


Sub: System improvement in the procurement & accountal of Non Stock items

1. Every year many NS items viz. spares of plant & machinery or consumables etc are procured through Stores. These items are directly supplied to the user/ consignee and mostly have inspection clause as 'consignee inspection' or 'firm's WTC'. In such cases, in the absence of proper checks & balances, the possibility of irregularities in respect of either quantity or quality cannot be ruled out.
2. It is therefore suggested that a system of accepting these NS materials through Stores Depot may please be explored/ instituted so that a double check can be exercised. Also, in case of repetitive purchases, these should be made Stock item at the earliest.
3. It is also noticed that many of these purchases are being made from limited sources or their agents. To increase the sourcing base, developmental tenders may be considered for all these items and field trials against them should be completed in time bound manner so that the hegemony of few sources can be avoided.

Action taken in this regard may please be informed to this office.

  
3/6/2020  
CVO

PCME, PCMM, PFA

Copy to Secy to GM for the kind information of GM.



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY,  
RAEBARELI

Office of the General Manager/Vig.  
Modern Coach Factory, Raebareli,  
Lalganj, Distt. - Raebareli  
Uttar Pradesh - 229120

3

No. G/MCF/RBL/Vig./Eled/Misc./Comp/09

Dated: 10.07.2020

PCEE  
MCF/RBL

**Sub:** System Improvement regarding standardization of Indent/demand preparation.

During the course of investigation for procurement of "Stat-X fire suppression system" with supply and installation for LCM machine, Make STAT-X/AERO-K/MAG, it has been observed that the demand was restrictive and monopolistic in nature. Although two other brands have been mentioned but neither qualified the given specification. This shows irregularity/anomaly in tender description. As a result, the case has been retendered twice with revised specification due to lack of suitable offers and finally dropped due to no requirement by Indentor.

In view of above it is requested to kindly issue suitable instructions advising all officers and officials to make Indent/demand broad based to ensure adequate competition without any undue restriction.

A copy of instructions issued may be sent to this office for information and closure of the complaint.

This has been issued with the approval of CVO.

*Sm/kv*  
*10/07/2020*  
(Kumar Sambhav)  
Dy.CVO/MCF/RBL  
For General manager/Vig



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Uttar Pradesh - 229120

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No. G/MCF/RBL/Vig./System Imp./2020.

Date: 06.08.2020

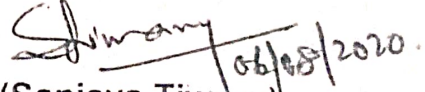
All PHODs/ CHODs  
MCF/RBL

**Sub: System Improvement regarding similar works & minimum eligibility criteria in Works Tenders**

Few complaints have been received recently regarding the definition of **similar works & minimum eligibility criteria** in case of works tender. In one of the cases investigated recently, even though the approval of PHOD regarding definition of **similar work** had been found taken from PHOD before issuing tender, yet it was noticed that the same was different than the criteria followed by other Railways/ Units for the same/ similar tenders. Therefore, to avoid such complaints or to preclude such possibility in future, it is suggested that while stipulating the **similar works** in tender, the practice being followed by other Rly/ units for same/ similar tenders may please be referred to through IREPS or through other sources and as far as possible a broad based criteria should be incorporated in works tenders to get more eligible offers & competitive rates.

Further, as the **minimum eligibility criteria** is linked with the estimated rates of the tender, it is suggested that tenders are issued after thorough scrutiny of the scope & quantum of works as any reduction later on could **vitiating** the original **minimum eligibility criteria** of the tender which otherwise could render an ineligible offer, eligible as a result of this reduction thereby causing serious irregularity.

This has the approval of CVO/MCF.

  
(Sanjaya Tiwary)  
Senior Vigilance Officer  
for GM/Vigilance

Copy to:-

Secy. to GM: For kind information of GM please.

आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

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No. G/MCF/RBL/Vig./2020/System Imp./04

Date: 19.08.2020

PCMM  
MCF/RBL.

**Sub:** Bulk coverage on developmental sources in Vendor Directory (VD).

**Ref:** Rly Bd's letter no 2001/RS(G)/779/7 Pt 2(I) dt. 06/11/18

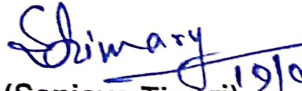
1. As per instruction contained in the above referred letter, where there are not more than three Indian suppliers categorized as approved sources for a particular item (which theoretically includes a situation where there are nil approved sources), developmental sources can be considered for the placement of bulk order without any quantity restrictions albeit after taking into consideration their past performance and capacity etc. Although, Railway Board issued the said instruction for RDSO controlled items only, yet, in the absence of any separate instructions issued for the PU controlled items, the same instructions are being followed for those items, too.

2. It is also experienced that for many newly inducted items in the VD, sources are enlisted initially as developmental sources purely on the basis of their capacity cum capability assessment without going through field trials. Needless to say that such developmental sources often have no **past supply performance** and are limited to one or two sources only particularly during initial period of their induction. While the purpose behind this exercise appears to be to carry out their capacity-cum-capability assessment in advance so as to avoid the wastage of precious time later on, such enlistment unintentionally accord them a huge & apparently unfair pioneer advantage over other unlisted potential sources. This is mainly because in the absence of approved sources/ inadequate number of approved sources, such developmental sources become eligible for bulk orders for the reasons discussed above. It is relevant to mention that though firms falling under these two categories (developmental vis-a-vis unapproved) stand on the same footing with regard to their performance on field trials, balance of judgement is heavily tilted in favour of such enlisted firms merely on the strength of capacity assessment done in advance.

3. One of the possible solutions to deal with such a contingency is perhaps to ensure that until and unless more than 3 firms are found eligible for approval as regular source, item should not be inducted in the Vendor Directory. Alternatively, all firms found suitable for developmental orders should be treated at par irrespective of the fact whether they or enlisted or otherwise.

4. Notwithstanding the suggestions mentioned above, you are requested to get this issue examined afresh independently for suitable corrective actions, if any.

This has the approval of CVO/MCF.

  
(Sanjaya Tiwari)  
SVO  
For GM/Vigilance

Copy: (i) Secy to GM for the kind information of GM.  
(ii) PCME, PFA, CDE, CEDE, CPLE



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No. G/MCF/RBL/Vig./2020/System Imp/05

Date: 21.08.2020

All PHOD's/CHOD's  
MCF/RBL

**Sub:** Finalizing of Works by inviting quotations.

1. It is matter of common experience that many Works are concluded, on quotation basis, in MCF for the routine works which prima facie appear unjustified. As many of these works are perishable/ temporary in nature which are difficult to verify at later stage, the possibility of irregularity may not be ruled out. Firstly, the need to outsource any activity itself calls for judicious and critical scrutiny. As a matter of fact, the decision to outsource any activity should be taken at sufficiently high level. If need be, some **internal procedure** may be made to deal this issue so that only **justified** and **genuine** works are finalized through this process.

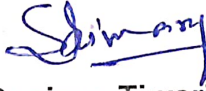
2. Further, as per extant rules, powers to dispense with tenders & calling of quotations for the finalization of Works have been accorded to executives subject to financial ceiling & certain checks & balances. Some of the important governing principles/ checks & balances for the finalization of such works are:

- That these powers to dispense with calling of tenders should be exercised **sparingly**. The circumstances under which quotations have to be called should be spelt out.
- The work should not be **split up** for the purpose of bringing it within the ambit of this dispensation.
- The **reasonableness of the rates** should be gone into objectively and in detail by the accepting authority.
- Quotation should not be for the items which can be executed through the existing contracts.
- Quotation should only be for the works **urgent** in nature.
- Accepting authority must take precautions to see that the quotations are from the **genuine** firms.

3. Against this backdrop, it is generally noticed that the intended **sparing** use of these powers on the premise of urgency is not being followed in letter & spirit and the finalization of Works, without inviting tender, on quotation basis is becoming a **routine practice**. As required in terms of extant instructions, neither the circumstances under which quotations have to be called are clearly spelt out in the proposal nor is any due & objective process followed to decide the estimated value of the work which often becomes the basis of rate reasonability later on. There appears to be a tendency among officers to exhaust their annual financial ceiling limit fixed by Rly Bd for such works. Similarly, the possibility of splitting of demand for the purpose of bringing it within the ambit of this dispensation or to a particular level cannot be completely ruled out. Many a times these aspects are also overlooked during financial **concurrence/ vetting**.

4. It is therefore advised that due care should be exercised by all concerned for **outsourcing any activity** and also regarding finalization of **works on quotation basis** not only to ensure the compliance of "Canons of Financial Propriety" & extant instructions of Rly Bd in letter & spirit but also to preclude any possibility of irregularity.

This has the approval of CVO/MCF.

  
21/08/2020  
(Sanjaya Tiwari)  
SVO  
For GM/Vigilance

Copy: Secy to GM : for the kind information of GM please.



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No. G/MCF/RBL/Vig./2020/System Imp/06

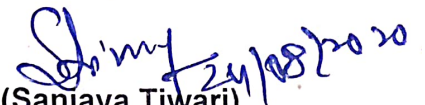
Date: 24.08.2020

All PHOD's/CHOD's  
MCF/RBL

**Sub:** Finalizing of works/ services through GeM.

1. As per extant policies, procurement of common use Goods & Services available on GeM viz. Hiring of vehicles, transportation of material, sterilization & housekeeping services, skilled & unskilled manpower hiring, professional staff hiring etc. through GeM is mandatory. It was also instructed that a suitable mechanism should be put in place to ensure the above compliance. As many service contracts are finalized in MCF regularly, these instructions need to be followed in letter & spirit to proliferate the use of GeM in terms of Railway Board instructions.
2. As per extant instructions, if any such common goods/services are not available on GeM, a request should be made through GeM portal. Portal automatically generates a request format calling for relevant inputs, which needs to be supplied. Simultaneously, it should also be followed by a letter to convenor of the committee already constituted in MCF for looking after GeM matters, who in turn, shall take up the matter with concerned authorities in Board and GeM.
3. Further, there may be certain services, which are regular in nature but currently may not be available on GeM with identical/similar description that we require. For such services, entering into long term contract should be avoided to the extent possible. Rather, matter to be vigorously followed to bring those on GeM portal.
4. Besides, while entire scope of any work may not be covered on GeM, possibility that part of it is covered on GeM, cannot be ruled out. In such cases, while taking actions as discussed in the preceding Para, an attempt should also be made to unbundle the different components to the extent it is practically possible to do so.
3. Notwithstanding the suggestions mentioned above, it is expected that all concerned may exercise due care in this regard so as to comply the extant instructions in letter & spirit.

This has the approval of CVO/MCF.

  
(Sanjaya Tiwari)  
SVO  
For GM/Vigilance

**Copy:** Secy to GM : for the kind information of GM please.



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Uttar Pradesh - 229120

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No. G/MCF/RBL/Vig./2020/Sys. Improvement

Date: 03.11.2020

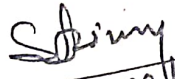
PCME/MCF/RBL.

**Sub: Procurement of items with changed specification.**

1. In few of the cases recently investigated by MCF Vigilance, it is noticed that the specification of the item involved was modified/changed locally by Design without any cost benefit analysis in financial terms. During its subsequent procurement with revised specification, TC had no basis to assess its rate reasonability other than the LPR which, in turn, was based on the earlier specification. Although TC had conducted negotiation with the lowest eligible firm and assessed the rate reasonability in fair and transparent manner by working out the financial implication of the change of specification but this was again based on the data made available by the negotiating firm which, of-course, was analysed and endorsed by the TC. While no irregularity was found during investigation, it is noticed that this rate analysis, which formed the corner-stone of rate reasonability, had been done at the post tender stage which is objectionable per se.
2. Therefore, it is suggested that in all such cases involving the change of specification, a detailed & proper **Work Instructions**, if not already available, may kindly be issued. It is also suggested that a proper cost benefit analysis or the net financial implication of the proposed change in specification may also be worked out objectively/conservatively to enable TC to have a benchmark rate beforehand. Similarly the actual cut-in of the modified item may be decided only after considering all the relevant factors viz. WIP, existing stock, dues and the lead time involved etc.

The action taken in this regard may kindly be communicated to this office.

This has the approval of CVO/MCF.

