounds of pre-existence of bias in the mind of the person at the time of his appointment as the Inquiry Officer.

- (ii) The said instructions would not apply to the representations made by the charged Railway servants on grounds based on the actions and decisions taken and orders passed by the Inquiry officer during the conduct of the inquiry as it violates the provisions contained in Rule 17 (iii) of the Railway Servants (discipline and Appeal) Rules, 1968 and invites the revisionary authority to intervene in the proceedings before its finalization by the disciplinary authority.
- (iii) Representations against the appointment of a person as the inquiry officer on grounds of bias should be made by the charged Railway servants immediately after receipt of the order of appointment of the Inquiry Officer by them. In case such a representation is made at a later stage after having participated in the inquiry, the charged Railway servant must disclose the reasons as to why it was not made immediately after the receipt of the order of his appointment as the inquiry officer and a failure in such disclosure would preclude the representation from consideration under the said instructions on the presumption that he has acquiesced with the appointment of the person as the inquiry officer.



(Renuka Nair)
Dy. Director/ Estt.(Discipline &Appeal)
Railway Board

Copy to:

E(O)I, ERB-I, ERB-V, ERB VI, Security(E) and Vigilance -I Branches of Board's Office.

3. Sub: Engagement of retired Officials to conduct Investigation and perform other Vigilance functions

Ref:- RB's Letter No: 2023/V-1/VP/1/1 dated: 16.02.2023

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2023/V-1/VP/1/1

New Delhi, Date: 16 02.2023

The SDGMs/CVOs
All Zonal Railways/PUs

The CVOs
All PSUs

CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO

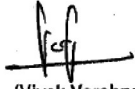
CAO/COFMOW
DMW/Patiala

Sub: Engagement of retired Officials to conduct Investigation and perform other Vigilance functions

Please find enclosed herewith a copy of CVC's circular NO.01/01/23 (No.022/VGL/026/536464) dtd 13.01.2023 on the subject mentioned above. The Contents of the letter are self explanatory.

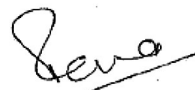
Necessary action as per CVC's instructions may kindly be taken at your end.

DA:As above


(Vivek Varshney)
Director Vigilance (Mech.)
Railway Board

4. Therefore, keeping in view the important role played by vigilance functionaries (including Investigating Officers), the Commission has decided to reiterate its earlier directions that the vigilance functionaries should always be full-time employees of the respective organisations and in no case a retired employee should be appointed, in any capacity, to perform any of the vigilance functions.

5. The above guidelines may be noted for strict compliance by the authorities concerned.



(Rajiv Verma)
Director

To: -

1. The Secretaries of all Ministries/Departments of GoI
2. All Chief Executives of CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
3. All CVOs of Ministries/Departments of GoI/CPSUs/Public Sector Banks/Public Sector Insurance Companies/Autonomous Bodies etc.
4. ~~Website of CVC~~

4. Sub: Advance Correction Slip No:07.

Ref: RB's Letter No: 2019/V-1/IRVM/1/2 dated 11.04.2023

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2019/V1/IRVM/1/2

New Delhi, Date: 11.04.2023

**The SDGMs/CVOs
All Zonal Railways/PUs**

**The CVOs
All PSUs**

**CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO**

Sub.: Advance Correction Slip No. 07

It has been decided by the Competent Authority to amend Para 703.2 and Para 705 of Indian Railway Vigilance Manual (2018 edition) as per the enclosed Advance Correction Slip No. 07.

DA: As above



**(Vivek Varshney)
Director Vigilance (Mech.)
Railway Board**

Copy endorsed for information-

- (i) All Officers and Branches of Vigilance Dte
- (ii) AIRF, NFIR, IROF, FROA & AIRPFA
- (iii) PPS to Hon'ble MR, MoSR(J) & MoSR(D)
- (iv) DME(C&IS)/RB for uploading this letter on the website
(https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,546,843)

ADVANCE CORRECTION SLIP No. 07

Amendment in Para 703.2 & Para 705 of Indian Railway Vigilance Manual- (2018 Edition)

Existing Para 703.2 in Para 703 of Chapter VII of the Indian Railways Vigilance Manual (2018 Edition) shall be replaced as under:-

Para 703.2: The details of cases devoid of vigilance angle resulting in administrative action in agreement with CVC/CVOs advice should not get reflected in the vigilance position of the concerned officer furnished for management decisions.

Existing Para 705 of Chapter VII of the Indian Railways Vigilance Manual (2018 Edition) shall be replaced as under:-

705 ENGAGEMENT OF CONSULTANTS AND EMPLOYMENT/ RE-EMPLOYMENT OF RETIRED RAILWAY OFFICERS IN THE PSUS UNDER MINISTRY OF RAILWAYS

Engagement of consultants and employment/ re-employment of retired Railway Officers in the PSUs under Ministry of Railways cannot be done for:

- a) Persons borne on current 'Agreed/ Secret' list.
- b) Persons involved in any current vigilance/CBI cases or against whom disciplinary or prosecution proceedings are in process.
- c) Persons against whom Major penalty has been imposed during last 10 years of service as a result of vigilance/CBI action.
- d) Persons against whom Minor penalty has been imposed during last 05 years of service as a result of vigilance/CBI action.

NOTE: If any officer appointed as Consultant is subsequently detected to be involved in a Vigilance/CBI case, action will be taken as per extant guidelines.


