



आधुनिक रेल डिब्बा कारखाना, रायबरेली
MODERN COACH FACTORY, RAEBARELI
सतर्कता विभाग
VIGILANCE DEPARTMENT

No.2025/MCF/RBL/PC/QC-05

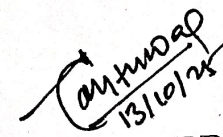
Date: 13.10.25

All PHODs
MCF/RBL

Sub: System Improvement in Manpower Service Contracts

1. The Contractor shall submit a comprehensive list of all contractual personnel proposed to be deployed under the manpower contract prior to commencement of the contract.
2. The Contractor shall also submit the bank account details of all such contractual personnel for the purpose of salary disbursement through electronic transfer by the contractor, subsequent to the acceptance of proposed contractual man power.
3. The Executive should obtain a duly signed certificate from every contractual staff affirming that he/she has received the full salary as per the terms of the contract and has not refunded any portion thereof to the Contractor or any of its representatives. The bill of the firm shall be processed for payment only upon submission of such certificates, along with proof of payment of wages (as per minimum wages act) and statutory dues (including ESIC, EPF, and Bonus) to the contractual staff, in accordance with applicable labour laws.
4. Any replacement or change in the contractual staff during the tenure of the contract shall be duly recorded, and the reason for such change must be explicitly stated and duly authorized by an officer not below the rank of Junior Administrative Grade (JAG) in the concerned department.
5. Every month the executive shall submit an exception report highlighting such changes in contractual staffs with reasons to the concerned PHOD/HOD.
6. Firms must submit bank statements with bills as proof of wage payments to contractual workers. Railway may also demand bank statements for any period if deemed necessary within the validity of the contract.
7. Firms should submit EPF, ESIC, and bonus payment proofs along with bills for verification.
8. The executive should also regularly obtain formal feedback from the contractual staff regarding the payment of wages
9. **Computerized monitoring :**
 - As per GCC for Services, paragraph 4.44 (Identity Card Generation), an identity card/Gate pass shall be issued to the contractual manpower clearly mentioning the validity of the gate pass and their EPF number.
 - Contractors should not be permitted to enter employees into the online gate pass system provided by MCF more than the approved manpower strength specified in the contract.
 - The system should automatically generate the wage sheet of all contractual staff based on attendance records linked with the online gate pass system.
 - System should generate exception report every month regarding change of contractual staffs showing the reason for changes.

This has the approval of SDGM & CVO.


Dy. CVO/MCF/RBL

