



सतर्कता बुलेटिन-2024

VIGILANCE BULLETIN - 2024



सतर्कता संगठन

पूर्वोत्तर सीमा रेल

VIGILANCE ORGANISATION
Northeast Frontier Railway

सत्यनिष्ठा प्रतिज्ञा

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

मेरा मानना है कि प्रत्येक नागरिक को सतर्क होना चाहिए तथा उसे सदैव ईमानदारी तथा सत्यनिष्ठा के उच्चतम मानकों के प्रति वचनबद्ध होना चाहिए तथा भ्रष्टाचार के विरुद्ध संघर्ष में साथ देना चाहिए।

अतः, मैं प्रतिज्ञा करता हूँ कि :-

- जीवन के सभी क्षेत्रों में ईमानदारी तथा कानून के नियमों का पालन करूँगा;
- ना तो रिश्तत लूँगा और ना ही रिश्तत दूँगा;
- सभी कार्य ईमानदारी तथा पारदर्शी रीति से करूँगा;
- जनहित में कार्य करूँगा;
- अपने निजी आचरण में ईमानदारी दिखाकर उदाहरण प्रस्तुत करूँगा;
- भ्रष्टाचार की किसी भी घटना की रिपोर्ट उचित एजेंसी को दूँगा।

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

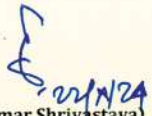
I am happy to learn that Vigilance Organisation of N.F. Railway is bringing out this issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week 2024 to be observed from 28th October 2024 to 3rd November 2024. The theme of this year's Vigilance Awareness Week ie. **"Culture of Integrity for Nation's Prosperity"** is the cornerstone of a nation's prosperity, fostering trust, accountability, and sustainable growth for a better future.

Integrity is fundamental to the development and success of organizations, societies, and nations. The absence of integrity, in the form of corruption, hinders socio-economic transformation, especially in developing nations, where its destructive impacts are widespread. The challenge with corruption is that it often remains hidden, as it operates clandestinely and illegally. To build a prosperous nation, it is essential to prevent corruption from evolving from petty to grand, or from an occasional occurrence to an endemic and organized part of society. Corruption undermines all efforts aimed at national development. Addressing the gap between formal rules and informal practices that encourage corrupt behavior is critical. Migration of day-to-day paper based Railway working to web-server based technologies like E-office, HRMS, HMIS, IRWCMS, IREPS, GeM etc has significantly enhanced transparency and efficiency in administrative and employee-related processes, helping to reduce opportunities for corruption.

A culture of integrity requires continuous active public participation in combating corruption and thereby promoting nation-building. It is essential to address corruption in every sector of public life to facilitate national development and foster morality and integrity among the public. Vigilance plays a vital role in ensuring that governance and administration are carried out without malintent, making it a collective responsibility of all stakeholders. In this context, the vigilance organization of N.F. Railway has consistently worked to uphold a culture of integrity, combating corrupt practices and identifying procedural gaps to implement system improvements that strengthen the foundation of accountability and transparency.

I would like to commend the Vigilance Organization for its dedicated efforts in compiling and publishing this insightful Vigilance Bulletin. I am confident that this bulletin, along with the other planned programs and activities during Vigilance Awareness Week, will successfully achieve its goal of educating, guiding, and raising awareness about the correct practices Railway employees should follow while performing their duties with honesty, integrity, transparency, sincerity, and accountability. Such efforts play a crucial role in fostering a culture of integrity, which significantly contributes to the nation's prosperity.

Maligaon, 22nd October'24


(Chetan Kumar Shrivastava)
General Manager



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 2024 to be observed from 28th October 2024 to 3rd November 2024. The theme of this year's Vigilance Awareness Week, **"Culture of Integrity for Nation's Prosperity"** holds paramount significance, resonating with the core values of our society and emphasizing our collective responsibility toward building a progressive nation.

As we embrace the importance of building a culture of integrity, we recognize that integrity forms the bedrock of our nation's growth, progress, and prosperity. It is not just about adhering to moral principles; it is about creating an environment where honesty, transparency, and accountability are upheld at every level of society. A culture of integrity strengthens the foundation of trust and ensures that progress is sustainable and equitable for all. In every sector of society, integrity is a guiding force that prevents the erosion of values, ensuring that fairness and justice prevail. By embracing this culture, we combat not only corruption but also the inequalities and inefficiencies that hinder national development. Each of us, as responsible Railwaymen, has a crucial role in upholding integrity in our daily actions not just as a personal decision but a collective responsibility towards a prosperous and thriving nation. It reflects our shared dedication to ethical values and long-term progress. By nurturing a culture of integrity, we strengthen our nation's core, paving the way for prosperity, development, and a future built on ethical foundations.

It is encouraging to see the collective efforts and dedication of the Vigilance Organization of N.F. Railway in compiling and presenting this Bulletin. I am confident that the planned programs and activities during Vigilance Awareness Week, along with the bulletin's insightful contents—such as case studies, system improvements, and guidelines—will foster a deeper understanding of the systemic flaws in the current working processes. This understanding will guide all stakeholders in implementing corrective measures, enabling them to perform their duties with honesty, efficiency, and courage. Let us come together, embrace a culture of integrity, and commit to the prosperity of our nation. Through our unified efforts, we can lay the foundation for a transparent, ethical, and prosperous future for all.

Arun Kumar Chaudhary
General Manager
(Construction)



Dilip Kumar Singh
Principal Exe. Director (Vigilance) &
Chief Vigilance Officer



सत्यमेव जयते



एक कदम स्वच्छता की ओर

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



MESSAGE

Vigilance Awareness Week is observed annually to emphasize the significance of morality and integrity in public life. This year, it will be celebrated from 28th October to 3rd November, 2024, with the theme chosen by the Central Vigilance Commission (CVC) being "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि" or "Culture of Integrity for Nation's Prosperity." The theme underscores the idea that a nation's long-term success and development depend on fostering a culture of honesty, ethics, and accountability across all levels of society.

The CVC has directed all organizations to undertake certain preventive vigilance activities, highlighting these as key focus areas. The Vigilance Department of Indian Railways is regularly taking various measures to enhance transparency in the system and promote systemic improvements. A three-month campaign in this direction has been initiated, running from 16th August to 15th November, 2024. I trust that all units are doing what is necessary to achieve the objectives of the campaign.

I firmly believe that by implementing preventive measures and raising awareness among Railway employees and the public, we can significantly reduce, if not eliminate, corruption within the organization. Indian Railways holds a strong potential to eradicate corruption if we all work in unison, pledge not to take or give bribes, and adopt stringent measures to tackle this menace head-on.

I extend my sincere greetings to everyone contributing to this movement and wish you all a successful Vigilance Awareness Week.

(Dilip Kumar Singh)



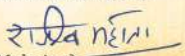
MESSAGE

Releasing this vigilance bulletin on the occasion of Vigilance Awareness Week being observed from 28th October 2024 to 3rd November 2024 is quite uplifting and encouraging indeed. The theme chosen by the CVC this year '**Culture of Integrity for Nation's Prosperity**' highlights the critical role of individual integrity in promoting ethical practices that contributes significantly to the broader goal of building a prosperous and resilient nation.

Integrity in public life is paramount for the progress of our nation. I firmly believe in promoting integrity and probity in public life while continuously striving to improve systems and innovate practices at workplace. This commitment not only enhances our professional development but also supports a vital cause for nation's prosperity. The progress of our nation relies largely on the holistic development of each organization delivering public services. To achieve this, we must engage in proactive vigilance to cultivate a culture of integrity, which is fundamental to overcoming corruption that threatens the fabric of our society. With its extensive reach and profound impact, Indian Railways must uphold the highest standards of transparency, ethics, and accountability thereby fostering integrity and efficiency. Each employee should embrace transparency in their work, ensuring their actions align with the organization's vision for a prosperous and resilient nation. Embracing integrity is not merely an ethical choice but a steadfast commitment to the advancement of our nation, affirming our dedication to fostering transparency and fairness in every aspect of our lives.

This bulletin will examine the innovative and determined efforts made by the Vigilance organization of N.F. Railway in tackling multifaceted nature of corruption head-on in areas of contractual irregularities, Tender processing, Misuse of Passes etc. and the adverse consequences these practices have on the organization. Further it shall be evident that the team has worked with the ethos of "*A Penny Saved is a Penny Earned*" and 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 trust that this bulletin will be both informative and engaging. Let us unite in fostering a culture of integrity that contributes to the prosperity of our nation. By committing ourselves to this cause, we can ensure that the Indian Railways remains a shining example of trust, transparency, and dedicated service to the public.


(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)





*Nation cannot progress
with
Corruption*

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?

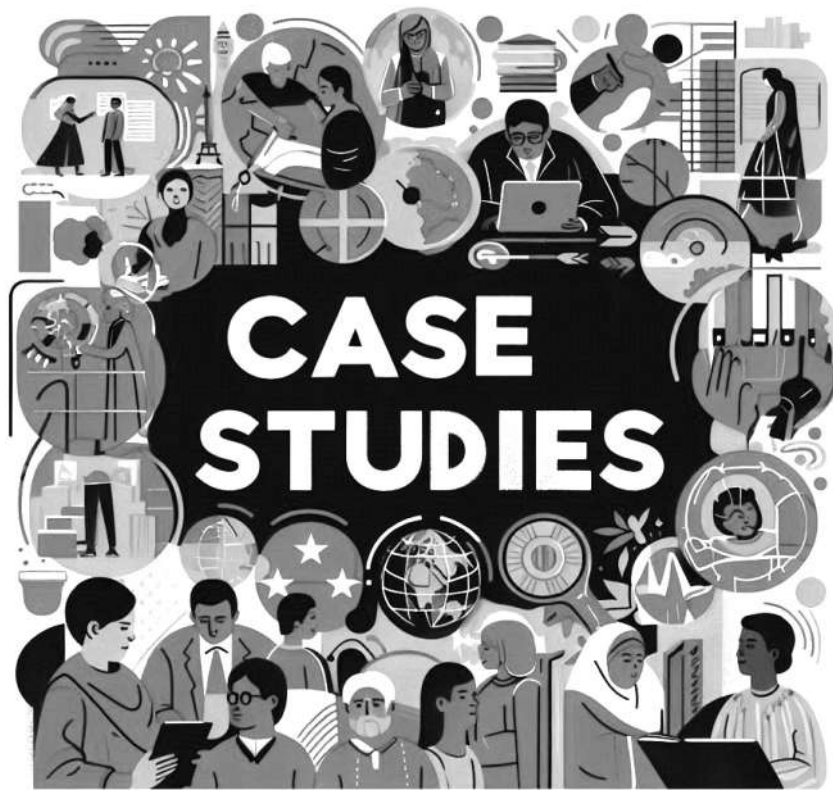
- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but in the letter inside in a closed cover

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) FRAUD IN REMITTANCE OF STATION EARNINGS (Traffic)

A fraud took place at Booking Office/NJP regarding non-deposition of station earnings. Initially it was observed by the Traffic Account Office/MLG that there was no credit entry in the scroll corresponding to Treasury Remittance for 03.01.2024 with Earnings of Rs.14,79,534/- . The station had entered this as having been remitted in the Bank and the same was also acknowledged by Cash office in IPAS System.

Vigilance/NFR investigated the Case and detected several irregularities in remittance of Station Earnings for the period from 01.01.2020 to 31.01.2024. Total amount of misappropriation was worked out as Rs.2,13,35,700/-.

During investigation, it was found that Fictitious/Fake E-Challan/T. R. Note with fake stamp of concerned SBI Branch and signature had been used by the concerned official/employee at station and earnings were not being deposited in Bank for random days.

Several lapses were detected on the part of CS/CMI/TIA and Staff of Account Office, Maligaon. Based on investigation, responsibility has been fixed up against railway officials who were either directly or indirectly involved in this case. Draft charge sheet for 06 Major and 05 Minor have been issued.

(2) QUOTA DISTRIBUTION OF BERTHS IN TRAINS ORIGINATING FROM NFR (Traffic)

In course of investigation of a case, several anomalies were detected in Quota distribution of berths in trains originating from N. F. Railway causing loss of railway revenue and inconvenience to the passengers.

Train No. 15655 (KYQ-SVDK Express): In this train no End to End quota was allotted whereas in Road-side Quota, 234 berths were allotted in 3AC class and 594 in SL class. In that situation, if a passenger books a ticket in 3AC/SL class of the train originating from KYQ to destination SVDK from the PRS counter, on the opening day of Advance Reservation Period and at the opening time which i.e. at 08:00hrs, he/she will get only RAC status and he/she will not get confirmed berth even after preparation of final reservation chart. Several instances were noticed where passengers had booked their tickets in advance but cancelled their tickets as their seats remained

in RAC status from the day of booking and even after preparation of final chart. Ladies Quota (LD) which has to be 06 (six) berths in SL class in each train was also not defined and earmarked for Ladies passengers in this train.

Train No. 12423 & 20503 (DBRT- NEW DELHI Rajdhani Express): In these two trains, DP quota berth was not earmarked at the PRS counter for booking by Duty/Privilege /PRC pass holders. In such case, if any Railway employee or Officer reserves his ticket against any kind of pass on the opening day of the Advance Reservation period, he/she will get Waitlisted ticket only. It was violation of Railway Board's Commercial Circular No.52 of 2019 which stipulates that in 2AC class, approximately 1/4th of the earmarked Duty Pass Quota shall be earmarked at the counter for booking by Duty/Privilege/ PRC pass holders and the remaining will be released as emergency quota subject to maximum limit.

Train No. 15604 (LEDO - GHY Intercity Express): In this train Premium Tatkal (PT) and Tatkal Quota (TQ) were not defined in SL, 3AC & 2AC whereas in Train No. 15603 (GHY-LEDO Intercity Express), these quotas were defined in those 3 classes. This caused loss of railway revenue that could have been earned through Tatkal & Premium Tatkal charges apart from causing inconvenience to the passengers.

Train No. 15946 (DBRG-LTT Express): Premium Tatkal Quota was not allotted in 3AC class.

Train No. 12516 (SCL-CBE Express): Ladies Quota (LD) which has to be 06 (six) berths in SL class in each train was not defined and earmarked.

(3) MISUSE OF DUTY CARD PASS (Traffic)

Based on source information, a preventive check was conducted by Zonal Vigilance/NFR in Train No. 12519 of 29.07.2024 to detect irregularities on reservation done on zero value/pre-brought tickets and misuse of special passes.

During the check in a 2 tier AC Coach, it was found that one PNR was generated against a Duty Pass for travel Ex. KIR to KYQ. The said PNR was confirmed and passenger was travelling in a confirmed berth.

During investigation, detailed particulars of last two years regarding nos. of PNR generated against that Duty Pass was collected from PRIMES. As per primes Data, 16 nos. of PNR were generated during the period from 28.07.2022 to 28.07.2023 and 28 nos. of PNR were generated during the period 29.07.2023 to 29.07.2024 against the Duty Pass. It was also found that the concerned officer had booked PRS Ticket against the Duty Card Pass and travelled journey without having sanctioned tour program by the competent authority.

Total fare of PRS tickets booked against that Duty Card Pass during the period from 28.07.2022 to 29.07.2024 was worked out as Rs.49635/- which was recovered from Salary Bill of the concerned officer.

Letter has been issued to Railway Board seeking first stage advice for issuing Major Penalty Charge Sheet against the responsible officer.

(4) IRREGULARITIES IN PMS (Traffic)

A Preventive check was conducted by Vigilance/NFR at Parcel Office/NTSK on 21.05.2024. On verification of wharfage collection report for the month of May'2024, it was found at Parcel Office/NTSK more time was being granted as permissible free time for removal of consignment from railway premises and wharfage charges were collected after the expiry of such free time by treating NTSK as other than notified station. It resulted in loss of Railway revenue because as per Rates Circular No. 02 of 2004, NTSK is a notified station.

P.W. Bill No	From	Arrival date and Time	Delivery date and time	Wt in kg	WC hour	WC collected	WC hour should be	WC amount should be	Loss of railway revenue
1007-613427	GHY	17.4.24 19:15 hrs	01.05.24 13:51 hrs	1074	313	Rs.3443	321	Rs.7062	Rs.3619
2019-963073	DLI	28.04.24 14:58 hrs	06.05.24 13:52 hrs	313	173	Rs.692	181	Rs.1448	Rs.756
2020-080437	TBM	12.05.24 06:55 hrs	16.05.24 13:23 hrs	152	85	Rs.170	93	Rs.372	Rs.202

P.W. Bill No	From	Arrival date and Time	Delivery date and time	Wt in kg	WC hour	WC collected	WC hour should be	WC amount should be	Loss of railway revenue
2020-088773	DLI	13.05.24 14:52 hrs	17.05.24 14:30	364	78	Rs.312	86	Rs.688	Rs.376
2020-037584	DLI	13.05.24 11:32 hrs	18.05.24 12:10 hrs	99	103	Rs.103	111	Rs.222	Rs.119
958680	MB	03.05.24 13:30 hrs	09.05.24 05:47 hrs	58	119	Rs.119	127	Rs.254	Rs.135
2020-064882	DLI	10.05.24 12:46 hrs	13.05.24 11:25 hrs	1070	53	Rs.583	61	Rs.1342	Rs.759
2020-080437	TBM	12.05.24 06:55 hrs	16.05.24 13:23	152	85	Rs.170	93	Rs.372	Rs.202

Total Rs.6168/- was recovered from the responsible staff and letter was issued to concerned Division for necessary rectification in PMS.

(5) IRREGULATIES IN PARCEL OFFICE/NTSK (Traffic)

A Preventive check was conducted by Vigilance/NFR at Parcel Office/NTSK. As Per rule, if consignment is delivered and not removed from the railway premises within free time allowed for this purpose, wharfage charge is levied. During the check of manual exit report of NTSK/PCL for the month of April and MAY'2024, it was found that consignment was removed manually (exit from godown) in System (PMS) after a long time of delivery (beyond free time of removal of the consignment) without levying any wharfage charge citing reason "does not exit" by the Parcel staffs. Summary of manual exit report of NTSK/PCL for the month of April'2024 and May'2024 (up to 20th may 2024) is as under-

R. R. No	From	Delivery date and time	Manual Removal (exit) date and time	Wharfage hour as shown in PMS	Wharfage amount collected
2019-771501	HWH	05.04.24 - 07:59 hrs	09.04.24 - 13:05 hrs	102 hrs	0

R. R. No	From	Delivery date and time	Manual Removal (exit) date and time	Wharfage hour as shown in PMS	Wharfage amount collected
2019-810860	HWH	06.04.24 - 07:10 hrs	09.04.24 - 13:08 hrs	78 hrs	0
2019-860315	HWH	12.04.24 - 07:59 hrs	14.04.24 - 05:37 hrs	46 hrs	0
1007-594732	GHY	12.04.24 - 13:43 hrs	14.04.24 - 11:37 hrs	46 hrs	0
2019-843570	SMVB	20.04.24 - 13:14 hrs	25.04.24 - 08:50 hrs	116 hrs	0
1007-611761	LMG	20.04.24 - 14:39	25.04.24 - 08:52 hrs	115 hrs	0
1007-637016	GHY	24.04.24 - 13:26 hrs	25.04.24 - 08:57 hrs	20 hrs	0
1007-671632	NBQ	08.05.24 - 10:55 hrs	09.05.24 - 10:48 hrs	24 hrs	0
2019-994554	NDLS	02.05.24 - 09:54 hrs	09.05.24 - 10:51 hrs	169 hrs	0
2020-030579	NDLS	05.05.24 - 08:38 hrs	09.05.24 - 10:52 hrs	99 hrs	0
1007-652847	GHY	05.05.24 - 09:55 hrs	09.05.24 - 10:53 hrs	97 hrs	0
2020-129847	HWH	18.05.24- 07:30 hrs	19.05.24 - 09:17 hrs	26 hrs	0
2020-125566	HWH	18.05.24- 07:31 hrs	19.05.24 - 09:19 hrs	26 hrs	0
2020-123893	HWH	18.05.24- 07:33 hrs	19.05.21 - 09:21 hrs	26 hrs	0

Based on investigation, responsibility has been fixed up against defaulting railway officials. Minor penalty has been imposed against 5 officials of Parcel Office/NTSK.

(6) EXECUTION OF CONTRACT AGREEMENT IN COMMERCIAL CONTRACT (Traffic)

During preventive check conducted in the office of DRM(C)/APDJ, a contract file for Multi Purpose Stall (MPS) at PF-1 of Golokganj

(GNJ) station was seized for scrutiny. It was detected that Delay of more than 1 year occurred in execution of the agreement. However, the yearly license fee along with annual cess/charge was properly deposited and railway did not incur any financial loss.

As per Work Order, the contract agreement was to be executed on or before 19.02.2023 but delay occurred in its execution. It was executed on 04/04/2024.

Concerned OS/Commercial/APDJ processed the file for vetting of the Draft Contract Agreement lately i.e. on 02/11/2023. ADFM/II/APDJ sought reason for delay in submission of Draft Contract Agreement for vetting. Concerned OS/Commercial/APDJ failed to give convincing and logical justification for the delay.

Based on investigation, responsibility was fixed up against the concerned OS/Commercial and a Warning letter was issued by the DA. Penal Interest against late payment of 2nd year's annual license fee was also realized.

(7) JOURNEY BY FAKE TATKAL TICKET (Traffic)

Based on source information, a preventive check was conducted under the instruction of Vigilance/NFR in Train No. 12509 on 05/10/2024. It was found that 4 persons having confirmed tatkal ticket were travelling in Coach No. S-4. However, fake stationary (paper) was used in the tatkal ticket. The requisition slip against the ticket was submitted at Shrimdhapur Station of Jaipur Division, N. W. Railway on 02/10/2024 seeking tickets Ex. SMVT Bengaluru to Guwahati on 03/10/2024. The passengers admitted that they had purchased the ticket through agent by paying Rs.10,800/- whereas the actual fare was Rs.4,660/-. Treating the passengers as W/T passengers, Rs.4,860/- (Rs.1,215/- x 4) was realized by on duty TTE.

(8) Maintenance of PF Accounts In IPAS MODULE (Accounts)

Background:

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.

Irregularities Detected:

- a. 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.
- b. The staff and branch officers 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.
- c. 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.
- d. 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.

Action taken:

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 was checked on 06/09/2023, but ledger posting was found against one staff for Rs.1726816/- and Rs.2076487/- for another staff on 30/09/2022 in computerized PF ledger. .
- System should be improved in such a way that proper financial status of old e-recon JVs is reflected after giving effect of every debit/credit transaction. Because Old JVs of e-RECON portal belonging to year 2016 and 2018) were still available even after the amount was credited to rightful beneficiaries. This kind of flaw of the system should be rectified.
- Alert Message System should be introduced and sent to OTP holder against each and every financial transaction for information of OTP holder.

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

(9) Irregularities of Regular Salary bills (Accounts)

- 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 over payment 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 over payment.