11.4.23

5. Sub: Access of Vigilance Deptt. For conducting Preventive Checks/Investigation etc. to Finalised TCPs in IREPS

Ref: RB's Letter No: 2023/V-1/MISC/1/1 dated 02.05.2023

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2023/V-1/Misc/1/1

New Delhi, dated, 2.5.2023

**The SDGMs/CVOs
All Zonal Railways/PUs**

**The CVOs
All PSUs**

**CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO**

Sub:-Access of Vigilance Deptt. for conducting Preventive Checks/Investigation etc. to Finalised TCPs in IREPS

Reference is invited to Railways Board' letter of even No. dtd 06.03.2023 (Copy enclosed) vide which MD/CRIS was requested to provide the facility of view option of Tender Committee Proceedings(TCPs) after finalization of tender in PDF format with log-counts to SDGM's of all Zonal Railways.

As per information received from CRIS, this facility has been provided for the SDGMs of all Zonal Railways to access the Tender Committee Proceedings (TCPs) of the finalized Tender cases of their respective Railway in the e-Reports/Tender History in the IREPS. However, to login into IREPS, one time creation of user id will be required from the admin of concerned department (for SDGMs, user-id will be created by admin of Administration department of respective Railways).

In view of the above, Railway is requested to take necessary action accordingly based on requirement.

Please acknowledge receipt.

DA:As above



**(Vivek Varshney)
Director Vigilance (Mech.)
Railway Board**

Copy to:- All EDVs' of Vigilance Dte/Railway Board for information and Necessary action

6. Sub: Advanced Correction Slip No: 08 - Para 706 of IRVM regarding Criteria for Empanelment of Serving / Retired Railway officers as Arbitrators

Ref: RB's Letter No: 2019/V-1/IRVM/1/2 dated 09.05.2023

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2019/V1/IRVM/1/2

New Delhi, Date: 9. 05.2023

**The SDGMs/CVOs
All Zonal Railways/PUs**

**The CVOs
All PSUs**

**CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO**

Sub.: Advance Correction Slip No. 08- Para 706 of IRVM regarding Criteria for Empanelment of Serving/Retired Railway Officers as Arbitrators

It has been decided by the Competent Authority to amend Para 706 of Indian Railway Vigilance Manual (2018 edition) regarding Criteria for Empanelment of Serving/ Retired Railway Officers as Arbitrators as per the enclosed Advance Correction Slip No. 08.

DA: As above



**(Vivek Varshney)
Director Vigilance (Mech.)
Railway Board**

Copy endorsed for information-

- (i) All Officers and Branches of Vigilance Dte
- (ii) AIRF, NFIR, IROF, FROA & AIRPFA
- (iii) PPS to Hon'ble MR, MoSR(J) & MoSR(D)
- (iv) DME(C&IS)/RB for uploading this letter on the website
(https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,546,843)

ADVANCE CORRECTION SLIP No. 08

Amendment in Para 706 of Indian Railway Vigilance Manual- (2018 Edition)


Existing Para 706 of Chapter VII of the Indian Railways Vigilance Manual (2018 Edition) shall be replaced as under:-

706. Empanelment of serving/ retired Railway officers as Arbitrators cannot be done for:

- a) Persons borne on current 'Agreed/Secret' list.
- b) Persons involved in any current vigilance/CBI cases or against whom disciplinary or prosecution proceedings are in process.
- c) Persons who had been imposed major penalty during the last 20 years of service as a result of vigilance/CBI action.
- d) Persons against whom minor penalty has been imposed during the last 10 years of service as a result of vigilance/CBI action.

NOTE:

- (i) If any officer appointed as Arbitrator is subsequently detected to be involved in a Vigilance/CBI case, action will be taken as per extant guidelines.
- (ii) The officers working in the Vigilance Organisation should not be considered for appointment as Arbitrators, even if empanelled, as per extant guidelines.


9.5.2

7. Sub: Rotation of officials working in sensitive posts

Ref: RB's Letter No: 2022/V-1/ALSL/1/1 dated 20.07.2023

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2022/V-1/ALSL/1/1

New Delhi dated, 20.7.2023

**The SDGMs/CVOs
All Zonal Railways/PUs**

Sub: Rotation of officials working in sensitive posts

Ref: i) Railway Board's letter No. 2017/V-1/ALSL/1/1 dtd. 04.02.2019.

ii) Rly Board's letter No. 2008/V-1/CVC/1/4 dtd 18.02.2009.

Instructions for rotation of officials working in sensitive posts have been issued vide Board's letter No. 2017/V-1/ALSL/1/1 dtd. 04.02.2019. It was also reiterated that all concerned may examine the feasibility of transferring the official working on sensitive post at the earliest and ensure that no incumbent dealing with sensitive work continues on any sensitive post beyond the stipulated period as advised to Zonal Railways from time to time. In this regard, a report on the following format has to be furnished by all the Zonal Railways Monthly by 5th of every month:-

Details of the period of overstay of officers/staff beyond stipulated period:-

S. No	Deptt	Name of the officer	Designation	Gazetted / non-gazetted	Date of joining	Period of overstay	Reasons for overstay beyond the stipulated period
				GZ NG			

Total No. of officers/staff posted beyond stipulated period:-

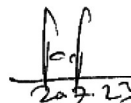
Total No. of officers	Total no. of staff	Grand Total

Subsequently all the Zonal Railways were advised vide Board's letter No.2019/V-1/ALSL of dtd 08.04.2022 to furnish the information through Google Spreadsheet after nominating a nodal officer from each of ZR's/PU's. However it has come to notice that some of the ZRs/PUs are not entering data in Google Spreadsheet from last several months. Now it has been decided by the Competent Authority to discontinue the use of Google spreadsheet for use of said information. Therefore the information regarding officers/staff working on sensitive posts beyond the stipulated period may be furnished in the prescribed format (for Gazetted and Non-Gazetted staff separately) on e-mail ID kumar.gulshan1@gov.in from the month of July 2023.