  
03/11/2020  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For GM/Vigilance

**Copy:** (i) Secy. to GM for the kind information of GM.

(ii) PCMM, PFA, CDE, CEDE, CPLE



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16  
8  
09

No. G/MCF/RBL/Vig./Sys Improvement

Date: 29.01.2021

All PHOD's/ CHOD's  
MCF/RBL


**Sub: Handling and management of Contract.**

During the course of investigation into a complaint, the following has been found incorporated in LOAs:-

- (i) "Please attend office to deposit balance security deposit, three months advance rent and for signing of agreement." While stipulating this condition, it was nowhere indicated that how much 'amount' should be deposited by successful tenderer, and when, where and whom he is supposed to contact for doing the needful. It is felt that such open ended statements render vagueness to the LOA, which should have been avoided.
- (ii) Similarly, after issuing LOA, it has not been found dispatched to the successful tenderer through registered post and unnecessary reliance was laid on the personal appearance of the successful tenderer, which invited grievance & complaint against Railway administration.

In view of the above, it is advised that terms and condition mentioned in LOA & Contract Agreement should be unambiguous and clear without any scope of misinterpretation or foul play or exploitation at any stage, duly following extant instructions to avoid such recurrence in future.

This has the approval of CVO. —

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For GM/Vig

**Copy to:**

Secy. to GM: For the kind information of GM please.

कार्यालय मुख्य सतर्कता अधिकारी  
आरेडिका रायबरेली।

सं.- G/MCF/RBL/Vig./System Improvement

दिनांक: 23.03.2021

प्रधान वित्त सलाहकार,  
आरेडिका/रायबरेली।

विषय: निरीक्षण के दौरान पाई गई सिस्टम में कमियों के संबंध में प्रणाली सुधार।

संदर्भ: व.स.अधि./आरेडिका का निरीक्षण नोट सं.-G/MCF/RBL/Vig./Inspection दिनांक-15.03.2021

दिनांक 11.03.2021 को, वरिष्ठ सतर्कता अधिकारी/आरेडिका द्वारा, लेखा विभाग/आरेडिका के बिल अनुभाग का निरीक्षण किया गया।

निरीक्षण के दौरान बिल प्रोसेसिंग में कुछ कमियाँ देखीं गईं जो संलग्न निरीक्षण नोट के पैरा 13, 15 और 21 पर इंगित किया गया है।

पी.एफ.ए. महोदय से आग्रह है कि उक्त कमियों के संबंध में आवश्यक प्रणाली सुधार कराने की व्यवस्था करें।

(संजय तिवारी)  
23.03.2021

(संजय तिवारी)

व.स.अधि./आरेडिका

कृते महाप्रबन्धक(सतर्कता)

संलग्नक: संदर्भित निरीक्षण नोट की छाया प्रति।

O/C  
Letter sent to PFA  
on 23/03/2021

निरीक्षण नोट का संबंधित पैरा

13. उपरोक्त प्रक्रिया के अवलोकन करने से ज्ञात होता है कि यदि किसी टेंडर/कोटेशन के बिल, जो पूर्व में भुगतान हो चुके हो, को कार्यकारी विभाग द्वारा दुबारा लेखा विभाग को कुछ माह के अंतर में भेजा जाता है तो इसे न तो सिस्टम ही चेक करने में सक्षम है और न ही लेखा विभाग के पास इसे रोकने के लिए कोई सिस्टम चेक है। अतः इसे रोकने हेतु जरूरी उपाय किए जाने की आवश्यकता है।

15. प्रत्येक दिन लेखा विभाग का नामित कर्मचारी बिल को बॉक्स से निकालता है और उसे क्रमवार करके डीलर को सौंपता है। यहाँ पारदर्शिता बनाए रखने के लिए जरूरी है कि बिल बॉक्स को खोलते समय कम से कम दो अलग अलग स्तर के कर्मचारी/अधिकारी नामित हो जो प्राप्त बिलों की संख्या एवं उनका क्रम सुनिश्चित कर रिकार्ड करें। जानकारी मिली है कि इस प्रकार का सिस्टम कुछ महीनों पहले तक चल रहा था। अतः इस सिस्टम को सुधार कर पुनः प्रारम्भ किए जाने की आवश्यकता है।

21. यदि फर्म द्वारा GST नहीं जमा किया गया है तो लेखा विभाग उस बिल को कभी पास करता है और कभी नहीं भी पास करता है। यहाँ लेखा विभाग अपने विवेक का इस्तेमाल करता है जो पारदर्शिता की दृष्टि से ठीक नहीं है। अतः यहाँ एक समान नीति बनाए जाने की आवश्यकता है।



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Confidential

Date: 29.06.2021

No: G/MCF/RBL/Vig./RB./PC/Mech-15

All PHOD's/CHOD's  
MCF/RBL

**Sub:** -Pre-inspection of material by RITES/RDSO- minimum value of stores.

**Ref:** - Railway Board letter no 2000/RS(G)/379/2 dated 06.09.2017

During scrutiny of Non Stock PO of value more than Rs 5 Lakh for the period of January 2019 to December 2020 & having Dy.CME/shell as consignee. It is found that 47, items out of 53 items, have been procured on consignee inspection.

As per Railway Board's instruction vide letter ref above, "pre-inspection of supplies by third parties (RITES/RDSO) is mandatory for purchase orders valuing more than Rs 5 Lakh." It has been found that instructions of Railway Board's letter have not been followed.

In view of above, you are requested to issue instruction for strict observation of Railway Board's letter ref above.

A copy of instruction issued may please be sent to this office for information and record please.

May be treated it as urgent.

*Sanjaya Tiwary*  
(Sanjaya Tiwary) 29/06/2021  
SVO/MCF/RBL  
For General Manager Vig.



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MODERN COACH FACTORY,  
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General Manager/Vig.  
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Uttar Pradesh - 229120

Date: 13.08.2021

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No. G/MCF/RBL/Vig./Sys. Improvement.

PCMM,  
MCF/RBL.

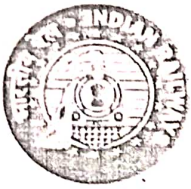
**Sub: Common pitfalls/ irregularities in tendering process.**

1. A complaint had been received from CVC duly forwarded through Rly. Bd. vigilance in which complainant had made various allegations of general nature. While most of the allegations are policy related requiring no action at local level, few issues highlighted by the complainant merit attention. For example, complainant had pointed out the following broad-lacunae/ shortcomings in our tendering process: -
  - LTs are normally issued to a pre-decided penal of approved/ regular sources but often due care is not taken in preparing such list. As a result, many a times sources having practically no experience/ less experience get included in the penal leaving aside tried and proven sources. Further, LTs are normally justified for meeting the urgent requirements but, in many cases, the full requirement of a particular year was found procured through LT.
  - In majority of the cases floated by Railways in IREPS, EMD amount is not clearly indicated. When EMD is not explicitly claimed, how can the firm be de-listed on withdrawal of bid during its validity.
  - Specifications (MDTS) and/ or the schedule of requirement are not spelt out clearly and correctly as many a times, machines not required for the manufacturing of the concerned part are also included in the STR/ MDTS. Further, although the same/ similar parts are procured by all the coaching PUs but their nomenclature, drawing & part nos. vastly differ. This not only causes confusion for the vendor but also renders the rate comparison futile.
  - Many a times, drawings & specification are not uploaded with the tender which is a gross irregularity.
  - Eligibility Criteria (EC) of the tenders are restrictive in nature and not stipulated in fair & transparent manner and there is no uniformity between the EC adopted by different coaching PUs.
  - Cartel formation in tenders is not meticulously checked or discouraged.
  - Approved Vendors not participating regularly in tenders are not reported to the approving agencies for taking appropriate deterrent action against them.
  - Procurement through agents should be discouraged as per extant policy particularly in case of indigenous items but in practice this is not followed.
2. Although the references of specific cases of MCF were not cited by the complainant in support of the above allegations, yet the issues raised by him are flagged to the concerned departments for taking suitable note of. As plethora of instructions in the subject matter are already available, the same are not being reiterated. It is however expected that adequate precautions are taken by all concerned in issuing tenders as preventive checks by vigilance may be conducted on these aspects in future.

This has the approval of CVO/MCF.

*Sanjaya*  
(Sanjaya Tiwary) 13/08/2021  
SVO/MCF/RBL  
For GM (Vigilance)

Copy: (i) Secy to GM: For the kind information of GM.  
(ii) PCME, PFA, CDE, CEDE, CPLE



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VIGILANCE DEPARTMENT

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**Confidential**

No. G/MCF/RBL/Vig./Mech/Misc./Comp/16

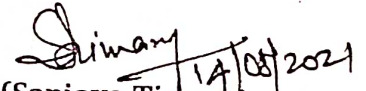
Date: 14.08.2021

PCMM/MCF/RBL.

**Sub:** Technical Scrutiny of the cases.

1. During a preventive check conducted in a Non Stock procurement case of the 'Contact less Thermometer" through GeM against generic specification, it was noticed that out of the 153 offers received, only 4 offers were picked up by the concerned SSE for Technical Scrutiny (TS) arbitrarily without any justification (at this stage, the price bid was not opened and hence inter se ranking was not available). This was also simply endorsed by the supervising/ controlling technical officers and accepted by the concerned Stores officer. The PO was finally placed on the L1 suitable firms (out of the above 4) at an all-inclusive unit rate of Rs. 2,998. It was a different case that the PO didn't materialize due to failure of the firm and hence the case was re-tendered with the same specification. On re-tendering, 90 offers were received and TS was furnished on all the offers in line of their conformity with the specification and finally the PO was placed at an all inclusive rate unit rate of Rs 1,100/. i.e. at much lesser rates as compared to earlier finalized rates. The material was supplied and accepted also.
2. In this regard, the following instructions are issued: -
  - As far as possible, the indent should be made with generic or functional specification and restrictiveness of any nature should be avoided to invoke greater competition. Similarly, due care should also be taken in furnishing the estimated rates in the indent.
  - As per the extant policy of the procurement through GeM, as far as possible, the products already available on GeM should be procured unless there is any justified reason to deviate from this policy. In such an exceptional case also, a reference may be made to GeM for incorporation the desired specification in future.
  - In the absence of inter-se ranking of the offers, TS should be furnished on all the offers to check their conformity with the tendered specification.
  - Similarly, it is also incumbent upon the supervising/ controlling officers to check each & every paper discreetly in light of the extant rules rather than merely acting in a perfunctory or mechanical manner lending their signature blindly. Similarly, the Stores officers are also supposed to examine such TS with due care & application of mind before accepting these on face value.

This has the approval of CVO/MCF.

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For GM/Vigilance

Copy: (i) Secy to GM for the kind information of GM.  
(ii) PCME, PFA, CDE, CEDE, CPLE



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

Office of the General Manager/Vig.  
Modern Coach Factory, Raebareli,  
Lalganj, Distt.- Raebareli

Confidential

Date: 16.08.2021

No: G/MCF/RBL/Vig./PC/Mech-16

All PHOD's/CHOD's,  
MCF/RBL

**Sub: - Instituting a System of Checklist at the time receiving materials of Stock/Non-Stock PO.**

During the course of investigation it has been observed that material receiving official received the material with remarks "material received" only on the challan. While in terms of Para 718A of Stores Code, he should have acknowledged the quantity also.

Therefore, it is advised that a proper system of checklist at the time of receiving material by staff may be instituted in terms of extant rules which will ensure that the material is received with requisite documents viz. challan indicating quantity, copy of I/C, WTC/GC (if needed) as per contract/PO and irregularities/oversights of any nature may be avoided in receipt of material. This is suggested as in many cases material is consumed by starving shops on being physically available without any regard to its compliances of contract/PO terms & conditions and after consumption, rejection of material on the ground of non-compliance becomes difficult & futile.

Action taken in this regard may be intimated to Vigilance branch.

This issues with the approval of competent authority.

*Sanjaya*  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
16/08/2021

For General Manager Vigilance



आधुनिक रेल डिब्बा कारखाना रायबरेली  
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No. G/MCF/RBL/Vig./Stores/Misc./Comp./39

Date: 09.09.2021

All PHODs,  
MCF/RBL

**Subject: System improvement regarding mentioning of dimensions in the specifications and drawings of different type of Switch Plate Assemblies.**

During the course of investigation, it has been observed that in some Switch Plate Assemblies, size of Inner 02 holes of 5 Pin sockets are not available in the specifications as well as in drawings of RCF/KXH specification no. EDML 127, Rev 03, drawings no. CC74248 alt 'c' & CC74249 alt 'c', specification no. EDML 086, Rev-5, Item-2, Drawing no-CC74247 alt 'b' and specifications no. EDML-064, Rev-B, Drawing no. LW74202 alt 'b' which rendered the element of subjectivity to the above specification and resulted into complaint.

Therefore, it is advised that the above anomaly in the subject specification may please be rectified by approaching RCF/KXH before the next round of tendering. At the same time, it is also suggested that all such specifications and drawings should be reviewed to plug such areas of subjectivity so that no undue advantage can be taken by anybody.

