

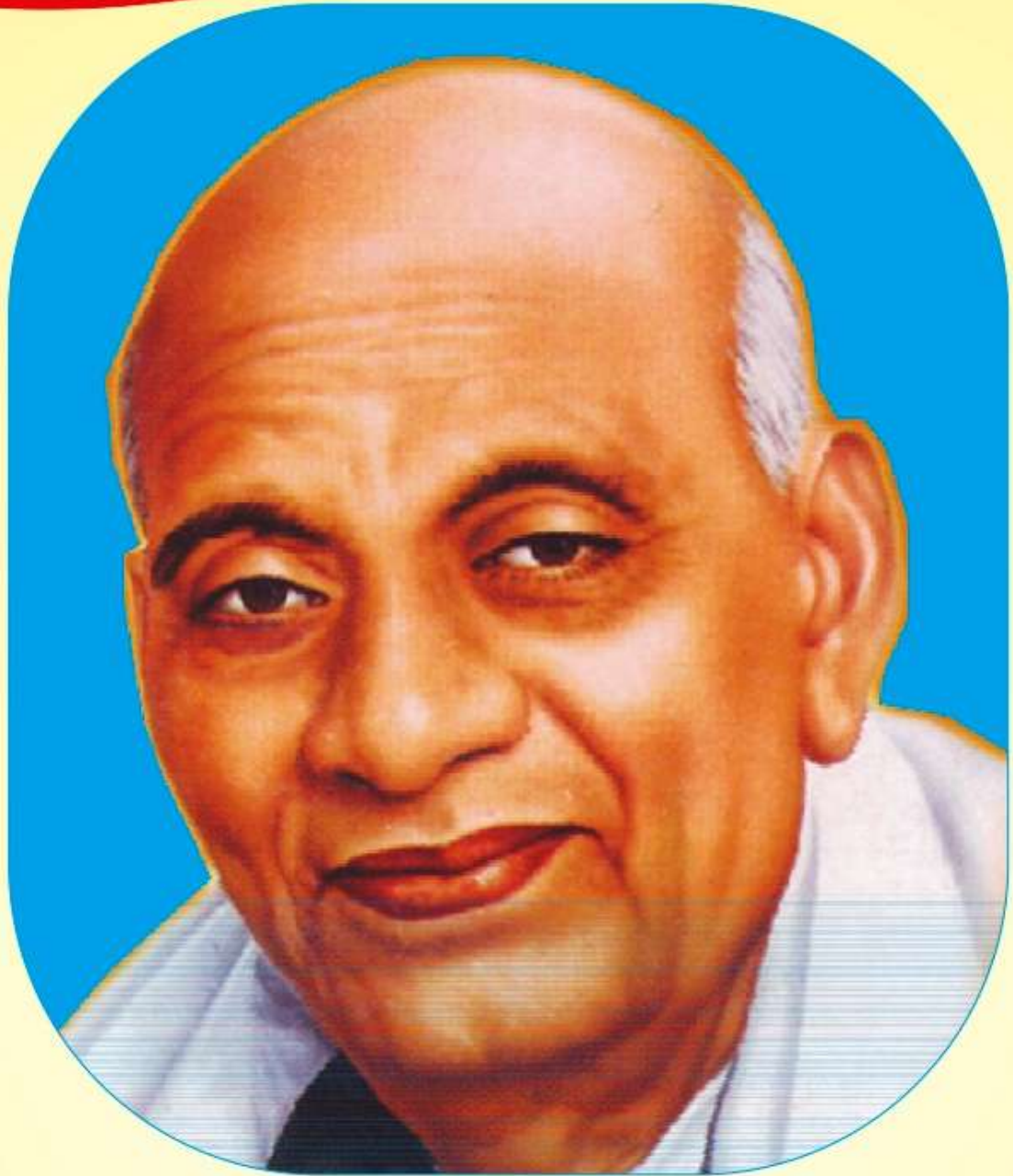


आधुनिक रेल डिब्बा कारखाना रायबरेली

MODERN COACH FACTORY
RAEBARELI



सतर्कता बुलेटिन
VIGILANCE BULLETIN
2019



SARDAR VALLABHBHAI PATEL

31-10-1875 - 15-12-1950

**सतर्कता जागरूकता सप्ताह का आयोजन
सरदार बल्लभ भाई पटेल के जन्म दिवस
के अवसर पर मनाया जाता है।**

प्रतिज्ञा

हम, भारत के लोक सेवक, सत्यनिष्ठा से प्रतिज्ञा करते हैं कि हम अपने कार्यकलापों के प्रत्येक क्षेत्र में ईमानदारी और पारदर्शिता बनाये रखने के लिए निरन्तर प्रयत्नशील रहेंगे। हम यह प्रतिज्ञा भी करते हैं कि हम अपने जीवन के प्रत्येक क्षेत्र से भ्रष्टाचार उन्मूलन करने के लिए निर्बाध रूप से कार्य करेंगे। हम अपने संगठन के विकास और प्रतिष्ठा के प्रति सचेत रहते हये कार्य करेंगे। हम अपने सामूहिक प्रयासों द्वारा अपने संगठनों को गौरवशाली बनायेंगे तथा अपने देशवासियों को सिद्धान्तों पर आधारित सेवा प्रदान करेंगे। हम अपने कर्तव्य का पालन पूर्ण ईमानदारी से करेंगे और भय अथवा पक्षपात के बिना कार्य करेंगे।

PLEDGE

We, the public servant of India, do hereby solemnly pledge that we shall continuously strive to bring about integrity and transparency in all spheres of our activities. We also pledge the we shall work unstintingly for eradication of corruption in all spheres of life. We shall remain vigilant and work towards the growth and reputation of our organization. Through our collective efforts, we shall bring pride to our organisations and provide value based service to our countrymen. We shall do our duty conscientiously and act without fear or favour.

Message from the
Central Vigilance Commissioner

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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
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012/VGL/029

सं. / No.....

दिनांक / Dated 16.10.2019

MESSAGE

The Vigilance Awareness Week observed each year by the Central Vigilance Commission affirms Commission's commitment to promotion of integrity and probity in public life through citizen participation.

"Integrity- A way of life" has been chosen as the theme for the Vigilance Awareness Week this year by the Commission. Integrity and Ethics form the foundational pillars of a nation and national development takes place when individuals and organisations are committed to integrity as a core value. Combating corruption is not just a matter of making laws and creating institutions, but is deeply rooted in human values and morals of individuals. Cultivating ethical values is essential for building a New India.

The Commission believes that this theme would help draw the attention of all sections of society especially the youth of the significance of ethical conduct in the building of an honest, non discriminatory and corruption free society.

The Commission's initiatives like the taking of voluntary Integrity Pledge, Integrity Clubs in schools and colleges, mass awareness campaigns are efforts to motivate people to observe ethical behaviour in everyday life.

The Commission appeals to all to inculcate integrity as a way of life for the realisation of the full potential of the individual and progress of the nation.

(Sharad Kumar)

Central Vigilance Commissioner



Message from the
Chairman, Railway Board

विनोद कुमार यादव
VINOD KUMAR YADAV



अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय

CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

22 OCT 2019



संदेश

भ्रष्टाचार एक ऐसी बीमारी है जो सभी क्षेत्रों में न केवल भारतीय रेल को अपितु सम्पूर्ण राष्ट्र को प्रतिकूल रूप से प्रभावित करती है। इससे निपटने के लिए कार्यप्रणाली में पारदर्शिता और निगरानी रखना अति आवश्यक है। रेलवे में पारदर्शिता, जवाबदेही और तकनीक का अधिकाधिक उपयोग करने और लोगों की चेतना को ईमानदारी के प्रति जागृत करना भी रेल मंत्रालय की प्राथमिकताओं में शामिल है।

मुझे यह जानकर अत्यधिक प्रसन्नता हो रही है कि रेल मंत्रालय 28 अक्टूबर से 02 नवंबर 2019 तक सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष के लिए "ईमानदारी - एक जीवनशैली" का विषय चुना गया जो अत्यंत प्रासंगिक और सम-सामयिक है। भारतीय रेल की कार्य प्रणाली में सच्चाई, ईमानदारी और सत्यनिष्ठा की भावना को पूर्णतः स्थापित करना सभी रेलकर्मियों का परम कर्तव्य है।

ऐसे में सतर्कता जागरूकता सप्ताह 2019 का आयोजन भ्रष्टाचार उन्मूलन की दिशा में महत्वपूर्ण कदम है और इसके लिए हमें प्रत्येक स्तर पर रेलवे की सभी इकाइयों में ज्यादा से ज्यादा प्रचार-प्रयास करना चाहिए। इसकी सफलता की कामना करते हुए मैं सभी को शुभकामना देता हूँ।


(विनोद कुमार यादव)

Message from the
General Manager

आधुनिक रेल डिब्बा कारखाना,
रायबरेली
MODERN COACH FACTORY,
RAEBARELI



MESSAGE

I am happy to know that the Vigilance Department of Modern Coach Factory, Raebareli is bringing out 4th issue of Vigilance Bulletin on the Vigilance Awareness Week from 28th October to 02nd November 2019.