(10) Irregularities of NPS (National Pension Scheme) - (Accounts)

- 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 manipulation of NPS-SCF data in 7 (Seven) transactions through Pay Orders paid in favour of NPS Trust A/c Axis Bank CBB to facilitate irregular & excess partial withdrawal of NPS during the period of Sep/2022 to April/2023. It is seen that huge amount of staff contribution have been transferred to a particular PRAN in favour of only 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 the NPS-SCF data should be checked properly to ensure that no manipulation is there in the NPS SCF-data at the time of passing of the Pay Orders in favour of NPS Trust A/c Axis Bank CBB to avoid the anomalies and discrepancies in NPS Account.

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

(11) Irregularities of Regular Salary bills - (Accounts)

A. Background:

A Preventive Check has been conducted on the Regular Salary bills in the office of the SSE/P-way/S/KIR for drawing of undue Arrear Basic Pay and Incentive without supporting documents

B Irregularities Detected:

An amount of Rs.1.3 crore of undue payment of Arrear Basic Pay

and Incentive drawn through Regular Salary bills have been detected against the period of Sept /2020 to July/2023.

Firstly, the Salary bills were prepared charging huge amounts of Arrear Basic Pay and Incentive without any supporting document and vetting of Accounts in IPAS.

Next the bills were downloaded and downloaded bills were manipulated and edited.

Then, the edited and manipulated copy of the bills with exaggerated amounts were downloaded from IPAS and were sent to the IT Centre for printing.

After that, the printed copy of the bills were accepted and sent to Accounts for audit & payment.

Finally, on submission, the Regular Salary bills were passed by Accounts for payment without verifying the documents vetted by Accounts. Results involved irregular and undue payment to the tune of Rs.1.3 Crore against Arrear Basic Pay and incentive.

Action Taken:

An amount of Rs.37.00 lakhs has already been recovered from the staff.

The case is under investigation.

(12) Drawing of Arrear Payment through Regular Salary bills without supportive documents and vetting of accounts . (Accounts)

During the preventive check in one unit, it was noticed that a huge amount of Arrear Pay, Arrear TA, Conveyance hiring, unpaid wages, Reimbursement of Air passes and medical reimbursement etc. had been paid irregularly through regular salary bill against some staff without any supportive documents and accounts vetting.

In view of the above, all concerned officials should be advised to adopt the following system improvement to prevent manipulation and fraudulent payment in salary bills:-

- System should be improvised such a way that any arrear payment or TA should be vetted by Accounts, to avert over payment/irregular payment.

- At the time of preparing / passing of the salary bills, it is to be ensured that only the vetted amount of arrear pay, TA and allowances have been charged in the Regular Salary bills.
- Duty booking register/movement Register should be maintained for movement and outstation duty of the staff.
- Arrear payment particulars i.e. Bill no. /date, period & amount should be recorded in the P/case of the employees to avoid double payment .
- Salary bill preparing & passing authorities should ensure the time- line strictly as stipulated in the JPO (Joint Procedural order), for proper scrutiny at the time of passing of the salary bills .
- Arrear Pay and other allowances paid through other bill units earlier without vetting of Accounts /valid documents should immediately be checked and if found over payment that should be recovered with intimation to this office.

(13) Re-imbursement of hostel subsidies with fake documents: (Personnel)

A: Background:

Based on source information of availing of reimbursement of hostel subsidy by the employees of some of the field units of a division by producing fake documents, vigilance investigations have been conducted to unearth the irregularities in availing reimbursement of hostel subsidies by fake documents in those units, as well as other Divisions/Workshops/ units.

B: Irregularities Detected:

All the cases of Hostel subsidies w.e.f. 01.01.2016 are being verified through the concerned Divisions/Workshops/Units and it is found that till date 157 nos. of staff in the different units of Katihar Division availed the reimbursement of hostel subsidies by producing fake certificates. The certificates produced by the 157 staff have been verified from the concerned institutions and found fake. Further, 41 cases of irregular payment(i.e. either less distance, staying in PG, Private hostel, day boarder, etc.) .

C: Action taken:

- SF-5 have been issued against Major penalty have been imposed by the DA concerned on the advice of Vigilance Department against 55 nos. of staff, out of which major penalty have been imposed against 24 nos. of staff. Other cases are being investigated.
- The total amount of Rs.54, 39,674/- (up to May/24) has already been recovered from the staff concerned. Further, recovery of huge amount of irregular payment by way of hostel subsidy is expected after complete investigation.
- Separate Google Spread sheet unit-wise of all Divisions/WS/ Construction & HQ units have been created to monitor the daily progress of verification process all the cases w.e.f. 01.01.2016.

(14) Delay in payment of settlement dues in normal retirement cases (Personnel)

A: Background:

Based on source information, vigilance investigation has been conducted in one Division to check the delay in payment of final settlement dues of normal retirement cases & payment details of final settlement dues of 457 nos. of employees who had retired w.e.f. 01.01.2022 to 30.06.2023 have been scrutinized.

B: Irregularities Detected:

- (i) Out of 457 nos. of Railway employees, gratuity was not paid to 193 nos. of employees, who have either vacated the railway quarters before or after retirement.
- (ii) GIS was not paid to 108 nos. of staff, 11 nos. of staff was paid after one year, 49 nos. of staff was paid after 6 months & 83 nos. of staff was paid after 3 months.
- (iii) There was delay in payment of leave salary, e.g. 06 nos. of staff were paid after 6 months, 20 nos. of staff after 3 months, 31 nos. of staff after 1 month.

C: Action taken:

- (i) Matter has been investigated and necessary D&AR proceeding for issuance of major penalty charge sheet are being advised against 03 nos. of defaulting dealers of Personnel Department.

- (ii) A Google sheet has been prepared and circulated to the divisions/ Workshops/Units to monitor the timely payment of the cases of all normal retirement, other than normal retirement, Unmarried/ widowed/divorced daughter family pension cases.
- (iii) A system improvement has been issued to ensure timely payment of all FS dues, including gratuity, GIS, Leave salary.

(15) Irregularities in direct purchase through GEM portal. (Stores)

Background of the case:-

Irregularities in purchase through GEM portal in direct or L-1 purchase (Value less than 5 Lakhs)

Irregularities Detected:

During investigation it has been observed that unfair practices are found on the part of purchasing officials by selecting higher specification other than mentioned in stock item in golden filter while comparing the three OEM product to make L/1 as per buyer's choice to favour the firm and placing the order with higher specification in GeM contract. But the supplier supplied the material as per specification of stock item.

Action Taken:-

Preliminary investigation completed and case sent to PHOD for his reasoned views.

(16) Private Practice by the Railway Doctor. (Medical)

Background of the case: Private Practice by the Railway Doctor.

Irregularity Detected:-

Information was received against Railway Doctor for indulging in the Private Practice at various location nearby his place of posting. The doctor name was appearing with photographs in collaboration with Medicines shops and Health Unit on various web sites on google along with Banners at various location. One health unit confirmed that the said doctor is in association with his unit but it is on purely charitable basis.

Action Taken:-

Investigation completed and case was sent to RB for seeking First Stage advice, RB has asked some further clarification.

(17) Misappropriation at Crew Control Lobbies (Mechanical)

Background of the case: Misappropriation at Crew Control Lobbies:

During a Vigilance checking in one of the crew control lobbies of N. F. Railway, the usage of the different functions of the Crew Management System (CMS) as maintained by CRIS was checked. During this checking when attention went to the function of 'Data Change in Sign On/ Sign Off Approval', anomaly to a large extent was noticed in application of this function.

During the checking of the function of 'Data Change in Sign On/ Sign Off Approval', it was noticed that the actual Sign On time was preponed by changing the data manually. The preponing time in some cases exceeds even 24 hours. When the reasons for the data change was checked then in all the cases no valid reasons could be attributed to in all the cases that were checked. On further checking it was found that preponing of the Sign On time was done in cases of crews who are headquartered at the location of the Crew Control Lobby. By preponing of the Sign On time the crews were being paid even for the period during which the said crew was not on duty. Furthermore, in some cases the Sign On time was manually postposed by some few minutes. On detailed analysis of these sorts of cases, it was found that this is done in cases of Crew who is not headquartered at the location of the Crew Control Lobby and postponement of Sign On time by few minutes entails them toward availing 70 km mileage on account of continuous rest hours exceeding 16 hours in an Outstation Crew Control Lobby. When the same exercise is carried out in another Crew Control Lobby, the same anomaly was found.

The above anomalies account for loss of Railway revenue to a large extent and as data is also large, so the actual loss of revenue is now being accounted.

(18) Pilferage of HSD oil from Truck tankers.(Mechanical)

Background of the case: Pilferage of HSD oil from Truck tankers:

Unless special permission is granted, HSD oil carrying Truck Tankers are not decanted in the RCD's of N. F. Railway after the onset of dawn. For this reason, if any HSD oil carrying Truck tankers reaches any of the RCD's of N. F. Railway just before the onset of dawn, then those truck tankers are parked outside the premises of the RCD's overnight and are therefore decanted on the next day.

In one of such incidences a HSD oil loaded truck tanker reached one of the RCD of N. F. Railway just before the onset of dawn, for which reason the said HSD oil loaded truck tanker was parked outside the premises of the said RCD. During the night on which the said HSD oil loaded truck tanker was parked outside the premise of the RCD, then the local RPF personals got information regarding the pilferage of HSD oil from this said truck tanker. So, before this said truck tanker could be decanted, the RPF personals arrived at the site and unlocking of the digital lock as well as dip measurements of the said truck tanker was taken in presence of the RPF personals. Though the dip measurement was found to be correct, but despite this all the chambers of the truck tanker was empty. On carrying out the investigation, it was found that the locking rod mechanism by means of which all the chambers of the truck tanker get locked was broken but each member of the locking rod mechanism was aligned with each other. On further investigation it was revealed that when the dip stick was put through the dip hole, then the dip stick is separated from the main chamber by a cylindrical chamber whose diameter matches the dip hole, thereby giving a false reading.

Pursuant to investigation of this case, it was found that there was not involvement of any Railway persons as the entire incident took place outside the premise of the RCD with the digital lock intact. But a system improvement is issued whereby it was instructed to ensure that truck tanker must be loaded within such time so that decanting could be possible on the same day before setting of dusk, also the requirement of HSD oil must be conveyed to the Oil Marketing Companies one day in advance, and thirdly each of the truck tankers destined for any of the RCD's must be escorted by a RPF personal.

(19) Merging of Contracts (Mechanical)

Background of the case: Merging of Contracts:

In one of the Vigilance investigations, it was found that in a particular division two contracts relating to washing of lines was being executed to cater to the requirements of the said division. Amongst these two contractual works one work was relating to washing of linens in departmental laundry and the other was in relation to washing of linens in outsourced laundry. And both these contractual works were being executed by the same contractor.

During Vigilance investigation regarding the execution of the contract for washing of linen in outsourced laundry serious anomalies was noticed. It was found that the contractor was unable to wash the minimum required output quantity of linens that was mentioned in the contract agreement. But instead of penalizing the contractor, the executive transferred a part load of this quantity of linens required to be washed with that of the contract for washing of linen in departmental laundry, by permitting to run the departmental laundry on three shifts instead of two shifts. Further, while transferring the part load from the contract work of outsourced laundry to departmental laundry, the executing had also not fixed the revised minimum target output from the outsourced laundry, thereby making a penalty clause mentioned in the contract agreement meaningless.

Though prima facie the responsibility is fixed upon the executive, but reasoned views are awaited.

(20) Anomalies in the execution of the contractual work: (Mechanical)

Background of the case: Anomalies in the execution of the contractual work:

As Vigilance investigation are instantaneous, so perusal and inter-linking of the data contained in the various registers that are being maintained during execution of a contractual work gives some important information regarding the manner of execution of any contractual work.

During one of such incidence of Vigilance investigation, the stock register, the challans mentioning receipt of consumables required for execution of the contract as well as the register mentioning executed works was matched. During the matching of these documents relating to the execution of the said contractual work, it was found that work was being carried out despite having no consumables as required in accordance to the contract agreement. Hence, it was concluded that no or inferior work was being executed from the starting of the contract till the date of the Vigilance inspection.

Based on the Vigilance investigation recovery in the form of penalty was suggested from the bill of the contractor.

(21) Case Study on KIR Tender: (Engineering)

A: Background:

- A tender for the work "At NJP- Extension of catwalk and side examination pathways at NJP station end of pit line no. 2 and extension of service building at NJP" was floated vide tender notice No. 01-KIR-Engg-54-2022 dated 24.11.2022.
- Two numbers of bidders participated in the tender. The verification of the credentials was undertaken by the TAA and it was found that L1 did not qualify based on technical eligibility criteria .
- The L-2 also did not qualify on the basis of technical eligibility Criteria. The date of completion mentioned on credentials submitted by L-2 was 30.12.2015 instead of 31.03.2014, which was found to be forged on verification of credentials.
- The TC concluded that the bidder L-2 had failed to qualify the technical eligibility criteria and the tender was discharged as none of the bidders qualified in the process. TCM didn't comment about the forged document in TC.

B: Irregularities Found:

- The L-2 did not qualify on the basis of technical eligibility Criteria. The date of completion mentioned on credentials submitted by L-2 was 30.12.2015. The credentials were verified and the date was 31.3.2014 instead of 30.12.2015, which was found to be forged.
- As per terms and conditions of Tender (relevant clause of GCC 2022), Bid security of the tenderer was supposed to forfeit besides banning of business for a period of upto five years.

C: Action Taken:

- Earnest money of Rs.1,41,200/- submitted by the L-2 bidder was forfeited.
- Necessary proceedings with regard to banning of business of the above mentioned agency has been initiated by the department.
- The administration has been asked to take administrative action

against TCM.

(22) Case Study on Mobilization Advance: (Engineering)

A: Background:

- Preventive Check was conducted against CA No.CON/N-K/2462 dated 16-08-2018 for Mobilization Advance released to the Agency.
- The relevant clause (Additional Special Conditions of Contract) states that the recovery of Mobilisation Advance shall commence when the value of contract executed reaches 15% of the original contract value, and shall be completed when the value of work executed reaches 85% of the original contract value. The instalments on each on-account bill will be pro-rata basis.
- Method of recovery of interest stipulates that Interest will be recovered on the advance outstanding for the period commencing from the date of payment of advance till date of particular on-account bill and adjust fully against on-account bill along with pro-rata principal recovery.

B: Irregularities Found:

- It was revealed that recovery was initiated from CC-7 instead of CC-5 where the contract executed has reached 15% of the original contract value. The recovery was being made @10% of bill value instead of pro-rata basis.
- The instalments (Interest +principal) on each on-account bill on pro-rata basis should have been completed up to CC-47 i.e. when the value of work executed reached 85% of the original contract value. However, up to the CC-52 bill already paid to the contractor (Which is 107.14%), the amount was not recovered.
- Rate of interest (SBI Base rate) considered was incorrect. Method of recovery of interest was also not as per stipulated methodology

C: Action Taken:

- The rectified and updated balance amount with interest and principal assessed as Rs. 1,42,979,17.00/- was recommended

to be recovered from the agency.

- In order to prevent recurrence of such lapses, a system improvement was issued.

(23) Case Study on JPZ Works Contract: (Engineering)

A: Background:

- Preventive check was conducted in the unit of Dy.CE/CON/JPZ against CA No. CON/N-K/2740 dated 05.09.2022.

B: Irregularities Found:

- The total road surface area recorded in the approach road to goods circulating area of JPZ was paid for 1280.47 sqm, whereas the actual measurement of work executed at site was 952.38 sqm due to which additional quantity of 328.09 sqm was paid.
- The average compacted thickness of the DBM (Dense Bituminous Macadam) executed at site was found to be 45-50mm thick instead of the 75mm thickness required as per specification of item no. 8 (238011) of Sch-M.
- For toe protection of the embankment by providing a boulder apron in sausage wire crates was checked as recorded for item no. 1 of Sch-A; item no. 1, 2 & 3 of Sch-L. The work done for the aforementioned items were recorded on 22-11-2022 by the concerned sectional SSE and test checked by AXEN in the chainages from Km. 33/800 to Km. 34/100 and from Km. 35/600 to Km. 36/0.
- From Km. 33/800 to Km. 34/100, an excess of 110 metres was recorded and paid in the CC bill of CA CON/N-K/2740 dated 05.09.2022.
- Toe protection work from chainage Km. 35/812 to Km 36/140 was already paid vide another C.A no. CON/N-K/2611 dated 10.01.2022.

C: Action Taken:

- The excess payment made in the CC-I bill in CA no. CON/N-K/2740 dated 05.09.2022 due to irregularities in the work related to construction of approach road has been worked out to

₹15,62,001.30. It has been worked out to be ₹58,22,610.92 due to irregularities in earthwork, boulder apron, galvanised wire net, quarry dust and stone boulder.

- The officials involved in the irregularities have caused a pecuniary loss to the Railways for an estimated amount of ₹73,84,612.22 (Rupees Seventy three lakhs eighty four thousand six hundred twelve and twenty two paise only).
- Four Officials found responsible for the above mentioned irregularities for which file is at the stage of final view of GM.

(24) Inclusion of important clause in AMC of Data Logger equipments: (S&T)

A: Background:

Preventive checks have been conducted regarding execution of work against Comprehensive Annual Maintenance Contract (CAMC) of Data Logger Equipments floated from the S&T department across the 5 (five) Divisions of N.F. Railway. During preventive check in a particular division certain anomalies were detected.

B: Irregularities Detected: The following irregularities were noted:

- Failure logs were not properly maintained and the same was not tallied between wayside station and Signal Control room logs.
- At the time of billing, various class of penalty as mentioned in the CA document was not properly accounted for penalty calculation.
- The penalty clause of the CA seemed to be inadequate.
- The frequency of scheduled visits to wayside stations was not found proper. etc

C: Action taken: The following system improvement has been suggested:

- The firm shall maintain a fully trained and qualified engineer and trained supervisors at nearby place. The set up of this place shall have adequate stock of spares components/Cards/modules etc. and all necessary test and measuring equipments and tools to attend & restore the failure of data logger in minimum time.

- During the period of AMC, the firm shall arrange replacement of all kind of the defects of any cards/ modules, equipment/ subsystem or associated equipment either in hardware/ software including peripheral equipment's covered under AMC or any other form which becomes unworkable due to causes like defective manufacturing or defective design or defective material/component etc. replacement in order to set right at firm's own cost.
- During the visit in connection with any break down requiring repairing, the Engineer of the firm will check all the relevant system components listed in the system list and shall thoroughly check working on complete system as per technical specifications.
- The firm shall ensure supply of another alternative unit, free of cost, during the maintenance contract when any card/module is taking out from site for repairing work.
- The firm shall give preventive maintenance visit on monthly basis for which a register will be maintained at every station and signature of Railway representative should also kept on record.
- The firm shall ensure first AMC visit to the stations under the contract within 10 days of issue of LOA.
- The firm shall ensure subsequent scheduled AMC visit of its representatives within ± 05 days of the next scheduled date of visit at any particular station. AMC visit at the stations on random days of any month should be avoided. There shall not be inordinate delay between the consecutive maintenance.
- In case of failure to compliance to the above regarding the first preventive maintenance, necessary penalty clause may also be clearly stated in the Tender conditions.
- An adequate penalty clause for down time of the system is to be incorporated in the Tender Terms and Conditions.

These clauses should be circulated from HQ and to be followed in future CAMC contracts of Data Loggers in the entire zone.

(25) Rate fixation of finished products and proper accounting of material issue/receipt at Workshop Unit: (S&T)

A: Background:

A preventive check have been conducted at the unit of SSE/Sig/SWS/PNO in connection with accountal of S&T material at the store and the procedure adopted for product indent to delivery of finished product in the workshop unit.

B: Irregularities Detected: The following irregularities were noted:

- Book-keeping of Card Ledgers for material transactions were not appropriately done.
- The methodology adopted at the workshop unit for determining the prices of finished products was found to be inadequate.

C: Action taken: The following system improvement has been suggested:

- Maintenance of a proper ledger and DMTR(Daily Maintenance Transaction Register) registers preferably through UDM in addition to the Card Ledger System.
- To address the issue of rate fixation of finished products effectively, it has been recommended that a proper rate chart for finished products be developed duly and issued only after receiving approval from the competent authority.

(26) Proper up keeping of records in connection with the consumption of non stock materials in each and every section of Diesel Locomotive Shed units of N.F. Railway. (Electrical)

A: Background:

Preventive check conducted in a unit of Diesel Locomotive shed of NFR in connection with accountal of non stock materials at its concerned section stores. During preventive check in that particular Diesel locomotive Shed certain anomalies were detected.

B: Irregularities Detected: The following irregularities were noted:

- Non-stock register available at the custody store of the concerned Diesel Locomotive Shed was found maintained without index, page serial number and signature or approval of officer concerned.

- No store ledger has been found maintained regarding receipt or issuance of non-stock materials in all the sections at the Diesel Locomotive Shed. Although, in the case of stock items, a ledger had been found maintained against day-to-day consumption of materials at every section followed by the existing system.
- Accountal of non-stock materials available at ground in the sections checked during vigilance inspection, could not be verified with ledger as no ledger for non-stock materials was found maintained in any of the sections of that Diesel Locomotive Shed.
- No DMTR has been found maintained regarding non-stock materials in any of the sections checked at the Diesel Locomotive Shed.
- No system has been maintained for up keeping of records regarding accountal of non-stock materials in any of the sections except the custody store section of that Diesel Locomotive Shed.

C: Action taken: The following system improvement has been suggested:

- Proper up keeping of records are required in connection with the consumption of non stock materials in each and every section of Diesel Locomotive Shed units of N.F. Railway.

(27) Guidelines to be followed in case of manpower- based contract being proposed under construction wing. (Electrical)

A: Background:

Preventive check carried out for scrutiny of expenditure contract in connection with "Irregularity in Eligibility criterion- Special condition restrictive in nature" in a Tender case floated from the construction unit of N F Railway. During preventive check in the construction unit certain anomalies were detected.

B: Irregularities Detected: The following irregularities were noted:

- Estimate was prepared on the basis of another plant running at Hyderabad which was maintained by Railway staff having much more production capacity than required for the construction unit. Comparing the production capacity, infrastructure and area of Hyderabad plant and Construction unit of NFR, the proposed quantity of manpower on need basis by the field unit seems

exaggerated. Though no malafide intention was noticed during execution; but, as per discussion, response and evidence, it seems that the estimate was prepared without application of mind as they missed to implement the guideline of the Railway Board.