Action taken in this regard may please be intimated to Vigilance Department.

This issues with the approval of competent authority.

*S. Dinary*

(संजय तिवारी)

वरिष्ठ सतर्कता अधिकारी

For GM/Vigilance/ आरेडिका/रायबरेली



**75**  
Azadi Ka  
Amrit Mahotsav



आधुनिक रेल डिब्बा कारखाना , रायबरेली  
**MODERN COACH FACTORY, RAEBARELI**  
सतर्कता विभाग  
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**REMINDER-I**

No. G/MCF/RBL/Vig./Sys. Improvement.

Date: 03.03.2022

All PHODs,  
MCF/RBL.

**Sub: Digital/ On-line submission of Stores Works Bills**

Ref: (i) Railway Board Letter No. 2021/RS (M)/Paperless Working/1, dated 25.08.2021.

(ii) This office letter of even no. dated 22.10.2021.

1. Time and again, instructions had been issued by Rly Bd & this office to ensure 100% on-line/ digital submission of bills and detest from manual handling. But, it is unfortunate to note that, after a lapse of more than 4 months, no official update has been received in this regard. It is also learnt that the practice of manual submission is still continuing on some pretext or the other, which is unacceptable.
2. Therefore, all concerned are once again requested/advised to ensure the complete switching over to digital/on-line submission of Bills of Stock items, Works and Non-stock items (through UDM). Accordingly, an immediate cut-off date may please be decided under intimation to this office beyond which no manual submission would be entertained (in exceptional case, relaxation on case to case basis may be considered at HOD's level with proper record to be maintained of all such cases).

This is issued with the approval of CVO/MCF and may please be considered as Most Urgent.

*Sanjaya Tiwary*  
(Sanjaya Tiwary) 03/03/2022  
SVO/MCF/RBL  
For GM (Vigilance)

Copy to: Secy. to GM:- For kind information of GM Please.



75  
आज़ादी का  
अमृत महोत्सव



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI  
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गोपनीय / Confidential

पत्र सं. : जी/एमसीएफ/आरबीएल/विज./प्रणाली सुधार

दिनांक: 15.03.2022

सभी प्रमुख प्रधान विभागाध्यक्ष  
आरेडिका/रायबरेली

विषय: - अराजपत्रित कर्मचारियों के लिए प्रत्येक विभाग/अनुभाग में निर्धारित उपस्थिति पंजक में प्रणाली सुधार के संबंध में।

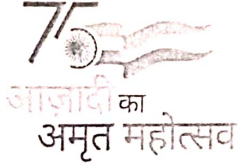
उपरोक्त विषय के संदर्भ में सतर्कता निवारक जांच के क्रम में विभिन्न विभागों (कार्मिक शाखा, लेखा विभाग, मेडिकल विभाग व दूर संचार विभाग) के द्वारा अनुरक्षित उपस्थिति पंजक की जांच की गई थी। जांच के दौरान पाई गई निम्न अनियमितता/त्रुटियाँ जैसे कि कर्मचारियों के द्वारा निर्धारित समय पर उपस्थिति पंजिका में हस्ताक्षर नहीं करना, कर्मचारियों के हस्ताक्षर (उपस्थिति पंजक एवं छुट्टी आवेदन पत्र पर) में भिन्नता, उपस्थिति पंजिका में विना अनुमोदन/रद्द के छुट्टी दर्शाया जाना, कर्मचारियों के द्वारा उपस्थिति पंजक पर सफेदा का प्रयोग करते हुए हस्ताक्षर किया जाना, उपस्थिति पंजक पर अधिलेखन, संशोधन, सफेदा इत्यादि का प्रयोग, उपस्थिति पंजक को संबन्धित अनुभाग के पर्यवेक्षक एवं अनुभाग अधिकारी के द्वारा निर्धारित समय पर निचले कालम में जांच के बाद हस्ताक्षर न किया जाना इत्यादि पाई गई है।

अतः उपरोक्त के आलोक में आपसे अनुरोध है कि उक्त अनियमितताओं को दृष्टगत रखते हुए रेलवे बोर्ड के कार्यालय पद्धति नियमावली (MOP) के भाग - 1 (संगठनात्मक नियमावली) के चैप्टर - VII में उल्लिखित उपस्थिति पंजक से जुड़े नियमों को दृष्टगत रखते हुए आपके स्तर सुधार प्रणाली जारी किया जाए एवं अनिवार्य रूप से इसका पालन सुनिश्चित कारवाई जाए। प्रशासनिक स्तर पर होने वाली प्रत्यक्ष व परोक्ष लापरवाही को रोकने के लिए प्रभावी कदम उठाते हुए कृत कार्यवाही से सतर्कता विभाग को अवगत करवाया जाए।

इस पर महाप्रबंधक/सतर्कता महोदय का अनुमोदन प्राप्त है।

15/03/2022  
(संजय तिवारी)

वरिष्ठ सतर्कता अधिकारी  
कृते महाप्रबंधक/सतर्कता  
आरेडिका/रायबरेली



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI  
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No: G/MCF/RBL/Vig./Elect./PC-04

Date: 19.04.2022

PCEE,  
MCF/RBL.

**Sub:** - Comprehensive maintenance of HVAC and duct type air conditioning system at MCF/RBL.

During the course of investigation of subject matter, it has been observed that estimate was prepared based on LAR of M/s LG Electronics but the work was awarded to M/s Weather conditions at 41% lower rate. This contract later on got frustrated and was finally cancelled forfeiting EMD money. Later the contract has been awarded to M/s Cooling Centre, Lucknow at 13% higher rate over estimated/LAR of M/s L.G Electronics over a period of apporx 1 year and 5 months. This was done on single offer basis and the contract was awarded for 3 years. This may be considered objectionable. Firstly, efforts should have been made to collect the offer from the OEM even by contacting them and secondly, even if, despite making efforts, if single offer is received, contract could have been finalized for the limited period only due to lack of competition and possibly higher rates.

Further, the reasons of frustration of an ongoing contract (on M/s Weather conditions) should have been explored more as the firm had complained about the absence of support from OEM as the main reason of this frustration. If need be, OEM in case it is so also could have been contacted as they are not supported to arm twisting the AMC holder in such an alleged by unethical manner.

Ideally as per the extant policy guidelines, such contracts should be done through GeM and if such services are not available on GeM, limited period contract through open tender should be resorted to with reference to GeM for including the desired service. Instruction already exits from Vigilance side in this regard. Future action should be taken keeping these guidelines.

This has the approval of CVO.

*Sanjaya*  
(Sanjaya Tiwary) 19/04/22  
SVO/MCF/RBL  
For General Manager/Vig.

Copy: All PHOD's for kind information and necessary action



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**MODERN COACH FACTORY,  
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No: G/MCF/RBL/Vig./Sys. Imp./2022

Date: 12.05.2022

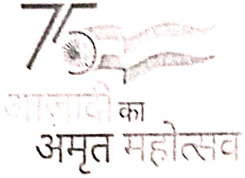
All PHODs,  
MCF/RBL

**Sub:** - System Improvement regarding service contract.

During course of investigation into a preventive check, it has been observed that tender has been finalised for 3 year despite receipt of single offer against open tender invited through IREPS. In this regards following instructions are issued:-

1. As already instructed earlier vide letter no. G/MCF/RBL/Vig./2020/System Imp/06 dated 24.08.2020, it is reiterated that as per extant policy of the procurement through GeM, as far as possible, the Goods/Services already available on GeM should be procured unless there is any justified reason to deviate from this policy. In such an exceptional case also, a reference may be made to GeM for incorporation the desired specification in future.
2. When a limited or open tender results in only one effective offer, it shall be treated as single tender and whenever an open tender results in only one effective offer, powers to deal such cases would be with the Tender Accepting Authority as per the Delegation of power as issued by Railway Board from time to time for direct acceptance of tenders/through constitution/composition of tender committee (as the case may be) provided following conditions are satisfied and recorded by TC/Accepting authority-
  - (i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids,
  - (ii) The qualification criteria were not unduly restrictive, and
  - (iii) Prices are reasonable in comparison to market values.(RB letter no. 2021/RS (G)/779/8 dated 04.03.2022), (Rule 173(xxi) of GFR 2017)

*Sanjaya Tiwary*  
(Sanjaya Tiwary) 12/05/2022  
SVO/MCF/RBL  
For GM/Vigilance



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No: G/MCF/RBL/Vig./PC/Mech./25

Date: 14.06.2022

All PHODs,  
MCF/RBL

**Sub:** - System Improvement regarding issuing of Modification advice (MA).

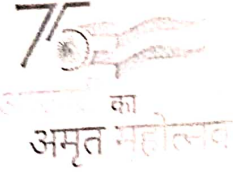
During the course of Preventive Check by MCF/Vigilance, Samples of Material found nonconforming as per the specification mentioned in the Purchase order. During Joint Inspection firm has accepted that they have supplied another similar type of material but not as per specification mentioned in the PO, due to unavailability of the same. Further on the request of Firm's letter, MA has been issued by Store Department.

It is to mention that, issuing of MA after rejection of material is objectionable. This seems to be an effort to accommodate the deviation, which formed the basis of rejection. If firm had practical difficulty in sourcing the material as per specification, as claimed by them, they have applied for the deviation in time so that MA could be issued timely.

It is therefore advised to issue suitable instructions to avoid such type of situation in future, under intimation to this office also.

This has the approval of CVO.

*Sanjaya*  
(Sanjaya Tiwary) 14/06/2022  
SVO/MCF/RBL  
For General Manager/Vig.



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No: G/MCF/RBL/Vig./PC/Mech./29

Date: 27.06.2022

All PHOD's,  
MCF/RBL

**Sub: - System Improvement regarding Preparation of estimate.**

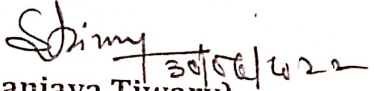
During the course of Preventive Check by MCF/Vigilance, it has been noticed that, an Estimate of a tender was prepared on the basis LAR of the previous contact.

On scrutiny, it is further noted that even though the name of the work in both the tenders was same, yet special terms and condition of both having financial implication were different.

During estimation, financial implication to such effect was ignored by estimate preparing officials due to which wrong estimate has been prepared and processed.

It is therefore advised to issue suitable instructions to all concerned that whenever Estimation is made on the basis of LAR, all the component of Rate should be checked very carefully to avoid such type of reoccurrence in future. The instruction issued in this regard may be intimated to this office also.

This has the approval of CVO.

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For General Manager/Vig.



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G/MCF/RBL/Vig./CVO/Conf.

20/07/2022

All PHOD's,  
MCF/RBL

**Sub: System improvement in Post Contract amendments.**

1. During investigation of few recent cases, many irregularities have been noticed in the issue of post contract amendments. In few cases, it is noted that many important clauses of the contracts viz. Inspection clause, DP etc. have been completely ignored during the execution of the contracts apparently in the garb of urgency. While urgency of out-turn is well appreciated, it is reiterated that terms & conditions of the contracts are equally sacrosanct and cannot/ should not be sacrificed on any pretext. In case any deviation is inescapable or considered desirable in the contract due to any reason whatsoever, issue of MA by the contract issuing authority is must before implementing it, after thorough examination of the issues involved viz. possibility of vitiation of tender, financial implication, technical viability etc.
2. Ideally, post contract amendments/ issue of MAs after placement of contracts should be discouraged and be treated as an exception only, which does not seem to be the case presently. Similarly, while approving the prototypes, the terms & conditions/ specification of the contract must be considered carefully with due diligence and in case required, information submitted by the firm in their offer or the technical comments etc. may also be connected from the contract file to do a proper justice to such approvals.
3. Adequate instructions already exist in the subject matter, which may please be linked and complied in letter & spirit.

  
CVO

Copy to:- GM/MCF/RBL sir for the kind information please.



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No: G/MCF/RBL/Vig./Mech./PC-36

**Confidential**  
Date: 22.07.2022  
25

All PHOD's  
MCF

**Sub: - Irregularities noticed during preventive check.**

During course of a preventive check by MCF/ Vigilance it has been noticed that:

1. An NS item completely different to the existing contract was found included in the contract, which is irregular.
2. On one hand the proposal for a work on Quotation basis was initiated and the other hand the same work was also proposed on tender basis by inclusion in ongoing tender, which is nothing but overlapping of the same work.
3. A work was found splitted in the form of Quotation of 20 coaches whose LOA was issued on 29.03.2022 with total value of Rs 4,99,497.60, and again another proposal of quotation of 20 coaches with value of Rs 4,99,497.60 has also been initiated on 19.04.2022. From above, it can be seen that the said work could have been done for 40 C/s together but it was splitted to bring in Ambit of JAG officer which is highly irregular.