“Integrity- A Way of Life” is the main theme of Vigilance Awareness Week-2019. Integrity is the habit of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values. Observance of Vigilance Awareness Week will encourage all stakeholders to collectively participate in fight against corruption.

In this context, Modern Coach Factory has taken number of steps by implementing IREPS, E-office, IPAS and E-Tendering for bringing more transparency and clarity in its system.

I congratulate the Vigilance department for their effort for publishing out 4th issue of Vigilance Bulletin.

(V. M. Shrivastava)
General Manager

Message from the
Chief Vigilance Officer

आधुनिक रेल डिब्बा कारखाना,
रायवरेली
MODERN COACH FACTORY,
RAEBARELI



संदेश

सतर्कता संगठन, आधुनिक रेल डिब्बा कारखाना 28 अक्टूबर से 02 नवंबर 2019 तक सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष सतर्कता जागरूकता सप्ताह की विषयवस्तु " ईमानदारी - एक जीवन शैली " है।

सतर्कता विभाग, निरोधक सतर्कता एवं सुधारात्मक दिशा निर्देश के माध्यम से सभी रेलकर्मियों को ईमानदारीपूर्वक एवं पारदर्शिता के साथ कार्य करने हेतु जागरूक करता है। हम सभी रेलकर्मियों अपने कार्यक्षेत्र के सतर्कता के प्रतिनिधि हैं। इस सतर्कता जागरूकता सप्ताह के माध्यम से हम हर स्तर पर कर्मचारियों एवं अधिकारियों से अपेक्षा रखते हैं वे सत्यनिष्ठा एवं ईमानदारी को अपनी जीवनशैली में शामिल कर अपने कार्यक्षेत्र में ऐसी पद्धति विकसित करेंगे जो भ्रष्टाचार मुक्त एवं पारदर्शी हो।

इस सतर्कता बुलेटिन में ई-ऑफिस, कार्य अनुबंध से संबंधित लेख एवं कार्मिक, भंडार, वित्त, इंजीनियरिंग विभाग से संबंधित " क्या करे और क्या ना करे " के विषय में दिशा निर्देश प्रकाशित किए गए हैं।

इस बुलेटिन का मुख्य उद्देश्य कर्मचारियों एवं अधिकारियों में सतर्कता जागरूक बढ़ाना एवं सरकारी कार्य को ईमानदारी एवं निष्ठापूर्वक करने में सहयोग प्रदान करना है। मुझे आशा है कि ये लेख सभी कर्मचारियों एवं अधिकारियों के लिए उपयोगी साबित होंगे।

रविंद्र

(आर. एन. टोप्पो)

मुख्य सतर्कता अधिकारी

अस्वीकरण

यह बुकलेट मात्र सांकेतिक है, अपने आप में सुविस्तृत नहीं। यह संबंधित विषय पर किसी भी प्रकार से किसी नियम, प्रक्रिया तथा वर्तमान अनुदेशों/मार्गदर्शी सिद्धांतों को प्रतिस्थापित नहीं करता। इस बुकलेट में उल्लेखित प्रावधान किसी भी प्रकार से किसी भी रेलवे कोड एवं परिपत्रों का जिनका इसमें हवाला दिया गया है का अधिक्रमण नहीं करता एवं मामलों को सही संदर्भ में समझने के लिए इन्हें अन्य संगत पॉलिसी/सर्कुलर के समायोजन के साथ पढ़ा जाना चाहिए। इस बुकलेट को किसी भी न्यायालय में प्रस्तुत नहीं किया जाना चाहिए एवं हाँ कहीं आवश्यक हो तो संबंधित विषय से संबंध मूल आदेश को ही प्रस्तुत किया जाना चाहिए।

DISCLAIMER

THE BOOKLET IS ONLY INDICATIVE AND IS BY NO MEANS EXHAUSTIVE. NOR IT IS INTENDED TO BE A SUBSTITUTE FOR 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 BOTH INDIVIDUALLY AND IN CONJUNCTION WITH OTHER RELEVANT POLICY CIRCULARS FOR PROPER APPRECIATION OF THE ISSUES INVOLVED. THIS BOOKLET ALSO SHOULD NOT BE PRODUCED IN ANY COURT OF LAW AND WHEREVER NECESSARY, REFERENCE SHOULD ALWAYS BE MADE TO THE ORIGINAL ORDERS ON THE SUBJECT.

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AN OVERVIEW OF GCC FOR WORKS CONTRACT

Kumar Sambhav

Dy. Chief Vigilance Officer

Works:

works means all new constructions, site preparation, additions and alterations to existing works, special repairs to newly purchased or previously abandoned buildings or structures, including remodelling or replacement. Minor works mean works which add capital value to existing assets but do not create new assets. Repair works means works undertaken to maintain building and fixtures. Works will also include services or goods incidental or consequential to the original or repair works.

Earnest Money:

- 1) (a) The tenderer shall be required to deposit earnest money with the tender for the due performance with the stipulation to keep the offer open till such date as specified in the tender, under the conditions of tender. The earnest money shall be as under:

Value of the Work Earnest Money Deposit (EMD)

For works estimated to cost up to Rs. 1 crore	2% of the estimated cost of the work.
For works estimated to cost more than Rs. 1 Crore	Rs. 2 lakh plus ½(half percent) of the excess of the estimated cost of work beyond Rs. 1 crore subject to a maximum of Rs. 1 crore

Note:

- (i) The earnest money shall be rounded to the nearest 100. This earnest money shall be applicable for all modes of tendering.
- (ii) Any firm recognized by Department of Industrial Policy and Promotion (DIPP) as 'Startups' shall be exempted from payment of earnest money deposit detailed above.
- (b) It shall be understood that the tender documents have been issued to the tenderer and the tenderer is permitted to tender in consideration of stipulation on his part, that after submitting his tender he will not resile from his offer or modify the terms and conditions thereof in a manner not acceptable to the Engineer. Should the tenderer fail to observe or comply with the said stipulation, the aforesaid amount shall be liable to be forfeited to the Railway.
- (c) If his tender is accepted this earnest money mentioned in sub clause (a) above will be retained as part security for the due and faithful fulfillment of the contract in terms of Clause 16 of the Standard General Conditions of Contract. The Earnest Money of other Tenderers shall, save as herein before provided, be returned to them, but the Railway shall not be responsible for any loss or depreciation that may happen thereto while in their possession, nor be liable to pay interest thereon.
- (2) The Earnest Money shall be deposited in cash through e-payment gateway or as mentioned in tender documents.

Eligibility Criteria

Technical Eligibility Criteria

- (a) The tenderer must have successfully completed any of the following during last 07 (seven) years, ending last day of month previous to the one in which tender is invited:

Three similar works each costing not less than the amount equal to 30% of advertised value of the tender, or

Two similar works each costing not less than the amount equal to 40% of advertised value of the tender, or

One similar works each costing not less than the amount equal to 60% of advertised value of the tender.

Security Deposit

The Earnest Money deposited by the Contractor with his tender will be retained by the Railways as part of security for the due and faithful fulfilment of the contract by the Contractor. The Security Deposit shall be 5% of the contract value. Security Deposit may be deposited by the Contractor before release of first on account bill in cash or Term Deposit Receipt issued from Scheduled Bank, or may be recovered at the rate of 10% of the bill amount till the full Security Deposit is recovered. Provided also that in case of defaulting Contractor, the Railway may retain any amount due for payment to the Contractor on the pending "on account bills" so that the amounts so retained (including amount guaranteed through Performance Guarantee) may not exceed 10% of the total value of the contract.

Further, in case of contracts having value equal to or more than 50 crore (Rs Fifty crore) the Security Deposit may be deposited as Bank Guarantee Bond also, issued by a scheduled bank after execution of contract documents, but before payment of 1st on account bill. Provided further that the validity of Bank Guarantee Bond shall be extended from time to time, depending upon extension of contract granted in terms of Clause 17 of the Standard General Conditions of Contract.