VIGILANCE BULLETIN - 2023

The data Regarding rotation of Officers/Staff alongwith other details such as Details of Major Penalty/Minor Penalty/Sanction of Prosecution & FR 56(j) are sent to DoPT by the target date of 15th of every month.

Recently a meeting under the Chairmanship of Additional Secretary(S&V),DoPT was held on 09.06.2023. During the meeting, it was transpired that data regarding all the above mentioned fields are being used to reply Parliament Questions sought by MP's, references from Cabinet Secretariat and various Parliamentary/Standing Committees etc. Accordingly, all SDGMs/CVO's may kindly Issue direction to each of the nodal officers to furnish timely & accurate information to Board as mentioned above.



(Vivek Varshney)
Director Vigilance (Mech.)
Railway Board

○○○

***Corruption is like dynamite.
It destroys the society.
Will you still contribute to
destruction of society?***



STOP CORRUPTION

Designed by macrovector / Freepik

**Behind every corrupt man,
there is a greedy family**

THRUST AREAS FOR PREVENTIVE CHECK FOR THE YEAR 2023

Following thrust areas have been identified for the year 2023 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) At least 2-3 checks Of records maintained for outsourcing of electric loco parts such as Auxiliary motors, blower motors etc.
 - f) Quality check of supply of OHE materials with emphasis on size of OHE foundation, Catenary & Contact wires.
 - g) At least 2-3 checks regarding quality and quantity of signalling /power cables utilised in new works
 - h) At least 2-3 checks regarding inspection of telecom materials viz telecom cables
 - i) Emphasis on logical conclusion of contract with complaints on old and expired contracts including review of contracts pending for closure.
 - j) Focus on Non fare Revenue from Land resources especially realisation of outstanding dues against way leave facilities, leasing/licensing case etc.
 - k) For PUs, Compulsory Checks to be conducted on delay in disposal of application for Vendor approval as per U-VAM

- m) Scrutiny of Contracts where variation is over and .above 25%
 - n) Scrutiny of tenders decided beyond 30 days of original validity
 - o) Online finalisation of Tenders/Issuance of Letters of Acceptance(LoA) in IREPS
 - p) Incorporation of standard Eligibility criteria (Min. Eligibility Criteria) in works and service contracts.
 - q) Use of IRWCMS for Works/Service contracts
 - r) Quality check of linen items in stores depots.
 - s) Quality of Earthwork and Blanketing
 - t) Quality of high grade concrete i.e., M-25 & above
 - u) Checking invoices of structural steels in Bridges including ROBs/ RUBs/
 - v) Checks on in house repair & AMC/ARC of S&T equipments
 - w) Accountal of high valued items
 - x) Site inspection for items issued in large quantities.
 - y) Rewiring and augmentation of power supply works of service buildings to be scrutinized for quantity and quality
- 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 Cartelisation 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) At least 2-3 checks to be conducted of rejected items lying in sheds/shops to see whether their warranty claims has been ensured through UDM(User Deport Module).
 - 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) At least 2-3 checks of material lying on the shop floor to ascertain whether they are accounted for in UDM(User Deport Module).
 - 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 Service Contracts -Parking, OBHS, Mechanised 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
- i) Checking of Price variation Bills
- j) Checking of Incentive bonus given to SSEs in Workshops and Production Units
- k) Checking of DOB of the Pensioners/family pensioners in the Scroll Sheet of the Bank with special attention to pensioners >80 yrs of age

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.
- g) Checking of Sick/Fit certificates books regarding issue of certificate books and issue of certificate in chronological orders with proper dating and without leaving blank certificates in Books.

9) Training Programmes:

- a) Training Workshop/Interaction with field Units on specific subjects mentioned in Thrust areas

10) Apart from above thrust areas, SDGMs/CVOs are also advised to monitor:

- b) Use of online finalization of tender through IREPS in timely finalization of Tenders (Works, Stores & Commercial).
- c) Monitoring timely completion of DAR enquiries resulting out of vigilance investigations.
- d) Timely and prompt updation of IRVINS.

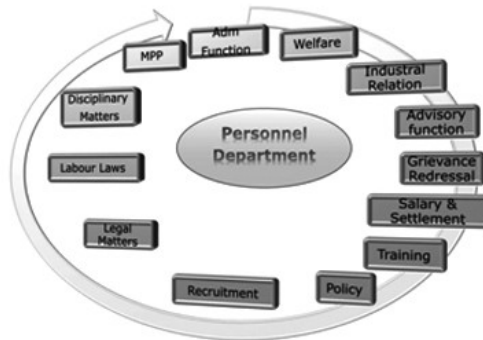




DO's



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.
- Model key answer should be published in the noticed board as well as in N.F.Railway's website on the same day after completion of the written examination.
- 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&WI'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**Do's**

- 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.