Such irregularities are becoming a norm, which is very serious. All concerned are therefore requested to take immediate corrective actions in this regard to prevent recurrence of such nature at all cost, as in future such irregularities will be taken seriously with fixing up of responsibilities at officer level also.

This has the approval of CVO.

*Sanjaya*  
(Sanjaya Tiwary) 27/07/2022  
SVO/MCF/RBL  
For General Manager/Vig.



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
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पत्र सं. : G/MCF/RBL/Vig/Stores/Misc/Comp/52

दिनांक : 04.01.2023

प्रधान मुख्य सामग्री प्रबन्धक  
आरेडिका, रायबरेली

**Sub:** System improvement in regards to inclusion of Scope of Supply (Bill of Materials) in Purchase Orders.

**Ref:** Miss/Smt. Sikha Gupta, Partner, Girivar Global Solutions & Services LLP, New Delhi complaint letter no. GG/IR/Information/2021, dated: 13.08.2021.

In reference to above, a complaint made by Miss/Smt. Sikha Gupta, Partner, Girivar Global Solutions & Services LLP, New Delhi against Tampering and Manipulation in Technical Documents by M/s JK Exim Pvt. Ltd. to comply to RDSO Specifications, has been received in this office. This complain was against the MCF PO No.03190646102221 dated: 23.11.2019 placed on M/s J.K. Exim Pvt. Ltd. Ambala.

During course of investigation, it has been noticed that the acceptance of BOM submitted by the firm to design is found to be at variance from Bid documents. This could have been avoided if the Scope of Supply was made a part of Purchase order.

In view of above, it is therefore suggested that scope of supply offered by the tenderer and accepted by Railways be made a part of Purchase Order.

The action taken in this regard may kindly be intimated to this office at the earliest.

This has the approval of competent authority.

04/01/2023

(संजय तिवारी)

वरिष्ठ सतर्कता अधिकारी/ आरेडिका  
For GM/Vigilance



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

Office of the General Manager/Vig.  
Modern Coach Factory,  
Lalganj, Distt.- Raebareli,  
Uttar Pradesh - 229120  
Tele (Rly) : 039-61925  
Fax (P&T) : 0535-2704381

गोपनीय /Confidential

पत्र सं. : G/MCF/RBL/Vig/Stores/Misc/Comp/52

दिनांक : 04.01.2023

प्रधान मुख्य यांत्रिक अभियंता  
आरेडिका, रायबरेली

**Sub: System Improvement in regards to verification of Design Documents with respect to BOM during QAP & Prototype Approvals and M/s JK Exim may advised to get the water mist system certified for Railway Rolling Stock suitability.**

**Ref: Miss/Smt. Sikha Gupta, Partner, Girivar Global Solutions & Services LLP, New Delhi complaint letter no. GG/IR/Information/2021, dated: 13.08.2021.**

1. In reference to above, a complaint alleging Tampering and Manipulation in Technical Documents by M/s JK Exim Pvt. Ltd. to comply with RDSO Specifications has been received in this office. This complain was against the MCF PO No.03190646102221 dated: 23.11.2019 placed on M/s J.K. Exim Pvt. Ltd. Ambala.
2. During course of investigation, it has been found that –
  - (i) The design documents submitted by firm indicated one nitrogen cylinder of 100 litres capacity; however, BOM submitted to design for prototype approval indicated only one nitrogen cylinder of 50 litres capacity. This anomaly could have been detected at the time of approval itself, if it was properly examined with respect to the original design documents submitted by firm.
  - (ii) The water mist system must be certified from the approving authority for its suitability for Railway Rolling Stock. It has been found that no confirmation has been received from OEM i.e. M/s Ultrafog regarding the suitability of the system for Railway applications. It is therefore desired that, M/s JK Exim may be advised to submit the required certification for Railway Rolling Stock suitability for the purpose of record.
3. However , to avoid the future recurrence of such confusion/anomaly, the following system improvement is suggested –
  - (i) While approving QAP & Prototype, design documents submitted by the firm should be critically examined with respect to BOM originally submitted by the firm.
  - (ii) For this purpose, the reference BOM may be enclosed with the PO or may be connected before granting approval of prototype/QAP from the original contract file.

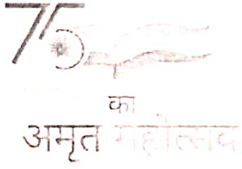
The action taken in this regard may kindly be intimated to this office at the earliest.

This has the approval of competent authority.

हिजिमे 04/01/2023

(संजय तिवारी)

वरिष्ठ सतर्कता अधिकारी/ आरेडिका  
For GM/Vigilance



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

SN-61

Office of the General  
Manager/Vig.  
Modern Coach Factory,  
Lalganj, Distt.- Raebareli,  
Uttar Pradesh - 229120

No: G/MCF/RBL/Vig./Mech/PC-29

Confidential

Date: 31.01.2023

All PHOD's,  
MCF/RBL.

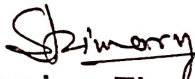
**Sub: - System improvement regarding initiating the proposal of outsourcing.**

During the course of investigation of a Preventive Check by MCF Vigilance, it has been observed that, the commitment made to utilize in-house capacity while initiating the proposal of outsourcing of Coach lowering has not been fulfilled to the extent possible.

In view of the above, it is suggested that, while initiating any proposal of outsourcing, the details of the in-house capacity available should also be clearly stipulated with details of micro and macro activities and man days required for each component. Any out sourcing should preferably be on 'outcome' basis only and only after exploiting the in-house capacity optimally. If deemed fit, such new outsourcing proposals may also be examined by the concerned SAG officer to ensure their absolute inescapability.

Action taken in this regard may also be sent to this office.

**This has the approval of CVO.**

  
(Sanjaya Tiwary) 31/01/2023  
SVO/MCF/RBL  
For General Manager/Vig.

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अमृत

आधुनिक रेल डिब्बा कारखाना रायबरेली  
MODERN COACH FACTORY, RAJBARELI  
सतर्कता विभाग  
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Lalganj, Distt - Raebareli  
Uttar Pradesh - 229120  
Tele (Rly) : 039-61925  
Fax (P&T) : 0535-2704381

No:G/MCF/RBL/Vig./PC/stores/2022-09

Date: 20.02.2023

PCMM,  
MCF/RBL.

Sub: - System improvement regarding Unloading of material from lorries.

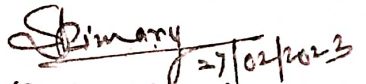
During the course of a preventive check by MCF Vigilance (in store department) regarding unloading of material from Lorries, it is found that, a "Lorry register" is being maintained by store department having following details:

Date:

SN	Lorry No	Firm's Name	PO No	Invoice No	Qty	Description of material	Location

- II. From the above, it cannot be ruled out that owing to possible ill-intent, the lorry received later is unloaded first by breaking the queue and ignoring the lorry received earlier. No record of inspection by the officer concerned, of this important activity is also found in the available records.
- III. Therefore, a Proper system/procedure is suggested to incorporate all the details in the register vig. Incoming date/time, unloading date/time, place of unloading, other details pertains to the material duly signed by Railway as well as firms representative, to avoid any criticism in unloading of the Lorries. A system of token (Sr. No., date, time and location) for incoming Lorries may also be introduced to maintain the integrity of the queue.
- IV. In view of the above, it is requested to introduce the system improvement suggested above and as per extent rules with the intimation to this office also.

This has the approval of CVO.

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For General Manager/Vig.

Copy to: All PHOD's for kind information and necessary action please.



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

सतर्कता विभाग  
VIGILANCE DEPARTMENT

Office of the General  
Manager/Vig.  
Modern Coach Factory,  
Lalganj, Distt.- Raebareli,  
Uttar Pradesh - 229120

**Confidential**

Date: 29.03.2023

31

No: G/MCF/RBL/Vig./Sys. Improvement

All PHOD's,  
MCF/RBL.

**Sub: - Compilation of System improvement points.**

Based on the past performance of investigations and complaints, an area wise compilation of points for system improvements is enclosed herewith as Annexure 'A' for the kind attention of concerned PHODs. It is felt that suitable action on these points may avoid many future problems and complaints.

**This has the approval of CVO.**

D.A: as above

*Sanjaya Tiwary* 31/03/2023

(Sanjaya Tiwary)

SVO/MCF/RBL

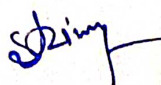
For General Manager/Vig.

Copy to,  
Secy. to GM for kind information of GM.

FEW POINTS FOR SYSTEM IMPROVEMENT BASED ON PAST VIGILANCE CASE STUDIES/ COMPLAINTS

**a) Stores Contract:**

- In Stores tenders, an objective fair & transparent eligibility criteria is required to be stipulated for placement of regular & developmental orders in case of non-restrictive items i.e. items, which are not procured from approved list. Also as per Rly Bd's letter, MCF is supposed to follow the same eligibility criteria as followed by RCF in case of LHB coach items. It is learnt that RCF is following an eligibility criteria, which additionally includes financial eligibility i.e. mandatory turnover of 150% of the ATV for regular order. This additional financial eligibility criteria is currently not followed in MCF. As the items & vendor base for RCF & MCF are largely same, this is not only causing confusion but also complaints. This need to be sorted out for uniformity.
- Adequate diligence is not exercised in many cases in issuing tenders. For example, many a times, DP is not stipulated in the tenders as per requirement. The firm quotes accordingly. Later, LOI & PO are placed with a different DP as per requirement, which is not accepted by the vendor due to financial implications of any future default and results in complaints. Also, it should be clearly mentioned in the tender as to which requirements are mandatory in nature, where no deviation would be allowed.
- Post tender amendments should be minimal and, if considered inescapable, must be processed on file.
- Many a times, in case of initial procurement, proper scrutiny of rates is not done and the order is placed based on indent rate, which, in turn, was based on the firm's BQ itself. Therefore, practically the rate reasonability of the firm's offer is assessed against its own Budgetary Quote which completely undermines the financial prudence. The further damage and pecuniary loss on recurring basis cannot be denied as this rate may become the reference rate for future purchases.
- As far as possible, the procurement of proprietary items should be directly purchased from the manufacturer only instead of agents, who, many a times, markup the rates unreasonably and may resort to unfair practices.
- As per available instructions, where no. of approved sources is 3 or less, regular orders may be placed on developmental sources. Many a times, RDSO categorizes the developmental vendors for a particular item in 2 categories i.e. unqualified developmental vendors and those, in case of which, prototype has not been cleared. This creates confusion regarding the exact treatment of these 02 developmental categories and causes complaints.
- As a matter of principle, the tendering system should filter as many offers as possible without compromising the technical requirements. In any case, a lower



offer must be passed over with due diligence and caution duly recording the valid reasons.

- All the representations received during the finalization of tender should be invariably referred to TC for taking cognizance of and for proper deliberation so as to avoid future complaints on the same issues.

#### b) Turnkey Contract:

- To meet the production targets and to maintain the pace of outturn particularly for furnishing of coaches, Turnkey contracts are awarded wherein contractor is supposed to supply the different items contained in M1 list as per specifications and apply the same. Many complaints are received in respect of turnkey contracts. Most common complaint is that the manufacturers of the main components/ sub-assemblies are not able to participate directly as they are not aggregators & don't fulfill the eligibility criteria of turnkey tenders. On the other hand, turnkey vendor is also found often resorting to many short-cuts due to inherent problems in arranging materials from different vendors with RITES inspection (as per requirement) and meet the demanding deadlines.
- One of the problems in finalization of Turnkey contracts is perceived as paucity of adequate vendor base. As a result, invisible hand of competitive market forces is often found missing. Therefore, due to the reasons discussed above, it is suggested to consider the traditional mode i.e. supply of material through Stores and their application through Works contract, at least for regular & bulk variants of coaches. In case of special or not so regular variants, turnkey model, if considered inescapable, may be suitable considered with due caution & tinkering by excluding some of the main high-value items/ components from the purview of M1 list.
- While receiving the material, all the accompanying documents viz. RITES I/Cs and firm's challan must be scrutinized carefully. In case of any doubt, a reference may be made to RITES or their uploaded records may also be checked. A physical cross verification may also be resorted to on random basis particularly in case of hidden items i.e. cushioning material in case of Seat & Berth or thickness of sheet in case of honeycomb partition etc.
- All concerned. Progress & Shop staff may be made thoroughly conversant with the important terms & conditions of the contract to preclude any possibility of irregularity/ lapse during execution due to ignorance.
- Many a times, during execution of the contract, firm offers alternate material in place of the specified one and seek condonation from Design by writing letter. Such condonation is often granted on the firm's letter itself, which is accepted as the valid amendment to the contract by Progress/ Shops and is often acted upon. No such condonation should be allowed on any letter, which, if considered inescapable & justified, should be mandatorily processed on the contract file for issuing proper amendment to the contract though MA after thorough scrutiny of

its feasibility & examination of financial implication, if any. This short-cut had resulted in many vigilance cases in past.