Performance Guarantee

The procedure for obtaining Performance Guarantee is outlined below:

The successful bidder shall have to submit a Performance

Guarantee (PG) within 21 (Twenty one) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 21 (Twenty one) days and upto 60 days from the date of issue of LOA may be given by the Authority who is competent to sign the contract agreement. However, a penal interest of 12% per annum shall be charged for the delay beyond 21 (Twenty one) days, i.e. from 22nd day after the date of issue of LOA. Further, if the 60th day happens to be a declared holiday in the concerned office of the Railway, submission of PG can be accepted on the next working day.

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. In case contract is terminated railway shall be entitled to forfeit Earnest Money Deposit and other dues payable against that contract. In case a tenderer has not submitted Earnest Money Deposit on the strength of their registration as a Startup recognized by Department of GCC September 2019 42 Industrial Policy and Promotion (DIPP) under Ministry of Commerce and Industry, DIPP shall be informed to this effect. The failed Contractor shall be debarred from participating in re-tender for that work.

VARIATIONS IN EXTENT OF CONTRACT

41. Modification to Contract to be in Writing:

In the event of any of the provisions of the contract required to be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the Railway and the Contractor and no work shall proceed under such modifications until this has been done. Any verbal or written arrangement abandoning, modifying, extending, reducing or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the Railway unless and until the same is incorporated in a formal instrument and signed by the Railway and the

Contractor, and till then the Railway shall have the right to repudiate such arrangements.

42.(1) Powers of Modification to Contract: The Engineer on behalf of the Railway shall be entitled by order in writing to enlarge or extend, diminish or reduce the works or make any alterations in their design, character position, site, quantities, dimensions or in the method of their execution or in the combination and use of materials for the execution thereof or to order any additional work to be done or any works not to be done and the Contractor will not be entitled, to any compensation for any increase/reduction in the quantities of work but will be paid only for the actual amount of work done and for approved materials supplied against a specific order.

42.(2) (i) Unless otherwise specified in the special conditions of the contract, the accepted variation in quantity of each individual item of the contract would be upto 25% of the quantity originally contracted, except in case of foundation work. GCC September 2019.

(ii) The Contractor shall be bound to carry out the work at the agreed rates and shall not be entitled to any claim or any compensation whatsoever upto the limit of 25% variation in quantity of individual item of works.

(iii) In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, then same shall be executed at following rates

(a) Quantities operated in excess of 125% but upto 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender;

(b) Quantities operated in excess of 140% but upto 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender;

(c) Variation in quantities of individual items beyond 150% will be avoided and would be permitted only in exceptional unavoidable circumstances and shall be paid at 96% of the rate awarded for that item in that particular tender.

COMPLAINT HANDLING POLICY OF CVC

Ram Ranjan Kumar
Assistant Vigilance Officer

CVC is the designated agency to receive written complaints for disclosure of any allegation of corruption or misuse of office and recommend punitive action against the erring public servants found responsible for any erosion of right through illegal and improper action.

Complaints may be lodged directly on CVC's website or by sending written complaints by post, giving specific facts of the matter relating to corruption.

Complaints can be lodged only against the public servants coming under the jurisdiction of the CVC.

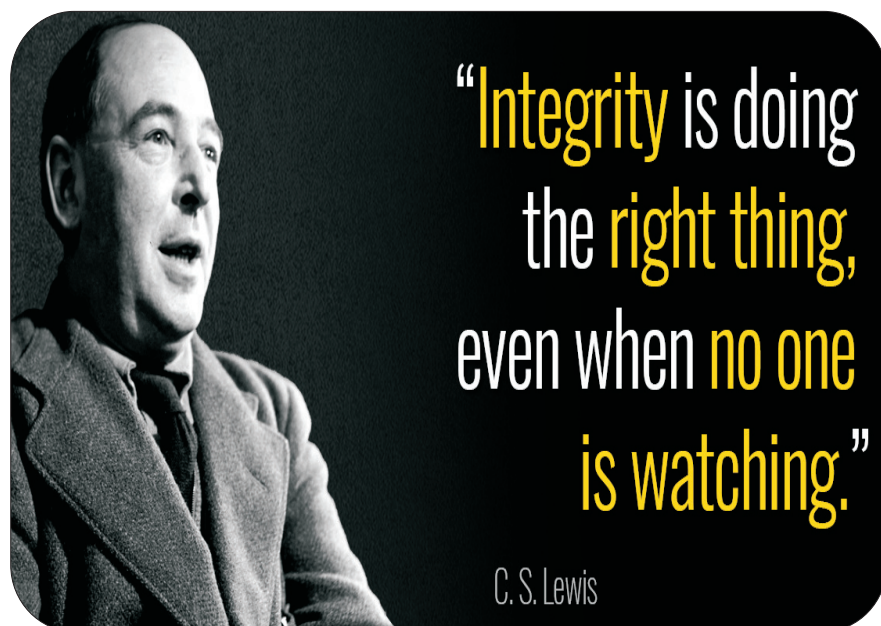
Identities of all complainants, who make complaint under public information Disclosure and Protection of Informer (PIDP) are kept secret. Such complaints can be lodged only by post and the envelope containing such complaints should be superscribed 'PIDP' or 'Whistle Blower'. The body of the letter/complaint should not contain any personal information of the complainant. Such personal details may be separately given (may be at the end) so that they can be easily blocked out.

Only the complaints which are referred to for necessary action to the organization/department concerned are acknowledged. No acknowledgement is sent by CVC for filed complaints.

Complaints to the CVC are meant to result in punitive action against the erring public servants. Relief as such in the matter to the complainant is only incidental to the vigilance action. Redressal of grievances vis-a-vis govt. organization or PSU should not be the focus of the complaints to the CVC.

As regards complaint against, CVC does not interfere in the tender processes and as such the process of the tender would continue. Meanwhile, on recommendation of the concerned CVO, CVC may advise appropriate action against the erring public servants.

CVC does not entertain anonymous/pseudonymous complaints and the complaints, which are of nature of grievance.



IPAS

A.K. Yadav

Senior Personnel Officer

What is IPAS system?

IPAS application software (the software for AIMS) has been developed by CRIS on web based 3-tier centralized architecture using Java and Oracle. It will bring a common application to all Railways on a centralized platform so that similar processes are followed across Railways in terms of accounting practices.

A key benefit of such centralization would be faster change management and integration of effort along with automation of processes. IPAS application is undergoing a continuous up-gradation exercise to achieve better efficiency, security and safety. IPAS will provide real time access to financial transaction data across IR and will also bring financial and fiscal discipline.

Advantages of IPAS

Although core design of IPAS application is same as design of PRIME/AFRES, following improvements have been done by CRIS:-

A. Technology Level:

- i) Centralized Architecture
- ii) Web based Application.
- iii) Designed and developed using state of the art open Java technology.
- iv) Java is futuristic technology specially designed for web based application .
- v) High Availability (24*7) as all the servers have been clustered to run in fail-over mode. Thus, if there is failure of any server, the load will be shifted to cluster server

immediately and under no circumstances work will be interrupted. The users would not know the breakdown.

B. Security Level:

- i) Secured Socket Layer (SSL) software has been enabled to encrypt the data so that any transaction of IPAS including passwords of users can not be hacked by hackers.
- ii) Role based access to the end users which can be administered by Administrators nominated at each unit. Provision for security of each screen/report is available in IPAS.

C. Trust Level:

- i) IPAS has been developed entirely In-house by CRIS using its own team of software professionals.
- ii) Source code of IPAS is the property of Railways and therefore in long run, there is no issue of Intellectual Property Right (IPR).

D. Application Level:

- i) Inter-related data capturing screens have been merged into single screen to reduce navigations. (eg. GIS/PF/Gratuity has been given through single screen; change card entries have been merged into single screen). This makes the work easier for the bill clerks.
- ii) No Pay Rates form for entry of Basic Pay, DA, HRA and Transport Allow. While processing of salary, data for Basic Pay, HRA, and Transport Allowance are fetched from Employees' Bio-data.
- iii) Steps for salary processing have been merged to reduce the work of end-users. The salary and income tax processing to be done by respective bill clerks.
- iv) Salary Bill passing screen has enriched functionality now.

The screen compares allowances/ recoveries /allocations with that of previous month for individual

employee to check. In addition, variations are shown in red colour. Moreover, the user has been provided all the information required for passing the salary bill.