LEAVE MANAGEMENT IN HRMS

Dos

- Dealing clerk (DC) should check the service, book, leave account and update initial leave balance in the HRMS leave management module.
- DC should enter manual leave application details in the system. For CL/RH, the initial leave balance should be checked by the DC, Cadre Officer, Leave sanctioning authority from previous records before sanction the CL/RH.
- There are some kinds of leaves for which document uploading is mandatory, i.e. Ex. India leave, Maternity leave, Paternity leave etc. Employee should upload the requisite documents to show to the concerned leave sanctioning authority. System will not allow the employee to submit leave application unless a document is upload. Leave sanctioning authority should ensure that proper document has been uploaded before sanctioning the leave.
- Before sanctioning the leaves, the user should ensure that he is the authority competent to sanction the type of leave for that period indicated in the leave application for that employee. If user is not competent to sanction the said leave, he should forward the same to the one who is competent to sanction it.

Don'ts

- Employees whose leave balance was not available in IPAS and was received as Null will not be allowed to apply for on line leaves through HRMS leave Management Module, till their leave balance is updated in the system through this process.





ENGINEERING 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.



***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



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.



"Corruption is the enemy of development and of good governance. It must be got rid of. Both the government and the people at large must come together to achieve this national objective." -

- Pratibha Patil



ELECTRICAL

Dos

- Ensure proper electrical earthing of all installations during work execution.
- Ensure provision of proper rating MCB/MCCB and other safety devices
- Reconcile the Quantity of OHE conductor at regular interval and take the scrap in custody from contractor.
- Ensure that the installation register for electrical fittings provided in Quarters/Service buildings are maintained upto date.
- Ensure proper size of equipment/wiring/cables according to the sanctioned load.
- While executing works, follow the standard drawings & specifications.
- Electrical installations and wiring should be done as per Indian Electricity rules.
- For major installations power calculations should be done for selection of MCBs.
- Ensure that defective energy meters are replaced on priority.
- Electrical contractor's license validity to be ensured during execution of the work.
- In Service Contract, ensure PF and ESI subscription payments before passing CC bills.

- Accept the LTUG cables along with Test Certificates as per specification given.
- All new Contract Materials must be entered into DMTR/Ledger. DMTR numbers must be quoted for released and supply materials in Measurement Book
- Refer drawings, specifications/Third Party inspections as per Agreement conditions.
- Timely process EIG proposals for commissioning of HT/EHT substations and equipments therein and obtain EIG sanction before energizing the same.

Don'ts

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





STORES

GENERAL

Dos

- Ensure 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.



"In the fight against corruption, it is not enough to curse the darkness; one must also light a candle."

- Anna Politkovskaya



MEDICAL

Dos

- Do maintain the list of data for Sick-Fit, IME, PME, SPME AEMG, DMC, SMB and complete Medical De-Categorization of each and every candidates and Railway employees in separates Register as per IRMM by all Hospital as well as PCMD office.
- Do Signature with Full name of Authority who has to be signed the documents i.e. Sick-Fit, IME, PME, SPME AEMG, DMC, SMB and complete Medical De-Categorization in all respect.
- Specify period of sickness, indicating period of absence if any, and give date a certificate.
- Check up the medical stores personally on a periodic basis. Take timely action in respect of expiry date medicines.
- Ensure strict adherence to provisions relating to collection and testing of food/water samples to guard against poor quality and adulteration thereof. Ensure sample test for drugs to guard against 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 departure, give specific reasons.
- Get clarification declarations regarding relationship in case of employee's relative being treated in the Hospital.
- Keep detailed proper accountal of all consumable stores.

- Ensure a lot of approved suppliers is maintained preferably itemise.
- If demand for an item is received repeatedly, possibility of "stocking" of the item needs to be explored.
- Exercise extra care and ensure that the staffs wears uniform while "ON DUTY".
- Do try to include items with standard specifications only.
- Finalized the claimed bills of reimbursement of Railway Patients for referral
- and non-referral case within stipulated time frame if all documents are ok.

Don'ts

- Do not issue back dated certificates Avoid delays in sending the certificates pertaining to the railway employees to the Department concerned
- Avoid issue of certificate of fitness in initial of periodical medical examinations of categories other than the specifically asked for by the department.
- Avoid entertaining cases of sick employees beyond the permissible period and do not forget to make reference to the higher authority if the case requires retention on sick list beyond the time limit within your power.
- Avoid giving free hand to the staff in the maintenance of Sick/ certificate books and records as also Medical Stores.
- Avoid leaving blank entries in the Medical Attendance Register.
- Avoid frequent and indiscriminate local purchases, which cannot be justified ordinarily.
- Avoid issue of medicines to the patients without any authorized prescriptions.
- Avoid simultaneous use of two sick/fit certificate books.
- Do not procure the Medicines from un-approved supplier/ manufacturers.
- Do not share the personal official's ID and Password to anyone.





ACCOUNTS

Dos:

- During the verification of estimates, it should be ensured that the quantities mentioned therein should be realistic and as per the actual requirement.
- The quantities mentioned in the Estimate should match with the quantities mentioned in the Tender document.
- While vetting the agreement, it should be ensured that all the clauses stipulated in the tender document w.r.t. execution of work are incorporated and all the blanks are filled in properly.
- While vetting the Briefing Note, it may be ensured to comment on penalty clause and other clauses whether they are in accordance with the rules or not.
- It should also be commented while vetting the Briefing Note on the similar nature of work whether it is approved by the competent authority or not.
- The concerned Agreement/WO/PO should be thoroughly examined with emphasis on its special conditions, penalty clauses, if any, before passing of Bills.
- While passing the bills of contractor/supplier, ensure that all the recoveries have been made properly.