- In few cases, it was noticed that railways material had been issued to turnkey vendor on loan basis to tide over the disruption in their supply chain in order to maintain outturn, which was grossly irregular. In such case, no proper records were also found maintained by the shops which further aggravated the situation.
- A normal free period from the allotment of coach is allowed to turnkey vendor for completing the contracted work and thereafter penalty is levied. Many a times, even if the work is not completed within free time, no penalty is levied giving vague justifications to justify the delay on administrative account thereby causing loss to exchequer. No proper record is often maintained for levying such penalty.
- In many cases, completion report is issued certifying the completion of work as per scope of the contract without issue of regularizing MAs even though there were many deviations during execution with involvement of financial implication.
- Many a times, prototype of a new firm or new variant is approved with many deviations. Later these deviations are automatically adopted by the vendor in regular execution treating the approval of prototype as an authority.

**c) Works Contract:**

- It is experienced that estimate is not prepared with due diligence and often found having many procedural lapses.
- Similar work of the tender is not defined with due caution and diligence. Many a times, the similar work resulted in undue restriction of fair competition and was found loaded in favor of a particular firm. For example, in a particular case involving robotic welding, initial contract was awarded to a particular firm by inviting quotation. Later the regular tenders were issued with the defined similar work that the firm should have the past experience of robotic welding, which is generally not prevalent in open market. This practically rendered all the subsequent contracts being awarded to that particular firm which initially got the requisite experience through quotation. This is grossly irregular, biased and loaded in favor of a particular firm.
- During execution of a works contract, proper records, MBs, cement/ steel registers are not found maintained properly. Many a times, Tax invoices were found containing the names of the different firms other than the contracting firm indicating outsourcing without any authority.
- Many a times, DOC was found extended on administrative grounds giving vague & nebulous justifications without levying any penalty.
- Many deviations from the contractual terms & conditions are made during the course of execution without any authority and/ or without the issue of formal amendment.
- In few cases, it was noticed that the final payment is made without issue of completion report.

- Many a times, works contract is finalized by inviting quotations without compliance of necessary & requisite pre-conditions for inviting quotations. For example, in few cases it was noticed that quotation was invited since the regular tender could not be finalized in time on account of vague reasons. In another case, the tender opening date of the regular tender was postponed abnormally based on the firm's request and the quotation was invited to take care of this gap.
- In few cases, variation has been done by adding new NS item, which was completely different and changed the scope, character and purpose of the original contract.
- In contract/tender documents, the specification, schedule of items, conditions of the contract should be invariably incorporated, which were not found in few cases.

**d) Outsourcing contracts:**

- Due diligence is not exercised while outsourcing any activity. In many cases it is noticed that a proper assessment & utilization of the in-house capacity is not made before outsourcing. In a particular case of coach lowering activity, some broad assessment of the in-house capacity was made by the concerned shop in the initial cycle for deciding the extent of outsourcing. In subsequent cycles, almost full activity was outsourced ignoring the available in-house capacity. Such instances only prove that there is undue & unjustified emphasis on outsourcing which often leads to complaints. Similarly many activities are unnecessarily outsourced in MCF causing loss to exchequer and causing complaints.
- In case of man-power outsourcing; payment to the agency is normally made on the basis of labour rate, which are seldom paid to the engaged staff. Although, as principal employer, this is our prime responsibility yet there is no proper system in place to check this malice. This often generates many complaints.
- There are instructions to finalize such service contracts through GeM, yet there is a lot of apathy amongst executives to bypass these instructions and resorting to some escape routes. Many a times, such contracts were found finalized for 3 years in one go, which further scuttles the possibility of their future finalization through GeM after incorporating some requested modification by them.
- Similarly, the maintenance of almost all the assets have also been outsourced to by finalizing AMC contracts which often appear to be loaded in favor of AMC holding firms. During investigation it is experienced that many a times normal maintenance schedule as per contract is not followed by the firm and their bills are cleared without any/ commensurate deduction. Similarly, in many cases a proper record of the down time of the asset in case of failure is not found maintained for working out penalty. Many a times, even those assets, which don't require regular maintenance by normal prudence (for example Water coolers etc.) are also found covered under AMC without any maintenance schedule.

*sdm*

- Similarly, proving out and installation of few high value Plants & Machines are still pending due to non-compliance of specified parameters. As advance payment of nearly 80% had already been made in respect of these cases, a due care needs to be taken by the concerned executives/ Finance to safeguard organizational interests and avoid potential problems.

**e) Miscellaneous:**

- No proper system seems to be in place in bill passing and bills are returned on flimsy grounds by raising objections in piecemeal manner, which is highly objectionable.
- In selections of staff, proper assessment of vacancies, qualifying service etc. is often found compromised which result in many complaints. Similarly, in case of few selections, a fair, transparent and proper system to assess the eligibility of the candidates in terms of issued notification is not found in practice, which ultimately results in many complaints.

*S. J. Singh*

S.N.O. 1



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

Office of the General  
Manager/Vig.  
Modern Coach Factory,  
Lalganj, Distt.- Raebareli,  
Uttar Pradesh - 229120

No: G/MCF/RBL/Vig./Sys. Improvement

Confidential  
Date: 01.04.2023


All PHOD's,  
MCF/RBL.

**Sub: - Compilation of System improvement points.**  
**Ref:- Even no. letter dated 29/31.03.2023.**

In Continuation of this office referred latter, System improvement regarding prototype approval is enclosed herewith as Annexure 'B' for the kind attention of concerned PHODs. It is felt that suitable action on these points may avoid many future problems and complaints.

**This has the approval of CVO.**

D.A: as above

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For General Manager/Vig.

Copy to  
Secy. to GM for kind information of GM.

**Prototype approval**

- As far as possible, due diligence must be taken while approving the prototype, which should be consonance to the tender specification, schedule of requirement and firm's original offer.  
In case it is required, firm's original offer in tender case file may be referred for confirmation.
- Similarly, before prototype approval, the authenticity of the firm's document/certification may be get confirmed from issuing authority, if considered necessary, so as to avoid any criticism later on.
- Prototype approval in case of turnkey contract should be given due care and diligence, any deviation from the tender specification should be avoided to precluded future problems.

Shiny



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

Office of the General Manager/Vig.  
Modern Coach Factory, Raebareli,  
Lalganj, Distt.- Raebareli-229120

Confidential

Date: 31.05.2023

No: G/MCF/RBL/Vig./Stores/PC/2020/02

PCMM/MCF

PCME/MCF

Subject: Issue of system improvements.

Brief history of the case-

1. PO No. 03190907101730 dated: 10.10.2019 was placed to M/s ACME India, New Delhi on behalf of M/s Milton Industries as principal firm against tender No.03190907 opened on: 29.08.2019 for the supply of 10800 Nos. of Composite Decorative Glass Fabric Reinforced Plastic (DGFRP) Sheet Size 1220 X 2440 IN 3 mm thickness (+/- .5) as per MDTs 46303 to PL No. 33981292.
2. In view of the extreme urgency of the subjected item for production as expressed by Production/ Planning and the discussions held in the chamber of GM on dated: 09.10.2019, the inspection clause was modified from 'M/s RITES to Consignee at MCF/RBL' with the consent of Dy.CME/MP/FUR vide MA No.003658 dated 10/10/19.
3. On receipt of the material by the furnishing depot against consignee inspection, the material was offered to Dy.CCMT on dated 22.10.2019 for the consignee inspection but the material was not inspected. Repeated reminders were also sent by Dy.CMM/D/FUR/MCF on dated: 07.11.2019 & dated: 16.11.2019 for the inspection of the received material. Material was lying with MCF lab for 24 days for want of inspection and after that on dated 16.11.2019, CMS has stated that as the item DGFRP sheet is in critical list, hence testing cannot be done as per remarks of the then CME/P dt. 13/11/19 on note of Dy.CMM/D/Fur dt. 06/11/19. The remarks of the then CME/P are reproduced below in verbatim: -  
*"It has been decided at GM/MCF level during reliability & Design meeting on 13/11/19, not to go for testing of critical items directly affecting production during this period, where asking rate has gone very high i.e. 9 to 10 coaches per day i.e. @ 228 per month"*
4. It is noted from the facts that no decision whatsoever has been taken in the above meeting for not inspecting the material of critical items as claimed by CME/P. Moreover, the gap of almost 1 month from the date of offering the material for inspection i.e. 22/10/19 till the grant of R/Note i.e. 23/11/19 also does not justify the stopping of inspection under the garb of urgency as during this period the inspection could have been carried out very well by the MCF Lab in normal fashion.
5. For acceptance of material, Dy.CME/FP has instructed to SSE/Carpentry 'please check and report'. After physical check SSE/Carpentry has accepted the material on dated: 19.11.2019 with recording the remarks which is also reproduced below in verbatim -  
*"Sample received and physically checked & cutting on circular saw machine found suitable and satisfactory & material accepted."*

6. On the basis of above acceptance report, check sheet had been prepared and accepted by depot officer on 22.11.2019 and R-Note has been cleared by depot officials on dated 23.11.2019.
7. A preventive check had been conducted by Railway Board/Vigilance at MCF/RBL on Dt. 23-24.01.2020 regarding quality of DGFRP sheet to PL No. 33981292. Sample of DGFRP sheets were seized and sent to MCF laboratory and RDSO/M&C/Lab for testing in terms of detailed PO specifications. DGFRP sheets were tested and found unacceptable by both laboratories.

### System Improvements-

During the course of investigation, some irregularities have been observed. The following are suggested for system improvements to avoid any future recurrence:-

- (i) The change of inspection authority for an item shall not be done to ensure the quality of the material except in case of urgency with the approval of competent authority.
- (ii) Proper accountal should be maintained for the quality/quantity of the material.
- (iii) A detailed procedure order to be issued by PCME in consultation with PCMM & PFA to deal with the cases of Consignee inspection, which must be bare minimum.
- (iv) A detailed procedure order to be issued by PCMM in consultation with PFA to deal with the procedure of rejected material particularly with respect to the safeguards to be followed before handing over to the outside firm to ensure that the same is not recycled. The best method should be the complete destroy or defacing of the rejected item (this would however require amendment in the tender conditions also).
- (v) The purpose of ground rent (GD) is to act as a deterrent. However it is seen that the GD specified in MCF is absurd and does not serve the purpose. Regarding the calculation of Ground Rent, it had been submitted that the same has been worked out on the basis of the instructions given on the overleaf of Form No. S-764 which is reproduced below: -

*"The rejected articles shall be removed within 21 days from the date of issue of this advise, failing which the Rly's responsibility will cease, and after that time they will remain at your entire risk, and ground rent will be charged at the following rates.*

*(i) Rejected lot valued below Rs. 500 - @Rs.1.00 per day or part thereof.*

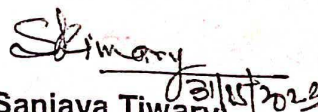
*(ii) Rejected lot valued Rs. 500 & above - @Rs.5.00 per day or part thereof."*

Thus, it is suggested that a detailed procedure order to be issued by PCMM in consultation with PFA regarding the amount of GD, which should be in line with the policy being followed in this regard at other neighbouring PUs viz. DLW or RCF.

- (vi) A system improvement may be issued by PCMM regarding the strict adherence of the Railway Board's letter no. 99/RS(G)/778/2(Vol.II) Dated:30.04.2019 regarding "splitting clause" in NIT of tenders.

Therefore, you are requested to issue suitable system improvements at your end as suggested above and also intimate to this office for the same.

This has been issued with the approval of CVO/MCF.