- v) Format of Numbers like CO6, CO7, PPO have been changed to maintain uniqueness at Zone/IR level.
- vi) All the interrelated modules are integrated. PF deductions/Loan recoveries through regular/ supplementary salary are credited in the employees' respective ledger as soon as Abstract is prepared.

E. Interface with Other Applications:

- i) IPAS has integration with Material Management Information System (MMIS). As both the systems are interfaced, Stores bills are passed through MMIS and the cheques are issued through IPAS.
- ii) As application is based on Centralised Architecture, Real Time Information of IR level can be provided to Board.
- iii) Being a uniform application similar to any other IR applications (eg PRS, FOIS etc.), all the business rules and report formats are uniform over IR. Compliance of any rules/circular of Board (such as DA Arrear, Bonus etc.) can be made speedily.
- iv) Easy monitoring and control by Board in line with PRS/FOIS. LPC may be redundant. Transfer of employees from one unit to another would not require physical movement of his service data (service card, LPC, leave etc) and financial data (PF, loans etc) in order to enable the new Unit to access his data. Mere change of Bill Unit of the employee would enable the new Unit to access his entire data viz. PF, Loans, leave, service details etc. before the physical communication is made. There is no need for fresh entry of data by the new unit for previous months.

Introduction to eOffice

Dhananjay Singh
Assistant Works Manager

The eoffice is a Mission Mode Project under the National eGovernance Programme (NeGP). It is aimed to help conduct the office procedures electronically to achieve a simplified, responsive, effective and transparent working in all government offices. The product is a standard reusable one amenable for replication across government and local bodies. When implemented across the Government departments, the eoffice is expected to usher in 'A Single Collaborative Workspace for the Government'.

In Indian Railways, chairman Sh. V K Yadav inaugurated the e-office (paperless) system in South Central Railways zone (SCR) and Guntur division, which was introduced by RailTel, a miniratna PSU under Ministry of Railways.

The new system would provide a reliable, efficient and effective way to handle office files and documents. SCR zone and Guntur division are the first railway establishments to adopt paperless services. RailTel E-Office project is a Mission Mode Project (MMP) under the National e-governance programme of the Indian government.

RailTel has taken up the initiative to build access from the ground to enable unparalleled E-Office infrastructure. The project was assigned to Railway Board with four modules: Management System (eFile), Knowledge Management System (KMS) Collaboration & Messaging Services (CAMS) & Personnel Information Management System (PIMS).

The paperless system aims to usher in more efficient, effective and transparent inter-government and intragovernment

transactions and processes. It will be built, as a single reusable system by bribing together independent functions and system under a framework to enhance transparency, increasing accountability and transforming the government work, culture, and ethics.

Benefits of eOffice:

1. Enhance transparency
2. Increase accountability
3. Assure data security and data integrity
4. Promote innovation by releasing staff energy and time from unproductive procedures
5. Transform the government work culture and ethics.

eoffice Product Suite –Brief Description

1. File Management System (eFile) automates the processing of files and receipts. This includes creation of files (electronic and physical both kind of files), movement of files in the workflow, tracking of files and their management.
2. Knowledge Management System (KMS) acts as a centralized repository of various documents such as acts, policies and guidelines.
3. Collaboration and Messaging Services (CAMS) for internal collaboration and messaging.
4. Leave Management System (eLeave) automates the leave application and approval process.
5. Tour Management System (eTour) automates employee tour programmes.
6. Personnel Information Management System (PIMS) manages employee records and the output of PIMS is eService Book.
7. Property Return Information System Management (PRISM)

for electronic filing of Asset and Liability Declaration, in accordance with the Lokayukt Act-2013 of Government of India.

8. Smart Performance Appraisal Report Recording Online Window (SPARROW) application for electronic filing of Performance Appraisal Report (PAR) as per the defined channel of submission.

Pre-requisites for eOffice Implementation

a. Hosting of eOffice Application

For Central Government implementations, the hosting is done at National Data Centre

b. Skill Set

All eOffice users need to have basic knowledge of computer and Internet Browsing.

c. Additional Pre-requisites

Gol/NIC email IDs – For login into eOffice product, all users must have Gol/NIC email IDs

Digital Signature Certificates (DSC) – For signing noting and drafts in electronic files, all eOffice users must have Digital Signature Certificates (DSC).

Setting up of eOffice Central Helpdesk – A Central Call Centre will be set up for getting technical clarifications pertaining to product usage.

Setting up of Training Centre – A training facility for about 30 persons (30 nodes) may also be setup at the department.

Basic Infrastructure Pre-requisites for eOffice Implementation:

a. Workstation/Desktop/Client

Every user of eOffice will need to have an independent Workstation/Desktop/Client. The recommended requirements for Workstation/Desktop/Client are as follows:

Processor: 2GHz and above

RAM: 2GB and above

USB 2.0 controller (for Digital Signature Certificate)

b. Network

LAN connectivity to each user/each desktop to be provided.

Ensure multiple network links in the department for fail over.

Bandwidth utilization should not be more than 60%.

For smooth usage of the system, the department needs to ensure a minimum dedicated bandwidth of 34 Mbps for 2000 users.

c. Scanners

The user will be required to analyze volumes of incoming receipts per day along with travel time to the scanners for all users that are using that particular scanner.

d. Software

Operating System -Windows 7 or above, Linux 6 or above, Ubuntu 11 or above

Browser- Internet Explorer (10.0 & above), Firefox (27.0 & above)

Adobe Reader 10 and above

Anti-Virus (any antivirus)

Departmental Inquiry

At the time of framing the charge sheet

DO's

Use standard Form No. 5 for major penalty and Standard Form No. 11 for minor penalty.

Ensure that Charge sheet is framed in simple language, precise, clear and one that is understood by charged official.

Charge sheet must contain the relevant information viz., place, date and time of incidence, rules, orders, instructions etc. violated.

Separate charges for each allegation.

Correct name and designation of C.O.

The charge sheet should be signed by the Disciplinary Authority himself and not by any lower authority on his behalf.

The charge sheet should be issued by the appropriate Disciplinary Authority prescribed in the schedule.

In case of non-gazetted staff, a major penalty charge sheet can be issued only by an authority who is competent, as per the schedules, to impose on that Railway servant at least one of the major penalties.

In case of gazetted officer, a major penalty charge sheet can also be issued by an authority who is competent to impose on that delinquent employee at least one of the minor penalties.

Don'ts

There should not be any splitting and multiplicity of charges.

Matters already decided not to be included.

Do not issue a fresh charge sheet to the employee for the same charge without dropping the earlier charge sheet. Ensure that the employee is informed about dropping of charge sheet issued earlier without prejudice.

If the Disciplinary Authority of a charged official is also involved in the same case then he should not act as the Disciplinary Authority.

Authority who has acted as a member or Chairman of a Fact Finding Inquiry or Accident Inquiry should not act as Disciplinary Authority.

The articles of charges and the statement of imputation in support of the articles of charges should not be identically worded.

Do not make reference to report of SPE/Vigilance/CBI in Charge Memorandum.

At the time of serving the charge sheet

DO's

Ensure that the charge sheet is served within 90 days of suspension.

Ensure signature of two witnesses in case of refusal by C.O. to accept the charge sheet.

The charge sheet should be sent by Registered post to last known address.

Copies of documents relied upon should be supplied to the charged official along with the charge memorandum. If the charged official desires to inspect the original documents, this should invariably be allowed.

The charge memorandum should be served in person on

the charged official or sent to his address through registered post.

If the charged official is not traceable or refuses to accept the charged official or sent to his address through registered post.

If the charged official is not traceable or refuses to accept the charge official's last working place and also pasted on the door of his last known residential address in the presence of two witnesses.

In case of running staff, charge sheet should be served only when they are going to sign off duty.

Don'ts

Ensure that the charge sheet is not to be served through subordinate.

Do not open the undelivered registered envelop, but to be placed on records.

After Serving the charge sheet

DO's

10 days' time should be allowed to the charged official for submitting his written statement of defense.

If CO does not submit his written defence within the time allowed, a reminder should be sent immediately.

If written defence is not submitted by the CO even after reminders, an inquiry should be ordered immediately, duly reminding, an inquiry should be ordered immediately, duly informing the charged official.

The appointment of the inquiry Officer/presenting officer should be done through a formal order in the prescribed format duly signed by the Disciplinary Authority. The same procedure should also be followed whenever there is a change in the Inquiry Officer and a new inquiry officer if to be

appointed.

Ensure that Inquiry Officer is sufficiently senior in rank to the charged official.

DON'Ts

Do not send the entire enquiry/investigation file to the I.O. but only that file that contains the charge sheet, the relied upon documents, written defence, copy of SF 7 and SF 8.