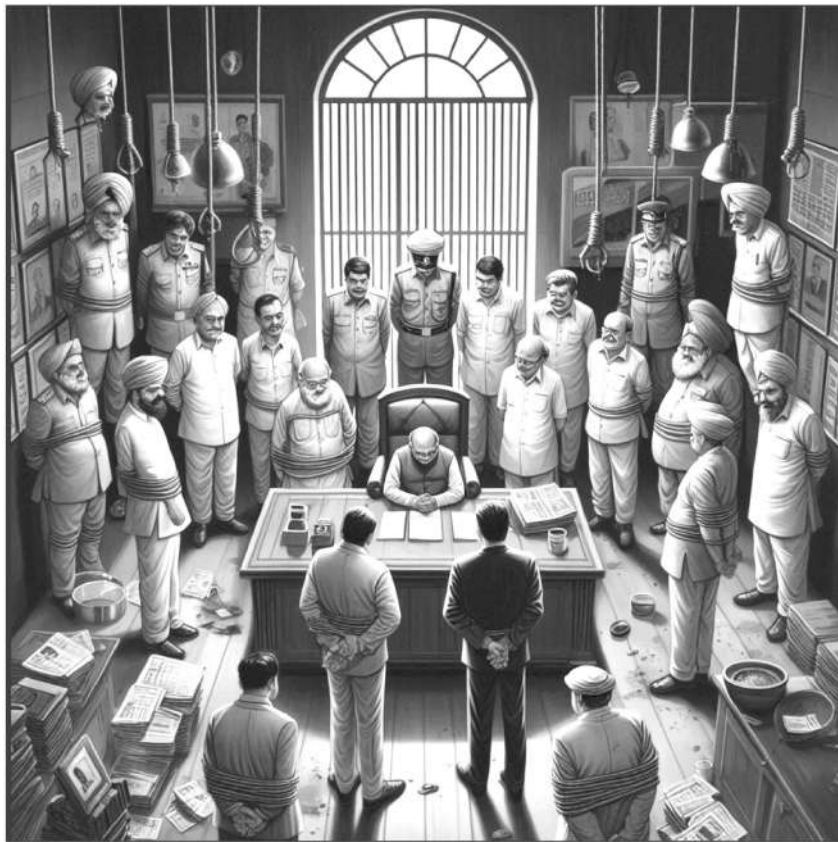
- On the basis of sanctioned estimate, draft NIT header was prepared and uploaded on IREPS web portal as works tender while the nature of work is of service contract with eligibility criteria and definition of similar nature of work "Supply, installation and commissioning of any HT/LT work", which was forwarded and published by the Branch officers of construction unit. But, as per discussion, response and evidence, it seems that the tender was created following the previous pattern of the Electrical department of Construction Organization. In this process they failed to implement the guideline of the Railway Board, although no malafide intention was noticed during execution.
- The tender was accepted 36.20% below the tender value, the successful bidder quoted lesser rates to increase his credential followed by his own business policy, which indeed saved the revenue of Railway. Though the firm has not compromised in wages paid to its employees as per minimum wages act, the tender should have been accepted considering minimum wages act since manpower is involved in the said tender.

C: Action taken: The following system improvement has been suggested:

- All guidelines to be followed while preparing the estimate of a manpower based contract as per latest yardstick and the tender should be published as Service Contract instead of Works Contract, in case a manpower-based contract is being proposed under construction organization.

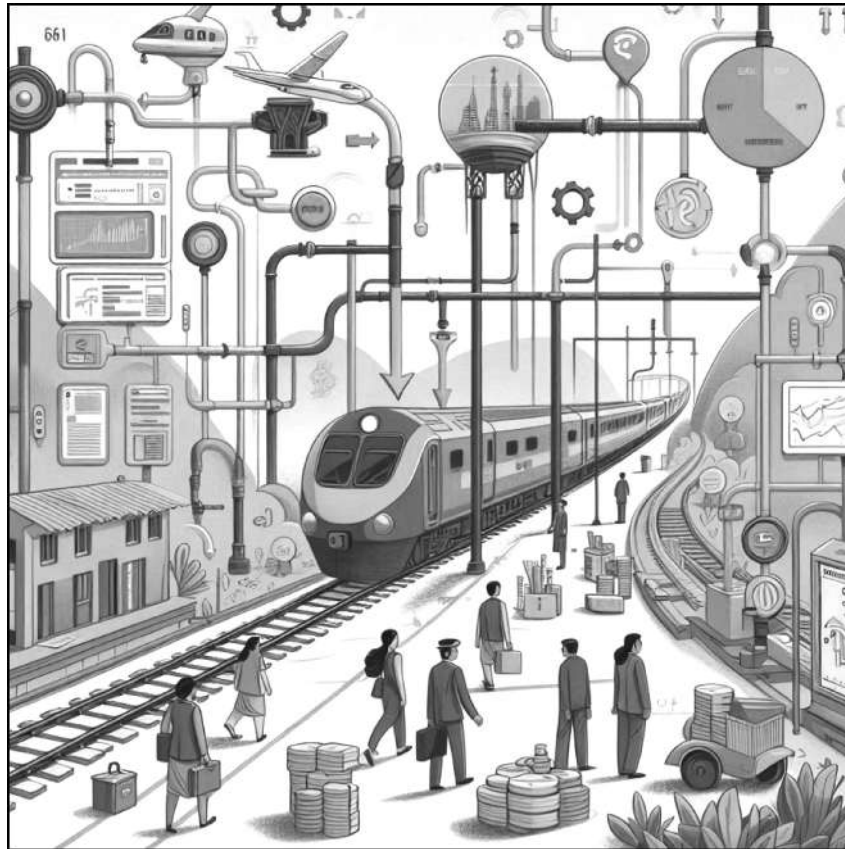
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***Authenticity requires
vulnerability transparency
& integrity***



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

SYSTEM IMPROVEMENTS



1. Process reform in the tender procurement.

31

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पूर्वोत्तर सीमा रेल
Northeast Frontier Railway

गोपनीय/CONFIDENTIAL

Office of the
General Manager (Vigilance)
Maligaon-781011



कार्यालय
महाप्रबंधक (सतर्कता)
मालीगौव-781011

सं./ No – Z/Vig/289/04/ 18/23

दिनांक/Date: 11/07/2023

सेवा में/To,

PCMM / NFR
Maligaon.

Sub: -Process reform in the tender procurement.

During the recent Vigilance checks in connection with procurement process, it was noticed that there is methodological heterogeneity in the evaluation and acceptance of tenders which is being followed by the accepting authority in the stores purchase as:-

1. It has been observed that in some cases full quantity or part quantity order was placed on non approved source, however even the item pertains to be in vendors approval directory.
2. It has also been observed 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.
3. There is a specific Railway board guidelines No 2001/RS(G)/779/7/Pl2(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. However while considering such vendors, factors including past performance, capacity, delivery requirements, quantity under procurement, nature of item, outstanding order load etc shall be considered in a transparent manner, subject to rates being reasonable quantity allocation among eligible vendors shall be based on pre decided criteria, such orders shall be treated as bulk orders.

Page 1 of 2

4. A uniform purchasing procedure is required to ensure that all purchase officers should follow the same set of rules and guidelines to bring more transparency rather than use their discretionary power while accepting the tender which will help to eliminate any doubts regarding favouritism or unfair treatment in the process of purchase.

Therefore It is advised to issue necessary guidelines to all the purchase officers to be more transparent in the decision taking while accepting the offer of source with their percentage of quantity.

Action taken in this regard should be communicated to Vigilance.


(Rajiv Mahajan)
SDGM & CVO/NFR
N.F.Railway


DESPATCHED
प्रेषण

2. System Improvement for RCD's

कार्यालय
मुख्य सतर्कता अधिकारी
मालीगाँव, गुवाहाटी-11

संख्या/No. Z/Vig/289/04/34/23

PCEE, PCSC &
All DRMs
N. F. Railway

पूर्वोत्तर सीमा रेल
NORTHEAST FRONTIER RAILWAY



MECHANICAL 34.

गोपनीय/Confidential
OFFICE OF THE
CHIEF VIGILANCE OFFICER
MALIGAON, GUWAHATI-11

दिनांक Date: 27/12/2023

Sub: System Improvement for RCD's.

In one of the Vigilance inspections in connection with pilferage of HSD oil from a truck tanker, it was found that the said truck tanker could not be decanted in the RCD on the same day of its arrival near the RCD due to its arrival near the RCD just before the onset of dusk. Taking advantage of darkness, HSD oil from this said truck tanker was pilfered in the night, which was later found by local RPF. In this regard the following aspects must be strictly complied with;

- The RCD incharge must give demand for truck tankers to the concerned Oil Marketing companies one day before the actual requirement.
- RCD incharge must ensure the arrival of truck tankers at the respective RCD during the forenoon. RCD incharge must ensure this by getting the time of departure of the truck tankers from the distribution terminal of the concerned Oil Marketing Companies one day before the requirement.
- The time of departure of the truck tankers from the distribution terminal of the concerned Oil Marketing Companies must be immediately intimated to the concerned RPF incharge.
- Based on the time of departure of the truck tankers from the distribution terminal of the concerned Oil Marketing Companies, the RPF incharge must depute one RPF personnel for each tanker at the distribution terminal of the concerned Oil Marketing Companies.
- The deputed RPF personnel must accompany the respective truck tankers from the distribution terminal of the concerned Oil Marketing Companies to the RCD's. Also, the deputed RPF personnel must witness the decanting process as well as fill up the necessary registers that are being maintained by RPF.
- The deputed RPF personnel will remain at site till the truck tanker is decanted.
- In case of shortage of RPF personnel under the control of the RPF incharge, outsourcing of private unarmed security personnel may be resorted to.

Action taken in this regard may be communicated to Vigilance.

44/124
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27/12/23
(Rajiv Mahajan)
CVO & SDGM
Northeast Frontier Railway

3. Issuance of Speaking Order by Disciplinary/Appellate Authority in D&AR Cases.

37

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Mallgaon, Guwahati-11
Dated 03.01.2024

No. Z/Vig/68/05/System Improvement (Pers.)

To
PCPO/MLG

Sub- Issuance of speaking Order by Disciplinary /Appellate Authority in D&AR cases.

During preventive check it is noticed that most of the NIPs in Disciplinary cases are issued by Disciplinary Authority without reasoned and speaking orders. Need for issuing reasoned and speaking orders by Disciplinary /Appellate authority in D&AR cases has been stressed by Railway Board from time to time following judgements of various courts of law vide Railway Board's letter no. E(D&A)/91 RG6-122 dated 21.02.1992 (RBE 31/1992), E(D&A)/2002 RG6-27 dated 24.09.2002. (RBE No. 168/2002) & E(D&A)/2008 RG6-41 dated 06.02.2009 (22/2009). It was repeatedly emphasized that while exercising the disciplinary powers, the disciplinary & appellate authority, etc. perform quasi-judicial functions requiring self-contained "reasoned" and "speaking orders" by them. Moreso, passing of such an order not only demonstrates that justice has been done but also enables the charged official to appreciate his mistake and to rectify it for future as well as to avoid legal complicity & to defend such cases before court of law.

In view of the above, it is suggested that Railway Boards above mentioned instructions be reiterated to all concerned for strict compliance in all future disciplinary cases.



(Rajiv Mahajan)
SDGM & CVO/NFR

***“Earth provides enough
to satisfy every man’s need,
but not every man’s greed.”***

- Mahatma Gandhi

4. Misutilization of Student Development fund.

38

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 30-01-2024

No. Z/Vig/68/05/System Improvement (Pers.)

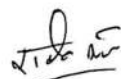
To
PCPO/NFR

Sub- System improvement against misutilization of Student Development Fund.

During vigilance investigation, irregularities in utilization of Student Development Fund in some of the Railway Schools have been noticed. The guidelines framed by GM(P)/MLG circulated vide letter no. DRHS/Fees Structure/ 2014/DMV Dated 22.12.2014 & E//1/252/86(W)D.F.S. Dated 22.06.2015 for withdrawal & utilization of the Development Fund have not been properly followed by those schools. In one school, huge amount was withdrawn from the Development Fund account in different dates from the concerned bank by the principal of the school for his personal use without the knowledge of Development Committee and approval of competent authority required as per schedule of power mentioned in the above guidelines.

In order to prevent such misutilization of Student Development Fund, it is suggested that there should be a joint bank account for development fund consisting of Principal/Head master & any other member nominated by the Development committee, so that the amount required can be withdrawn only by the authorized joint signatories. It should also be ensured that recommendation of Development Committee & approval of competent authority as per SOP framed by GM(P) is strictly followed while utilizing the development fund.

All concerned may be advised accordingly.


(Rajiv Mahajan)
SDGM cum CVO/NFR

5. Regarding execution of Contractual Work

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पूर्वोत्तर सीमांत रेल
NORTH EAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

NO : Z/VIG/289/04/24/23
PCME & PCEE
All DRMs
N. F. Railway

15/02/2024

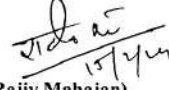
Sub: System Improvement regarding execution of Contractual Work.

In one of the Vigilance inspections in connection with execution of a contractual work, it was found that penalty against non – performance of the contractual work in accordance to the Contract Agreement was not documented properly. As a result of this, the contractor was able to evade a substantial amount on account of non – imposition of penalty for not carrying out the contractual work in accordance to the Contract Agreement. In this regard the following aspects must be strictly complied with;

- The field level executive responsible for execution of the contractual work must get themselves well versed with the various clauses of the Contract Agreement.
- In accordance to the clauses of the Contract Agreement, the field level executive must prepare on daily basis a Performance Statement that mentions about the clauses complied by the contractor as well as those not complied by the contractor, viz., providing less manpower, providing less equipment, providing less chemicals, late completion of the scheduled contractual work, etc.
- The field level executive must get the daily Performance Statement counter signed by the contractor's representative.
- At the end of each month, the incharge SSE on the basis of the Performance Statement prepared by the field level executive must prepare a consolidated Penalty Statement.
- The consolidated monthly Penalty Statement must be submitted by the Incharge SSE to the Officer in – Charge responsible for execution of the contractual work.
- After duly checking the correctness of the Penalty Statement, the Officer in – Charge responsible for execution of the contractual work, must forward the same to the Bill Passing Authority with a copy marked to the contractor.

Action taken in this regard may be communicated to Vigilance.

16/2/24
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15/2


(Rajiv Mahajan)
CVO & SDGM
Northeast Frontier Railway

Office of the General Manager (Vigilance), Northeast Frontier Railway, Maligaon, Guwahati – 11: E-mail: sdgm@nfr.railnet.gov.in

6. Inclusion of important clause in AMC of Data Logger Equipments.



पूर्वोत्तर सीमांत रेल NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/VIG/289/4/S&T/15/23

दिनांक/Date: 16/02/2024

The PCSTE/NFR
Northeast Frontier Railway,
Maligaon, Guwahati - 11

Sub: System Improvement regarding inclusion of important clause in AMC of Data Logger equipments

In reference to a preventive check conducted on CAMC of Data Logger Equipments floated from the S&T department of a particular Division of N.F. Railway, some anomalies were identified. In due course of investigation, it has been felt that certain conditions needs to be invariably been taken care of while framing the Contract agreements of CAMC of Data Loggers. Consequently, the following system improvements are being suggested:

- The firm shall maintain a fully trained and qualified engineer and trained supervisors at nearby place. The set up of this place shall have adequate stock of spares components/Cards/modules etc. and all necessary test and measuring equipments and tools to attend & restore the failure of data logger in minimum time.*
- During the period of AMC, the firm shall arrange replacement of all kind of the defects of any cards/ modules, equipment/ subsystem or associated equipment either in hardware/ software including peripheral equipment's covered under AMC or any other form which becomes unworkable due to causes like defective manufacturing or defective design or defective material/component etc. replacement in order to set right at firm's own cost.*
- During the visit in connection with any break down requiring repairing, the Engineer of the firm will check all the relevant system components listed in the system list and shall thoroughly check working on complete system as per technical specifications.*
- The firm shall ensure supply of another alternative unit, free of cost, during the maintenance contract when any card/module is taking out from site for repairing work.*

Office of the General Manager (Vigilance), Northeast Frontier Railway, Maligaon, Guwahati - 11: E-mail: sdgm@nfr.railnet.gov.in

- e. The firm shall give preventive maintenance visit on monthly basis for which a register will be maintained at every station and signature of Railway representative should also kept on record.
- f. The firm shall ensure first AMC visit to the stations under the contract within 10 days of issue of LOA.
- g. The firm shall ensure subsequent scheduled AMC visit of its representatives within \pm 05 days of the next scheduled date of visit at any particular station. AMC visit at the stations on random days of any month should be avoided. There shall not be inordinate delay between the consecutive maintenance.
- h. In case of failure to compliance to the above regarding the first preventive maintenance, necessary penalty clause may also be clearly stated in the Tender conditions.
- i. An adequate penalty clause for down time of the system is to be incorporated in the Tender Terms and Conditions.

This system improvement is being proposed with the objective of addressing the need to bind the prospective firm offering CAMC services for prompt delivery of emergency services in the event of failure of critical Data logger equipments and associated accessories.

Action taken with respect to this directive may be intimated to this office.



(Rajiv Mahajan)
SDGM & CVO/NFR
N. F Railway, Maligaon

16/2/24
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16/2/24

Office of the General Manager (Vigilance), Northeast Frontier Railway, Maligaon, Guwahati – 11: E-mail: sdgm@nfr.railnet.gov.in

7. Videography of viva-voce proceeding of Group B and specified Gr.C selections.

40

Northeast Frontier Railway

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Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 20.02.2024

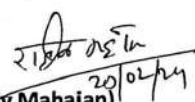
No. Z/Vig/68/05/System Improvement (Pers)

To,
PCPO/NFR

Sub.: System improvement on videography of viva-voce proceeding of Group B and specified Gr.C selections.

With the implementation of Written examination in CBT mode for selection from Gr.C to Gr.B posts, the selection process has become transparent reducing the number of complaints from candidates.

In order to make the selection process more transparent and foolproof it is suggested that viva-voce of the said selections may be conducted under CCTV surveillance or videography with clarity of sound and the proceeding thereof shall also be videorecorded and such recording may be preserved for specified period at par with other documents of the selection.


(Rajiv Mahajan)
SDGM & CVO

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

- Benjamin Franklin

8. Regarding provisions relating to Staff Benefit Fund (SBF)

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पूर्वोत्तर सीमांत रेल
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/Vig/68/3/A/129/2023/5
To,

दिनांक/Date: 28.02.2024

Pr. Chief Personnel Officer
N. F. Railway, Maligaon

DRM/KIR, APDJ, RNY, LMG & TSK, CWM/NBQ & DBRG

Sub: System improvement regarding provisions relating to Staff Benefit Fund (SBF)

During investigation of a case related to SBF, it is observed that there are shortcomings in sanctioning & utilization process of SBF, wherein provisions contained in master circular issued by Railway Board vide letter E(W)2019/FU-1/4 dated 30.9.2019 and chapter 8 of Indian Railway Establishment Code Volume-I have not been followed properly. For proper sanctioning & utilization of SBF, following system improvement is suggested:

- Year-wise & Head-wise allocation, expenditure and fund availability record should be maintained at HQ level as well as Divisions/Workshops level. Head-wise fund utilization should be restricted within allocation & re-appropriation of funds.
- Expenditure statement along with supporting bills/vouchers signed by fund utilizing authority must be submitted against all funds sanctioned for organizing any events/functions etc. within 15 days of completion of events/functions positively. No further funds/amount will be released in future until expenditure statement along with supporting bills/vouchers of last function are submitted.
- Funds/Financial Assistance should be provided/released from SBF as per provisions under appropriate head(s) only.
- Sanction Memorandum should be issued mentioning appropriate Head of SBF.
- Items like AC, Computers, Chairs, tables etc. for offices for which separate head of allocation is available, such items should not be provided from SBF.
- Arrangements for cultural programs should be done by the Railway employees or by Railway Cultural association so that maximum involvement of Railway employees may be ensured.
- The aim & objective of utilization of SBF is to benefit Railway Employees. Hence, proper arrangements should be made for spreading knowledge/awareness regarding provisions of Staff Benefit Fund among all Railway staff so that large number of Railway men can be benefited.


Action taken in this regard may be communicated to this office for record.


(राजेश्वर महाजन)

वरिष्ठ उपमहाप्रबंधक एवं मुख्य सतर्कता अधिकारी
पूर्वोत्तर सीमांत रेल/ मालीगाँव

28/2/24
DESPATCHED
प्रेषण

9. Regarding Tendering and Procurement process


 पूर्वोत्तर सीमांत रेल
 NORTHEAST FRONTIER RAILWAY
 OFFICE OF THE
 GENERAL MANAGER (VIGILANCE)
 N. F. RAILWAY
 कार्यालय
 महाप्रबंधक (सतर्कता)
 पूर्वोत्तर सीमांत रेल
 संख्या/No: Z/Vig/68/1/92/2023
 दिनांक/Date: 27.02.2024
 To,
 PCMM
 N. F. Railway, Maligaon,
 Guwahati - 11

43

"Confidential"

Sub: System improvement in Tendering & Procurement process.

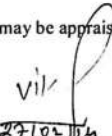
During the scrutiny of the tender cases, lapses in tendering & procurement process has been observed. Therefore, following system improvement are suggested for more transparency.

1. Bidding to be prefer over direct purchase through L-1 comparison in GeM below Rs 5 lakh value. It is seen that there could be chances of unfair advantage if direct PO based on "L-1 comparison without bidding".
2. Direct purchase through L-1 comparison to opt only in emergency cases with proper reason mentioning the emergency by the competent authority.
3. Comparing with higher/other specification other than as per demand should strictly avoided.
4. Comparison sheet prepared in GEM portal should be available with the case file.
5. Selection of Golden filter to be done as per specification in demand /requisition.
6. If process through IREPS, Open Mode of tendering to be prefer to get most competitive price from the market. Limited mode of tendering to be opted in case of emergency only with proper justification and same to be mention in the case file.
7. Tenders should publish with clear description of material demanded. Design/Specification of item if any must be uploaded along with NIT.
8. Piecemeal procurement of the same items should be avoided.
9. Offer disqualification/rejection on flimsy ground should be avoided.
10. Request to include firm's name in limited tender from potential supplier of the material should not be denied.
11. At the time of delivery of material, make/brand should be accepted as per purchase order only.
12. Restrictive and discriminatory tender eligibility conditions should not include without recorded justification.

The system improvement on above aspects may be issued by PCMM/NFR to all field units.

Action in this regard may be taken within one month and this office may be appraised accordingly.

This is issued with the approval of SDGM & CVO/NFR.


 (विकास कुमार/Vikash Kumar)
 उप मुख्य सतर्कता अधिकारी/भंडार
 Dy. Chief Vigilance Officer/Stores
 For GM (Vigilance)/MLG/N.F.Railway

10. Creation of an Integrated Cell at Accounts Office



पूर्वोत्तर सीमांत रेलवे
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेलवे

संख्या/No: Z/Vig/289/2/91/2023

दिनांक/Date: 27.02.2024

To,
PFA/NFR
Maligaon, Guwahati-11

Sub: System Improvement for 'Creation of an Integrated Cell at Accounts Office'.