  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For GM (Vigilance)



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आज़ादी का  
अमृत महोत्सव



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
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गोपनीय  
Confidential

दिनांक: - 29.07.2023

31

पत्र सं.: जी/एमसीएफ/आरबीएल/विज./पीसी/कार्मिक - 09

प्रधान मुख्य कार्मिक अधिकारी  
आरेडिका रायबरेली

विषय : सतर्कता जांच के क्रम में सुधार प्रणाली के संबंध में।

उपरोक्त विषय के संबंध में आपको अवगत कराना है कि, कार्मिक शाखा, आरेडिका रायबरेली के द्वारा सांस्कृतिक कोटा के तहत वर्ष - 2019 - 20 में खाली पड़े 02 पदों की भर्ती कराई गई थी। सतर्कता विभाग के द्वारा वरिष्ठ कार्मिक अधिकारी के कार्यालय में दिनांक - 20.08.2021 को निवारक जांच के दौरान इस भर्ती से संबन्धित फ़ाइल/दस्तावेज़ ज़ब्त किए गए थे। भर्ती विज्ञापन को दृष्टगत रखते हुए जांच के दौरान पाई गई त्रुटियों/अनियमितताओं/भ्रान्तियों पर प्रणाली में आवश्यक सुधार किए जाने की आवश्यकता है: -

1. भर्ती प्रक्रिया के प्रथम चरण में 02 अभ्यर्थियों के जातीय प्रमाण पत्र निर्धारित प्रारूप में न होने के कारण उन्हें UR treat किया जा सकता था।
2. भर्ती हेतु जारी विज्ञापन की शर्तों के अनुसार परीक्षा फीस का refund, जिसका प्रावधान रखा गया था, के refund हेतु समय पर कार्यवाही नहीं की गई।
3. उक्त भर्ती विज्ञापन के आधार पर जांच में पाया गया कि कुमारी शिवानी मलविया, जो अंतिम रूप से चयनित Declare की गई, के द्वारा अपनी DOB गलत भरी गई थी। जिसकी अनदेखी कर उसे भी योग्य घोषित किया गया। यद्यपि High School के प्रमाण पत्र के आधार पर भी उक्त अभ्यर्थिनी योग्य (आयु के आधार पर) पाई गई। परंतु योग्य घोषित करने से पहले भरी गयी जन्मतिथि तथा हाईस्कूल की मार्कशीट का मिलान आवश्यक था।
4. भर्ती विज्ञापन में दिये गए दिशा निर्देशों का अनुपालन हो यह सुनिश्चित किया जाना चाहिये।
5. रेलवे बोर्ड के द्वारा समय - समय पर जारी दिशा निर्देशों व भर्ती विज्ञापन में निर्धारित शर्तों के अनुपालन में ही योग्यता का निर्धारण किया जाना चाहिये।
6. उक्त बिन्दुओं को ध्यान में रखते हुये अग्रिम समस्त चयन प्रक्रियाओं में विज्ञापन की शर्तों के अनुसार पारदर्शिता एवं स्पष्टता पूर्णता सुनिश्चित किया जाना चाहिये।

अतः आपसे आग्रह है कि उक्त बिन्दुओं को दृष्टगत रखते हुये अग्रिम चयन प्रक्रियाओं में आवश्यक सुधार आपके स्तर पर सुनिश्चित किया जाना आवश्यक होगा।

इस पर सक्षम अधिकारी का अनुमोदन प्राप्त है।

31/7/2023

(संजय तिवारी)

वरिष्ठ सतर्कता अधिकारी  
कृते महाप्रबंधक/सतर्कता  
आरेडिका/रायबरेली



MCF/RBL



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

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Tele (Rly) : 039-61925  
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No: G/MCF/RBL/Vig./Mech/PC-54

Date: 03.11.2023

PCMM

MCF/RBL,

**Sub:** - System Improvement regarding handling of rejected material.

**Ref:-** (i) MCF Vigilance letter no. G/MCF/RBL/Vig./Stores/PC/2020/02, dated 31.05.2023

(ii) Railway Board letter no. 2022/RS(G)/779/7 dated 17.10.2022

During course of investigation of a preventive check regarding quality audit of "Water Tank (450 LT) Complete (MDTS 093 REV 08 is Applicable) as per Drg. No. LP63117 Alt 'e' ", it has been observed that in testing by M&C Lab material has been found Non-confirming.

Further, firm did not participated in joint inspection proposed by MCF store department. However, firm has deposited cost of material with testing charge against the rejection advice and lifted the material.

In handling of rejected material RB guideline (ref .ii) as well as System Improvement suggested earlier by MCF/Vigilance (ref. i) has not been followed.

In view of above, it is reiterated that please issue suitable system improvement at your end and also intimate the same to this office.

This has been issued with the approval of competent authority i.e. SDGM & CVO/MCF.

DA: Ref. i (02 pages).

*Sanjaya Tiwary*  
04/11/2023  
(Sanjaya Tiwary)  
SVO/MCF/RBL  
For General Manager/Vig

S.M-16  
0-1



आज़ादी का  
अमृत महोत्सव



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**Confidential**

No: - G/MCF/RBL/Vig./Mech./PC-30

Date: 23.12.2023

All PHOD,

MCF/RBL

**Sub:** - System Improvement regarding delay in contract/tendering process.

In a preventive check conducted by MCF vigilance regarding calibration status of equipments/machines available in CMT Lab, MCF/RBL, it has been observed that calibration of some equipments/machines was due.

In investigation, it has been found that calibration was due i.e. not done in time, because running service contract for the calibration was completed and new contract was not awarded in time. The completion date of previous service contract for calibration was 06.10.2022. Process for new contract was initiated well before the completion date i.e. 22.06.2022 but due to interdepartmental administrative delay, new tender was finalised on 12.05.2023.

In scrutiny of tendering process (GEM contract no. GEMS-511687759740646 dated 12.05.2023) it has been found that in fund availability process time taken by Quality department was approx 01 month. In concurrence of proposal Account department had held file approx 2.5 months; also date is not mentioned in signature. In concurrence of similar nature of work, Account department had held file approx 20 days.

In view of above, it is advised that please issue suitable system improvement at your end for timely initiation and completion of contract/tender, as per extant rule, so as to avoid delay in working.

This has approval of competent authority i.e. SDGM&CVO, MCF/RBL

*Sanjaya Tiwary*  
(Sanjaya Tiwary) 23/12/2023

SVO/MCF/RBL

For General Manager/Vig.



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**Confidential**

No: - G/MCF/RBL/Vig./Elect./PC-13

Date: 08.01.2024

All PHOD,

MCF/RBL

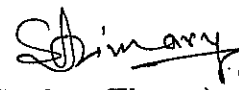
**Sub:** - System Improvement regarding timely completion of D&AR inquiry.

In a preventive check conducted by MCF vigilance regarding timely completion of DAR inquiry resulting out of vigilance investigation, it has been observed that in a Major penalty case concerning to Electrical Department, disciplinary proceedings is still pending from 17.11.2022.

As per timeline given in Railway Board letter no. E (G) 2017/Employees/charter/1 dated 25.10.2017 (RBE no. 157/2017), Major Penalty disciplinary proceedings should be completed within 150 days.

In view of above, it is advised to take suitable necessary step for the timely completion of the disciplinary proceedings, keeping Railway Board's timeline as mentioned above, to avoid any inconvenience, loss and prejudice to the rights of the delinquent employee. Also, ensure to send the intimation of outcome of disciplinary proceedings, to Personnel Department for the maintenance of records.

This has approval of competent authority i.e. SDGM&CVO, MCF/RBL

  
(Sanjaya Tiwary) 08/01/2024  
SVO/MCF/RBL  
For General Manager/Vig.



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**Confidential**

No: - G/MCF/RBL/Vig./Mech./PC-49

<sup>13</sup>  
Date: 09.02.2024

**All PHOD,**

**MCF/RBL**

**Sub:** - System Improvement regarding rotation of officials working at sensitive post

**Ref:** - (i) Railway Board letter no. 2017/V-1/ALSL/1/1 dated 04.02.2019 & 2019/V-1/ALSL/1/1 dated 19.02.2021.


(ii) MCF Vigilance letter no. G/MCF/RBL/vig./CVO Compliance dated 12.04.2022.

(iii) MCF Vigilance letter no. G/MCF/RBL/Vig./RT dated 07.10.2022.

In investigation of a Preventive check regarding rotation of officials working at sensitive posts, it has been observed that- Railway Board's guidelines as well as this office advice issued time to time, regarding rotation of officials working at sensitive post have not been followed. Also, in categorisation of sensitive/non-sensitive posts and their duration, as per Railway Board's guidelines have not been complied.

In view of above, it is advised to take suitable necessary step for strict compliance of guidelines regarding rotation of officials working at sensitive post at your end.

This has approval of competent authority i.e. SDGM&CVO, MCF/RBL

  
(Trilochan Anthwal)  
Dy.CVO/MCF/RBL  
For General Manager/Vig.



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Confidential

No: G/MCF/RBL/Vig./Sys. Improvement

Date: 13.05.2024

**PCPO,  
MCF/RBL.**

**Sub:- System improvement regarding Examination  
within group C promotion.**

Based on the past examination conducted in MCF for Departmental promotion within Group C. it is seen that examination has been cancelled by many times without reason. As per IRVM Para, it is irregularity "Any undue/unjustified delay".

It is advised that Conduct of written examination in schedule time with CCTV surveillance, communication of necessary instruction to candidate as well as invigilator before commencement of examination.

It is felt that suitable action on these points may avoid many future problems and complaints.

This has the approval of CVO.

(Trilochan Anthwal)  
Dy.CVO/MCF/RBL

For General Manager/Vig.

Copy to,  
Secy. to GM for kind information of GM.



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No. G/MCF/RBL/Vig/Mech-I/PC/2023-05

Date: 11.07.2024

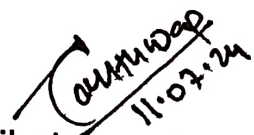
All PHOD's,  
MCF/RBL.

**Sub: - System Enhancement for Issuance of Gate Passes and Mandatory Use of PPE (Personal Protective Equipment).**

During a recent preventive Check conducted by MCF Vigilance, it was observed that the gate passes issued to private/contractual staff working in the MCF/Factory area did not include photographs. Additionally, it was noted that some personnel were found working without the requisite PPE.

In light of these findings, please ensure that all private/contractual staffs are equipped with valid gate passes that include their photographs for identification purposes. Moreover, the mandatory use of PPE must be strictly enforced to ensure safe working conditions.

**This directive has been approved by the CVO.**

  
(Trilochan Anthwal)  
Dy.CVO/ MCF/RBL  
For GM/vigilance



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No: - G/MCF/RBL/Vig./PC/Engg./10

Date: 22.07.2024

All PHOD,

MCF/RBL,

**Sub:** - System improvement regarding similar nature of work in works tender.

**Ref:** - Railway Board letter no. 2012/CE-I/CT/0/5, dated 09.04.2012.

In investigation of case regarding similar nature of work in, it has been observed that similar nature of work of other Railway was proposed by concerned dealer for approval.

Further, Dy.HOD has requested to define similar nature of work but concern PHOD has only signed on noting without clearly defining the similar nature and the tender was uploaded.

In view of above, it is advised that in compliance of Railway Board's guidelines referred above, similar nature of work should be clearly defined by the PHOD concerned and the same should be indicated in NIT/Tender documents also. So that delay in finalisation in tender and disputes/complaints with regards to definition/application of the eligibility criteria should be minimised.

This has approval of SDGM & CVO, MCF/RBL.

*(Signature)*  
 22.07.24

**Dy.CVO/MCF/RBL**  
**For General Manager/Vig.**



आज़ादी का  
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**Confidential**

No:G/MCF/RBL/Vig./Stores/Misc/Comp-64

Date: 10.09.2024

All PHODs  
MCF/RBL

**Sub: System improvement regarding Proper Handling of Firm's Communications and Decision-Making.**

It has been observed during the investigation of certain vigilance cases that officers in various departments have, on occasion, responded to letters and requests from firms and, in some cases, made decisions beyond the scope of their assigned responsibilities. Such actions have inadvertently given rise to vigilance concerns and, in some cases, resulted in unnecessary litigation, which ultimately leads to financial loss for the Railways.

In this regard, it is crucial to emphasize that any communication or request from firms, whether related to technical or financial matters, must be routed to the appropriate authority. Specifically, if a firm approaches any officer with a query or request, the officer is required to ensure that the matter is forwarded to the concerned Purchase Order (PO) issuing authority or the contract-signing authority for proper evaluation and decision. Any Modification Advice (MA) or decision must be issued only by the competent authority, following due consideration of the financial and technical implications.

Additionally, the officer receiving such a letter must also communicate to the firm that they should directly approach the relevant contract-signing or Purchase Order issuing authority for any necessary action.

It is kindly requested to ensure that this practice is implemented in your areas of responsibility. By doing so, we can safeguard the interests of the Railways and minimize the risk of financial losses due to inadvertent administrative oversights.

**This directive is issued with the approval of the CVO and SDGM.**

*Approved*  
12.09.24

Dy.CVO/MCF/RBL  
For General Manager/Vig.