Do not impose minor penalty on major charge sheet without dropping the major charge sheet.

MEDICAL DEPARTMENT

DO's:

1. Specify period of sickness, indicating period of absence if any, and give date on the certificate.
2. Check up the medical stores personally on a PERIODIC BASIS Take timely action in respect of expiry date medicines.
3. Ensure strict adherence to provisions relating to collection and testing of food/water samples to guard against poor quality and adulteration thereof.
4. Ensure sample test for drugs to guard against procurement of substandard/spurious drugs.
5. Keep proper account of all medicines irrespective of the cost involved.
6. Exercise extra care and ensure compliance of extant instructions before declaring any employee medically decategorised / totally unfit.
7. Follow the procedure rigidly regarding issue of Sick/Fit Certificate and in case of a deviation, give specific reasons.
8. Get clarification, declaration regarding relationship in case

- of employees relative being treated in the Hospital.
9. Keep detailed proper account of all consumable stores.
 10. Ensure a list of approved suppliers is maintained preferably item-wise.
 11. If demand for an item is received repeatedly, possibility of "stocking" of the item needs to be explored.
 12. Exercise extra care and ensure that the staff wear uniform while on duty.

DON'Ts

1. Do not issue back-dated certificates. Avoid delays in sending the certificates of the employees to their Departments.
2. Avoid issue of certificates of fitness in initial or periodical examinations for categories other than the specifically asked for by the Departments.
3. 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 with your power.
4. Avoid giving free hand to the staff in the maintenance of Sick/Fit certificate books and records as also Medical Stores.

"Integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful."

Samuel Johnson

1. रद्दी माल की प्राप्ति और लेखाकरण

क्या करें:

- रद्दी माल का लेखाकरण बिना किसी देरी के किया जाना चाहिए। सभी प्राप्ति भंडार के वाउचर की प्रविष्टि एनएस-11 पंजिका में बिना किसी देरी के करना चाहिए।
- यह सुनिश्चित किया जाना चाहिए कि लौटायी जा रही सामग्री का विवरण एनएस-11 में वर्णित विवरण से मेल खाता है।
- एनएस-11 के साथ भंडार वापसी के लिए लाने वाले व्यक्ति की विश्वसनीयता जाँच ली जानी चाहिए।
- लौटायी गयी सामग्री की मात्रा और गुणवत्ता एनएस-11 के साथ जांच लेनी चाहिए और किसी भी तरह की विसंगति पाए जाने की स्थिति में विसंगति मेमो जारी किया जाना चाहिए।
- भेजी गयी मात्रा और डिपो अधिकारी द्वारा स्वीकृत की गयी मात्रा में अन्तर होने पर संबंधित अधिकारी/प्रेषित को सूचित करना चाहिए तथा बिना किसी देरी के आवश्यक कार्यवाई करनी चाहिए।
- जहाँ तक संभव हो सके रद्दी माल को प्रेषिती द्वारा पृथक कर भेजना चाहिए। अगर ऐसा नहीं किया गया है तो संबंधित डिपो अधिकारी द्वारा इस मामले को भेजने वाले अधिकारी के समक्ष उठाना चाहिए।
- प्राप्त सामग्री जिस जगह पर रखा जा रहा है उस जगह को प्राप्ति पंजिका में दर्शाने का प्रयास करना चाहिए।

क्या न करें:—

नयी प्राप्त सामग्री को कदापि पूर्व से सर्वेक्षित तथा बिक्री के लिए तैयार लॉट में नहीं मिलना चाहिए।

- डीएस-8/एनएस-11 में किसी प्रकार का परिवर्तन अथवा अधिलेखन नहीं करना चाहिए।

2. नीलामी में शामिल करने से पहले लॉट का निरीक्षण

क्या करें:

- सर्वेक्षण से पहले सामग्री की पर्याप्त उपलब्धता सुनिश्चित कर लिया जाना चाहिए।
- यह सुनिश्चित कर लिया जाना चाहिए कि अलग-अलग प्रकृति की सामग्री का लॉट अलग-अलग लगाया गया है ताकि परिदान के समय पीक और चूज को टाला जा सके।
- नीलामी में शामिल करने से पहले यह सुनिश्चित कर लिया जाना चाहिए कि जहाँ आवश्यकता है वहाँ सामग्री का सर्वेक्षण कर लिया गया है।
- सर्वेक्षण समिति का उचित नामांकन सुनिश्चित कर लिया जाए।
- यह सुनिश्चित किया जाना चाहिए कि सर्वेक्षण समिति की बैठक नियमित रूप से होती है ताकि लॉट के बंचिंग को रोका जा सके।
- बहुत बड़े या बहुत छोटे लॉट जिससे प्रतियोगिता बाधित हाती है नहीं लगाया जाना चाहिए।
- लॉट का निरीक्षण उपयुक्त ढंग से किया जाना चाहिए तथा नीलामी में शामिल करने से पहले लॉट संख्या प्रदर्शित करना चाहिए।

- लॉट निरीक्षण प्रमाण-पत्र/सर्वेक्षण समिति की अनुशंसा पत्र के सभी कॉलम को बिना किसी को रिक्त छोड़े भरा जाना चाहिए।

क्या न करें:

नयी प्राप्त सामग्री को पूर्व से सर्वेक्षित सामग्री तथा बिक्री के लिए तैयार लॉट में कदापि नहीं मिलने देना चाहिए।

- सही प्राधिकार पत्र के बिना और व्यापार मामले को छोड़कर स्क्रेप यार्ड में स्क्रेप व्यापारी या अप्राधिकृत व्यक्ति को प्रवेश की अनुमति नहीं देनी चाहिए।

3. परिदान के उपरांत कमी और राशि का लौटाया जाना

क्या करें:

यह सुनिश्चित कर लिया जाना चाहिए कि परिदान के दौरान सामग्री में कमी वास्तविक है।

यह सुनिश्चित किया जाना चाहिए कि वापसी शीघ्रताशीघ्र कर दिए जाएं।

यदि क्रेता के द्वारा शेष विक्रय राशि समय पर जमा नहीं की जाती है तो जमा बयाना राशि शीघ्र जब्त करना सुनिश्चित किया जाना चाहिए।

मात्रा में बड़े अंतर की ठीक ढंग से जाँच करनी चाहिए।

क्या न करें:

कमी को दूसरे लॉट से या नयी प्राप्ति से कभी भी समायोजित न करें।

4. सामान्य

क्या करें:

शिड्यूल के अनुसार नियमित अंतराल पर भंडार का सत्यापन सुनिश्चित किया जाना चाहिए।

बीएआर (खाता और दर/पीडी दर) नियमित परीक्षा सुनिश्चित की जानी चाहिए।

अधिकारियों द्वारा औचक निरीक्षण किए जाएँ तथा निरीक्षण टिप्पणी जारी किए जाएँ।

5. क्रेता को स्क्रेप माल का परिदान

क्या करें:—

निर्गम प्रमाण पत्र जारी करने से पहले शेष विक्रय राशि के लिए तथा अन्य देय जैसे विक्रय कर, टीसीएस, अन्य अधिभार, इत्यादि के लिए जमा की गयी नकद प्राप्त रसीद की प्रमाणिकता की जाँच सुनिश्चित कर ली जाए।

निर्गम प्रमाण पत्र के सभी कॉलम यथा मात्रा, शेष विक्रय राशि का भुगतान, मुफ्त परिदान अवधि, आदि के संबंध में भरा होना सुनिश्चित कर लिया जाना चाहिए।

परिदान देने से पहले यह सुनिश्चित कर लेना चाहिए कि ब्याज और भूमि भाड़ा ले लिए गए हैं।

यह सुनिश्चित किया जाना चाहिए कि परिदान सभी साक्ष्यकर्मियों की उपस्थिति में हों।

सभी वजन एवं परिदान का सही ढंग से संबद्ध पंजिका में दर्ज सुनिश्चित कर लिया जाना चाहिए।