- All the required recoveries have to be made from the on hand bill itself.
- At the time of passing of Price Variation Bills, the rates published by the authorities concerned should be compared with that of rates claimed in the PVC bill.
- After passing the Price Variation Bill based on the provisional index of RBI, a remark to this effect should be noted in the concerned ledger account. After publication of final index by RBI, if any differences are noticed, they should be settled immediately in the on-hand bill.
- Currency of the paper securities should be watched carefully and necessary action should be taken for extension of currency, if required, in advance.
- The reconciliation of Cheques & Bills and remittance into Bank should be made in time and corrective action should be taken immediately.
- All indents for the same item should be consolidated and combined order should be placed for getting economical price.
- The cheques other than the electronic payments should be dispatched promptly.
- There should not be any ambiguity in the penalty clauses.

Don'ts

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





TRAFFIC

Dos

- Declare private cash in figure and words before resuming duty
- Ticket checking staff should check Travelling Authority & original ID along with Journey ticket.
- Details on the EFT foils should be written legibly.
- Ticket checking staff should remit Railway Cash at the end of beat/destination.
- EFT return should be submitted on due time.
- Separate form for Tatkal reservation shall be used.
- UTS/PRS ticket rolls to be accounted in Ticket stock register only after physical counting of rolls.
- Cancelled & Non-issued tickets should be sent on following day to Traffic Accounts office.
- UTS tickets produced for cancellation should be cancelled immediately in the system.
- Ensure proper H/O and T/O of cash in DTC register.
- Ensure correct weighment, rating, routing and scale while booking the consignment.
- Ensure loading as per carrying capacity of SLRs, AGCs, & Parcel Vans.

- Ensure entry in delivery books and obtain signature of consignee without fail.
- Ensure recording of Loading/Unloading timings.
- Ensure collection of original RR/PWB/Indemnity Bond while granting delivery.
- Ensure proper recording of stacking/removal time of goods.

Don'ts

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

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.



ARTICLES & POEMS

"The Conductor's Redemption"

Debarun Sengupta
CVI/Traffic/MLG

Once upon a time, in the vast expanse of the Indian Railways, there lived a young and ambitious ticket collector named Raghav. Raghav had always dreamed of having a distinguished career in the railways, making a positive impact, and earning the respect of his peers. However, as he climbed the ranks, the allure of corruption began to tempt him.

It started innocently enough, with people offering him small bribes to look the other way. Raghav initially resisted these temptations, but the pressure to make extra money for his family became unbearable. Slowly, he succumbed to the lure of corruption, accepting bribes in exchange for turning a blind eye to rule violations and allowing unauthorized passengers on the trains.

Raghav's actions did not go unnoticed. As he continued down this treacherous path, his career began to take a nosedive. Colleagues who had once admired him now looked down upon him with disdain. Passengers grew increasingly frustrated with the lack of discipline on the trains he supervised, leading to complaints and even safety concerns.

One day, Raghav's actions came to the attention of a diligent Vigilance Inspector - Mr. Gupta. He had been conducting undercover investigations to root out corruption within the railway system. When the evidence against Raghav was presented, it was clear that he had been deeply involved in corrupt practices.

Raghav was called before a disciplinary committee, where he was faced with the consequences of his actions. He was not only stripped of his position as a ticket collector but was also banned from any future employment within the Indian Railways. His once-promising career lay in ruins, and his reputation was tarnished.

Raghav had learned his lesson the hard way. He had thought that corruption would provide a shortcut to financial stability, but it had ultimately led to the destruction of his career and his dreams. He felt the weight of his guilt and regret for compromising his integrity.

However, the story does not end in despair. As Raghav struggled to rebuild his life, he resolved to dedicate his future to raising awareness about the perils of corruption. He visited schools and colleges, sharing his own story as a cautionary tale. He encouraged young minds to resist the temptations of corruption and uphold their moral values, emphasizing that it was possible to achieve success through hard work and integrity.

Over time, Raghav's redemption story inspired many, and he became a respected anti-corruption advocate. While he could never undo his past mistakes, he found solace in the belief that he was making a positive impact by preventing others from following the same destructive path he had taken.

The moral of Raghav's story was clear: corruption always leads to the destruction of one's career and reputation. It may seem like an easy way to gain wealth, but the price one pays in the end is far greater than any temporary gain. Integrity, honesty, and hard work, on the other hand, pave the way for a fulfilling and honorable career, leaving a legacy of respect and trust for generations to come.



"Corruption is a worldwide problem. Corruption is not a problem of one particular country; it is the problem of humanity as a whole."

- Narendra Modi

Importance of Self-Discipline and Moral Upliftment in the Fight Against Corruption

Debaprasad Hazarika
CVI/Mechanical/MLG

Corruption is a scourge that plagues societies across the globe, eroding the foundations of trust, justice, and equitable development. Its destructive influence extends from the highest levels of government to everyday interactions. While legal and institutional measures are essential in combating corruption, the role of self-discipline and moral upliftment cannot be overstated in this ongoing battle.

Self-discipline is a critical factor in addressing corruption because it empowers individuals to make ethical choices even in the face of temptation. At its core, self-discipline is the ability to control one's impulses and adhere to a set of principles and values. In the context of corruption, this means resisting the lure of bribes, embezzlement, and other unethical practices, even when they might offer personal gain.

Moral upliftment, on the other hand, refers to the elevation of one's ethical and moral standards. It involves nurturing a strong moral compass, guided by values such as honesty, integrity, and accountability. A society with morally uplifted individuals is less susceptible to corruption because its members are driven by a deep sense of right and wrong.