10/10/24

आज़ादी का  
अमृत महोत्सव



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Fax (P&T) : 0535-27043

गोपनीय / Confidential

पत्र सं. : जी/एमसीएफ/आरबीएल/विज./प्रणाली सुधार

दिनांक: 10.10.2024

सभी प्रमुख प्रधान विभागाध्यक्ष  
आरेडिका/रायबरेली

विषय: - अराजपत्रित कर्मचारियों के लिए प्रत्येक विभाग/अनुभाग में निर्धारित उपस्थिति पंजक में प्रणाली सुधार के संबंध में।

उपरोक्त विषय के संदर्भ में सतर्कता निवारक जांच के क्रम में विभिन्न विभागों (कार्मिक शाखा, लेखा विभाग, मेडिकल विभाग, बोगी शॉप व दूर संचार विभाग) के द्वारा अनुरक्षित उपस्थिति पंजक की जांच की गई थी। जांच के दौरान पाई गई अनियमितता/त्रुटियाँ जैसे कि कर्मचारियों के द्वारा निर्धारित समय पर उपस्थिति पंजिका में हस्ताक्षर नहीं करना, कर्मचारियों के हस्ताक्षर (उपस्थिति पंजक एवं छुट्टी आवेदन पत्र पर) में भिन्नता, उपस्थिति पंजिका में बिना अनुमोदन/रद्द के छुट्टी दर्शाया जाना, कर्मचारियों के द्वारा उपस्थिति पंजक पर सफेदा का प्रयोग करते हुए हस्ताक्षर किया जाना, उपस्थिति पंजक पर अधिलेखन, संशोधन, सफेदा इत्यादि का प्रयोग, उपस्थिति पंजक को संबन्धित अनुभाग के पर्यवेक्षक एवं अनुभाग अधिकारी के द्वारा निर्धारित समय पर निचले कालम में जांच के बाद हस्ताक्षर न किया जाना इत्यादि पाई गई है।

अतः उपरोक्त के आलोक में आपसे अनुरोध है कि उक्त अनियमितताओं को दृष्टगत रखते हुए रेलवे बोर्ड के कार्यालय पद्धति नियमावली (MOP) के भाग - 1 (संगठनात्मक नियमावली) के चैप्टर - VII में उल्लिखित उपस्थिति पंजक से जुड़े नियमों को दृष्टिगत रखते हुए आपके स्तर पर सुधार प्रणाली जारी किया जाए एवं अनिवार्य रूप से इसका पालन सुनिश्चित कारवाई जाए। प्रशासनिक स्तर पर होने वाली प्रत्यक्ष व परोक्ष लापरवाही को रोकने के लिए प्रभावी कदम उठाते हुए कृत कार्यवाही से सतर्कता विभाग को अवगत करवाया जाए।

इस पर महाप्रबंधक/सतर्कता महोदय का अनुमोदन प्राप्त है।

all by HODs

(Signature)

(Signature)  
उप मुख्य सतर्कता अधिकारी  
कृते महाप्रबंधक/सतर्कता  
आरेडिका/रायबरेली



75  
आज़ादी का  
अमृत महोत्सव



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
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No: - G/MCF/RBL/Vig./Mech./PC-55

Date: 05.11.2024

All PHOD,

MCF/RBL,

**Sub:** - System Improvement regarding service contract.

During preventive check of various service contracts it has been observed that the definition of similar service contract was not approved by PHOD. whereas As per Para (iv) of Railway Board letter No. 2012/CE-I/CT/O/5, dated.09.04.2012 regarding Guidelines on Similar Nature of Works, *Similar nature of works should be clearly defined by the PHODs on open line and nominated Chief Engineer/CSTE/CEE on construction organisation of the Zonal Railways and it should be strictly followed and same should be indicated in the NIT/Tender document also.*

As per Para 6.2.1 GCC for service which is minimum eligibility criteria it is mentioned that "*Similar service contract means any contract that is so specified by the competent authority*".

In view of above, it is advised that definition of **similar service contract** in service contract should be clearly defined by the PHODs of concerned department and same should be indicated in the NIT/Tender document also.

This has approval of SDGM & CVO, MCF/RBL.

*Authorised*  
05.11.24

Dy.CVO/MCF/RBL  
For General Manager/Vig.



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

Office of the General Manager/Vig.  
Modern Coach Factory,  
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Tele (Rly) : 039-60468  
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No. G/MCF/RBL/Vig./System Improvement

Date: 20.12.24

All PHODs/CHODs  
All HODs  
All Dy.HOD

**Sub:** System Improvement in Quotation Register Maintenance and Management

All concerned officers must maintain quotation registers accurately, ensure periodic review, and comply with SOP provisions including Item 5F. Quotations are to be invited only for urgent, safety-related works, not for fancy or non-essential purposes, and must involve verified, experienced contractors. The proposal for quotations must include the quotation register's serial number. Non-compliance will result in disciplinary action.

This has been issued with the approval of SDGM& CVO.

*(Signature)*  
20.12.24  
Dy.CVO



**Confidential**

Date: 21.02.2025

No: G/MCF/RBL/Vig/System improvement

All PHODs  
MCF/RBL

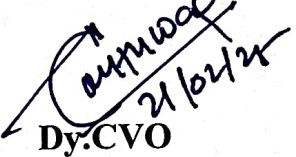
**Sub: System improvement regarding payment to the contractual manpower.**

During the investigation of some service contracts related to manpower supply, the following observations have been made:

1. It has been noted that in some cases, bank statements of firms or any other document showing proof of payments made to contractual labor are not being taken at the time of bill submission. To ensure compliance with statutory norms, it is advised that:
  - o Firms must submit bank statements or any other relevant documents showing payments made to contractual labor along with their bill submissions.
  - o If the Railway requires bank statements for any specific period within the contract duration, the firm must provide them as and when asked.
  - o Supporting documentary evidence, such as EPF statements, ESIC statements, and proof of bonus payments, must also be submitted for verification along with the bills.
2. To enhance transparency and accuracy in attendance records, it is advised that a combination of punch cards, biometric verification, and iris scans be used. Attendance should be recorded twice daily once upon entry into the factory premises and again at the time of departure.

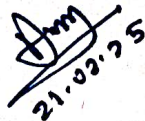
To ensure adherence to statutory norms, it is advised that the above clauses be incorporated into contract agreements and tender documents. A tentative checklist for ensuring payments to contractual manpower as per statutory norms is attached as Annexure A.

This directive has been issued with the approval of the competent authority ie. SDGM&CVO.

  
Dy:CVO  
MCF/RBL

## Annexure A

- (i) The contractor must ensure that all payments to contractual labor are made through bank transactions only; cash payments are strictly prohibited.
- (ii) The employer (contractor) must ensure timely payment of EPF and ESIC contributions for contractual labor.
- (iii) The Principal Employers must be registered, and obtaining the necessary Labour License is mandatory.
- (iv) The contractor must maintain all registers and records as specified in Section 29(1) of the CLRA Act, 1978.
- (v) EPF contributions must be provided by the contractor in accordance with EPF regulations for contractual labor.
- (vi) Attendance must be recorded using a combination of punch cards, biometric verification, and iris scans. It should be marked twice daily—once upon entry into the factory premises and again at the time of departure.
- (vii) A surprise check for the physical attendance of contractual labor must be conducted by a Railway representative on at least 20% of the working days each month.
- (viii) The contractor must ensure that every employee is paid wages at a rate not lower than the minimum wage fixed by the Labour Commissioner's office from time to time.
- (ix) The contractor must ensure the payment of bonuses to eligible employees as per applicable regulations.

  
21.02.25

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MODERN COACH FACTORY,  
RAEBARELI  
सतर्कता विभाग  
VIGILANCE DEPARTMENT

No: 2024/09/MCF/RBL/Vig./01

Date: 07.02.2025

ALL PHODs  
MCF/RBL

Sub: - System Improvement.

In the investigation of a tender case, one of the firms was deemed technically suitable during the Tender Committee (TC) evaluation, and the contract was awarded based on this assessment. However, it was later discovered that the firm had submitted a manipulated or forged turnover certificate, which went undetected during the evaluation. Upon discovering the issue, the contract was understandably terminated, and the case was referred to the Railway Board for the consideration of banning the firm's future participation in tenders.

To prevent similar situations from arising, it is essential to implement a more structured and rigorous approach to document verification during the tender evaluation process. By requiring Tender Committee members to follow a checklist that mandates the verification of critical documents such as turnover certificates, financial statements, and other important credentials through official resources available such as Institute of Chartered Accountants of India (ICAI), it can be ensure that the evaluation process remains robust, accurate, and transparent. This would help eliminate any risk of fraudulent submissions slipping through the cracks and ensure that only genuinely qualified firms are considered for contracts.

This has approval of SDGM&CVO, MCF/RBL.

*(Signature)*  
07.02.25

Dy.CVO/MCF/RBL  
For General Manager/Vig





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08.03.  
दिनांक : 22.02.2025

पत्र सं. : G/MCF/RBL/Vig/PC/Stores/2021/07

The Principal Chief Materials Manager  
Modern Coach Factory (MCF)

**Subject: System Improvements in Tendering Process.**

During investigation in the procurement of Switch Plate Assembly for LHB EOG GS Coaches to PL No. 33642023 against MCF Tender No. 05190265B Opened on: 26.08.2021, some irregularities in the tendering process. Following system improvement is suggested for implementation:

***"Before initiating the tendering process, the Stores Department should obtain a clear specification, Qty of items to be procured and drawing of the required material from the concerned Planning Department to avoid unnecessary delays and ambiguity to avoid re-tendering".***

These measures must be implemented immediately to enhance efficiency and prevent future lapses.

This has the approval of CVO.

*(Signature)*  
08.03.25

Dy.CVO/MCF/RBL  
For General Manager/Vig.



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Corrigendum

No: 2024/09/MCF/RBL/Vig./01

Date: 25.03.2025

All PHODs  
MCF/RBL

Sub: - System Improvement.

In the investigation of a tender case, one of the firms was deemed technically suitable during the Tender Committee (TC) evaluation, and the contract was awarded based on this assessment. However, it was later discovered that the firm had submitted a manipulated or forged turnover certificate, which went undetected during the evaluation. Upon discovering the issue, the contract was understandably terminated, and the case was referred to the Railway Board for the consideration of banning of Business in Indian Railways.

To mitigate the risk of such situations recurring, it may be helpful to introduce a more comprehensive process for document verification during the tender evaluation. It is suggested that the Tender Committee members adopt a checklist to ensure that key documents, such as turnover certificates are verified through official websites like the Institute of Chartered Accountants of India (ICAI). This additional step will significantly strengthen the evaluation process, promoting accuracy, transparency, and the exclusion of fraudulent submissions.

This has approval of SDGM&CVO, MCF/RBL.

*Amrwap*  
*25.03.24*

Dy.CVO/MCF/RBL  
For General Manager/Vig



आरेडिका / रायबरेली



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2704381

Date: .02.2025

No. G/MCF/RBL/Vig/Mech/V1/2024/

Dy.GM(G)  
MCF/RBL

**Sub: System Improvement in legal matters.**

Following system improvement is suggested for dealing with arbitration /legal cases involving interest payments/penalties.

1. Whenever a legal or arbitration case involves a payment to a private party and a deadline is set for the decision, the officer responsible for the relevant section of the concerned department must take proactive and diligent action to ensure the case is expedited. Every effort should be made to ensure that the decision is finalized within the prescribed time frame set by the Hon'ble Court.
2. Any provision in the arbitration award that imposes a time limit, in the form of any penalty, or interest on the railways for non-compliance should be clearly stated at the conclusion of every noting before putting up to the competent authority.
3. The number of levels through which a file passes for a decision shall not exceed four (chapter V , para 14 of Central Secretariat Manual of office procedure).
4. Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration( chapter V , para 14 of Central Secretariat Manual of office procedure).
5. In case of urgent matters, the decisions may be conveyed directly to the officer concerned for implementation, who after doing the same, shall bring it to the notice of the levels of officers, that have been jumped in the hierarchy(chapter V , para 14 of Central Secretariat Manual of office procedure)

This issues with the approval of competent authority i.e SDGM&CVO

*(Signature)*  
17.04.25  
Dy.CVO





No: G/MCF/RBL/VIG/PC/Stores/2024/12

Date: 13.06.2025

PCME  
MCF/RBL

**Sub: System Improvements for Strengthening Material Quality and Audit Compliance**

Kind attention is invited to certain observations regarding gaps in traceability, documentation, and procedural compliance in the use of the XRF spectrometer. In order to strengthen the existing system and enhance audit preparedness, it is respectfully suggested that

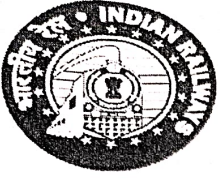
1. A formal procedure or Joint Procedure Order (JPO) for material inspection and audit readiness may be issued with the approval of the competent authority.
2. Material traceability may be ensured by recording relevant details such as Purchase Order numbers and firm names prior to testing.
3. All test results, including repeat and inconsistent readings, may be properly documented for reference and audit purposes.
4. Only calibrated equipment may be used for material testing to maintain accuracy and reliability.
5. If considered appropriate, RCF and ICF may be consulted to establish a standardized system for material testing and record maintenance at MCF.