यह सुनिश्चित किया जाना चाहिए कि परिदान बिके हुए सामग्री का ही दिया जा रहा है।

- यह सुनिश्चित किया जाना चाहिए कि बिके हुए माल के बगल में रखी सामग्री को क्रेता द्वारा छेड़छाड़ नहीं किया गया है।
- यह सुनिश्चित किया जाना चाहिए कि क्रेता नये प्राप्त हुए सामग्री को नहीं ले जा रहा है।
- यदि परिदान किस्त में हो रहा हो तो यह सुनिश्चित किया जाना चाहिए कि परिदान की मात्रा जमा किए गए राशि के अनुपात में है तथा कोई अधिक मात्रा का परिदान नहीं लिया गया है।
- यह सुनिश्चित किया जाना चाहिए कि परिदान की प्रगति परिदान आदेश के पृष्ठ पर अंकित किया जा रहा है।
- कंडेम्ड रॉलिंग स्टॉक के परिदान से पहले यह सुनिश्चित कर लेना चाहिए कि सभी एक्सक्लूडेड मद क्रेता से वापस ले लिए गए हैं।
- अगर परिदान दी जाने वाली समग्री, परिदान आदेश में वर्णित सामग्री से काफी भिन्न है तो इसकी जाँच की जानी चाहिए।
- यह सुनिश्चित करना चाहिए कि परिदान, अनुमति दिए गए कार्यावधि में ही पूरा कर लिया जाता है। अगर आवश्यकता हो तो रेसुब तथा आईएसए/स्टॉक सत्यापक का समय भी डिपो के कार्य समय के साथ कर दिया जाए।

क्या न करें:

- एक ही समय में एक ही बैच के साक्ष्यकर्मियों द्वारा अलग-अलग लॉट के परिदान की अनुमति नहीं दी चाहिए।
- दुलाई में सुविधा के बहाने परिदान देने के समय अलग-अलग

तरह की सामग्रियों के लॉट को नहीं मिलाएँ।

- बिके हुए सामग्री को परिदान देने के समय खरीददार को पिक एंड चूज की अनुमति नहीं दें। परिदान एक छोर से शुरू होना चाहिए।
- बिके हुए सामग्री का परिदान लेने के समय खरीददार को पास पड़े हुए सामग्री से छेड़छाड़ की अनुमति न दें।
किसी भी परिस्थिति में बिकी हुई सामग्री को डिपो परिसर के बाहर निकलने न दें जब तक कि निर्गम नोट और गेट पास जारी न कर दिया गया हो।

तौल की सुविधा

क्या करें:

- जब परिदान तौल कर देना हो तो प्रतिदिन तौल मशीन पर (शून्य) सुनिश्चित कर लिया जाए।
- डिपो अधिकारी और सुपरवाइजर के द्वारा तुला चौकी की आवधिक जाँच मानक वजन और चर वजन द्वारा सुनिश्चित करा लेना चाहिए।
- यह सुनिश्चित कर लिया जाए कि तुला मशीन का सील अक्षुण्ण है।
- नियत तिथि पर तुला मशीन की जाँच तथा प्रमाणन माप-तौल विभाग से कराना सुनिश्चित करना चाहिए।
- माप-तौल मशीन के उचित रख-रखाव के लिए उसका वार्षिक अनुरक्षण अनुबंध करा लेना चाहिए।

(संदर्भ: सलाहकार, रेलवे भंडार, रेलवे बोर्ड का पत्र सं. 2010/आरएस(एस)/709/13-पीटी-1 दिनांक 12.10.2011)

DO's

1. Ensure that justification of work and estimate for requirement of material/stores to be procured are properly done with proper care in a realistic manner with the approval of the competent authority.
2. Survey the market rates consider the rebates offered by the manufacturers/suppliers on the rates quoted in the price list and make a proper/realistic rate analysis before finalizing the estimate and tender schedules.
3. Ensure adequate publicity of tender notices through newspapers and website.
4. Ensure adequate time for participation in tender.
5. Clearly mention the eligibility criteria in the tender notice as well as in the tender document.
7. Ensure that the reasonableness rates is examined critically, logically and technically, economically, practically both in respect of total cost and rates of important individual items.
8. Ensure that tender committee constituted is of competent level of officers specified as per extant rules and nominated at an appropriate level.
9. Ensure that all special conditions having financial implications are evaluated to arrive at correct intense position of the offers.
10. Ensure that comparative statement and briefing note have been prepared and duly signed by the concerned officials on each page with dates.

11. Record the relevant and valid reasons both technical and /or financial for by passing the lowest offer if it is not acceptable.

DON'Ts

1. Do not split work or split the quantity to be procured to call for separate tenders to keep the value of the work within the powers of a particular executive.
2. Do not draft tender conditions/eligibility criteria or specification of material or working schedule favoring a particular tenderer/contractor.
3. Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received after opening of the tender.
4. Do not advise the tender committee prior to their deliberations on the suitability or otherwise of any particular offer.
5. Do not operate/incorporate any new non-schedule items without sanction of the competent authority.
6. Do not accept a single tender received in response to a call for a limited tender unless it is very urgent and permission from the competent authority is obtained.
7. Do not twist, suppress, exaggerate or manipulate facts in the T.C.

DO's

1. Ensure that all corrections/alterations in bills are attested by the competent person, authorized to do so.
2. Prepare checklists for each type of expenditure/bills and follow them scrupulously.
3. Ensure that the expenditure incurred by an officer is within his competency.
4. Ensure that the payments made are witnessed by the authorized person only.
5. Preserve vouchers/documents, as prescribed in Appendix-XIV, of the code of accounts department.
6. Ensure that no time barred cases are admitted without condonation/sanction from competent authority.
7. Follow prescribed time schedule for passing of accounts and financial bills.
8. Expenditure should not prima-facie be more than the occasion demands and exercise the same vigil in public expenditure as in respect of your own money.
9. Ensure that public money is not used for the benefit of a particular person or a section unless the expenditure is insignificant or directed by Court of Law or is in line with policy/custom.
10. Ensure that public money is not used for the benefit of a particular person or a section unless the expenditure is insignificant or directed by Court of Law or is in line with policy/custom.
11. Ensure that the amount of allowance granted to meet the expenditure of a particular type does not become a

source of profit to the recipient.

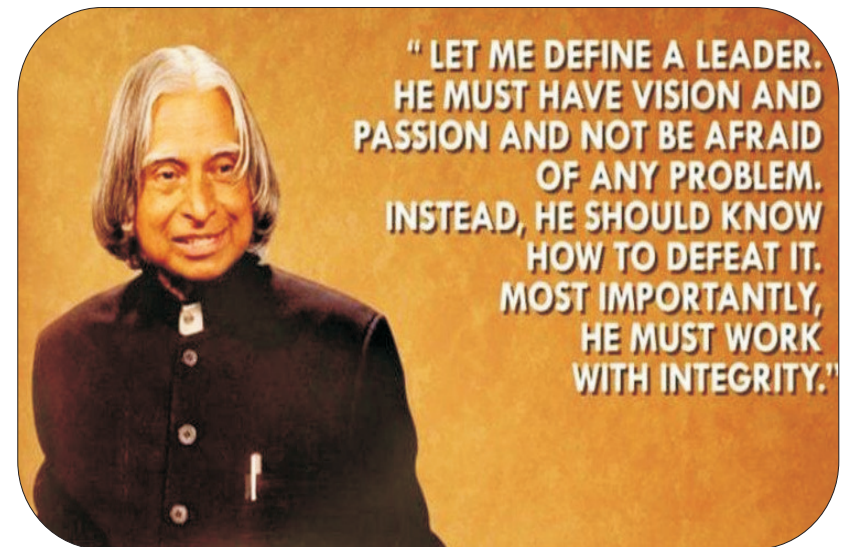
12. Avoid as far as possible post-facto regularization.
13. Always follow the laid down instructions and codal provisions.
14. Be fair, impartial and transparent in all dealings.

DON'Ts

1. Do not pass duplicate bills without investigating/ verifying the reasons, for submission of duplicate bills.
2. Do not admit and pass supplementary bills without properly verifying the main claim and making necessary endorsement in the main/original bill.
3. Do not entertain bills with corrections/alterations, which have not been attested by the competent person.
4. Do not admit and pass bills out of turn, unless the officer concerned has authorized so.
5. Bill which have some discrepancy, in emergent cases, should not be passed without approval of the officer concerned. it may also be ensured that the amount is entered in objectionable items.
6. Do not allow amount passed as advance, for incurring expenditure beyond the reasonable period and call for the final bills, for clearing the suspense head (MAR).
7. Do not allow unconnected items in PF accounts to figure in the PF ledger for a long time, as passage of time would affect PF account of employee.
8. Do not forget to conduct periodical checks, wherever

prescribed.

9. Do not pass pay orders for short passed amount until written communication is received from the DCP and after thorough verification of the bill.
10. Exceed your power in any matter. Where higher authority's approval is to be taken or finance concurrence is to be taken, ensure that such approvals or concurrence are taken in advance before taking any action.
11. Bypass any laid down instructions or codal provisions.
12. Be excessively secretive where it is not required.
13. Sign any documents without having read or understood it.
14. Resort to shortcuts and follow the procedures.



