



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

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गोपनीय  
Confidential

27  
Date: 24.06.2025

No. 2024/02/MCF/RBL/Vig./Comp/04

All PHOD's,  
MCF/RBL

Sub: System Improvement regarding change in Bank Account Details in IPAS.

During the course of investigation of a case, it has come to the notice of this office that the bank account details of a firm were altered in the IPAS (Integrated Payroll and Accounting System) without undergoing the necessary due verification procedures by the Executive and Accounts Departments. This lapse presents a serious vulnerability in our internal control systems and could potentially lead to financial misappropriation, fraud, or reputational damage to the organization.

To prevent recurrence and to strengthen procedural compliance, the following system improvements are hereby recommended for immediate implementation:

1. No change in bank account details of vendors, firms, or service providers shall be accepted without the submission of original, verifiable documents such as bank confirmation letters, cancelled cheques, or firm authorization letters signed by all partners. A consent letter for change of the firm's bank account, to which contractual payments are being made by MCF/RBL, should be sent to the official address of the firm. The firm, with signatures of all its partners, should confirm that it intends to change its account details for the concerned contracts. No officer should issue orders on the request letters submitted by the firm without verifying all the facts of the case. Any such request letter must be put up on the case file by the concerned supervisor along with all relevant facts for decision of the competent authority.
2. All changes to sensitive information such as bank account details must be approved at two levels first by the concerned Executive Officer and then by the Accounts officer in IPAS.
3. Staff responsible for data entry and verification in IPAS must undergo regular training on compliance procedures, data security, and fraud prevention.

Any lapse in following the due procedures shall invite disciplinary action as per extant rules and guidelines. It is advised to review the current processes, identify loopholes, and implement the above recommendations without delay.

This issue is issued with the approval of the competent authority, i.e., SDGM & CVO.

27.06.25  
Dy. CVO  
For GM/Vig.