The importance of self-discipline and moral upliftment in the fight against corruption becomes evident when we consider the following points:

Prevention of corruption at its roots: Corruption often begins with individuals making morally compromised decisions. The cultivation of self-discipline and moral values at the individual level serves as a preventive measure, reducing the occurrence of corrupt practices.

Fostering a culture of transparency: Ethical individuals who practice self-discipline and moral upliftment are more likely to demand transparency in

public and private organisations. They promote accountability and discourage corrupt behavior by holding institutions to higher standards.

Reducing the need for strict enforcement: Strong moral values and self-discipline make external enforcement, such as laws and regulations, less necessary. In a society where people choose to do what is right, the burden on law enforcement agencies is significantly reduced.

Promoting trust and cooperation: In a society characterised by self-discipline and moral upliftment, trust between individuals and institutions is strengthened. This trust, in turn, facilitates cooperation and collective action in the fight against corruption.

Setting an example for future generations: Individuals who prioritise self-discipline and moral values become role models for younger generations. This perpetuates a virtuous cycle, creating a society that is progressively less tolerant of corruption.

To foster self-discipline and moral upliftment, various strategies can be employed:

Education: Incorporating ethics and values education into the school curriculum can instill moral principles from an early age.

Leadership by example: Political and community leaders must exemplify ethical behaviour and integrity, serving as models for others to follow.

Public awareness campaigns: Media, civil society organisations, and government agencies can launch campaigns that emphasise the importance of self-discipline and moral values in the fight against corruption.

Legal and institutional reforms: While self-discipline and moral upliftment are crucial, they should be complemented by robust legal and institutional frameworks to deter and punish corrupt practices.

Whistleblower protection: Encouraging individuals to report corruption and

providing them with protection is essential for creating an environment in which self-discipline can thrive.

In conclusion, the battle against corruption requires a multifaceted approach, and the significance of self-discipline and moral upliftment cannot be underestimated. These qualities not only reduce the occurrence of corrupt behaviour but also help build a society that values ethics, accountability, and transparency. As individuals and communities embrace self-discipline and moral upliftment, they contribute to a world in which corruption is increasingly marginalised, making way for more just, equitable, and prosperous societies.



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

- Mahatma Gandhi

"Corruption is an insidious plague that has a wide range of corrosive effects on societies. It undermines democracy and the rule of law, leads to violations of human rights, distorts markets, erodes the quality of life, and allows organized crime, terrorism, and other threats to human security to flourish."

- Kofi Annan

Say No to Corruption, Commit to the Nation

Debarun Sengupta

CVI/Traffic/MLG

In the land where dreams do flourish bright,
A plea arises, a call for what is right
“Say no to corruption,” let our voices soar,
A promise to the nation, forever we implore.

In shadows where deceit may often dwell,
We rise above our purpose to quell
For in unity’s embrace, our strength does gleam,
As a nation’s conscience, we dare to dream.

Oh, corruption’s temptations may whisper near,
But we stand firm, no compromise to fear.
With hearts aflame, we’ll break the chains that bind,
A better future, for all, we shall find.

In the corridors of power, and streets so wide,
With honour and truth, we’ll be our nation’s guide.
No longer will we yield to the corrupting hand,
Together we stand strong, and firmly we’ll withstand.

We’ll rewrite the story, paint a brighter hue,
With integrity and justice, we’ll see it through.
To the future, our children, we’ll leave a legacy,
A land free from corruption, a true democracy.

So let this anthem rise, clear and strong,
As we say no to corruption, right the wrong.
We commit to our nation, a pledge we'll keep,
With unwavering resolve, our promises we'll reap.

In unity, we march, and in truth we trust,
For a nation cleansed of corruption is one that's just.
A future free from darkness, where all can thrive,
We'll say no to corruption, and together, we'll strive.

○○○



Say NO to corruption, Commit to the nation

Proshanta Purkayastha
CVI/Personnel/MLG

While we celebrating the Azadi Ka Amrit Mohotsav with pride, the stature of our nation is growing in the global arena ,we still facing the evil of corruption . Corruption is a disease which endangers a well established system and with time it erodes the faith and trust of people from the same.

In general parlance, corruption is the abuse of entrusted power for private gain. It is the improper and selfish exercise of power and position. . It affects the socio-economic and other dimensions too.

To curb the menace of corruption, efforts are being taken at appropriate level since long and it yielded excellent result too. But, only organizational effort cannot eradicate corruption which is the deep rooted threat to the development in all segments. In this aspect, adherence to the value education and ethical principles in personal level plays a pivotal role. In organizational arena , the importance of value education and ethics should be recognized through incorporating both the important subject in the syllabus of all training and management development programmes and workshops.

While both preventive and punitive vigilance are required towards achieving the mission of Zero corruption , warm recognition to those who honestly working according to the prevailing system and playing significant role towards curbing the menace will definitely create a positive impact in the mind of people at large.

As a proud citizen of new India and working in the government system for the welfare of the people and development of our motherland, we all must say big **"NO"** to corruption and must strongly committed to the nation.

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Destroying the desire: Following the way of Bhagavad-Gita



By,
Shri Anup Kumar Sarma,
ASTE/Con/LMG-I

All living entities are engaged in some works pertaining to his nature. As per Sri Madbhagavad_Gita , this natural behaviour of a species is determined by Lord Krishna. For example, tigers kill other animals for his food. This is his natural behaviour. There is no sin for him for doing this.