No. 99/RS(G)/779/2(Vol.II)

New Delhi, dated 30.04.2019


The General Managers, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, RWP/Bela, COFMOW/NDLS

Sub: Floating of tender with splitting clause – system improvement.
Ref: Board's letter No. 99/RS(G)/779/2 pt. dated 11.02.2016.

Railway Board Vigilance has brought out that instances have come to notice where tenders were issued incorporating only a generic splitting clause as "purchaser reserves the right to split the procurement quantity between two or more sources depending upon the vital/critical nature of the item, quantity, delivery requirements, capacity of the firm, past performance of the firm and other terms" without declaring the clear intention of the administration for applicability of this clause for splitting of the order quantity in the tender case. Thereafter, tender cases were finalized with splitting of orders in routine manner. The same is not found to be in line with the spirit behind the existing guidelines on splitting of quantities.

2. Board's instructions issued vide letter of even number dated 11-02-2016 clearly lay down the instructions for splitting of tendered quantity, both in the event of pre-decided split ordering; and in case of no prior decision to split the order. It must, therefore, be ensured in the case of pre-decided split ordering that the clause in the tender schedule should clearly bring out the intention to split the quantity while ordering and the conditions mentioned in the instructions are complied with. However, if the tender quantity is not split due to some valid reasons, the same must be recorded in the tender committee proceedings/by Tender Accepting Authority. In the case of no prior decision to split the order, the extant provisions laid down in the Board's ibid letter dated 11-02-2016 should also be specified in the tender.

3. Instructions issued vide Board's letter dated 11.02.2016 must be followed in letter and spirit to ensure complete transparency of the process devoid of any arbitrariness.


(Praveen Kumar)
Joint Director Railway Stores(G)
Railway Board

No. 2017/V-1/ALSL/1/1

New Delhi dated: 4th February, 2019

The General Managers,
All Zonal Railways/Production Units,
CORE and Metro/Kolkata

The DGs
RDSO & NAIR

The CAO/DLMW

The SDGMs/CVOs
All Zonal Railways/PUs

Sub: Rotation of officials working in sensitive post.

Ref.: Railway Board's letters no. 2008/V-1/CVC/14 dated 11.08.2008 and 18.02.2009.

Attention is invited to Board's letter under reference dated August 11, 2008 (RBV No. 10/2008), vide which, based on the CVC's directives vide their Circular No. 17/4/08 dated 01.05.2008, lists of sensitive posts operating in the Zonal Railways/Production Units etc. and in the Railway Board were enclosed, requiring that the official manning the sensitive posts should be rotated as per the existing guidelines communicated vide letters under reference to avoid developing vested interest.

2. The sensitive posts have been reviewed by the full Board and as decided the revised list of sensitive posts, operating in the Zonal Railways/Production Units etc. as also in the Railway Board is enclosed.

3. Following decisions have also been taken by the Competent Authority for strict compliance:

- (i) Officials posted on the sensitive posts should be rotated as per guidelines communicated vide letter under reference dated 18.02.2009 (RBV No. 02/2009);
- (ii) Administrative Head would ensure the rotational transfer of officials posted at sensitive post beyond the normal tenure;
- (iii) Personnel Branch would monitor the rotational transfer;
- (iv) Vigilance should seek comments of Executive in cases where such transfers are not being carried out.
- (v) This revised list of sensitive posts will supersede all the earlier lists of sensitive posts and also Annexure 8.1 of IRVM, 2018.

Contd...2/-

4. It is, therefore, desired that the official manning the sensitive posts as contained in Para 2 above should be rotated as per existing instructions to avoid developing vested interests and any violation in this regard may be intimated to the PED/Vigilance and CVO of the Ministry of Railways for remedial action by SDGM/CVO of the Railway through their MCDOs.

5. This has the approval of the Competent Authority.

DA: As above (List of sensitive posts of ZRs/PUs).

(Manisha Chatterjee)
Director Vigilance (T-II as DV(M))
Railway Board

No. 2017/V-1/ALSL/1/1

New Delhi dated: 4th February, 2019

Copy to : The Secretary/CVC (Kind Attention: Shri Nitin Kumar, Director), Satarkata Bhawan, Block 'A', GPO Complex, INA, New Delhi-110 023 along with list of the sensitive posts w.r.t. their Circular No. 17/4/08 dated 01.05.2008.

04/02/19
(Manisha Chatterjee)
Director Vigilance (T-II as DV(M))
Railway Board

Copy to: The Secretary/Railway Board along with the lists of sensitive posts of ZRs/PUs and Railway Board for information and necessary action please.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.2004/RS(G)/779/11/Pt.

New Delhi, dt. 23.08.2019

To

General Manager
All Indian Railways/PU's Including NFC

Sub: Timely refund of Earnest Money Deposit/Security Deposit.

A large number of complaints have been received in Board's office regarding inordinate delay in refund of Earnest Money Deposit (EMD)/Security Deposit (SD) by zonal railways. Most of such complaints have been addressed to Hon'ble Ministers of Railways and Chairman Railway Board stating difficulties in obtaining the EMD/SD refund in time thus adversely affecting liquidity with the companies besides causing unnecessary harassment.

2. Board desires that effective measures may be taken to see that such complaints do not arise and EMD/SD refund should be made in time as due.

(Praveen Kumar)
Jt. Director Railway Stores(G)
Railway Board

Copy to :
PCMMs, PFAs, PCEs,
All Indian Railways/PUs



भारत सरकार Government of India
रेल मंत्रालय Ministry of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2018/CE-I/CT/4

New Delhi, Dated 17.10.2018

To,
As per list attached

Sub: Special Conditions of Contract for mandatory updation of Labour data on Railway's shramikkalyan portal by Contractor.

1. Clause 54 & 55 of Indian Railways General Conditions of Contract deals with Wages to labour and action in case of default of contractor to payment of wages.
2. In order to increase transparency in payment of Contract Labour wages and other payments, a web based e-application has been developed and hosted on website www.shramikkalyan.indianrailways.gov.in.
3. All contractors are required to upload details of their LoAs, engaged workmen, wage payment details, PF/ESI details, bonus details etc., on monthly basis. **The details so uploaded shall be available in public domain.**
4. In order to ensure prompt and proper uploading of details related to LoAs, engaged workmen, wage & other payment details, Railways/ PUs etc. shall introduce a special condition in their tender documents of the tenders to be called henceforth. The special condition is as under:

A. Contractor is to abide by the provisions of Payment of Wages act & Minimum Wages act in terms of clause 54 and 55 of Indian Railways General Condition of Contract. In order to ensure the same, an application has been developed and hosted on website 'www.shramikkalyan.indianrailways.gov.in'. Contractor shall register his firm/company etc. and upload requisite details of labour and their payment in this portal. These details shall be available in public domain. The Registration/ updation of Portal shall be done as under:

- (a) Contractor shall apply for onetime registration of his company/firm etc. in the Shramikkalyan portal with requisite details subsequent to issue of Letter of Acceptance. Engineer shall approve the contractor's registration on the portal within 7 days of receipt of such request.
- (b) Contractor once approved by any Engineer, can create password with login ID (PAN No.) for subsequent use of portal for all LoAs issued in his favour.
- (c) The contractor once registered on the portal, shall provide details of his Letter of Acceptances (LoA) / Contract Agreements on shramikkalyan portal within 15 days of issue of any LoA for approval of concerned engineer. Engineer shall

अमित कुमार
17/10/18
Rising.

update (if required) and approve the details of LoA filled by contractor within 7 days of receipt of such request.

- (d) After approval of LoA by Engineer, contractor shall fill the salient details of contract labours engaged in the contract and ensure updating of each wage payment to them on shramikkalyan portal on monthly basis.
- (e) It shall be mandatory upon the contractor to ensure correct and prompt uploading of all salient details of engaged contractual labour & payments made thereof after each wage period.

B. While processing payment of any 'On Account bill' or 'Final bill' or release of 'Advances' or 'Performance Guarantee / Security deposit', contractor shall submit a certificate to the Engineer or Engineer's representatives that "I have uploaded the correct details of contract labours engaged in connection with this contract and payments made to them during the wage period in Railway's Shramikkalyan portal at 'www.shramikkalyan.indianrailways.gov.in' till ___Month, ___Year."