While investigating a case by Vigilance/NFR, severe lapses were detected on the part of concerned SS/MRHT (Moranhat) who was misappropriating the station earnings by the way of 'Non-remittance', 'Short-remittance' & 'Late-remittance' for a period of 3-4 years. Total misappropriated amount was worked out as Rs.2,13,49,997/-.

The matter could not be detected in Accounts office during the prolonged period as different units of Accounts Department were involved to deal with different kinds of data, without having proper coordination. It was observed that diverse figures related to Total Earnings (Debit side entry in the Balance Sheet) of MRHT station were maintained by 'Traffic Accounts Office' and 'Books & Budget Section'. There was prima facie lack of coordination between these 2 Cells for which fruitful reconciliation of earnings vis-a-vis remittance was not possible.

Details of System Improvements (TAMS, IPAS, Rail Shakti Reports etc.) implemented by Accounts Office were appraised through your note dated: 14/06/2023. Secondly, Dy. CAO/T/NFR confirmed that joint inspection for the year 2022-23 had been conducted by Sr. TIAs and CCMIIs at 151 stations to ensure remittance of earnings and for the remaining stations, Zonal Accounts office had checked the remittance for the F.Y. 2022-23 through Rail Shakti Report and remittance made by all the stations other than MRHT was found in order. Unfortunately these measures/assurances have failed to prevent misappropriation of the station earnings and it is still continuing.

To streamline the matter, a System Improvement is recommended for 'Creation of an Integrated Cell at Accounts Office' under one JAG ranked Accounts Officer. The cell will be responsible to receive the data of station earnings, remittance details and Rail Shakti Reports etc. It will maintain coordination with Chief Cashier's Office and will arrange reconciliation of Station Earnings with their actual Remittance on regular basis. In the event of non-remittance of any amount, the cell will take remedial action after detecting & advise the concerned division. The proposed cell may be manned by utilizing selected officials/officers presently working in 'Traffic Accounts Office' and 'Books & Budget Section'.

A compliance report of the above system improvement is solicited.

(Rajiv Mahajan)
SDGM & CVO/NFR

Copy to: EDVT, Railway Board, Room No. 522, New Delhi-110011: for kind information. RB may consider implementation of the system improvement across all zonal railways.

SDGM & CVO/NFR

11. Regarding preparation & passing salary bills in IPAS



पूर्वोत्तर सीमा रेल
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमा रेल

No. Z/VIG/289/03/02/2024

Date: 29/02/2024

To
PFA, PCPO
N.F Railway

Sub : System improvement regarding preparing & passing salary bill in IPAS .

During the preventive check in one unit, it was noticed that a huge amount of Arrear Pay, Arrear TA, Conveyance hiring, unpaid wages, Reimbursement of Air passes and medical reimbursement etc. had been paid irregularly through regular salary bill against some staff without any supportive documents and accounts vetting.

In view of the above, all concerned officials may be advised to adopt the following system improvement to prevent manipulation and fraudulent payment in salary bills:-

1. System should be improvised such a way that any arrear payment or TA should be vetted by Accounts, to avert over payment/irregular payment.
2. At the time of preparing / passing of the salary bills, it is to be ensured that only the vetted amount of arrear pay, TA and allowances have been charged in the Regular Salary bills.
3. Duty booking register/movement Register should be maintained for movement and outstation duty of staff.
4. Arrear payment particulars i.e Bill no. /date , period & amount should be recorded in the P/case of the employee to avoid double payment .
5. Salary bill preparing & passing authorities should ensure the time- line strictly as stipulated in the JPO (Joint Procedural order), for proper scrutiny at the time of passing of the salary bills .
6. Arrear Pay and other allowances paid through other bill units earlier without vetting of Accounts /valid documents should immediately be checked and if found over payment that should be recovered with intimation to this office.

Action taken in this regard may be communicated to vigilance at the earliest.

(Rajiv Mahajan)-
SDGM & CVO/NFR

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27/3

12. Regarding Mobilization Advance sanction/recovery:



पूर्वोत्तर सीमांत रेल NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: No. Z/VIG/68/05/A

दिनांक/Date: 11.03.2024

Pr. CE, PFA, PFA/CON

CAO/CON-I, II & III.

DRMs/KIR, APDJ, RNY, LMG & TSK

Sub: System improvement regarding Mobilization Advance sanction/recovery.

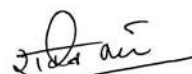
- (i) As per GCC - 2022 clause 46. (4) "If payment (s) of Advances are applicable in the contract, as mentioned in the Tender Documents, Railway shall make payment(s) of Interest-bearing advances, **on the request of contractor.**
- (ii) This shall be limited to 10% of the Contract value and shall be paid in 2 stages.
- (iii) **Stage 1** – 5% of Contract Value shall be payable immediately after signing of the contract agreement.
- (iv) **Stage 2** – 5% on mobilization of site-establishment, setting up offices, bringing in equipment and actual commencement of work. Only after submission of a utilization certificate by the contractor that the Stage-1 advance has been properly utilized in the contract.
- (v) These Advances shall be payable against irrevocable guarantee (BG, FDRs) from a scheduled commercial bank of India of at least 110% of the value of the sanctioned advance amount (covering principal plus interest).
- (vi) The advances shall be used by the Contractor for the purpose of the Contract, and for the purpose for which they are paid. Under no circumstances, shall the advances be diverted for other purposes. Any such diversion shall be construed as a breach of the Contract and the Contractor shall be asked to return the advance at once and pay interest at 15% per annum till the advances are recovered back from him.
- (vii) The recovery shall commence when the value of contract executed reaches 15% and shall be completed when it reaches 85% of the **original contract value**. The instalments on each "on account bill" will be on pro-rata basis.
- (viii) Interest shall be recovered on the advance outstanding for the period commencing from the date of payment of advance till date of particular on-account bill (through

Office of the General Manager (Vigilance), Northeast Frontier Railway, Maligaon, Guwahati – 11: E-mail: sdgm@nfr.railnet.gov.in

- which recovery of principal is affected) and adjusted fully against on-account bill along with pro-rata principal recovery.
- (ix) During Vigilance Investigation against the payment and recovery of Mobilization advance, it has been found that the Installments (Interest + Pro-rata basis Principal), Rate of interest and method adopted for recovery (not recovered within 85% of work executed against original CA value) are not as per stipulated guidelines.
- (x) In order to develop a system of **monitoring of advances against each Contract Agreement**, a consolidated record in form of statement/register for advances paid and recovered against the sanctioned works should be maintained in HQ/Division by accounts department, where the concerned bill releasing authority in accounts (not below the rank of ADFM/AFA) in Division/HQ must ensure entry of details in statement/register from corresponding bill. The record must be reconciled with the executive department on quarterly basis. The consolidated record will keep a check on the advances paid/recovered against on account bill of the contract as per relevant guidelines. In this regard a Performa is suggested to be maintained at HQ/Division level by accounts Department for all the Contract Agreements wherein the advances have been paid to the contractor.

SL No.	CC Bill No.	Date	Recovered Amount				Balance Mob Adv. (₹)		Remarks
			1st Stage Mob Adv. (₹)		2nd Stage Mob Adv. (₹)		1st Stage Mob Adv. (₹)	2nd Stage Mob Adv. (₹)	
			Capital	Interest	Capital	Interest			

In view of the above, all concerned officials may be advised to adopt the above-suggested system improvement. A copy of the instructions issued may be sent to this office for record.



(राजीव महाजन)

वरिष्ठ उप महाप्रबंधक एवं मुख्य सतर्कता अधिकारी
पूर्वोत्तर सीमांत रेल/ मालीगाँव

13. Rate fixation of finished products and proper accounting of material issue / receipt at Workshop Unit.



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पूर्वांतर सीमा रेल
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वांतर सीमा रेल

No: Z/VIG/289/4/S&T/05/23

Dated: -13.03.2024

To,
PCSTE/NFR,
N.F.Railway,
Maligaon

Sub: System Improvement regarding Rate fixation of finished products and proper accounting of material issue/receipt at Workshop Unit.

During a preventive check conducted at the unit of SSE/Sig/SWS/PNO on 07.03.2023, 10.03.2023 & 11.03.2023 in connection with account of S&T material at the store and the procedure adopted for product indent to delivery of finished product in the workshop unit it has been observed that:-

- a) The raw materials were issued from store to different shops at the workshop and final products manufactured from the shops were returned back to the Store through Memos'. These Memos' were then later accounted in Card Ledgers. Some of the transactions have been found to be updated in Card Ledgers after a gap of considerable period of time which has resulted in discrepancy being detected between ground balance and ledger balance of some randomly selected items.
- b) It has been noted that the methodology used at the workshop unit for determining the prices of finished products is inadequate. The approach to rate fixation appears to be casual, lacking a standardized rate chart approved by competent authority. No documentary evidence of approved rate adjustment over time considering various parameters affecting its escalation (such as labour cost, material cost etc) have been found. It is imperative to expedite the rate fixation process taking factors such as price escalation into consideration.

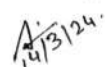
In view of the above, the following system improvement is suggested: -

- a. It is recommended to maintain a proper ledger and DMTR(Daily Maintenance Transaction Register) registers preferably through UDM in addition to the Card Ledger System.
- b. To address the issue of rate fixation of finished products effectively, it is recommended that a proper rate chart for finished products be developed duly and issued only after receiving

approval from the competent authority. This measure will ensure a transparent and standardized approach to pricing, enhancing accountability and efficiency within the workshop operations.

Action taken in this regard may be intimated to this office for record.


(Rajiv Mahajan)
SDGM & CVO/NFR


14/3/24

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

- Sardar Vallabhbhai Patel

***Speak with Honesty
Think with Sincerity
Act with Integrity***

14. Use of uniform format for conducting trade test for promotion in artisan categories.:

पूर्वोत्तर सीमा रेल
Northeast Frontier Railway

कार्यालय
Office of the
मुख्य सतर्कता अधिकारी
Chief Vigilance Officer
मालीगाँव, गुवाहाटी/Maligaon, Guwahati-11
दिनांक/Dated 30.04.2024

संख्या/No. Z/Vig/68/05/System Improvement(Pers.)

सेवा में/To
Principal Chief Personnel Officer,
N.F. Railway, Maligaon.

विषय/Sub:- Use of uniform format for conducting trade test for promotion in Artisan categories.

During the Vigilance investigation, it is noticed in one division that different formats have been issued in different units in same trade test for promotion to the post of Tech/Gr.III against Departmental Promotional quota. Total marks, pass marks in Practical test and Oral test has not been written in the format used by those units resulting confusion in allotting marks by Trade Testing Officer.

In order to maintain uniformity in the trade test, a common format duly incorporating total and qualifying marks in Practical and Oral test allotted as per Master Circular 43 and marks obtained by the candidates may be circulated from HQ to be used in all Trade tests for promotion in artisan categories by Divisions/Workshops/Units.

Copy of one such prescribed trade test format may be sent to this office for record.


(Rajiv Mahajan)
SDGM & CVO/NFR

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

- Jawaharlal Nehru

15. Strict implementation of provisions for writing of APAR of Railway employees working in Level-1, Level-2 & other artisan staff

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Northeast Frontier Railway

कार्यालय
Office of the
मुख्य निगरानी अधिकारी
Chief Vigilance Officer
मालीगाँव, गुवाहाटी/Maligaon, Guwahati-11
दिनांक/Dated 30.04.2024

संख्या/No. Z/Vig/68/05/System Improvement(Pers.)

सेवा में/To
Principal Chief Personnel Officer,
N.F. Railway, Maligaon.


विषय/Sub:- Strict implementation of provisions for writing of APAR of Railway employees working in Level 1, Level 2 & other artisan staff.

During the Vigilance investigation, it is noticed in most of the selections that APARs of previous 2-3 assessment years of candidates with Level-1 & 2 were signed subsequently during selection process. In one selection, working reports of previous years of eligible staff who appeared in the selection were signed by reporting officer even after written examinations of the selection. Moreso, confidential reports of earlier assessment years of artisan staff above level 2 were signed 2-3 years later, which was considered in the selection process.

The concept of writing of APARs of Railway employees working in Level 1 & Level 2 has already been advised by Railway Board vide RBE Nos. 148/2014 & 09/2019.

In view of the above, all Divisions/Workshops/units may be advised to strictly follow the Railway Board's provisions. Selection Board while assessing the record of service should kept the above provision in mind, which is also a part of positive act of selection.

Action taken may be intimated to the undersigned.


(Rajiv Mahajan)
SDGM & CVO/NFR

Success without Integrity is Failure

16. Regarding allotment of confirm berth to the RAC passenger in trains by on duty TTE.



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NORTHEAST FRONTIER RAILWAY

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कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/VIG/289/2/118/24

दिनांक/Date: 10.05.2024

To,
EDVT, Railway Board,
Room no. 522, New Delhi-1

Sub: System Improvement in connection with allotment of confirm berths to the RAC passenger in trains by on duty TTE.

During the course of preventive checks conducted by Zonal Vigilance/NFR in trains, it was observed that there is a scope for system improvement in the HHT (Hand Hand Terminal) that will bring ease to the RAC passengers to travel conveniently in trains and to prevent unscrupulous use of empty berths by TTEs arising out of Not Turned up (NT) passengers.

SN	System improvement required	Reason
1.	Whenever a TTE marks a passenger NT (Not Turned Up) in HHT, CRIS will automatically confirm the next RAC passenger as per seniority and vacancy position depending upon the leg of journey booked.	As of now, the berth allotment to the RAC passenger is done by on duty TTE manually in HHT which keeps a scope fictitious use and giving undue privilege to non- eligible RAC passengers.
2.	A sms alert (auto- generated) will be sent to RAC passenger in their registered mobile no. informing him/her regarding berth no. and coach no.	This will enable in keeping the RAC passenger informed regarding his current status of berth and prevent any fraudulent use of empty berths arising out of NT passengers.
3.	As soon as a TTE marks a passenger NT (Not Turned Up) in HHT, CRIS will automatically send an alert message to the NT passenger in their registered mobile no regarding his/her absence in train and further his /her berth will be allotted to next eligible passenger.	As the message will be system generated, this will prevent any future scope of confusion and dispute with the NT passengers.
4.	The on duty TTE will wait for one commercial stoppage of the train from the boarding station of the passenger and then will mark the passenger NT if not found.	This will create a time frame for the on duty TTE in trains to mark the passenger NT resulting in allotment of berth to the next eligible passenger.

Suitable advice may be issued to Directorate of Passenger Marketing (Traffic Commercial) for implementation of the above System Improvements.

(Rajiv Mahajan)
SDGM & CVO

Copy to:

- 1) PED (Passenger Marketing), Room No.: 472, Railway Board, New Delhi-110001; for kind information.
- 2) PCCM, N.F. Railway: for kind information.

(Rajiv Mahajan)
SDGM & CVO

17. Verification of family declaration & nomination of Railway employee before acceptance

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 13.05.2024

No. Z/Vig/68/05/System Improvement(Pers.)

To
PCPO/NFR

Sub- Verification of family declaration & nomination of Railway employee before acceptance.

During vigilance investigation, it is observed that the family declarations submitted by Railway employee in different periods during service are not matched with the family composition of earlier family declaration. In some cases, it is found that name of the wife & her wards already declared have been changed with new names as wife & wards without any supporting documents, like death certificate, divorce order from court of law, permission of second marriage, birth certificate of son/daughter borne by the employee & second wife, etc.

Similarly, it is also observed that at the time of retirement the employee changes the names of family members not matching with the family members which was recorded in earlier declarations. Accordingly, pension booklet is filled up with the new names of wife & wards. As a result of such irregularities, the wife or wards who are the rightful claimants for compassionate appointment as well as pensionary benefit get deprived resulting legal complicity in future.

In order to prevent irregular payment of family pension & other settlement dues and appointment on compassionate ground, it is suggested that family declarations/nominations submitted by Railway employee should be carefully verified with earlier family declarations/ nominations submitted by the employee before acceptance in service record. A undertaking by the dealer & controlling officer should be made before their signatures in the said family declaration that names of family members are verified with the earlier family declarations supported by valid documents and found in order.

Action taken may be intimated to the undersigned.


(Rajiv Mahajan)
SDGM & CVO/NFR

8
14/05/24
DISPATCHED

18. Review of Concrete Mix Design for maximum cement content



पूर्वोत्तर सीमांत रेल NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/Vig/68/05/A

दिनांक/Date: 04.06.2024

Pr. CE/NFR

CAO/CON-I, II & III.

DRM/KIR, APDJ, RNY, LMG & TSK.

Sub: System improvement regarding review of Concrete Mix Design for maximum cement content.

- 1) During Intensive Examination held by Chief Technical Examiner of CVC in regard to a contract work of Construction Organisation of NFR, one of the major deficiency noticed is excessive use of cement in concrete works. CTE's observation is as under:
"Maximum cement content as per clause 8.2.4.2 of IS:456 is 450 kg/cum unless special consideration has been given in design to the increased risk of cracking due to drying shrinkage in thin sections, or to early thermal cracking and to the increased risk of damage due to alkali silica reactions. In this work cement content of 470kg/cum and 490kg/cum has been used for M25 & M30 mix respectively which is apparently not in order. When all the constituents i.e. cement, water, coarse aggregate and stone aggregate were meeting the required specifications, adding cement content more than the maximum permissible is not in order.
- 2) While compliance of the para & further investigation in this regard as advised by CVC, it is observed that "the minimum cement content for different grades of cement concrete has been specified/permitted on higher side based on Railway concrete bridge code, where as instant work does not pertain to Railway bridge, hence Bureau of Indian Standard code i. e. IS:456 is applicable in this case wherein the prescribed minimum cement content and maximum content of cementitious material for concrete are much lesser than the specified minimum and maximum cement content .
- 3) It is observed that para 5.4.5 of IRS Concrete Bridge Code in regard to minimum cement content should be made applicable only for bridge works carrying rail loads and for all other civil structures including ROBs, the minimum cement content as per Table 5 of IS: 456 and relevant IRC Code for ROBs should be referred to and used. In this regard, it is thus advised that concrete mix should be reviewed and re-designed for all on going works also. Thus, you need to have separate mix design for bridge elements carrying rail loads (in which minimum cement content needs to be as per IRS Concrete Bridge Code) and another set to mix designs for other works wherein minimum cement content should be as per IS: 456 or as per relevant IRC code as the case may be.

Page 1 of 2

- 4) Please find enclosed a copy of self-contained Note on "Design mix concrete Economy & Environmental issues" authored by Shri Nirmal Goel, Technical Examiner, Central Vigilance Commission, New Delhi) (Enclosed) which is being sent for your information and immediate necessary action.

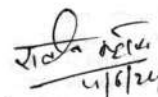
In both these documents, it has been stipulated that design mix where cement content for various grades of concrete is exceeding the cement content as given in the table below, the design mix reports should be critically examined and re-checked:

Grade of Concrete	Cement content in Kg per cum of concrete
M 15	250 to 300
M 20	280 to 330
M 25	310 to 360
M 30	340 to 390
M 35	360 to 420
M 40	380 to 450
M 45 to M 55	400 to 450

- 5) It is to emphasize that for achieving required strength of concrete grades, water cement ratio is the governing factor and needs to be controlled. At the same time, for achieving the required workability, instead of adding more water (which necessitates corresponding increase of cement), it is important and required that workability is improved to suitable level by use of permitted admixtures for which IS: 9103 1999 can be referred to. With use of permitted admixtures, it is certainly possible to economise on the cost of concrete and to economise cement consumption.
- 6) In view of this, it is advised to immediately review the mix designs of various grades required for works of Railway bridge elements carrying rail loads and as required for other works for their corresponding workability requirements by carrying out suitable trials in consultation with the agency which has submitted the mix designs or by changing the agency if required. For getting proper mix designs, it has to specify Grade of concrete mix, workability requirement, grade and brand of cement proposed to be used, purpose (i.e. required for Bridge Structural elements of Rail carrying loads or other works), minimum cement content (specify as per IS Code / IRC Code or as per IRS Concrete Bridge Code) and also specify that use of permissible and compatible admixtures be considered for reduction of water content and achieving economy in cement content while asking for the mix designs.

In view of the above, all concerned officials may be advised to adopt the above suggested system improvement. A copy of the instructions issued may be sent to this office for record.

DA: As Above



राजीव महाजन
वरिष्ठ उप महाप्रबंधक एवं मुख्य सतर्कता अधिकारी
पूर्वांतर सीमांत रेल / मालीगाँव

Design mix concrete – Economy & Environmental issues

(Nirmal Goel, Technical Examiner, Central Vigilance Commission, N. Delhi)

1. Concrete is most commonly used material in civil construction work all over the country. There is hardly any major original civil construction work where structural concrete is not used.
2. Nowadays concrete is produced in batch mixing plants located either at site of construction or away from the site in a location from where concrete is carried in transit mixers to the site. The later one is commonly called Ready Mix Concrete (RMC).
3. The proportion of various ingredients of concrete made in batch mixing plants mentioned above is usually determined in laboratory. This process is called designing (proportioning) of concrete mix and such a concrete is called design mix concrete. The designing process is a trial and error method in which right proportion of ingredients is sought to be determined so as to achieve targeted mean strength which is kept somewhat higher than the characteristic compressive strength of the concrete. Besides achieving the targeted strength, the workability and durability requirements are also required to be ensured while designing the concrete mix. All this has to be done keeping in mind the objective of achieving overall economy by reducing the content of costliest material in the concrete, i.e. the cement.
4. The designing process in most of the major projects is usually carried out through reputed laboratories. IS 10262:2009 is the relevant Indian standard stipulating guidelines for concrete mix proportioning.
5. Some important economy and environmental issues pertaining to design mix concrete are discussed hereunder: -

a) **Use of fly ash:** Fly ash is a waste product in thermal power generation. Besides occupying a large space in coal based thermal power plants, fly ash pollutes the air. Extremely fine particles of fly ash are a source of respiratory disease as these particles settle on the human lungs. Disposal of fly ash is a cause of concern from environmental consideration. Fortunately this harmful material is a very useful material in civil construction since it has got very good pozzolanic properties and up to 35% of the cement content in concrete can be substituted with fly ash without sacrificing strength and achieving durability and economy in the construction. The quality parameters of flyash for use in concrete are laid down in IS 3812(part 1). There should be uniform blending of flyash with ordinary Portland cement. In all civil construction in the vicinity of thermal power plants, the fly ash should be used as environmental friendly measure and for economizing construction cost. While selecting concrete items at the time of preparing estimates for construction works, provision should be kept for use of fly ash along with ordinary Portland cement. The tender documents should not discourage use of fly ash in concrete as the same approach is not backed by any scientific reasoning. The use of fly ash in concrete should be promoted not only from environmental consideration but also for economizing construction cost.

b) **Use of PPC:** IS Code permits use of flyash based Portland Pozzolana Cement (PPC) conforming to IS1489 (part 1) in concrete. The PPC many a times is available at lesser cost than OPC. Besides it is more environmental friendly compared to OPC since it utilizes the fly ash in its manufacturing. Use of PPC in concrete helps in environmental conservation and for economizing construction cost without sacrificing strength and achieving durability and economy in the construction.

c) **Specifying high quantity of cement in tender documents:** Quantity of cement in design mix concrete depends upon several factors, chiefly on workability requirement. Workability requirement (slump values) should not, therefore, be prescribed unnecessarily high but as given in table under Para 7.1 of IS 456-2000. Further, higher workability requirement should be met by use of suitable chemical admixtures (super plasticizers / water reducing admixtures) to reduce water requirement in the concrete. The design process takes care of various factors affecting strength, durability and workability of concrete. Still there is a tendency on the part of some NIT approving authorities to stipulate much higher cement content in the concrete than specified in Table 5 of IS Code 456 given below: -

Table 5 Minimum Cement Content, Maximum Water-Cement Ratio and Minimum Grade of Concrete for Different Exposures with Normal Weight Aggregates of 20 mm Nomination maximum Size

Sl No.	Exposure	Plain Concrete			Reinforced Concrete		
		Minimum Cement Content Kg/cum	Maximum Free Water-Cement Ratio	Minimum Grade of Concrete	Minimum Cement Content Kg/cum	Maximum Free Water-Cement Ratio	Minimum Grade of Concrete
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
i)	Mild	220	0.60	-	300	0.55	M 20
ii)	Moderate	240	0.60	M 15	300	0.50	M 25
iii)	Severe	250	0.50	M 20	320	0.45	M 30
iv)	Very Severe	260	0.45	M 20	340	0.45	M 35
v)	Extreme	280	0.40	M 25	360	0.40	M 40

NOTES

1 Cement content prescribed in this table is irrespective of the grades of cement and it is inclusive of Mineral Admixtures, i.e. Pozzolanas, fly Ash, silica fume, rice husk ash, Metakaoline, Ground Granulated Blast furnace slag. The additions such as fly ash or ground granulated blast furnace slag may be taken into account in the concrete composition with respect to the cement content and water-cement ratio if the

suitability is established and as long as the maximum amounts taken into account do not exceed the limit of pozzolona and slag specified in IS 1489 (Part 1) and IS 455 respectively.