The action taken in this regard may kindly be intimated to this office.

This has the approval of CVO/MCF.

*(Signature)*  
16.06.25

**Dy. CVO/MCF/RBL**  
For General Manager/Vigilance



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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.



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No. 2025/MCF/RBL/PC/QC-03

**Confidential**  
Date: 25.07.2025

प्रधान मुख्य सामग्री प्रबंधक (PCMM)  
मॉडर्न कोच फैक्ट्री  
रायबरेली

विषय: संविदा कर्मियों की उपस्थिति पद्धति में एकरूपता हेतु प्रणाली सुधार के संबंध में।

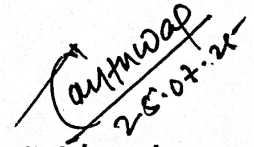
उपरोक्त विषय के सम्बंध में निवेदन है कि दिनांक 18.07.2025 को Dy.CMM/Fur/Depot एवं Dy.CMM/Shell Depot कार्यालयों में की गई निवारक जांच के दौरान यह अवलोकन में आया कि GEM अनुबंध संख्या GEMC-511687728830810 दिनांक 10.06.2024 के अंतर्गत कार्यरत M/s MIRAZ FACILITY MANAGEMENT SERVICES PRIVATE LIMITED के संविदा कर्मियों की उपस्थिति दर्ज करने की प्रणाली दोनों डिपो में भिन्न-भिन्न है।

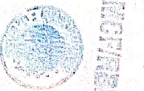
- शेल डिपो में कर्मियों की उपस्थिति हस्ताक्षर द्वारा रजिस्टर में की जाती है।
- वहीं फर्निशिंग डिपो में उपस्थिति संबंधित सुपरवाइजर द्वारा 'P'/'A' चिन्हित कर दर्ज की जाती है।

यह असमानता उपस्थिति की प्रमाणिकता एवं पारदर्शिता को प्रभावित कर सकती है। अतः यह अत्यंत आवश्यक है कि दोनों डिपो में उपस्थिति दर्ज करने की एकसमान और पारदर्शी प्रणाली अपनाई जाए।

अतः अनुशंसा की जाती है कि भंडार विभाग में उपस्थिति दर्ज करने के लिए हस्ताक्षर आधारित प्रणाली लागू की जाए, जिससे डाटा की सत्यता, पारदर्शिता एवं उत्तरदायित्व सुनिश्चित किया जा सके।

उपरोक्त प्रणाली सुधार मुख्य सतर्कता अधिकारी (CVO) की स्वीकृति से अनुमोदित है।

  
25.07.25  
Dy. CVO/MCF/RBL  
For General Manager/Vig.





आधुनिक रेल डिब्बा कारखाना, रायबरेली  
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No: G/MCF/RBL/Vig./Sports/PC-01

Date: As signed.

**All PHOD,  
MCF/RBL**

Sub: System Improvement regarding Rotational Transfer and Duty List.

During the course of a preventive check, it has been observed that the Rotational Transfer Policy issued by the Railway Board is not being strictly complied with in certain departments/sections, despite earlier system-improvement issued by Vigilance. It has also been noticed that proper duty lists of officers and supervisors are not being issued in some cases.

In view of the above, it is reiterated that strict compliance with the Rotational Transfer Policy, as issued by the Railway Board and reiterated by the Vigilance Department, must be ensured in both letter and spirit. Further, proper and updated duty lists of officers and supervisors should invariably be prepared and issued in all departments/sections.

This has approval of SDGM & CVO, MCF/RBL.

*(Signature)*  
28/08/23

**Dy.CVO/MCF/RBL  
For General Manager/Vig.**





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VIGILANCE DEPARTMENT

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No. : G/MCF/RBL/Vig./Stores/Misc/Comp/32

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दिनांक : 30/09/2025

All PHODs  
MCF/RBL

**Sub: System Improvement regarding irregularities in GEM contracts.**

Upon investigating a tender following a complaint, it was observed that certain lapses occurred during both the tender publication and Purchase Order (PO) issuance stages. These procedural shortcomings highlight the need for preventive vigilance measures. Accordingly, the following system improvements are suggested:

1. While floating a manpower tender, the tender issuing authority must ensure that the estimate includes the current applicable minimum wages. The evaluation and ranking of such tenders are to be done on the basis of the service charge quoted by the bidders. It should be ensured that the tenders reflect the minimum wages applicable at the time of tendering. In case it is found that the applicable minimum wages differ from those published, it should not result in any offer being considered unsuitable solely for quoting the minimum wages as uploaded by the Railways. The contract can be issued with the correctly applicable minimum wages as per law.
2. The Department of Expenditure guidelines (Letter No. F.6/1/2023-PPD dated 06.01.2023) stipulates that the minimum service charge is 3.85%, with a maximum limit of 7%. Despite this maximum limit, a bidder electronically quoted a service charge exceeding the permissible limit. The ceiling for service charge should be strictly adhered to in the contract issued.
3. The financial ranking of offers should be based solely on the GeM tabulation. Price breakup sheets should not be allowed to influence the financial ranking of the offers.

This has the approval of competent authority.

*authwsp*  
20/09/25  
Dy.CVO/MCF  
For GM/Vigilance





आधुनिक रेल डिब्बा कारखाना, रायबरेली  
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No.2025/MCF/RBL/PC/QC-05

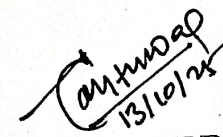
Date: 13.10.25

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





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पत्र सं. : G/MCF/RBL/Vig/ PC/Stores/2021/06

दिनांक : 02.11.2025

All PHODs,  
Modern Coach Factory  
Lalganj, Raebareli

**Sub:** Compliance of System Improvement issued by Railway Board vide letter No.2025/V5/Misc/RB/ST/2 dated 15.10.2025 – regarding.

It is to inform that Railway Board (Vigilance Directorate) vide above-referred letter has issued important instructions for **system improvement in post-contract deviations**. The Board has observed instances wherein alternate materials were approved by user departments without proper sanction from the competent authority, leading to financial implications. The Railway Board has emphasized that:

- o Any variation from contract specifications, including use of alternate materials, should only be done with due sanction of the competent authority that approved the original contract acting in consultation with his financial advisor and after taking legal advice, if necessary.
- o Whenever alternate material is found suitable and permitted against a contract, the drawing/specification should be modified to incorporate the same for future procurements.
- o Executive officers should be sensitized with relevant provisions of **Stores Code Volume-I, Para 439(b)** to prevent unauthorized post-contract deviations.

All PHODs are therefore requested to **sensitize their respective executive departments and ensure strict compliance** of these guidelines to avoid recurrence of such lapses.

This has the approval of CVO/MCF.

*(Signature)*  
Dy.CVO/MCF/RBL  
For General Manager/Vig.

DA: As above



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

Office of the General  
Manager/Vig.  
Modern Coach Factory,  
Lalganj, Distt.- Raebareli,  
Uttar Pradesh - 229120  
Tele (Rly) : 039-61925  
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पत्र सं. : 2025/MCF/RBL/PC/QC-05

दिनांक : 07.11.2025

GME/IT,  
Modern Coach Factory,  
Lalganj, Raebareli.

**Sub:** Request for implementation of computerized monitoring system for manpower service contracts.

**Ref:** System improvement circular No. 2025/MCF/RBL/PC/QC-05 dated 13.10.2025

The above-referred circular on System Improvement in Manpower Service Contracts, approved by SDGM & CVO, outlines measures to strengthen transparency and regulatory compliance in contractual manpower engagement. Para-9 of the circular emphasizes the need for a computerized monitoring system.

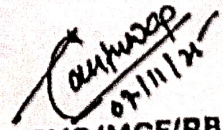
As per the provisions, the system shall provide for issuance of identity cards or gate passes to each contractual employee. These passes must clearly reflect the validity period and EPF number of the employee. Further, the gate pass system is required to restrict the entry of manpower beyond the approved contractual strength.

The system should also be capable of automatically generating the monthly wage sheet of all contractual staff based on attendance records linked to the online gate pass platform. The wage sheet is expected to reflect the period of duty performed and relevant statutory components.

Additionally, a monthly exception report should be generated through the system, indicating details of any changes in contractual staff along with recorded reasons for such changes.

In view of the above, it is requested that the necessary software development and integration work may please be initiated for implementation of this computerized monitoring system. A suitable timeline for implementation may kindly be communicated.

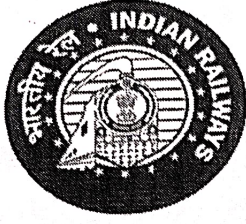
This has been issued with the approval of CVO/MCF.

  
Dy. CVO/MCF/RBL  
For General Manager/Vig.

DA: As above



आधुनिक रेल डिब्बा कारखाना / रायबरेली



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

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Date: 10.11.2025

No: G/MCF/RBL/Vig./PC/ Stores /2024/04

The Principal Chief Medical Officer  
MCF, Raebareli

**Sub:** System improvement regarding availability of medical officers during emergency hours.

During a preventive check in the Emergency Ward on 16.03.2024, it was observed that a child patient arrived Hospital with injury at 20:40 hrs, no doctor was present at emergency ward after telephonic call, doctor reported at 21.30 hrs.

To ensure timely emergency response, the following system improvements are suggested:

- Ensure strict compliance of duty rosters.
- Maintain a register/logbook for all emergency calls with timestamps.
- Periodic checks be conducted to ensure timely availability of doctors in emergency.
- Displaying duty doctor contact details on emergency ward noticeboard for better coordination.

It is requested that necessary action may please be taken to ensure full compliance of aforesaid suggested System Improvements.

This may please be treated as **Most Urgent**.

This has the approval of CVO/MCF.

*(Signature)*  
10/11/25

Dy.CVO/MCF/RBL  
For General Manager/Vig.





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MODERN COACH FACTORY, RAEBARELI

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No. 2024/05/MCF/RBL/Vig/Comp/03

Date: 26.11.2025

The Principal Chief Materials Manager  
Modern Coach Factory  
Raebareli

**Sub: System Improvement regarding indication of "Sister/Allied Concern" status in Vendor Directory for approved sources.**

During the course of investigation into the above case, it was observed that both M/s S. Internationals and M/s Nandraton Foundry & Engineering Works Pvt. Ltd. possess common ownership and management, as per MCA and GST records, thereby indicating that both firms are sister concerns.

However, the RCF Vendor Directory, which governs eligibility for procurement at MCF, does not mention the allied or sister concern status of these two firms. As a result, both firms participated and were issued Purchase Orders in the same tender under different vendor categories (approved and developmental). To prevent recurrence of such situations and to reinforce transparency and compliance with procurement norms, the following system improvement is suggested:

*"Stores Department may be advised to take up the matter with the approving agency (RCF/Kapurthala) to incorporate a specific column or notation in the Vendor Directory/UVAM database indicating whether the approved vendor has any sister/allied concern registered for the same item."*

This will enable procuring units to identify related entities during tender evaluation and prevent simultaneous participation and ordering on sister concerns in the same tender, thereby minimizing the risk of conflict of interest and promoting fair competition.

This letter is issued with the approval of CVO/MCF.

*(Signature)*  
27.11.25

Dy.CVO/MCF/RBL  
For General Manager/Vig.



आधुनिक रेल डिब्बा कारखाना , रायबरेली  
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No. 2025/02/MCF/RBL/Vig/Comp/05

Date: As Signed

PCPO  
MCF/RBL.

**Sub: System improvement for maintaining Roster Register.**

In connection with the investigation of a case, a procedural lapse has been noticed, as the roster register was prepared long after the date of notification/assessment. Hence following system improvement is suggested for maintaining Roster Register:

1. There should be separate Rosters for direct recruitment and promotions for every level.
2. Entries by Pencil/Overwriting should be avoided on Roster Register.
3. All columns should be filled up and signed by concerned Personnel officer.
4. For better working, it may be ensured that the instructions issued by the Railway Board from time to time should be followed.

**This has the approval of competent authority.**

*(Handwritten Signature)*  
02/12/24

**Dy.CVO/MCF/RBL  
For GM/vigilance**