सदृशं चेष्टते स्वस्याः प्रकृतेर्ज्ञानवानपि ।

प्रकृतिं यान्ति भूतानि निग्रहः किं करिष्यति ॥३३॥

sadrśaṁ ceṣṭate svasyāḥ prakṛter jñānavān api

prakṛtiṁ yānti bhūtāni nigrahaḥ kiṁ kariṣyati (Chapter 3, Verse 33)

(Even a wise man acts according to his nature. All living beings act according to their natures, for what can repression achieve?)

Significantly, tiger kills one animal from the flock out of starvation, not every animal of the flock. Like other living entities, human beings also have some natural characteristics. Human beings are passionate to favour, affection, love and driven by emotions. As per Sri Madbhagavad_Gita –

श्रीभगवानुवाच ।

काम एष क्रोध एष रजोगुणसमुद्भवः ।

महाशनो महापाप्मा विद्ध्येनमिह वैरिणम् ॥३७॥

*śrī bhagavān uvāca –
kāma eṣa krodha eṣa rajoguṇa-samudbhavaḥ
mahā-śano mahā-pāpmā viddhy-enam iha vairiṇam* (Chapter 3, Verse 37)

(Bhagavān Śrī Kṛṣṇa said: It is lust, which transforms into anger that is manifest from the mode of passion. Know this lust to be totally insatiable and extremely evil. It is the great enemy of this world.)

Man desires for the material achievements for his works. His success creates the passion for the desire and it goes on and on.

आवृतं ज्ञानमेतेन ज्ञानिनो नित्यवैरिणा ।

कामरूपेण कौन्तेय दुष्पूरेणानलेन च ॥३९॥

*āvṛtaṁ jñānam etena jñānino nitya-vairiṇā
kāma-rūpeṇa kaunteya duṣpūreṇānalena ca* (Chapter 3, Verse 39)
(O Kaunteya, the discrimination of even a wise man can become covered by this eternal nemesis in the form of lust that is like an all-devouring fire.)

Getting material achievement cannot fulfil one's desire, but is manifested to a lot – desires for more.

इदमद्य मया लब्धमिमं प्राप्स्ये मनोरथम् ।

इदमस्तीदमपि मे भविष्यति पुनर्धनम् ॥१३॥

*idam adya mayā labdham imam prāpsyē manoratham
idam astīdam api me bhaviṣyati punar dhanam* (Chapter 16, Verse 13)
(They say: "I have gained this today, now I shall fulfill my other desires. This wealth belongs to me and in the future it will increase.)

Powered by the materialistic achievements and out of ignorance, he thinks himself the powerful authority, who enjoys all the material happiness.

असौ मया हतः शत्रुर्हनिष्ये चापरानपि ।

ईश्वरोऽहमहं भोगी सिद्धोऽहं बलवान्सुखी ॥१४॥

*asau mayā hataḥ śatrur haniṣyē cāparān api
īśvaro'ham aham bhogī siddho'ham balavān sukhī* (Chapter 16, Verse 14)

(This enemy has been slain by me and in the future I will slay others. I am in control! I am the enjoyer! I am perfect! I am powerful! I am happy!)

Now, what is the solution? What is the way of destroying the desire? According to Sri Madbhagavad_Gita, Lord Krishna is the eternal father all living entities.

पिताहमस्य जगतो माता धाता पितामहः ।

वेद्यं पवित्रमोँकार ऋक्साम यजुरेव च ॥१७॥

pitāham asya jagato mātā dhātā pitāmahaḥ

vedyaṁ pavitrām omkāra ṛksāma yajureva ca (Chapter 9, Verse 17)

(I am both the father and the mother of the universe, I am the Maintainer, the Grandsire, the object of all knowledge, the purifier, the syllable **om** and I am the **Rg Veda**, **Sāma Veda** and the **Yajur Veda**.)

Whatever responsibility we are taking, work we are doing, is bestowed upon us by 'HIM'.

कर्म ब्रह्मोद्भवं विद्धि ब्रह्माक्षरसमुद्भवम् ।

तस्मात्सर्वगतं ब्रह्म नित्यं यज्ञे प्रतिष्ठितम् ॥१५॥

karma brahmodbhavaṁ viddhi brahmākṣara-samudbhavam

tasmāt sarva-gataṁ brahma nityaṁ yajñe pratiṣṭhitam (Chapter 3, Verse 15)

(One should know that prescribed activities originate from the **Vedas**, and the **Vedas** originate from the imperishable Absolute Truth. Thus, the omnipresent Absolute Truth is eternally present within acts of sacrifice.)

We have to perform the responsibility, without a desire.

कर्मण्येवाधिकारस्ते मा फलेषु कदाचन ।

मा कर्मफलहेतुर्भूर्मा ते सङ्गोऽस्त्वकर्मणि ॥४७॥

karmaṇy-evādhikāraṣte mā phaleṣu kadācana

mā karma-phala-hetur bhūr mā te saṅgo'stv-akarmaṇi (Chapter 2, Verse 47)

(Your right is to perform your work, but never to the results. Never be motivated by the results of your actions, nor should you be attached to not performing your prescribed duties.)

We have to perform our responsibility as the service to the nation as wish by the Almighty and this is the only way to culminate the desire of achievement.

एतान्यपि तु कर्माणि सङ्गं त्यक्त्वा फलानि च ।

कर्तव्यानीति मे पार्थ निश्चितं मतमुत्तमम् ॥६॥

etāny-api tu karmāṇi saṅgaṁ tyaktvā phalāni ca

kartavyānīti me pārtha niścitaṁ matam uttamam (Chapter 18, Verse 6)
(However, O Pārtha, even these activities must be performed without attachment to the results. This is My definite and supreme conclusion on this matter.)