Thus, the minimum cement content specified ranges from 300 to 360 kg per cum of concrete for various exposure conditions and for various grades of concretes. It is the prerogative of the designer to find out the correct quantity of cement over and above these minimum values in Table 5 of IS456. The maximum cement content in concrete in normal course is also limited to 450 kg. per cum of concrete as per Para 8.2.4.2 of IS 456. By specifying cement content much higher than the stipulation in IS 456, the entire purpose of designing is defeated. Very often designer may be easily able to achieve required targeted mean strength in lesser cement than specified in the agreement but he has to perforce specify the higher quantity given in the agreement as intimated to him by client (project authorities). Thus, the entire purpose of designing concrete in economical and environmental friendly manner is lost. Unnecessary damage to the environment is caused by emission of greenhouse gases in the environment in the process of manufacturing of wasted cement. Besides wastage / pilferage, this approach also gives rise to scope for wastage and pilferage of cement in actual execution.

d) **High quantity of cement in Mix Design Report**

It has also been noted that very high quantity of cement is sometimes specified in the design mix by the laboratory. The design mix report issued by the laboratory should not be directly used at site without approval of project Engineer. The Engineer should be made responsible for approval of design mix report. He should not instantly approve any design mix report which shows abnormally high cement content. In such cases, he should thoroughly check the design mix report particularly from economy angle.

He should check if the use of water reducing admixtures or plasticizers can help in reduction of water cement ratio and subsequent reduction in high quantity of cement prescribed in the design mix report particularly for higher grade of concrete where reduction in water cement ratio to value of 0.30 to 0.45 is needed. Thus, a design mix report showing very high cement content should not be readily accepted at its face value but after critical scrutiny only. The engineer should check the calculated design mix proportion by means of trial batches as per para 5 of IS10262-2009.

The author has come across a number of concrete design mix reports in various part of the country. In the opinion of author, following are the cement contents for various grades of concrete beyond which design mix report should be critically examined and rechecked: -

Grade of concrete	Cement content in kg. per cum of concrete
M 15	250 to 300
M 20	280 to 330
M 25	310 to 360
M 30	340 to 390
M 35	360 to 420
M 40	380 to 450
M 45 to M 55	400 to 450

Note: The above cement content (if OPC used) can be further reduced up to 35% by use of fly ash.

19. Irregularities in conduct of IME/PME.

344

NORTHEAST FRONTIER RAILWAY

Office of the
Pr.Chief Medical Director
Maligaon, Guwahati-11
Pcmdnfr@gmail.com
Date: 04.06.2024

No.HM/219/1/Pt.IX

To,
MD/CH/MLG
CMS - NJP, LMG, TSK & BPB
ACMS/IC - KIR, BPB, RNY,
MS/IC/NBQ, Sr.DMO/APDJ & DMO/RPAN

Medical

Sub: Irregularities in conduct of IME/PME - System improvement.

During Vigilance preventive check conducted at SDRH/RPAN in connection with conduct of IME/PME, it has been noted that one Loco Pilot (A1) was sent for first PME by SSE/IC/RPAN with length of service is less than 4 years. The employee was entertained for first PME by the Railway Ophthalmologist as well as PME doctor inspite of length of service is less than 4 years and incidentally, the employee was found to have substandard vision.

To avoid such incidence in future, the following system improvement may be implemented with immediate effect.

1. Employee reporting for PME before schedule should be returned to controlling officer with a copy of letter to the branch officer of the division.
2. CMS (Crew Management System) application may be suitably updated to ensure that due date is counted from the date of appointment not from the date of initial examination in terms of Para-514 of IRMM 2000.
3. Ophthalmologist should invariably examine the eyesight in totality whenever as a candidate is sent for fundoscopic exam.

(Dr. P. Maheshwari)
Pr.Chief Medical Director

Copy to:

- 1) SDGM/NFR - for information please.
- 2) CELE/NFR - for information. He is requested to get the CMS application suitably updated.

*vi / Med
v/kp
06/06/24
Ry CMO
vtd
06/06/24*



ans
Pr.Chief Medical Director

04-06-24

20. Modification of RDSO specification of S&T items.



पूर्वोत्तर सीमा रेल
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमा रेल

Confidential

No: Z/VIG/68/3/A/136/2023/HQ

Dated: -27.06.2024

To,
PCSTE/NFR, PCSTE/CON
N.F. Railway, Maligaon

Sub: System Improvement regarding modification of RDSO specification of S&T items.

During the course of investigation a complaint at this office, it has been observed that some parameters of a standard RDSO specification for a telecommunication item had been changed and upgraded without taking any reference in the tender in order to suit site specific environmental conditions and surrounding for proper and desired output post its installation . However, it has been observed that neither any prior approval from the competent authority had been taken nor proper technical justification had been provided for the aforesaid upgradation of the RDSO specification.


The aforementioned situation might result in self-motivated or random modification to RDSO specification irrespective of site-specific requirement or irrespective of existence of such provision in RDSO specification for modification of parameters.

In view of the above, the following system improvement is suggested: -

"For modification / addition to any clause / condition in the RDSO specification, prior approval from the PHOD has to be taken without fail"

Action taken in this regard may be intimated to this office for record.


(Rajiv Mahajan)
SDGM & CVO/NFR


DESPATCHED
प्रेषण

21. Entry of Quarter details in quarter module of AIMS portal

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 28.06.2024

No. Z/Vig/68/05/System Improvement (Pers.)


To,
PCE, PCEE, PFA, PCPO
All DRMs/CWMs
N.F.Railway

Sub-Entry of quarter details in quarter module of AIMS portal.

During vigilance investigation, huge irregularities have been detected pertaining to the occupation of Railway quarters, like occupation of two quarters by the same employee, two quarters occupied in the same station by the employee & spouse, availing HRA even after allotment of Railway quarter. Proper use of technology like AIMS portal will definitely reduce the scope of such irregularities. With a view to effective implementation, it is suggested that:

- (i) Details of All Railway Quarters of the Divisions/WS & HQ are required to be entered in Quarter module of AIMS portal by next one month, i.e. upto 31st July.
- (ii) Electric Charge, water charge, etc. are required to be entered in the relevant IPAS Module of the AIMS portal by 16.08.2024.
- (iii) IT Centres of HQ and the Divisions should coordinate.

Action taken may be intimated to the undersigned.


(Rajiv Mahajan)
SDGM & CVO/NFR



Corruption is an impediment to economic growth and development

22. Irregularities in recovery of Railway Quarter rent & associated charges thereof.

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 28.06.2024

No. Z/Vig/68/05/System Improvement (Pers.)
To,
All PHODs,
CAO/CON/I, II&III
All DRMs/CVMs
DGM/G/MLG
N.F.Railway


Sub-Irregularities in recovery of Railway Quarter rent & associated charges thereof.

During vigilance investigation, a Railway employee was detected occupying Railway quarter since long and was also receiving house rent allowance. His quarter rent, Electric Bill, etc. were not been deducted by the concerned Bill preparing units of Personnel Branch & Electrical Department, although copy of allotment order was marked to all concerned including those offices.

In order to avoid such serious irregularities, it is suggested as:

- (i) Henceforth, copies of all quarter allotment orders should be marked to all concerned Offices in e-Office also.
- (ii) Copy of occupation letter of the employee should be forwarded by the concerned controlling officer and Bill Preparing Officer. **Only such copy of Occupation Letter of the employee duly forwarded by controlling Officer & Bill Preparing Officer should be entertained by concerned SSE/Works of Engineering Department & SSE/Power of Electrical Department.**
- (iii) While forwarding the occupation letter, controlling Officer and Bill Preparing Officer will check whether house rent allowance has been received by the employee or not. In case the employee is receiving the HRA, immediate necessary action shall be taken to stop the HRA. A cancellation memorandum shall be issued by the authority issuing the HRA sanction memorandum. Bill Preparing Office shall ensure the same for strict compliance.
- (iv) The Bill Clerk shall maintain proper register of HRA received & Railway quarters occupied by the employees, the same will be checked and countersigned by concerned Bill Preparing Officer at least twice in a year.
- (v) SSE/Works shall also forward the Occupation letter to all concerned in e-office including Bill preparing office of Electric & Personnel Branch.
- (vi) SSE/Power shall also forward the Occupation letter to all concerned including Electric Bill preparing office through e-office.
- (vii) Meter Readers of concerned Electric office shall check each and every railway quarter regularly as per existing rules, which has not yet been followed. Concerned Officer of Electrical Department should ensure the same for strict compliance. A register thereof should be maintained which should be checked and countersigned every month by the SSE concerned.
- (viii) **Efforts shall be made to process all Electric Bill through Electric module (Electricity Master Entry) of AIMS portal. IT centre should ensure the same for strict compliance.**

Action taken may be intimated to the undersigned.


(Rajiv Mahajan)
SDGM & CVO/NFR

23. Regarding issue of CMB, Field Book/Level Book (Applicable for Contract wherein measurements of work by contractor is permitted) and record measurements of sensitive hidden items (dewatering etc.)



पूर्वोत्तर सीमांत रेल
NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/VIG/68/05/A

दिनांक/Date: 04.07.2024

Pr. CE, PFA, PFA/CON
CAO/CON - I, II & III
DRMs/KIR, APDJ, RNY, LMG & TSK

Sub: System improvement regarding issue of CMB, Field Book/Level Book (Applicable for Contract wherein measurements of work by contractor is permitted) and record measurements of sensitive hidden items (dewatering etc.)

1. CMB & Field/Level Book:

- a) During preventive check conducted against an ongoing work in one of unit of NFR/Construction Organization (Where CMB was permitted contract as per clause 1316A of Engineering code) and further investigation thereon, it is noticed that the guidelines and instructions issued by Railway Board related to the issue of CMB and Field book/level book are not followed and instead of issuing the Level book in favor of the contractor, it was issued in favor of concerned SSE/Works.
- b) As per extant guidelines, Dy. Chief Engineer in charge of contract (Dy. CE/C) shall hand over required Nos. of CMBs to Assistant/Executive Engineer in-charge of contract (AEN/XEN) after taking receipt of the same on sheet No. 2A (Form E.1313) for further issuance to contractor from time to time as per progress of work.
- c) CMB shall be registered with unique No. in the Register of Measurement Books (Form E.1314) maintained in the office of Dy. CE/C. Separate account of CMBs for each agreement shall be maintained in the office of Dy. CE/C and AEN/XEN.
- d) In case of change of contractor's authorized Engineer, fresh approval shall be taken from Dy. CE/C before recording of measurements.
- e) While issuing CMB to contractor, AEN/XEN shall take out sheet No. 2A to 4A from the CMB, take receipt of CMB from contractor on sheet No. 3A (Form E 1313), and keep the same in safe custody.
- f) Similar system as for CMB, shall be followed for issuing Field Book/Level Book (E. 1317/A) to contractor for recording of levels in the field book/level book.
- g) **In every 4th on account measurement/final measurement**, the recording of works executed shall include all the items and their quantity included in previous on account measurement.
- h) **Moreover, payment shall not be processed on Lump sum measurements** taken by contractor's authorized Engineer except earthwork for which every 4th bill shall be based/concluded on actual levels taken.
- i) For processing the bill, used pages of CMB with one extra blank page to be submitted to AEN/XEN along with bill duly signing the measurements by the contractor and shall keep a photocopy of the measurements for future reference.
- j) At the time of submission of final bill, the contractor shall submit all the remaining CMBs (unused as well as partially used) with him along with bill to AEN/XEN.

Page 1 of 2

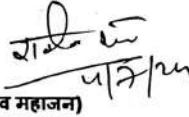
2. **Dewatering:**

- a) During investigation, it is observed that the record measurements against a schedule item vide item No.222300 of NFUSSOR.2010 (dewatering of natural or accumulated water from any location, payment to be done for HP of pump multiplied by pumping hours), has been done without any basis of supporting documents (dewatering register/Log book) & test checking of competent authority and further payment made in two successive on account bill.
- b) In this regard, it is **suggested to maintain a dewatering register/Log book at site** in the following format duly issued by Engineer-in-charge to JE/SSE/Contractors Engineer as per extant guidelines and the entries thus made in the dewatering register/Log Book must be test checked by ADEN/AXEN/XEN before making any payment to ensure the correctness of the measurements.

DEWATERING REGISTER/LOG BOOK

SN	Date	Location	Capacity of Pump (hp)	Nos. of Pumps	Unit	Starting Reading (Kwh)	Closing Reading (Kwh)	Total Quantity (Kwh)	Cumulative Quantity In (Kwh)	Total Time		Signature of			Remarks
										Hrs	Min	Contractor's Engineer	SSE/JE	XEN/AXEN/ADEN	

In view of the above, all the concerned officials may be advised to adopt the above-suggested system improvement. A copy of the instructions issued may be sent to this office for record.


(राजीव महाजन)

वरिष्ठ उप महाप्रबंधक एवं मुख्य सतर्कता अधिकारी
पूर्वोत्तर सीमांत रेल/ मालीगाँव

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04/07/24
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24. Allotment of Senior Citizen Quota (SS) to link Aadhar/PAN card to generate PNR in PRS counter/IRCTC website.



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पूर्वोत्तर सीमांत रेल

संख्या/No: Z/VIG/289/2/169/24

दिनांक/Date: 24.07.24

To,
EDVT,
Railway Board,
Room no. 522, New Delhi-1

Sub: - System improvement in connection with allotment of Senior Citizen Quota (SS) to link AADHAR/PAN CARD to generate PNR in PRS Counter/IRCTC Website.

In term of IRCA Coaching Tariff No. 26/Part-I/Vol.-II, w.e.f. 01-04-2008, no age proof is required at the time of purchasing tickets. During the course of preventive checks conducted by Zonal Vigilance/NFR in trains, it was observed that the passengers book the ticket under Senior Citizen Quota by giving wrong age declaration and get lower berth allotted thereby depriving the genuine eligible passengers. There is a scope for system improvement in the PRS Counter/IRCTC Website in SS quota as follow:-

SN	System Improvement Required	Reason
1	AADHAR/Pan Card should be linked to Railway PRS counter and IRCTC Website to verify passenger age	Many passenger misuse SS Quota and declare false age
2	To authenticate AADHAR/Pan Card through OTP to Register Mobile No	Some people produce the false ID proof

Suitable advice may be issued to Directorate of Passenger Marketing (Traffic Commercial) for implementation of the above System Improvement.

(Rajiv Mahajan)
SDGM&CVO

Copy To:-

- 1) PED(Passenger Marketing), Room No:-472, Railway Board, New Delhi – 110001:for kind information
- 2) PCCM/N.F.Railway: for kind information.

Rajiv Mahajan

(Rajiv Mahajan)
SDGM&CVO

25. Monitoring of Final Settlement cases on real time basis.

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 31.07.2024

No. Z/Vig/68/05/System Improvement(Pers.)

To
PCPO, PFA, PCSC, CAO/Con/I/MLG, FA&CAO/Con/MLG
All DRMs, CWMs
Dy.CE/Estate/MLG, Dy.CE/Networking/MLG

Sub- Monitoring of Final settlement cases on real time basis.

Ref.: This Office letter of even no. dated 13.05.2024 & 13.06.2024

During vigilance investigation, abnormal delay in processing the FS cases, as well as un-married /widowed/divorced daughter family pension cases have been observed in some cases of the divisions/ units. The time limit for processing the pension case as furnished by Railway Service Pension Rules; Board's instructions, JPO issued by GM(P)/MLG vide letter No. E/105/29/Pt.VI (O) dated 21.01.2020 has not been followed properly by the Cadre section as well as FS/Pension sections of Personnel Department & Accounts Department.

Already a Google spread sheet initiated by Vigilance Department has already been circulated requiring to fill up the relevant information, but data has not yet been filled by most of the units.

In order to monitor the different stages of every final settlement case (normal retirement & other than normal retirement cases), the google spread sheet has already been revised including the cadre & welfare section apart from the FS sections of Personnel & Accounts Department. The Cadre section shall submit the leave accounts of employees going to retire/ expired/medically unfit to respective accounts department, submit the vetted Leave Accounts/ Service Statement to FS section within the time limit furnished in JPO and the required data shall be entered in the google sheet. Welfare Inspectors shall also insert the data relating to pension booklet, occupation or vacation of Railway quarter, if any, etc. in the Spread sheet. Concerned Personnel Officer/ Accounts Officer shall give access in the google sheet to the dealers/ S&WI under their jurisdictions and monitor each case regularly.

The relevant information in the google spread sheet shall be mandatorily filled up by all concerned w.e.f. 01.08.2024.


(Rajiv Mahajan)
SDGM & CVO/NFR

26. Delay in payment of gratuity even after vacation of Railway Quarter by Railway Employees at the time of retirement.

Northeast Frontier Railway

Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 31.07.2024

No. Z/Vig/68/05/System Improvement (Pers.)

To
PCPO/NFR


**Sub- Delay in payment of gratuity even after vacation of Railway Quarter
by Railway employees at the time of retirement.**

During vigilance investigation, it is detected in one Division that DCRG has been pending even after the Railway Quarter was vacated by the employee concerned before retirement or permissible period after retirement. Sometimes, vacation certificates issued by IOWs have been submitted by the employee concerned to his/her respective office, but the said certificate does not reach to the FS section or immediate action has not been taken even after receipt of the said certificate by the concerned FS dealer.

In order to avoid such irregularity or delay in payment of DCRG, following steps are suggested:

- (i) Vacation certificates issued by concerned IOWs, after receipt of electrical clearance certificate from Electrical Department, shall be marked to jurisdictional S&WI, Bill preparing Officer, Cadre Officer, Controlling Officer, Ch.OS/FS section of the division/ WS/Unit;
- (ii) **Above letters shall be forwarded through e-office to above officers/sections.**
- (iii) Jurisdictional S&WI, Bill preparing Officer, Cadre Officer, Controlling Officer, shall immediately forward the vacation certificate to the concerned FS section **through e-office.**
- (iv) The FS section of Personnel Branch & pension section of Accounts department shall immediately take necessary action for payment of DCRG within one week of receipt of the said vacation certificate.
- (v) FS section shall also put up the list of pending DCRG cases to DRM/CWM/HOD through concerned Branch Officer/Controlling Officer every month. Concerned Branch Officer/Controlling Officer shall confirm the present status of the occupation/vacation of the Railway quarter, while routing the said file to DRM/CWM/HOD, so as to ensure timely payment of DCRG to the employee/dependent of the employee.

Action taken may be intimated to this office.


(Rajiv Mahajan)
SDGM & CVO/NFR

27. Regarding preparing & uploading SCF data to CRA-NSDL and Partial withdrawal from NPS



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कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/Vig/289/03/12/2023
To,

दिनांक/Date: 20.08.2024

PFA/ PCPO, N. F. Railway, Maligaon,
FA&CAO/CON/MLG, CAO/MLG,
DRM/KIR, APDJ, RNY, TSK&LMG, N. F. Railway

Sub: System improvement regarding preparing & uploading SCF(Subscriber Contribution Fund) data to CRA(Central Record keeping Agencies) -NSDL(National Securities Depository Limited) and Partial withdrawal from NPS.

During Vigilance investigation a case has been detected in connection with irregularities for partial withdrawal of NPS amount from CRA-NSDL, In view of the above the concerned officials may be advised to adopt the following system improvement to prevent to such kind of irregularities :-

1. Partial withdrawal from NPS is allowed after prescribed intervals.
2. Application of Partial withdrawal from NPS should be submitted in hard copy and routed through DDO & PAO prior to forwarding to CRA-NSDL for payment.
3. SCF contribution statement should be checked to see that bulk amount is not credited into the PRAN of the applicant.
4. Data of SCF should be checked by NPS dealer before uploading to CRA-NSDL and before passing of pay order issued for amount to transfer to pension fund.
5. SCF data should be checked before uploading to CRA-NSDL.

Action taken in this regard may be communicated to vigilance at the earliest.


(Rajiv-Mahajan)
SDGM&CVG/NFR

Recd
21/08/24
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S/C

28. System Improvement for maintenance / testing of weighing machines to ensure proper weighment of parcel packages.



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NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेलवे

संख्या/No: Z/Vig/289/2/145/24

दिनांक/Dated: 10.09.2024

To,
PCCM, N. F. Railway
Maligaon, Guwahati

Sub: System Improvement for maintenance/testing of weighing machines to ensure proper weighment of parcel packages.

Railway Board has issued instructions for periodical testing of weighing machines in **Para 1434 of IRCM Volume-II**. Further, **Para 1435** stipulates that the Station Master should test the weighbridge and weighing machines daily on coming to duty and to make a note of the test in the weighbridge register and tally book, respectively. Moreover, procedure for conducting surprise checks of the weighing machines for detection of under weighment of parcels has been provided in **Para 1436 of IRCM Volume-II** & **Para 952 of IRCM Volume-I**.