5. This issues with concurrence of Finance directorate of the Ministry of Railways.

अमित कुमार
17/10/18

(अमित कुमार)
निदेशक/सिविल इंजीनियरिंग(जी)/रेलवे बोर्ड
[Rly: 030-47598, MTNL: 011-23047598]

No. 2018/CE-I/CT/4

New Delhi, Dated 17.10.2018

Copy forwarded for information to:

1. The PFAs, All Indian Railways.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

Rising.

For Financial Commissioner/Railways

ईमानदारी- एक जीवन शैली

अगर भ्रष्टाचार को करना है ख़तम
तो लेनी होगी हम सबको ये कसम
की न रिश्त लेंगे और न देंगे हम
मैंने तो ये ठानी है
रोकनी भ्रष्टाचारियों की मनमानी है
फिर बनने वाली एक कहानी है
भ्रष्टाचार का जो खात्मा होगा
ईमान, निष्ठा अब परमात्मा होगा
ईमान धर्म ही जीवन शैली बनेगा
तब जाके भ्रष्टाचारियों में खलबली मचेगा
इसके लिए हम सब को जागना पड़ेगा
रिश्त देने की आदत को त्यागना पड़ेगा
सच्चा देशभक्त बनना पड़ेगा
हर बुराई से लड़ना पड़ेगा
तब जाके ख़तम होगा ये भ्रष्टाचार
फिर न किसी पे होगा अत्याचार
आओ मिलकर करे पुकार
बंद करो ये भ्रष्टाचार
॥ बंद करो ये भ्रष्टाचार ॥

सूरज कुमार झा
कार्यालय अधीक्षक
सतर्कता विभाग
आ० रे० डि० का० रायबरेली

मत होने दो दामन को मैली ईमानदारी एक जीवनशैली

मिलता अवसर करते भ्रष्टाचार का प्रयास
विवेक आनंद नहीं रहेगा होगा सर्वनाश
तुझपे करेगा न कोई विश्वास
लखनऊ रहो या रहो दिल्ली
मत होने दो दामन को मैली
ईमानदारी एक जीवन शैली
दामन में जब लगेगा भ्रष्टाचार का दाग
खिले हुए मुरक्षाएंगे बाग
बदनामी होगी, सर झुकेंगे, कार्रवाई करेगी
सतर्कता विभाग
कहेगी, भर गई तेरी पाप की थैली
मत होने दो दामन को मैली
ईमानदारी एक जीवन शैली

विवेकानन्द व्यास
टेक्निशियन - I
कर्मचारी संख्या - 350840
आ० रे० डि० का० रायबरेली

ईमानदारी-एक जीवन शैली

ईमानदारी को आत्मसात करो
ये उत्तम जीवन शैली है
सत्यनिष्ठा की ही बात करो
ये प्रतिष्ठित जीवन की शैली है
इसके सुअक्षरों को जिसने गाया
कीर्ति धरा से अंबर तक फैली है
बेईमानी की डगर का जो गामी हुआ
जीवन हो गयी उसकी मैली है
भ्रष्टाचार का जो नामी हुआ
आत्मा हो गयी उसकी विषैली है
जिसने इसे मन से ग्रहण किया
जग में उसका मान हुआ
मूलमंत्र का अनुसरण किया
प्रभुत्व बढी और सम्मान हुआ
ईमान के भजन को भजते रहो
तो सब कुछ पा सकते हो प्यारे
तुम भी उंचे उठ सकते हो
छू सकते हो नभ के तारे
समझ न पाया जो इसके माने
सहे हैं उसने जग के ताने
ये जान लो सब जाने-अनजाने
इसके सहारे ही मिलते उचित ठिकाने
आओ चलो ये प्रण करें
ईमानदारी की राह पकड़नी है
इसके ही चरणों का वरण करें
इसके संकल्पों की जंजीर जकड़नी है।।

ओम शंकर झा
वरिष्ठ लिपिक
कर्मचारी संख्या - 050300
संकेत एवं दूरसंचार
आ० रे० डि० का० रायबरेली



आधुनिक रेल डिब्बा कारखाना, रायबरेली MODERN COACH FACTORY, RAEBARELI

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COMPLAINTS?

Any Corruption related complaint pertaining to Modern Coach Factory, Raebareli may be addressed to :-

THE CHIEF VIFILANCE OFFICER

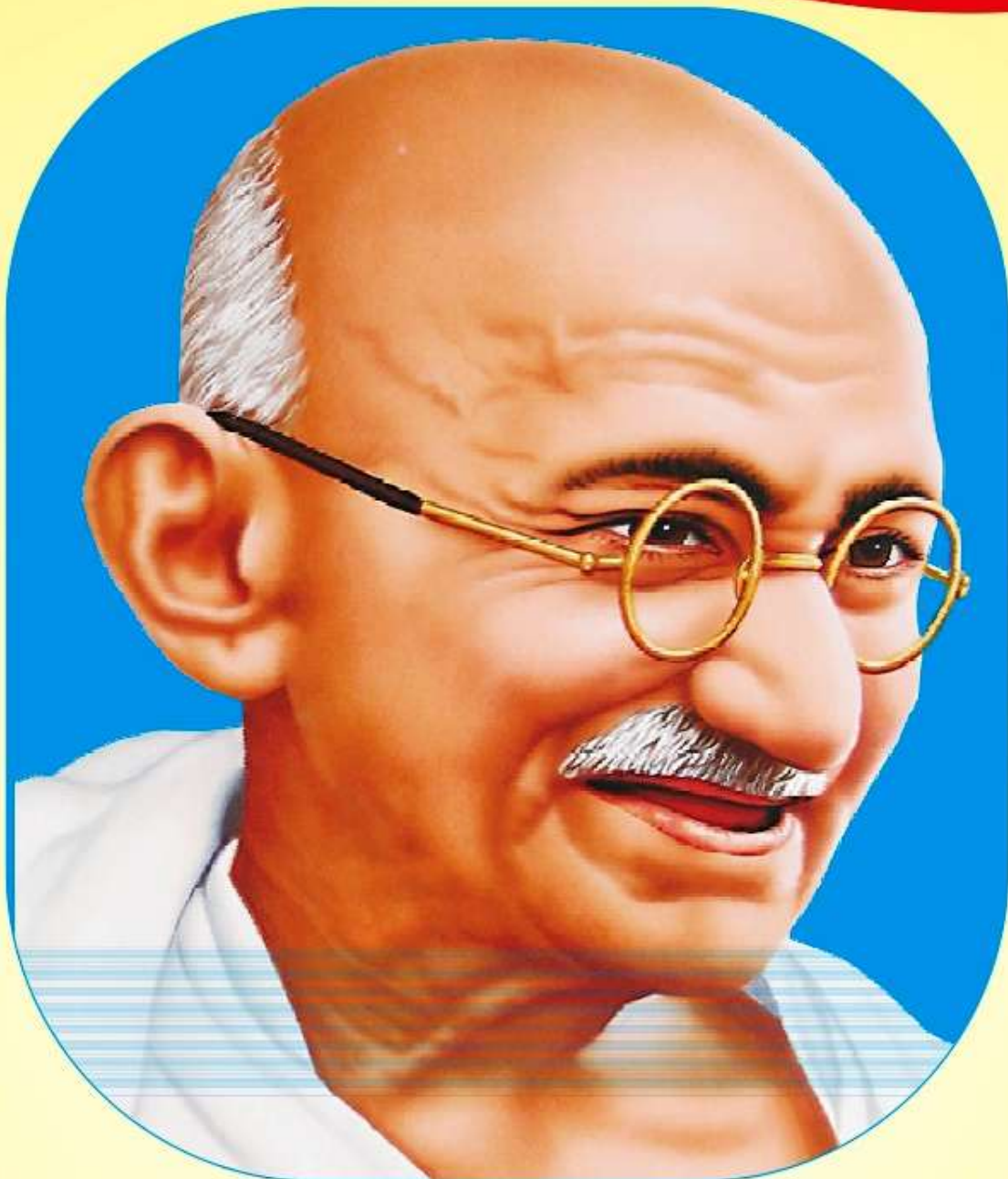
Vigilance department,
Modern Coach Factory, Raebareli
Uttar Pradesh - 229120

or

Send by e-mail on : dycvo@rcfrbl.railnet.gov.in
Call on Telephone No.: 0535-2704381

VIGILANCE AWARENESS WEEK

28th October to 02nd November 2019



MAHATMA GANDHI

02-10-1869 - 30-01-1948

ईमानदारी - एक जीवन शैली



सतकर्मता विभाग
आधुनिक रेल डिब्बा कारखाना
रायबरेली