Obviously, it is not so easy for common people to exercise their livelihood without a dream or, desire. It will require a lot of intuition. The great 'Sri Madbhagavad_Gita' shows us the right way of act, without being meshed to the materialistic dilemma.

मयि सर्वाणि कर्माणि संन्यस्याध्यात्मचेतसा ।

निराशीर्निर्ममो भूत्वा युध्यस्व विगतज्वरः ॥३०॥

mayi sarvāṇi karmāṇi sannyasyādhyātma-cetasā

nirāśīr nirmamo bhūtvā yudhyasva vigata-jvaraḥ (Chapter 3, Verse 30)
(Completely surrendering all your activities unto Me, with your consciousness fully situated in the self, without any selfish motivation, without any sense of ownership and without grief – fight!)



DISCLAIMER

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

**There are seven things that will
destroy us:**

Wealth without work;

Pleasure without conscience;

Knowledge without character;

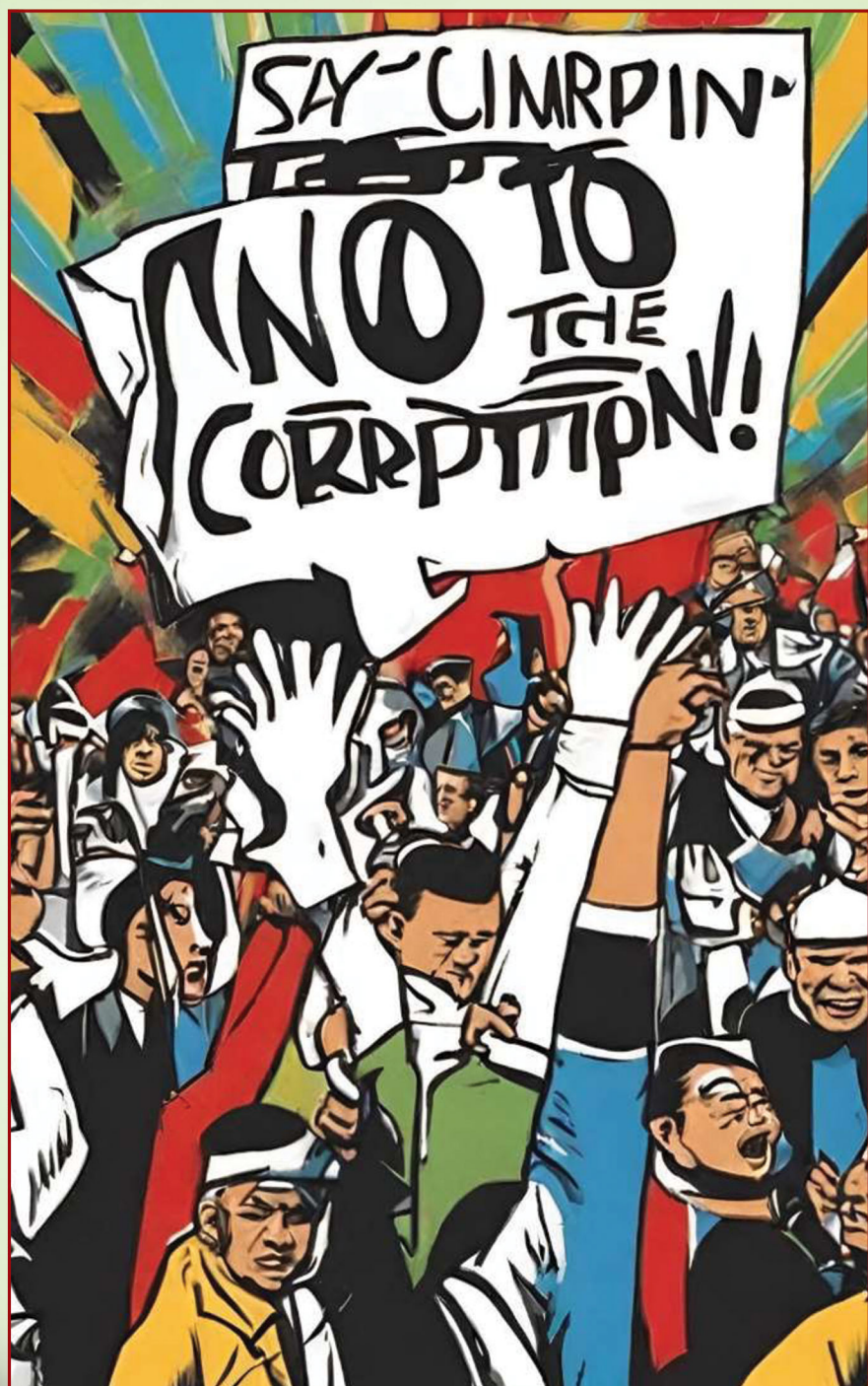
Religion without sacrifice;

Politics without principle;

Science without humanity;

Business without ethics.

- Mahatma Gandhi





SARDAR VALLABHBHAI PATEL

31 October 1875 - 15 December 1950

The negligence of a few could easily send a ship to the bottom, but if it has the wholehearted co-operation of all on board, it can be safely brought to the port

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

**"SAY NO TO CORRUPTION;
COMMIT TO THE NATION"**

The indisciplined man has neither understanding nor devotion, there is no peace, whence happiness.

-Gita