In course of recent preventive checks and station inspection conducted by zonal vigilance/NFR, it was noticed that most of the stations do not have Standard Weights to verify the calibration of weighing machines on daily basis. Besides this, the results obtained in the two weighing machines (Inward as well as Outward) in a particular station were having substantial differences – one particular consignment was showing 16.3 kg in one weighing machine and 16.7 kg in another weighing machine.

As such, in addition to compliance of Railway Board's extant guidelines, the following **system improvements** are suggested for maintenance/testing of weighing machines to ensure proper weighment of parcel packages –

- Regular testing of each weighing machine available at a particular station with a standard sized weight of 10 kg/20 kg/50 kg to verify accuracy of weighing machine.
- Comparing the weighment results of all the weighing machines available at a particular station daily to check whether there is any difference in their weighment results.
- Monitoring the capture of weighment results so obtained, by the PMS and taking prompt action in the event of detection of any discrepancy.
- At the time of annual certification by 'Legal Metrology' department, all the machines must be calibrated to show uniformity in weight measurement and that should be recorded.

Suitable advice may be issued to all concerned for compliance of the above system improvements, under intimation to this office.

RMT
10/09/24

(Rajiv Mahajan)
SDGM & CVO/NFR

29. Guidelines for Management, Utilization and Monitoring of Expenditure Assets under School Development Fund



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NORTHEAST FRONTIER RAILWAY

OFFICE OF THE
GENERAL MANAGER (VIGILANCE)
N. F. RAILWAY

कार्यालय
महाप्रबंधक (सतर्कता)
पूर्वोत्तर सीमांत रेल

संख्या/No: Z/Vig/68/05/A

दिनांक/Date: 23.09.2024

PCPO/NFR,
DRM/KIR, APDJ, RNY, LMG & TSK

Sub: **System Improvement regarding – “Guidelines for Management, Utilization and Monitoring of Expenditure and Assets under School Development Fund”.**

During an investigation regarding scrutiny of School Development Fund, various discrepancies were noticed in management, utilization and monitoring of school development funds. Although, guidelines in this regard is in force vide letter no. E/1/252/86(W)/D.F.S dated 09.10.2013, but it is observed that those guidelines needs to be reassessed and redefined in order to implement a system for better management, utilization and monitoring of expenditure and assets under School Development Fund. In this regard the system improvement is proposed under various sub-heads as detailed in the following paras.

A. Source of School Development Fund:

- (i) The source of School Development Fund (SDF) should not be limited to only school development fees collected from the students on roll during a year. The receipts by way of hiring charges of school auditorium, classroom, halls and premises should also be deposited in the bank account of SDF. In addition to it, revenue generated from disposal of surplus/unserviceable stores items should also be deposited in the account of SDF. Any other income generated by the school shall be taken into the account of SDF.
- (ii) In order to keep a check upon the school development fund collected from students on roll every year, **the controlling officer should device a system of monitoring and keeping a consolidated record in the office of the principal of the school.** The controlling officer should define the various heads under which the receipts in the SDF account are realized.

B. Utilization of funds:

- (i) The utilization of the fund will be as per the earlier guidelines issued in this regard vide Order no. E/1/252/86(W)/D.F.S dated 09.10.2019. However, the controlling officer may modify the requirements and its limit as per the actual requirement of expenditures defined under various heads.
- (ii) In order to limit unnecessary expenditures incurred during a year, it is recommended that a proper budget may be worked out at the start of every academic session for the recurring expenses related to consumables, school examinations and annual festivals etc. after reviewing the expenditure statement of the previous year under SDF.
- (iii) The specifications of various consumables and services to be utilized during any program should be standardized and pre defined to avoid expending upon fancy items.
- (iv) A budgeted expenditure for recurring expenses will keep a check upon the expenses and arrive at the best available rate in the market from the expression of interest received from the vendors/suppliers and service providers.
- (v) A budgeted expenditure will chalk out the fund required to be utilized in an academic session from SDF and thereby investing the balance fund accumulated in the account in other debt instruments of the government run financial institutions for accruing better return on interest.

C. Management and Disposal of Asset:

- (i) The school must form an Asset Management Committee comprising of school staffs and among them appoint one senior personnel who will be in-charge of management of school assets. He will ensure that all the asset purchase, transfer, movements, damages, losses, thefts; donations are recorded in asset register and regularly communicated to the principal. He will also ensure that all the asset is clearly and uniquely marked with defined marking system. The principal of the school will be the chairperson of Asset Management Committee.
- (ii) An asset register is an integral tool for accounting and reporting purposes. Since this is an accounting tool, the auditors can test to ensure the disclosures in respect of fixed assets are complete and accurate, and that the assets do exist and are owned by the school. To assist with this, particularly in the case of movable assets where assets may be similar, it is recommended that each asset is given a unique identifier. The Asset Register should be kept in a safe place and be updated on a regular basis as and when movement, additions, disposals, losses or any other changes arise.

- (iii) The following information must be incorporated in a list of requirements for the School's Asset Register:
- asset description;
 - asset class/type /category (e.g. school furniture, office furniture, computer equipment, etc.);
 - asset unique number (assigned by the school in form of a barcode, tag, or permanent marker);
 - cost of the asset (price or fair value);
 - location (room allocation);
 - custodian (user responsible for the asset);
 - serial number;
 - date of acquisition;
 - expected useful life;
 - method of acquisition (e.g. bought by school funds, donated, bought by the department, etc.)
- (iv) The **controlling officer must form a committee and issue guidelines and procedures with regard to disposal of assets.** Schools are not permitted to dispose any school property, except as authorized in accordance with the procedure.
- (v) The user of the asset must report a malfunctioning asset to the Asset Official of the school indicating the reason for the need to disposal of the asset. The Asset Officer must inspect the asset(s) and, if deemed necessary, recommends the disposal and submit the request to the School Asset Management Committee. Assets can only be disposed and removed from the school's premises when the relevant authority has approved so.
- (vi) Proceeds from the disposal of assets must be deposited to the school's bank account (SDF).
- (vii) The Asset Register must be updated accordingly when the disposal has been concluded.

D. Monitoring and Audit of School Development Fund:

- The controlling officer of the schools must introduce proper internal audit system and strengthen internal checks and the in-house internal audit system to ensure proper utilization of funds.
- In areas where in house internal audit team is not available, qualified chartered accountant/cost accountant firm may be engaged for carrying out internal audit.

- (iii) The internal audit of the school development fund should be carried out every year strictly. It should be ensured in the internal audit that the prescribed accounting system including regular bank reconciliation is strictly followed.
- (iv) It should be ensured that the records of all procurement, agreements, work/purchase orders, invoices, receipts, stock register etc. are properly maintained, duly linked and retained.
- (v) Discrepancies noted in the internal audit report should be reported to the controlling officer of the SDF for taking remedial measures. Records of all internal audit objections should be kept in the internal audit unit and pursued to finality.

E. Function and Responsibility of School Development Committee:

- (i) All the members of the school development committee are expected to exercise the same vigilance in respect of expenditure incurred from the SDF as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure approved by the school development committee should not be prima-facie more than the occasion demands.
- (iii) It must be seen that not only the total expenditure is kept within the limits of the budget provision but also the funds allotted / transferred are spent in the interest and service of the program and upon objects for which provisions have been made.
- (iv) They will also see that items of expenditure are of obvious necessity and are at fair and reasonable rates, sanction of the competent authority obtained and that calculations are correct.

In view of the above all concerned officials are hereby requested to adopt the above proposed system improvement. A copy of the instructions issued may be sent to this office for record.

This issues with the approval of SDGM & CVO/NFR

BALDEV SINGH Digitally signed by
BALDEV SINGH
मुख्य सतर्कत. अधिकारी/ इजीनियरिंग
Date: 2024.09.23
15:55:24 +05'30'

30. System Improvement against delay in Financial Upgradation under MACP

N. F. RAILWAY

**Office of the
Chief Vigilance Officer
Maligaon, Guwahati-11
Dated 30-08-2024**

No. Z/Vig/68/ Sys. Imp. (Pers.)

**To
PCPO/NFR**

Sub- System improvement against delay in financial upgradation under MACP.

During vigilance investigation, it is observed that there is inordinate delay in processing for grant of financial upgradation under MACP in large numbers of the cases in Divisions/units. Sometimes, financial benefit is not given to the employees even after years of issuance of office order thereof. The concerned issuing authority has not confirmed implementation of the upgradation to the employees. In some cases, staff retires without getting actual benefit of financial upgradation under MACP, depriving his/her payable retirement benefit.

Above irregularities are due to non-adherence of prescribed time schedule for advance processing of the cases maturing in next cycle.

It is further observed that processing of MACP cases is not dealt uniformly in Divisions/WS/units. In one Division 4-5 office note, memorandum, office order has been issued to complete the process even after recommendation of screening committee and approval of competent authority. Such long process makes undue strain on the administrative machinery as well as deprival of employees concerned from timely benefit.

In order to avoid such irregularities, it is suggested that:

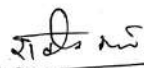
- (a) A register should be strictly maintained with the biodata furnished in the service records, seniority lists etc. and should be signed by Dealer, In-charge & cadre Officer in every pages quarterly. It should be ensured in the register that all the cases MACP maturing in future date should be clearly recorded in separate column against the name of the employee. The dealer should process the cases as per updated records of the register, which should be cross-checked by Ch.OS/OS and Cadre Officer before processing the cases maturing in next cycle. A model statement to be followed in the register is annexed herewith as Annexure A.
- (b) All the MACP cases should be processed well in advance strictly adhering to the instructions contained in para 6 of Board's letter dated 10.06.2009 (RBE No. 101/2009). That is, the Screening Committee shall meet twice in a financial year preferably in the first week of January for cases maturing during the first-half (April-September) and first week of July for the cases that would be maturing during the second-half (October-March) of the same financial year.

contd. to page 2

-2-

- (c) It should be ensured that revised pay due to upgradation under MACP for employees on the verge of retirement is paid in time, so that he/she is not harassed after retirement for revised pension as well as other arrear settlement dues.
- (d) Once the schedule of screening is strictly followed maintaining the Register properly, revised payment due to the upgradation will be made from the date of effect thereof and there would be no occasion of arising arrear payment as being prevailed in most of the past and present cases.
- (e) After recommendation of screening committee and approval of competent authority for cases of upgradation under MACP scheme, following schedule should be followed:
- (i) Memorandum to be issued: by 2-3 days after approval. Option for fixation of pay shall be called in the said memorandum itself.
 - (ii) After consideration of option, if any, revised pay fixation should be proposed for all cases and sent to Accounts Department for vetting of the proposed fixation within 07 days after last date for submission of option.
 - (iii) Vetting by Accounts Deptt.: within 15 days of receipt of the cases.
For any observation raised by Accounts Department which is required to be clarified by Personnel Deptt.: the case shall be returned with approval of concerned Gazetted Officer. The Personnel Branch shall again send back the case with compliance of observation/necessary remarks within 7 days.
However, in case of simple clarification or clerical error in fixation, etc. the concerned dealers of Accounts department shall call the concerned dealer of Personnel Department for necessary correction, if any, instead of returning the proposal to Personnel Branch.
- (f) Office order for fixation of pay shall be issued by 2-3 days after vetting.
- (g) Bill Clerk shall take immediate necessary action to make the revised pay on the month itself from which the employee is eligible for financial upgradation.
- (h) Cadre dealer & Bill Clerk should ensure timely payment of upgradation as per office order and put up to the cadre officer for appraisal along with the MACP Register. Cadre Officer along with cadre dealer & Bill Clerk shall put their signatures against each case in the register.

DA: Annexure A


(Rajiv Mahajan)
SDGM & CVO/NFR

31. Referral of patient to the empanelled Hospital and passing of the claimed bill by the Railway Hospital.

गोपनीय/Confidential

पूर्वोत्तर सीमा रेल
N.F.Railway

Office of the
General Manager (Vigilance)
Maligaon-781011
Ph/Fax-0361-2676098 Rly. (091) -22076
E-mail: E-mail: dycvosnfr@gmail.com



कार्यालय
महाप्रबंधक (सतर्कता)
मालीगांव-781011
फोन/फैक्स-03612676098- रेलवे (091) -22076
ई-मेल: E-mail: dycvosnfr@gmail.com

सं.जेड/सत./No. Z/Vig/289/04/43/22

दिनांक/Date: 19.10.2023

सेवा में/To,
PCMD
N.F.Railway
Maligaon.

विषय/Sub: System Improvement (SI) in connection with referral of patient to the empanelled Hospital and passing of claimed bill by the Railway Hospital.

While scrutinizing the cases, it was found that the referral of patients were not processed in proper way by the competent authority and its payment was not made as per CA/MoU.

In light of the above to avoid re-occurrences of above deficiencies/lapses and for achieving more transparency in above aspects, following System Improvement (SI) is suggested along with advice for necessary action: -

1. List of all updated empanelled Private Hospitals should be displayed with its Specialty (Scope of Treatment), validity period along with Contact number & Email ID of Hospital in all Wards (IPD) & (OPD) of Hospitals and section from where referral is being processed and also over the website of N.F.R.
2. While processing the referral, patients or their relative should be asked to go through the list of empanelled Hospitals already displayed in OPD/IPD or offices where referral is being prepared and opt their (Patients/Relative) choice in writing which can be endorsed on the referral letter and patients or relative will also affix his/her signature/LTI/RTI with Contact number.
3. In referral documents, patient's entitlement of ward/cabin and free or paid diet should be clearly mentioned by Railway Authority.
4. Photograph, UMID card & ID card must be available and kept with each and every referred case for Railway Hospital and Private Hospital.
5. Full name of treating Doctor, Referral Approving Authority and Concerned Dealer should be available in file for each and every referred patient.

Vik

6. A Centralized one single referral register should be maintained even referral is being processed through Online mode i.e. HMIS as per Financial Year (April-March), where related details must be recorded by covering all aspects as per format given below in Table-A:-

Table-"A"

SN	Name of Patients/ dependant	Designation & Working under whom/Sn.	Contact Number of Patients	UMID /ID/ Photograph Y/N	Referred for which Disease/ Allment	Duration of Treatment		Referred by	Referral Approved by	Amount Claimed in Rs. with date & Amount passed in Rs. on date	Bill scrutinized by dealer as per CAMoU/LOA (Yes/No) (His/her full name & signature should be available subject to fixing of his/her responsibility)	Name of Bill Passing Authority with designation
						From	To					

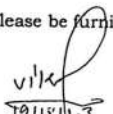
7. Items (Disease/Procedure) serial number should be mentioned against each claimed bills/vouchers by empanelled Hospital with reference to agreed rate as per CA/MoU/CGHS along with International Classification of Disease (ICD).
8. Railway Board's instructions issued vide letter No.-2021/H-1/11/10/MoU dated: 22.11.2022 in reference to the revised MoU dated: 16.06.2021, where it is instructed to add Point No.-10 as "Empanelled Hospitals shall submit the physical bill to the concerned CMS/MD office for processing of bills. However, no claims of empanelled Hospitals after a period of Six (6) months from the date of completion of treatment/date of discharge of Railway beneficiaries shall be accepted by the Railway" for all MoU of empanelled Hospitals, should invariably be followed.
9. Bills should be passed through IPAS in regard to HMIS to avoid any faulty/wrong payment.
10. Details of agreement with tie-up Hospital should be incorporated in the IPAS modules/HMIS with CA.
11. Referred gynecological cases (normal delivery/LSCS), scope of treatment regard to tender to "New Born Baby after delivery" should be covered/included in future MoU with Private Hospitals, so that private Hospital did not asked for payment for treatment of "New Born Baby just after delivery" as in earlier MoU of the one the Hospital of NFR, scope for treatment of New Born Baby was not covered.
12. A list of requisite documents required during referral of Railway patients must be displayed or to be available for convenience of the Railway beneficiaries in all Wards (IPD) & (OPD) of Hospitals and offices from where referral is being processed and also over the website of N.F.Rly.



Hence in views of the above, necessary instructions may be issued by PCMD/NFR to bring more transparency and avoid re-occurrence of lapses in terms of Railway Board's letters issued from time to time for referral of patient to empanelled Hospital and its payment of its bills.

It is also requested that action taken report in this regard may please be furnish to this office at the earliest.

This is issued with the approval of SDGM & CVO/NFR.


 (विकास कुमार/Vikash Kumar)
 उप मुख्य सतर्कता अधिकारी/भंडार/Dy.CVO/Stores
 पूर्वोत्तर सीमा रेल/N.F.Railway
 मालीगांव/Maligaon

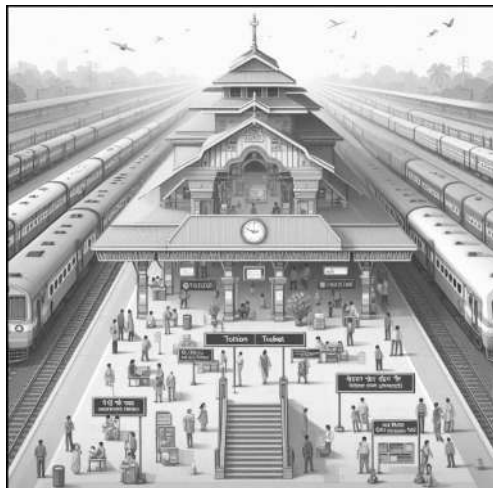


Corruption is a tree that has its roots in the heart and its branches in the body



Corruption at Workplace Induces financial slavery and fear psychosis of getting caught

CHECKS IN MASS CONTACT AREAS



I. PARCEL UNDERCHARGE CASES

- During preventive check conducted at KYQ on 08.01.2024, an excess weight of 3,725 KG was detected in parcel consignments unloaded from leased SLR of train no. 15643 and an amount of Rs.99,818/- was realized as undercharge.
- During preventive check conducted at GHY on 15.01.2024, an excess weight of 172 KG (within tolerance limit) was detected in parcel consignments unloaded from leased SLR of train no. 12513 and an amount of Rs.1,616/- was realized as undercharge.
- During preventive check conducted at GHY on 15.01.2024, an excess weight of 725 KG was detected in parcel consignments unloaded from another leased SLR of train no. 12513 and an amount of Rs.37,974/- was realized as undercharge.
- During preventive check conducted at NHLN on 10.02.2024, an excess weight of 1,004 KG was detected in parcel consignments unloaded from leased SLR of train no. 22412 and an amount of Rs.38,369/- was realized as undercharge.
- During preventive check conducted at AGTL on 13.03.2024, an excess weight of 1,306 KG was detected in parcel consignments unloaded from leased SLR of train no. 14620 and an amount of Rs.60,877/- was realized as undercharge.

- During preventive check conducted at GHY on 14.03.2024, an excess weight of 662 KG (within tolerance limit) was detected in parcel consignments unloaded from leased SLR of train no. 12345 and an amount of Rs.662/- was realized as undercharge.
- During preventive check conducted at KYQ on 11.04.2024, an excess weight of 571 KG was detected in parcel consignments unloaded from leased SLR of train no. 15657 and an amount of Rs.29,952/- was realized as undercharge.
- During preventive check conducted at NHLN on 20.04.2024, an excess weight of 56 KG (within tolerance limit) was detected in parcel consignments unloaded from leased SLR of train no. 22412 and an amount of Rs.5,714/- was realized as undercharge.
- During preventive check conducted at AGTL on 06.06.2024, an excess weight of 1,093 KG was detected in parcel consignments unloaded from leased SLR of train no. 14620 and an amount of Rs.49,634/- was realized as undercharge.
- During preventive check conducted at GHY on 18.06.2024, an excess weight of 1,295 KG was detected in parcel consignments unloaded from leased SLR of train no. 13181 and an amount of Rs.34,493/- was realized as undercharge.
- During preventive check conducted at AGTL on 08.07.2024, an excess weight of 1,398 KG was detected in parcel consignments unloaded from leased SLR of train no. 14620 and an amount of Rs.69,272/- was realized as undercharge.
- During preventive check conducted at NOQ on 30.07.2024, an excess weight of 282 KG was detected in parcel consignments unloaded from leased SLR of train no. 13141 and an amount of Rs.13,125/- was realized as undercharge.
- During preventive check conducted at DMV on 09.08.2024, an excess weight of 1,783 KG was detected in parcel consignments unloaded from leased SLR of train no. 22503 and an amount of Rs.89,154/- was realized as undercharge.
- During preventive check conducted at NHLN on 27.08.2024, an excess weight of 3,173 KG was detected in parcel consignments unloaded from leased VP of train no. 22412 and an amount of Rs.1,72,259/- was realized as undercharge.

- During preventive check conducted at KYQ on 29.08.2024, an excess weight of 540 KG was detected in parcel consignments unloaded from leased SLR of train no. 15661 and an amount of Rs.18,938/- was realized as undercharge.
- During preventive check conducted at JBN on 16.09.2024, an excess weight of 103.5 KG (within tolerance limit) was detected in parcel consignments unloaded from leased SLR of train no. 13159 and an amount of Rs.283/- was realized as undercharge.

2. GOODS UNDERCHARGE CASES

- During preventive check conducted at BXG & JRNA on 05.03.2024 & 06.03.2024, total amount of Rs.8,34,798/- was realized as goods undercharge for mis-declaration in a rake booked Ex. BHD/ANDI to BXG/JRNA.
- During preventive check conducted at AZA on 27.05.2024 & 28.05.2024, total amount of Rs.7,33,522/- was realized as goods undercharge for mis-declaration in 3 rakes booked Ex. DKZ to AZA.
- During preventive check conducted at KIR on 10.06.2024, an amount of Rs.1,40,490/- was realized as Demurrage Charge for detection of stock of the Maize rake booked Ex. ARR to KIR.
- During a preventive check conducted at TNL on 23.07.2024, an amount of Rs.12,600/- was realized as Wharfage Charge for bamboo traffic stacked without obtaining stacking permission.

3. TICKET CHECKING CASES

- During check conducted in Train No.15666 on 21/01/2024, an amount of Rs.1,290/- was realized from passenger travelling with irregular ticket.
- During check conducted in Train No.12508 on 14/06/2024, an amount of Rs.2,580/- was realized from passenger travelling with irregular ticket.
- During check conducted in Train No.22301 on 24/06/2024, an amount of Rs.2,370/- was realized from W/T passenger.
- During check conducted in Train No.12423 on 24/06/2024, an amount of Rs.7,010/- was realized from W/T passenger.
- During check conducted in Train No.22504 on 29/07/2024, an amount of Rs.3,000/- was realized from passenger travelling with fake ticket.





Say No to Corruption, Commit to the Nation

IMPORTANT CIRCULARS ISSUED

1. Sub: Amendment No.09 - Addition of Para 512.6-A of IRVM

Ref: RB's Letter No: 2019/V-1/IRVM/1/2 Dated: 12.10.2023

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2019/V1/IRVM/1/2

New Delhi, Date: 12.10.2023

The SDGMs/CVOs
All Zonal Railways/PUs

The CVOs
All PSUs

DG RDSO/LKO
DG NAIR

CAO-COFMOW,
BELA, PLW

DIRECTORS- IRICEN, IRITM,
IRISET, IRMEE & IREEN

Sub: Amendment No. 09- Addition of Para 512.6- A of IRVM.

It has been decided by the Competent Authority to add Para 512.6 - A in Indian Railway Vigilance Manual (2018 edition) as per the enclosed Amendment No. 09.

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=0.1.3.04.366.546.843)

Amendment No. 09**Indian Railways Vigilance Manual 2018**

New Para 512.6 A has been inserted as below:-

The challenge before Vigilance organisation is to protect bonafide decisions from unnecessary harassment, so that a healthy environment is created in which upright officials can work fearlessly and corrupt officials are punished promptly.

Hence, Vigilance angle is not discernible in the following cases:

- (a) Any bonafide commercial or operational decision aimed at promoting organizational interest/ease of doing business. The bonafide of the decision should be determined on the basis of the fact that overall organizational interest at the time of making such decision is established under the prevailing circumstances and prescribed rules, regulations & instructions had been followed in its implementation.
- (b) Cases involving minor procedural flaws or operational/technical irregularities or administrative lapses without any malafide intention such as lack of supervision, negligence, lack of efficiency, failure to attain exemplary devotion to duty, insubordination, disobedience etc. Such irregularities have to be dealt with separately by administration as per its seriousness and impact on the organization.


24/10/23

2. Sub: Amendment No. 10- 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: 19.12.2023

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

No. 2019/V1/IRVM/1/2

New Delhi, Date: 19.12.2023

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

**The CVOs
All PSUs**

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

Sub.: Amendment No. 10- 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 Amendment No. 10.

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)

Amendment No. 10 in Para 706 of Indian Railway Vigilance Manual
(2018 Edition)

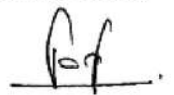
Existing Para 706 of Chapter VII of the Indian Railways Vigilance Manual (2018 Edition) shall be replaced as under:-

706. Empanelment of Serving/Retired Railway Officers as Arbitrators.

- I. Empanelment of serving/retired officers as Arbitrators cannot be done for: -
 - a. Persons born 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 20 years of service as a result of vigilance/CBI action.
 - d. Persons against whom Minor penalty has been imposed during 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.
- II. For considering empanelment, SDGM/CVO will prepare a list of officials who are willing to be empanelled as Arbitrators. Based on various parameters i.e., integrity, ethics, experience of dealing in contracts/tenders, temperament of taking fair decisions etc., short listing to be done by SDGM / CVO.
 - III. After due approval of General Manager, list of Shortlisted officials to be sent to PED/Vigilance/Railway Board for assessment and approval. Based on feedback, general image, career profile etc. PED/Vigilance will give approval to the proposal of zonal railways.
 - IV. Based on performance in the arbitration cases, the empanelment of arbitrator shall be reviewed every year for continuation or otherwise and shall be approved by the PED/Vigilance based on proposals of Zonal railway.
 - V. The empanelment of a retired officer as arbitrator will be limited to "Three zonal Railways/PUs" only and at any given time, maximum of two arbitration cases shall be assigned to any arbitrator in a Zone/PU.


19/12/23

3. Sub: Conducting disciplinary inquiry through video conferencing - amendment to Rule 9(2) of Railway Servants (Discipline And Appeal) Rules. 1968 and notification of regulations related thereto

Ref:- RB's Letter No: E(D&A) 2020 RG6-6 dated: 29.05.2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. E(D&A) 2020 RG6-6

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

**Sub: Conducting disciplinary inquiry through video conferencing-
amendment to Rule 9(2) of Railway Servants (Discipline And Appeal)
Rules. 1968 and notification of regulations related thereto.**

Rule 9(2) of Railway Servants (Discipline and Appeal) Rules, 1968 has been amended vide Gazette Notification bearing GSR No. 286(E) dated 22.05.2024 and regulations in pursuance thereto have also been notified vide GSR No. 287(E) dated 22.05.2024. A copy each of the Gazette Notifications is enclosed herewith for necessary action.

2. Please acknowledge receipt.

(Aniruddha Thakur)
Dy. Director/Estt.(D&A)
Railway Board

Copy forwarded for information:

1. The General Secretary, AIRF, 4 State Entry Road, New Delhi (with 35 spares).
2. The General Secretary, NFIR, 3 Chelmsford Road, New Delhi (with 35 spares).
3. All Members, Departmental Council & National Council and Secretary, Staff Side, National Council, 13-C Ferozshah Road, New Delhi (with 60 spares).
4. The Secretary General, FROA, Rail Bhavan, New Delhi (with 6 spares).
5. The Secretary General, IRPOF, Rail Bhavan, New Delhi (with 6 spares).
6. The Secretary, RBSS 'Group A Officers' Association', Rail Bhavan, New Delhi.
7. The Secretary, RBSS 'Group B Officers' Association.
8. The Secretary, Railway Board Ministerial Staff Association.
9. The Secretary, Railway Board Group D Employees Association.
10. The Secretary, RBSS Officers Association, Rail Bhavan, New Delhi.
11. The Secretary General, AIRPFA, Room No. 256-D, Rail Bhavan, New Delhi.
12. M/s Bahri Brothers, 742, Lajpat Rai Market, Delhi-110 006, P.O. Box No. 2032
13. Chief Commissioner of Railway Safety, Lucknow.

14. The General Secretary, All India SC/ST Railway Employees Association. Room No.8,
Ground Floor, Rail Bhavan, New Delhi-110001.
15. Office of Chief Administrative Officer, Indian Railways (Workshop Projects), Chamber
Bhavan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.



For Principal Executive Director (IR), Railway Board

No. E(D&A) 2020 RG6-6

New Delhi, dated: 29.05.2024

Copy forwarded for Information to:

1. The DAI (Railways), New Delhi (with 40 copies).
- 2 The Lok Sabha and Rajya Sabha Secretariats, New Delhi.



(Aniruddha Thakur)
Dy. Director/Estt.(D&A)
Railway Board

Copy to:

PS/MR, PS/MoSR PSO/PPSs to CRB & CEO, M(F), M(Infra), M(T&RS), M(O&BD), DG(HR),
DG(RHS), DG(RPF), DG(Safety), Secretary, PED(Vig.), PED(IR), EO, JS, JS(G), JS/E, ED/E,
EDE(Res), Dir(D&A), Dir E(O)-I, Dir.(RPF), US(DAR), US/ERB-V, V-I, ERB-I, ERB-VI,
ERB-V, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)-I, E(SCT)-II, E(O)-I and E(O)I CC branches in
Board's Office.

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

- A.P.J Abdul Kalam

रजिस्ट्रार प्र. प्र. सं. 22054/99

REGD. No. D, L-22054/99



भारत का राजपत्र The Gazette of India

सो.जी.-डी.एन.-अ.-27052024-254365
CG-DL-X-27052024-254365

असाधारण
EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (I)
PART II—Section 3—Sub-section (I)
प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 265] नई दिल्ली, बुधवार, मई 22, 2024/ज्यैष्ठिक 1, 1946 -
No. 265] NEW DELHI, WEDNESDAY, MAY 22, 2024/JYAISHTHA 1, 1946

रेल मंत्रालय

(रेलवे बोर्ड)

अधिसूचना

नई दिल्ली, 17 मई, 2024

(अट.जी./स्वा.सं. 45/2024)

सा.अ.नि. 200(ब).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, रेल सेवक (अनुशासन और अपील) नियम, 1968 का और संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ- (1) इन नियमों का संक्षिप्त नाम रेल सेवक (अनुशासन और अपील) संशोधन नियम, 2024 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. रेल सेवक (अनुशासन और अपील) नियम, 1968 में, नियम 9 के उपनियम (2) के परंतुक के पश्चात्, निम्नलिखित परंतुक अंतःस्थापित किया जाएगा, अर्थात्:-

“परंतु वह और कि आपवादिक परिस्थितियों जैसे महामारी या प्राकृतिक आपदा या जब अनुशासनिक प्राधिकारी सेखबद्ध कारणों के आधार पर संतुष्ट हो, तो जब अनुशासनिक प्राधिकारी स्वयं जाँच कर रहे हो या जब जाँच के लिए कोई जाँच प्राधिकारी नामित किया गया हो, रेल सेवक के अवचार या कदाचार के किसी सांख्यिकी की सत्यता के

3165 GI/2024

(1)

बारे में जोष बीडियो काफ़ेसिंग के डिजिटल मोड की सहायता के माध्यम से या तो पूर्णतः या भागतः, रेल मंत्रालय में केन्द्रीय सरकार द्वारा बनाए गए विनियमों के अनुसार की जा सकेगी।”

[फा. सं. ई(बी एंड ए) 2020 आरजी-6]

सुनील कुमार, कार्यकारी निदेशक/स्थापना

टिप्पण: मूल नियम, भारत के राजपत्र, भाग 2, खंड 3, उपखंड (ii) में अधिसूचना सं. फा.आ. सं. 3181, तारीख 14 सितंबर, 1968 द्वारा प्रकाशित किए गए थे और अंतिम बार अधिसूचना मा.फा.नि. सं. 178, तारीख 19 सितंबर, 2015 द्वारा संशोधित किए गए थे।

MINISTRY OF RAILWAYS

(Railway Board)

NOTIFICATION

New Delhi, the 17th May 2024

(R.B./Extt. No. 45/2024)

G.S.R. 286 (E).—In exercise of the powers conferred by the *proviso* to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules, 1968, namely:-

1. **Short Title and Commencement-** (1) These rules may be called the Railway Servants (Discipline and Appeal) Amendment Rules, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules, 1968, after the *proviso* of sub-rule (2) of rule 9, the following *proviso* shall be inserted, namely:-

“Provided further that in exceptional circumstances such as a pandemic or natural calamities or when the disciplinary authority is satisfied for the reasons to be recorded by it in writing, the disciplinary authority may itself inquire into or may authorise an Inquiring Authority to inquire into the truth of any imputation of misconduct or misbehaviour against a Railway Servant through the aid of the digital mode of Video Conferencing, either wholly or in parts, in accordance with the regulations framed by the Central Government in the Ministry of Railways.”

[F. No. E(D&A) 2020 RG-6]

SUNIL KUMAR, Executive Director/Establishment

Note:- Principal rules were published in the Gazette of India in Part II, Section 3, Sub-section (ii), vide notification number S.O. 3181, dated the 14th September, 1968 and was last amended vide notification number G.S.R. 178 dated 19th September, 2015.

- (घ) यदि डिजिटल हस्ताक्षर उपलब्ध नहीं हैं, तो दैनिक आदेश शीट का प्रिंटआउट जांच प्राधिकारी और कार्यवाही बिंदु पर आवश्यक व्यक्तियों द्वारा हस्ताक्षरित किया जाएगा और दूरस्थ बिंदु के आधिकारिक ई-मेल खाते में गैर-संपादन योग्य स्कैन किए गए प्रारूप में भेजा जाएगा, जहां इसका प्रिंटआउट लिया जाएगा और दूरस्थ बिंदु पर आवश्यक व्यक्तियों द्वारा हस्ताक्षरित किया जाएगा और समन्वयक द्वारा प्रतिहस्ताक्षरित किया जाएगा;
- (ङ) इस प्रकार हस्ताक्षरित प्रिंटआउट का एक गैर-संपादन योग्य स्कैन किया गया प्रारूप दूरस्थ बिंदु के समन्वयक द्वारा जांच प्राधिकारी के आधिकारिक ई-मेल खाते में भेजा जाएगा, तदोपरान्त उसका प्रिंट आउट लिया जाएगा और कार्यवाहियों के अभिलेख का भाग बनाया जाएगा;
- (च) हार्ड कॉपी भी अधिमानतः तीन सप्ताह दिनों की अवधि के भीतर दूरस्थ बिंदु पर समन्वयक द्वारा जांच प्राधिकारी को मान्यताप्राप्त कूरियर या रजिस्ट्रीकृत स्पीड पोस्ट द्वारा भेज दी जाएगी।
12. अनुशासनिक प्राधिकारी को रिपोर्ट संप्रेषित करते समय जांच प्राधिकारी द्वारा सुनिश्चित किया जाना—जांच प्राधिकारी यह सुनिश्चित करेगा कि वीडियो कॉन्फ्रेंसिंग के माध्यम से संचालित कार्यवाही के दौरान अभिलेखबद्ध की गई हस्ताक्षरित हार्ड कॉपी के साथ डिजिटल रूप से हस्ताक्षरित प्रतिलिपियों और दैनिक ऑर्डर शीट के प्रिंटआउट के साथ-साथ विनियमन 5 के उपविनियमन (12) में उपरिष्ठित किए गए इलेक्ट्रॉनिक अभिलेख का सम्यक् रूप से मिलान किया गया है और अनुशासनिक प्राधिकारी को जांच रिपोर्ट सूचित करते समय कार्यवाहियों के अभिलेखों का भाग बनाया गया है।
13. विनियमों का रेल सेवक (अनुशासन और अपील) नियम, 1968 के अतिरिक्त होना और न कि उनके लाघव में—इन विनियमों के उपबंध रेल सेवक (अनुशासन और अपील) नियम, 1968 के अतिरिक्त होंगे, न कि उनके लाघव में।

[फा. सं. ई(डी एंड ए) 2020 आरजी 6-6]

सुनील कुमार कार्यकारी निदेशक/स्थापना

MINISTRY OF RAILWAYS

(Railway Board)

NOTIFICATION

New Delhi, the 17th May, 2024

GSR 287(E).—In pursuance of second proviso of sub rule (2) of rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968, the Central Government hereby makes the following regulations, namely:-

- Short title and commencement.**— (1) These regulations may be called the Railway Servants (Conduct of Disciplinary Inquiry through Video Conferencing) Regulations, 2024.
(2) They shall come into force on date of their publication in the Official Gazette.
- Application.**— These regulations shall apply to the departmental inquiries to be conducted in accordance with the procedure laid down in rule 9 of the Railway Servants (Discipline and Appeal) Rules, 1968, by utilising the digital mode of video conferencing.
- Definitions.**— In these regulations, unless the context otherwise requires-
(a) "Co-ordinator" means a person appointed as Co-ordinator under regulation 6;
(b) "designated video conferencing software" means the software permitted by the Inquiring Authority from time to time to conduct video conferencing;

- (c) "official e-mail" means any e-mail account provided by the Department at the commencement of the inquiry proceedings including the substitution thereof for the reasons to be recorded in writing by the Inquiring Authority;
 - (d) "proceedings" includes a physical inquiry proceeding and a virtual inquiry proceeding;
 - (e) "proceeding point" means the place where the inquiry proceedings is physically presided over by the Inquiring Authority in the premises of a railway administration including a Public Sector Undertaking administered by the Ministry of Railways;
 - (f) "remote point" means the place where the participants to the inquiry proceedings are to appear through a video link, in the premises of a railway administration including a Public Sector Undertaking administered by the Ministry of Railways;
 - (g) "remote user" means the person participating in the proceedings through video conferencing at a remote point; and
 - (h) all other words and expressions used herein but not defined in these regulations shall have the meanings respectively assigned to them in the Railway Servants (Discipline and Appeal) Rules, 1968 and the Information Technology Act, 2000 (21 of 2000).
5. **General principles relating to Video Conferencing.**—(1) The video conferencing facilities may be used at any or all the stages of the inquiry proceedings, as determined by the Inquiring Authority.
- (2) Subject to maintaining independence, impartiality and credibility of the inquiry proceedings, the Inquiring Authority may adopt such technological advancement as may become available to it from time to time.
 - (3) No recording of the proceedings by any person or entity shall be permitted except with the prior permission of the Inquiring Authority.
 - (4) The identity of the remote users shall be established on the basis of the identity proof as recognised by the Government of India or State Government or Union territory and in case of identity proof not being readily available, the person concerned shall furnish the name, parentage and permanent address, as also temporary address, if any.
 - (5) The Inquiry proceedings shall be conducted by the designated video conferencing software as chosen by the Inquiring Authority.
Provided that in the event of a technical problem during a given proceeding, the Inquiring Authority may, for reasons to be recorded in writing by it, permit the use of software other than the designated video conferencing software, for video conferencing in that particular proceeding.
 - (6) The official e-mail to be used for the conduct of the inquiry proceedings shall be permitted by the Inquiring Authority at the commencement of the proceedings and its substitution, if any, shall be permitted only by the Inquiring Authority for the reasons to be recorded by it in writing.
 - (7) The video conferencing shall ordinarily take place during the official working hours:
Provided that the Inquiring Authority may pass suitable directions concerning the timing and schedule of video conferencing as the circumstances may warrant.
 - (8) Once the proceedings have commenced, no other persons shall be permitted to participate in the virtual hearing, except with the prior permission of the Inquiring Authority.
 - (9) The establishment and disconnection of links between the proceeding point and the remote point would be done by or under the orders of the Inquiring Authority.
 - (10) The Inquiring Authority shall satisfy itself that the required persons at the remote point or the proceeding point are seen and heard clearly and can see and hear the Inquiring Authority.
 - (11) The Inquiring Authority shall satisfy itself and also record its satisfaction as to clarity, sound and connectivity for both the proceeding point and the remote point users.
 - (12) An audio-visual recording of the entire inquiry proceedings conducted through video conferencing shall be preserved and an encrypted master copy with hash value shall be retained as a part of the record.
 - (13) Wherever any proceeding is carried out by taking recourse to video conferencing, the same shall specifically be mentioned in the order sheet by the Inquiring Authority.

- (14) The Inquiring Authority may also impose such other conditions as are necessary for a given set of facts for effective recording of the examination and especially with respect to sub-regulation (3) of regulation 6.
- (15) The examination referred to in sub-regulation (14) shall, as far as practicable, proceed without interruption:
Provided that in the interest of justice, the Inquiring Authority shall be at liberty to determine whether an adjournment should be granted, and if so, on what terms.
- (16) The Inquiring Authority shall be guided by the provisions of the Railway Servants (Discipline and Appeal) Rules, 1968 and the Information Technology Act, 2000 (21 of 2000) while examining a person through video conferencing.
6. **Co-ordinator.**—(1) There shall be a Co-ordinator at the Remote Point who shall be designated by the Inquiring Authority.
- (2) The Railway Administration or the Public Sector Undertaking, as the case may be, exercising jurisdiction on the remote point shall extend the requisite co-operation to the Inquiring Authority by promptly sparing a Railway servant well conversant with handling of the electronic mode of video conferencing to act as the Co-ordinator in response to the request made by the Inquiring Authority.
- (3) The Co-ordinator shall ensure that—
- all remote users scheduled to appear in a particular proceeding at the remote point are ready at the remote point designated for video conferencing at least thirty minutes before the scheduled time;
 - no recording is done and no recording device is used except with the prior permission of the Inquiring Authority;
 - no unauthorised person enters the video conferencing room when the video conferencing is in progress and no person is present at the remote point except with the prior permission of the Inquiring Authority;
 - the remote user person being examined is not prompted, induced, tutored, coerced, threatened or promised in any manner by any person and that the person being examined does not refer to any document, script or device without the prior permission of the Inquiring Authority during the examination.
7. **Service of Summons.**—(1) The provisions contained in the Railway Servants (Discipline and Appeal) Rules, 1968 shall apply to service of summons for proceedings conducted by video conferencing.
- (2) The summons issued to a witness who is to be examined through video conferencing, shall mention the date, time and venue of the concerned remote point and shall direct the witness to attend in person along with proof of identity or deposition to that effect.
8. **Preparatory arrangements and general requirements.**—(1) The Inquiring Authority shall give sufficient notice in advance, setting out the schedule of video conferencing to the remote user persons.
- (2) Before commencement of the proceedings of the scheduled video conferencing, the Inquiring Authority shall ensure that the Co-ordinator at the remote point receives certified copies of printouts or photocopy or a soft copy of the non-editable scanned copies of all or any part of the record of proceedings which may be required for recording statements or evidence, or for reference.
Provided that these documents or copies shall be permitted to be used by the remote user persons only with the prior permission of the Inquiring Authority.
- (3) The Inquiring Authority shall ensure through the Co-ordinator that no unauthorised person is present in the video conferencing room at the remote point and no person except those permitted by the Inquiring Authority, is present in the video conferencing room at the time of examination of any person at the remote point.
- (4) The Inquiring Authority shall also conduct a trial video conferencing preferably thirty minutes before scheduled video conferencing to ensure that all the technical systems are in working condition at both the proceeding point and the remote point.
- (5) At the scheduled time, the Inquiring Authority shall connect the remote user to the proceeding point.
- (6) The video conferencing shall ordinarily take place during the official working hours:

Provided that the Inquiring Authority may pass suitable directions concerning the timing and schedule of video conferencing as the circumstances may warrant.

- (7) The Inquiring Authority shall ensure that video conferencing is conducted only through a designated video conferencing software.

Explanation: For the removal of doubts, it is hereby clarified that in the event of a technical malfunctioning during a proceeding, the Inquiring Authority may, for reasons to be recorded in writing by it, permit the use of software other than the designated video conferencing software for video conferencing in that particular proceeding.

- (8) The Inquiring Authority shall note the objections raised, if any, during the deposition of the person being examined and pass appropriate order thereon, in writing.

- (9) An audio-visual recording of the examination of the person examined shall be preserved and an encrypted master copy with hash value shall be retained as a part of the record.

- (10) The disconnection of link between the proceeding point and the remote point shall be done by or on the orders of the Inquiring Authority.

- (11) On completion of the video conferencing proceeding on each day, the Inquiring Authority shall make the daily order sheet of the time and duration of the proceeding, the software used (in case the software used is not the designated video conferencing software), the issue raised during the proceedings, if any, and the documents, if any, that were produced and transmitted online, in addition to the aspects dealt with in sub-regulations (3) to (7), (9) to (10) and (13) of regulation 5, as deemed fit:

Provided that in case a digital recording is tendered, the Inquiring Authority shall record its duration in the order sheet along with all other requisite details

- (12) The Inquiring Authority shall also record its satisfaction as to clarity, sound and connectivity for both users and remote users.

9. **Examination of persons.**—(1) No witness shall be examined unless his identity has been established as provided for in sub-regulation (4) of regulation 5 and the same shall be reflected in the daily order sheet and the identity of the witness deposing at the remote point shall be confirmed by the Inquiring Authority with the assistance of the Co-ordinator who shall obtain signatures of the witnesses on the hard copies of the Identity proof as provided in sub-regulation (4) of regulation 5 and after counter signing the same shall dispatch them to the Inquiring Authority via authorised courier or registered speed post.

- (2) A scanned copy of such documents shall be digitally signed by the Co-ordinator and immediately transmitted by him through official email to the Inquiring Authority.

- (3) The person being examined shall ordinarily be examined during the official working hours or at such time as the Inquiring Authority may deem fit and necessary.

- (4) The Co-ordinator at the remote point shall ensure that no person, except with the specific permission of the Inquiring Authority, is present at the remote point save and except the person being examined.

- (5) The Inquiring Authority shall record whilst under examination, such remarks, if any, as he thinks material respecting the demeanor of the person.

- (6) The Inquiring Authority may also issue such other directions as are necessary for a given set of facts for effective recording of the examination.

- (7) The Inquiring Authority shall obtain the signature of the person being examined on the transcript once the examination is concluded and the signed transcript shall form part of the record of the inquiry proceedings.

- (8) The signature on the transcript of the person being examined shall be obtained in either of the following ways, namely:—

- (a) if digital signatures are available at both the concerned proceeding point and the remote point, the soft copy of the transcript digitally signed by the Inquiring Authority shall be sent by the official e-mail to the remote point where a printout of the same shall be taken and signed by the person being examined;

- (b) a scanned copy of such signed transcript shall be digitally signed by the Co-ordinator at the remote point and the same would be transmitted by official email to the proceeding point and the hard copy of the signed transcript shall be dispatched after the examination is completed, preferably within a period of three clear

days by the Co-ordinator at the remote point to the Inquiring Authority by recognised courier or registered speed post;

- (c) if digital signatures are not available, the printout of the transcript shall be signed by the Inquiring Authority and the representative of the parties, if any, at the proceeding point and shall be sent in non-editable scanned format to the official email account of the remote point, where a printout of the same shall be taken and signed by the person examined and countersigned by the Co-ordinator at the remote point;
 - (d) a non-editable scanned format of the transcript so signed shall be sent to the Co-ordinator of the remote point to the official email account of the Inquiring Authority, upon which a printout of the same shall be taken and shall be made a part of the record of the proceedings and the hard copy shall also be dispatched preferably within a period of three clear days by the Co-ordinator at the remote point to the Inquiring Authority by recognised courier or registered speed post.
 - (9) The examination shall, as far as practicable, proceed without interruption or the grant of unnecessary adjournments:
Provided that the Inquiring Authority shall be at liberty to determine whether an adjournment should be granted, and if so, on what terms.
10. **Exhibiting or Showing Documents to Witness or the charged Railway servant at a Remote Point.**— If in the course of examination of a person at a remote point by video conferencing, it is necessary to show a document to the person, the Inquiring Authority may permit the document to be shown in the following manner, namely:—
- (a) if the document is at the proceeding point, by transmitting a copy or image of the document to the remote point electronically, including through a document visualiser, or
 - (b) if the document is at the remote point, by putting it to the person and transmitting a copy or image of the same to the proceeding point electronically including through a document visualiser.
- Provided that the hard copy of the document countersigned by the witness and the Co-ordinator at the remote point shall be dispatched thereafter to the proceeding point via authorised courier or registered speed post.
11. **Recording of the Daily Order Sheets.**— On close of the proceedings on each day, the Inquiring Authority shall draw up the order sheet in terms of sub-regulation (11) of regulation 8 and while the Inquiring Authority and the necessary persons present at the proceeding point shall put their signatures physically, the signatures of the necessary persons at the remote point shall be obtained in either of the following ways, namely:—
- (a) if digital signatures are available at both the concerned proceeding point and the remote point, the soft copy of the daily order sheet digitally signed by the Inquiring Authority and other necessary persons at the proceeding point shall be sent by the official email to the remote point where a printout of the same shall be taken and signed by the necessary persons at the remote point;
 - (b) a scanned copy of such signed printout shall be digitally signed by the Co-ordinator at the remote point and the same should be transmitted by official email to the proceeding point;
 - (c) the hard copy of the signed transcript will be dispatched preferably within three clear days by the Co-ordinator at the remote point to the Inquiring Authority by recognised courier or registered speed post;
 - (d) if digital signatures are not available, the printout of the daily order sheet shall be signed by the Inquiring Authority and the necessary persons at the proceeding point and shall be sent in non-editable scanned format to the official email account of the remote point, where a printout of the same shall be taken and signed by the necessary persons at the remote point and countersigned by the Co-ordinator;
 - (e) a non-editable scanned format of the printout so signed shall be sent by the Co-ordinator of the remote point to the official email account of the Inquiring Authority, upon which a printout of the same would be taken and shall be made a part of the record of the proceedings;
 - (f) the hard copy would also be dispatched preferably within a period of three clear days by the Co-ordinator at the remote point to the Inquiring Authority by recognised courier or registered speed post.
12. **Ensurance by Inquiring Authority while communicating report to the Disciplinary Authority.**— The Inquiring Authority shall ensure that the physically signed hard copies as well as the printouts of the digitally signed transcripts and daily order sheets recorded during the proceedings conducted through video conferencing together with the electronic records provided for in sub-regulation (12) of regulation 5 are duly matched and

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THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II—SEC. 3(i)]

made part of the records of the proceedings while communicating the Inquiry Report to the Disciplinary Authority.

13. **Regulations in addition to and not in derogation of the Railway Servants (Discipline and Appeal) Rules, 1968.**—The provisions of these regulations shall be in addition to and not in derogation of the Railway Servants (Discipline and Appeal) Rules, 1968.

[F. No. E(D&A) 2020 RG6-6]

SUNIL KUMAR, Executive Director/Establishment

4. 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.

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

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

- Swami Vivekananda



***Stop Corruption to participate
in Nation Building***

THRUST AREAS FOR PREVENTIVE CHECK FOR THE YEAR 2024

Following thrust areas have been identified for the year 2024 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 (I PAS} etc.
 - b) Quality check of safety items on coaches, locos & wagons.
 - c) Irregularities in Eligibility criterion-Special conditions restrictive in nature.
 - d) Duplicacy/Unrealistic assessment of work in Estimates and Tender schedule.
 - e) Checks of records maintained for outsourcing of electric loco parts.
 - f) Quality check of supply of OHE materials with emphasis on size of OHE foundation, Catenary & Contact wires.
 - g) Checks regarding quality and quantity of signalling /power cables utilized in new works.
 - h) Checks regarding inspection of telecom materials viz telecom cables
 - i) Emphasis on logical conclusion of contract with complaints on old and expired contract including review of contracts pending for closure.
 - j) Focus on Non fare Revenue from Land resources especially realization of outstanding dues against way leave facilities, leasing/licensing case etc.
 - k) For PUs, compulsory checks to be conducted on delay in disposal of application for Vendor approval as per U-YAM.
 - l) Scrutiny of manpower based contracts in Train Escorting, wiring of coaches, TSS & comparison of yardsticks.

- m) Scrutiny of contracts where variation is over and above 25%.
 - n) Scrutiny of tenders finalized beyond 30 days of original validity.
 - o) Online finalization 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 ROB's/RUBs.
 - v) Checks on in house repair & AMC/ARC of S&T/Electrical/Mechanical/Civil Engg equipment.
 - 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) rregularities 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 divisions and workshops.
 - (ii) PC of Purchase cases(Direct Acceptance Case)>10 lakhs.
 - d) 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) Checks of material lying on shop floor to ascertain whether they are accounted 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) Monitoring 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 tickets 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/S1L_Rs 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 officers and other sensitive posts to ensure rotation.
- 5) Maintenance and upkeep of in-motion weighbridges, Checks on overloading.**
- 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 I3G.
 - 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.
 - l) Check the BG register.
- 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 and its actual implementation.
 - 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.
- g) Crosscheck of list submitted by various units with respect to timely rotation of staff working on "Sensitive Posts".

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- At least two in each division in a year by Zonal Vigilance.

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

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

○○○



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

Do's

- 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 on 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.



Integrity
is choosing your thoughts
and actions based on value rather
than personal gain.



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.
- EFT earnings should be remitted regularly without any misappropriation.
- Ticket checking staff should remit railway cash at the end of beat/destination.
- EFT return should be submitted on due time.
- Station earnings should be remitted regularly without any misappropriation.
- 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 Handing Over and Taking Over 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.
- Maintain ground register in Goods Office.
- Ensure proper recording of placement/release timings in system as well as registers based on which Demurrage/Wharfage charges are worked out.
- 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.
- Avoid delivery of 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 Growing Threat of Cyber Crime: A Major Concern in Recent Years"

VIPIN KUMAR YADAV
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In recent years, cyber crimes have become a significant and growing issue, especially with the increase in digital activity. With more people using the internet for communication, banking, shopping, and work, cybercriminals are finding new ways to exploit vulnerabilities. In India, government data shows a sharp rise in cyber crime cases over the past five years.

According to the National Crime Records Bureau (NCRB), there were approximately 44,546 reported cyber crime cases in 2019. This number grew to over 50,000 in 2020 and surged to more than 70,000 by 2022. The Indian Computer Emergency Response Team (CERT-In) also reported over 14 lakh (1.4 million) cybersecurity incidents in 2022. These include phishing attacks, financial fraud, identity theft, hacking, and ransomware attacks. Financial fraud remains the most common type of cyber crime, with phishing and ATM fraud being the most frequent methods used by cybercriminals.

One of the reasons for the increase in cyber crimes is the shift towards online services, particularly during the COVID-19 pandemic, which exposed many users to new risks. Cyber criminals use various techniques, including phishing emails, hacking into systems, and ransomware attacks, where they lock data and demand a ransom for its release.

To combat this growing problem, the Indian government has introduced several measures. In 2021, the National Cyber Security Strategy was launched to strengthen the country's cybersecurity infrastructure. Additionally, the "Cyber Swachhta Kendra" initiative helps users secure their devices and promotes safe online practices.

Despite these efforts, the rise in cyber crimes remains a serious issue, highlighting the need for stronger cybersecurity measures and greater public awareness to protect against online threats

Preventing cybercrime requires a combination of technical measures, user awareness, and organizational policies.

Key ways to prevent cybercrime include:

1. Strong Passwords and Authentication: Encourage the use of complex, unique passwords and enable multi-factor authentication (MFA) for added security.
2. Regular Software Updates: Keep software, operating systems, and antivirus programs up to date to protect against known vulnerabilities and exploits.
3. Firewalls and Encryption: Use firewalls to monitor and block suspicious traffic, and encrypt sensitive data to prevent unauthorized access during transmission.
4. User Awareness and Training: Educate users about phishing attacks, social engineering, and safe browsing habits to reduce the likelihood of falling victim to scams or malware.
5. Backup and Recovery Plans: Regularly back up data and create a robust disaster recovery plan to mitigate the effects of ransomware or data loss.
6. Access Control: Implement role-based access control (RBAC) to limit user permissions, ensuring that only authorized individuals can access critical systems and data.
7. Monitoring and Incident Response: Continuously monitor networks for unusual activity and have a clear incident response plan in place to quickly address breaches or attacks.



***"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

Vigilance Awareness in Indian Railways

Debarun Sengupta
CVI/Traffic/MLG

Introduction

Vigilance awareness is a crucial aspect of governance and management, particularly in a vast and complex organization like the Indian Railways. With its extensive network serving millions of passengers and transporting goods across the country, maintaining integrity and transparency is preponderant. This article delves into the significance of vigilance awareness in Indian Railways, the strategies employed, and its impact on improving operational efficiency and public trust.

Importance of Vigilance Awareness

1. **Preventing Corruption:** Corruption can severely impede the efficiency and reliability of services in the Indian Railways. Vigilance awareness initiatives aim to identify and mitigate corrupt practices by promoting a culture of integrity and accountability among employees.
2. **Enhancing Safety and Security:** Vigilance measures ensure that safety protocols are followed rigorously. By monitoring compliance with safety regulations, the Indian Railways can reduce accidents and enhance passenger security, fostering a safe travel environment.
3. **Promoting Transparency:** Awareness campaigns encourage transparency in operations, decision-making processes, and financial transactions. This not only builds public trust but also promotes responsible behavior among employees.
4. **Improving Service Delivery:** A vigilant workforce is crucial for timely and effective service delivery. By addressing grievances and inefficiencies promptly, vigilance awareness contributes to better passenger experiences and operational efficiency.

Strategies for Vigilance Awareness

The Indian Railways implements various strategies to promote

vigilance awareness:

1. **Training and Workshops:** Regular training sessions and workshops for employees at all levels are conducted to educate them about the importance of vigilance, ethical practices, and the consequences of corruption. These sessions help create a knowledgeable workforce that understands its role in maintaining integrity.
2. **Awareness Campaigns:** The Indian Railways organizes awareness campaigns, including seminars, posters, and digital communication, to highlight the significance of vigilance. These campaigns often target both employees and the general public, encouraging a collective effort against corruption.
3. **Whistleblower Policies:** Establishing robust whistleblower policies encourages employees to report suspicious activities without fear of retaliation. This mechanism allows the organization to address issues proactively and foster a culture of accountability.
4. **Use of Technology:** The integration of technology in monitoring and reporting systems enhances vigilance efforts. Tools such as online complaint portals and mobile applications empower passengers and employees to report issues easily and anonymously.
5. **Regular Audits and Inspections:** Conducting regular audits and inspections helps identify areas prone to corruption and inefficiency. By assessing operational practices, the Indian Railways can take corrective measures to improve transparency and accountability.

Impact of Vigilance Awareness

The initiatives taken to promote vigilance awareness have yielded several positive outcomes:

1. **Reduction in Corruption:** Enhanced vigilance has led to a noticeable decline in corrupt practices, ensuring that resources are utilized efficiently and benefits reach the intended recipients.
2. **Increased Public Trust:** With transparent practices and effective grievance redressal mechanisms, public confidence

in the Indian Railways has improved. Passengers are more likely to use rail services when they feel secure and valued.

3. **Improved Operational Efficiency:** Vigilance awareness has resulted in better adherence to safety protocols, leading to fewer accidents and disruptions. This, in turn, has enhanced the overall efficiency of rail operations.
4. **Employee Morale and Responsibility:** An organization that prioritizes vigilance fosters a sense of responsibility among its employees. A transparent work environment encourages staff to take pride in their work, contributing positively to the organization's culture.

Conclusion:

Vigilance awareness is indispensable in ensuring the integrity, safety, and efficiency of the Indian Railways. Through continuous efforts to promote transparency, accountability, and ethical practices, the Indian Railways aims to build a robust framework that benefits both employees and passengers. As the organization continues to evolve and expand, maintaining vigilance awareness will remain a cornerstone of its operations, ensuring a reliable and trustworthy rail service for millions of people across the nation.



"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

Corruption in Indian Railways: An In-Depth Analysis

Ashish Ranjan
CVI/Traffic/MLG

Indian Railways, one of the largest railway networks in the world, is often celebrated for its extensive reach and its role in connecting the vast geography of India. However, alongside its achievements, it faces persistent challenges, with corruption being one of the most significant. Corruption in Indian Railways affects not only operational efficiency but also public trust and the overall quality of service.

Historical Context

Corruption within the Indian Railways is not a new phenomenon; it has deep historical roots. Since its inception in the mid-19th century, the railways have been a focal point for political patronage and economic interests. Over the decades, various scandals and allegations have surfaced, ranging from bribery in contract awards to financial misappropriation.

Forms of Corruption

Corruption in Indian Railways manifests in several forms:

1. **Bribery and Kickbacks:** This is perhaps the most common form, where officials demand bribes for awarding contracts or providing services. Contractors may inflate project costs to accommodate kickbacks.
2. **Procurement Irregularities:** The procurement process for materials and services is often marred by corruption, with officials manipulating tenders to favor certain suppliers or contractors.
3. **Ticket Scams:** The ticketing system has seen numerous scams, including the illegal sale of reserved tickets at inflated prices by touts, often in collusion with railway staff.
4. **Fake Recruitment:** Allegations have been made regarding fraudulent recruitment practices, where candidates secure jobs through bribes rather than merit.
5. **Mismanagement of Funds:** There have been instances of funds allocated for projects being mismanaged or siphoned off, resulting in delays and poor-quality work.

Impact on Services and Safety

The repercussions of corruption are profound:

- **Quality of Infrastructure:** Corruption leads to substandard construction and maintenance of railway tracks, bridges, and stations, compromising safety and efficiency.
- **Delayed Projects:** Numerous projects face delays due to financial mismanagement and corruption, impacting passenger services and freight transport.
- **Public Trust Erosion:** Corruption has led to a significant erosion of public trust in the railway system, which can deter passengers and affect revenue.
- **Safety Hazards:** Poorly maintained infrastructure and inadequate safety measures due to corruption can lead to catastrophic accidents, threatening the lives of passengers and railway employees.

Government Measures and Initiatives

Recognizing the pervasive nature of corruption, the Indian government and the Ministry of Railways have initiated several measures to combat this issue:

1. **Digital Initiatives:** The introduction of digital platforms for ticket booking, procurement, and service management aims to reduce human intervention and, consequently, opportunities for corruption.
2. **Whistleblower Policies:** Initiatives to protect whistleblowers and encourage reporting of corruption have been implemented, although the effectiveness of these measures remains to be seen.
3. **Strict Enforcement:** The Central Bureau of Investigation (CBI) and the Vigilance Department of Indian Railways have been tasked with investigating corruption cases and taking action against corrupt officials.
4. **Transparency and Accountability:** Steps towards increasing transparency in operations, such as public disclosure of contracts and project details, have been introduced to hold officials accountable.

Challenges to Reform

Despite these initiatives, several challenges persist:

- **Deep-Rooted Culture:** Corruption is often ingrained in the organizational culture, making it difficult to eradicate. Many officials see it as a norm rather than an anomaly.
- **Lack of Political Will:** Political interference and a lack of genuine commitment to tackling corruption can hinder effective reform.
- **Inadequate Resources:** The agencies tasked with investigating corruption often lack the necessary resources and manpower to effectively carry out their functions.

Conclusion

Corruption in Indian Railways remains a significant obstacle to its growth and efficiency. While various measures have been initiated to combat this issue, sustained effort and genuine political will are essential to create a culture of transparency and accountability. Addressing corruption not only promises to enhance the quality of services provided by Indian Railways but also to restore public trust in this vital national asset. The journey towards a corruption-free railway system may be long, but it is imperative for the future of India's transportation infrastructure and the well-being of its citizens.



Ways to eradicate corruption

B.P GUPTA
CVI/Traffic/MLG

Eradicating corruption from a country is a complex and multifaceted challenge that requires a combination of political, legal, economic, and social strategies. Here are several effective approaches that can be taken:

1. Strengthening Institutions

- Independent Judiciary: Ensure that the judiciary is independent and has the authority to prosecute corruption without interference.
- Anti-Corruption Agencies: Establish and empower independent agencies dedicated to investigating and prosecuting corruption.
- Transparent Governance: Implement transparent processes for government operations, making it harder for corruption to occur unnoticed.

2. Enhancing Transparency

- Open Data Initiatives: Publish government data, including budgets and expenditures, to allow for public scrutiny.
- Whistleblower Protection: Protect and incentivize whistleblowers to report corrupt practices without fear of retaliation.
- Public Accountability: Require regular reporting by public officials on their assets and potential conflicts of interest.

3. Legal and Policy Reforms

- Stricter Laws: Enact and enforce strong anti-corruption laws with severe penalties for offenders.
- Asset Recovery Laws: Develop mechanisms for the recovery of assets obtained through corruption.
- Lobbying Regulations: Implement regulations on lobbying to prevent undue influence on public officials.

4. Promoting Ethical Standards

- Code of Conduct: Establish and enforce a code of ethics for public officials and civil servants.

- **Ethics Training:** Provide training for government employees on ethical behavior and the importance of integrity.
- **Civic Education:** Promote civic education that raises awareness about the consequences of corruption and the importance of integrity.

5. Strengthening Civil Society

- **Empower NGOs:** Support non-governmental organizations that monitor government activities and advocate for accountability.
- **Public Participation:** Encourage citizen participation in governance processes, including budgeting and policymaking.
- **Media Freedom:** Protect the freedom of the press to investigate and report on corruption.

6. Economic Reforms

- **Simplifying Regulations:** Reduce bureaucracy and red tape to limit opportunities for corruption in business dealings.
- **Public Sector Salary Increases:** Ensure that public sector salaries are competitive to reduce the temptation for bribery.
- **Support for Small Enterprises:** Create an enabling environment for small businesses to thrive, reducing the power and influence of monopolistic practices.

7. International Cooperation

- **Cross-Border Collaboration:** Work with other countries to combat international corruption, such as money laundering and tax evasion.
- **Adherence to Global Standards:** Align national laws with international anti-corruption conventions and best practices.

8. Using Technology

- **E-Government Solutions:** Implement digital platforms for public services to reduce face-to-face interactions that can lead to bribery.
- **Blockchain for Transparency:** Explore blockchain technology to create tamper-proof records for government transactions.

9. Fostering a Culture of Integrity

- **Public Campaigns:** Run awareness campaigns highlighting the

negative impacts of corruption and promoting integrity.

- Role Models: Promote and reward individuals and organizations that exemplify integrity and ethical behavior.

Conclusion

Eradicating corruption is a long-term commitment that requires sustained efforts from all sectors of society. By combining these strategies, a country can create a robust framework to reduce corruption and promote integrity, transparency, and accountability.



Culture of Integrity for Nation's Prosperity

Proshanta Purkayastha
CVI/Personnel

Integrity is the quality of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. The definition carries almost all the ingredient which makes a nation prosperous by adherence of the same by the people of the nation.

Integrity in our daily life in official, social and family spectrum reflects through our actions and conducts. If our actions and conduct conforms to the accepted norms and standards then it can be said that our integrity in all these aspects are right and beyond doubt.

As we are aspiring and committed to make our nation as " Viksit Bharat" by 2047 the integrity of all of us should be impeccable and our action and conducts should conform to the standards of a develop nation.

Being a railway men and working towards the prosperity of our nation me must inculcate the culture of integrity whole heartedly in all the spheres of our official working in particular and other aspects of life in general.



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

- Narendra Modi

VEILS OF DECEIT

A.N JHA
CVI/T/NFR

In shadows deep where whispers tread,
A tale of greed and power spread,
Where hearts once pure now wear a mask,
In corruption's grip, we dare not ask.
The silver tongues and glinting eyes,
Deceit wrapped in a sweet disguise,
Promises made with empty air,
A fleeting trust, a silent snare.
Beneath the surface, secrets churn,
For every profit, a lesson learned,
The innocent fall, the guilty rise,
In a world painted with hollow lies.
Justice sleeps in gilded halls,
While virtue weeps and honor calls,
The coins exchanged, the favors sought,
In this dance of power, souls are bought.
Yet in the dark, a flicker glows,
A whispered hope, a quiet rose,
For every chain that binds us tight,
There blooms a will to seek the light.
So let us rise, our voices clear,
To shatter silence, cast out fear,
For in the heart where truth resides,
Corruption's grip, we can abide.

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



Each vigilant employee at the center of action drives the collective growth of Indian Railways, strengthening the nation's backbone



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**

"CULTURE OF INTEGRITY FOR NATION'S PROSPERITY"

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

-Gita

