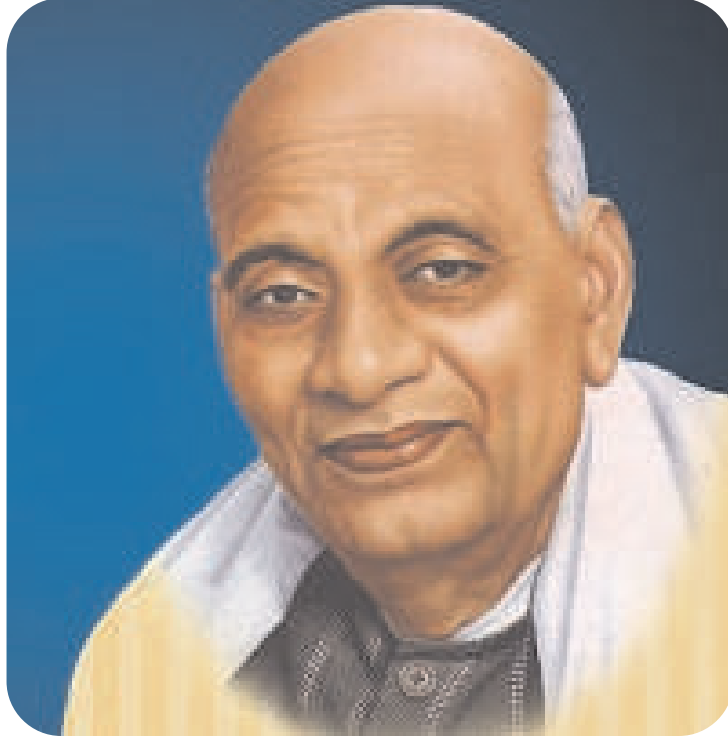




**आधुनिक रेल डिब्बा कारखाना
रायबरेली**
**MODERN COACH FACTORY
RAEBARELI**



सतर्कता बुलेटिन
VIGILANCE BULLETIN
2018



SARDAR VALLABHBHAI PATEL

31.10.1875 - 15.12.1950

सतर्कता जागरूकता सप्ताह का आयोजन
सरदार वल्लभ भाई पटेल के जन्म दिवस
के अवसर पर किया जाता है।

प्रतिज्ञा

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

PLEDGE

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



**Message from the
Vice President of India**



सत्यमेव जयते

भारत के उपराष्ट्रपति
VICE-PRESIDENT OF INDIA
MESSAGE

I am happy to know that this year the Vigilance Awareness Week is being observed on the theme 'Eradicate Corruption – Build a New India' by the Central Vigilance Commission from October 29 to November 03, 2018.

Corruption is one of the biggest obstacles in the progress of a country. Since its inception, the CVC has played a significant role in the promotion of transparency and efficiency in the public sector. I am sure, the proposed public awareness campaign to be run by the CVC during the Awareness Week by conducting activities such as seminars, lectures, debate, plays, poster and drawing competitions in schools, colleges, trades associations, Chambers of Commerce etc. and the formation of integrity clubs in various other institutions will undoubtedly go a long way in the sensitization of general public and other stakeholders about the menace of corruption in public life.

Let us take a pledge on this occasion to remove the scourge of corruption from our society.


(M. Venkaiah Naidu)

New Delhi
22nd October, 2018



**Message from the
Central Vigilance Commission**



सत्यमेव जयते



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केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
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Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi 110023

सं./No. 018/VGL/033

दिनांक / Dated. 11.10.2018

MESSAGE

The Commission observes the Vigilance Awareness Week each year to emphasise the significance of probity and integrity in public life. During this period, public campaigns are carried out to promote these ideas. This year the Commission has chosen "Eradicate Corruption - Build a New India" as the theme for the Vigilance Awareness Week.

We believe that corruption corrodes the vitals of the economy. The Central Vigilance Commission, as the apex integrity institution of the country, in pursuit of the Vision of the Government of a New India by the 75th anniversary of our Independence, endeavours to promote integrity, transparency and accountability in public life.

The Commission strives to promote integrity and eradicate corruption with the active support and participation of stakeholders and believes that public participation plays a very vital role in fighting corruption and in nation building. Various outreach activities are organised in schools, colleges, villages, towns and cities to ensure collaboration with people.

The Commission appeals to all to solemnly pledge to unite to eradicate corruption and to build a New India.

(Sharad Kumar)
Vigilance Commissioner

(Dr. T. M. Bhasini)
Vigilance Commissioner

(K. V. Chowdhary)
Central Vigilance Commissioner



**Message from the
General Manager**

आधुनिक रेल डिब्बा कारखाना
रायबरेली
MODERN COACH FACTORY
RAEBARELI



MESSAGE

I am happy to know that the Vigilance Department of Modern Coach Factory is bringing out 3rd issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week starting from 29th October to 03rd November, 2018.

“Eradicate Corruption- Build a New India” is the main theme of Vigilance Awareness Week, 2018. Generic measures to eradicate corruption includes simplification & standardisation of rules, leveraging technology, regular & effective inspections, training & awareness of staff. Observance of Vigilance Awareness Week will encourage all stakeholders to collectively participate in fight against corruption.

I congratulate the Vigilance department for their effort for publishing out 3rd issue of vigilance bulletin.

(Suneet Sharma)
General Manager



**Message from the
Chief Vigilance Officer**

आधुनिक रेल डिब्बा कारखाना
रायबरेली
MODERN COACH FACTORY
RAEBARELI



प्रस्तावना

मुझे यह जानकारी हर्ष हो रहा है की आधुनिक रेल डिब्बा कारखाना 29 अक्टुबर से 03 नवम्बर 2018 तक सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष सतर्कता जागरूकता सप्ताह की विषयवस्तु "भ्रष्टाचार मिटाओ—नया भारत बनाओ" है।

सतर्कता संगठन, निरोधक सतर्कता, ई—गवर्नेंस, योजनबद्ध सुधार द्वारा सही पद्धति के बारे में शिक्षित कर भ्रष्ट पद्धति की रोकथाम करने में महत्वपूर्ण भूमिका निभाता है। इस सतर्कता जागरूकता सप्ताह के माध्यम से हम संगठन में हरेक स्तर पर कर्मचारियों एवं अधिकारियों से अपेक्षा रखते हैं कि भ्रष्ट पद्धति को छोड़कर अपने अपने कार्यक्षेत्र में पारदर्शी तरीके से उत्तरदायित्व का पालन करेंगे।

वर्तमान सतर्कता बुलेटिन में निवारक सतर्कता, सेवा अनुबंध, भंडार, यांत्रिक, कार्मिक एवं चिकित्सा विभाग से संबन्धित "करे और न करे" संबन्धित लेख प्रकाशित किए गए हैं, जो कि सभी संबन्धित कर्मचारियों एवं अधिकारियों के लिए उपयोगी सिद्ध होगा।

इस बुलेटिन का मुख्य उद्देश्य कर्मचारियों एवं अधिकारियों में सतर्कता जागरूकता बढ़ाने एवं अपना कार्य ईमानदारी एवं निष्ठापूर्वक करने में सहयोग प्रदान करना है।

आर.एन.टोप्यो
मुख्य सतर्कता अधिकारी

अस्वीकरण

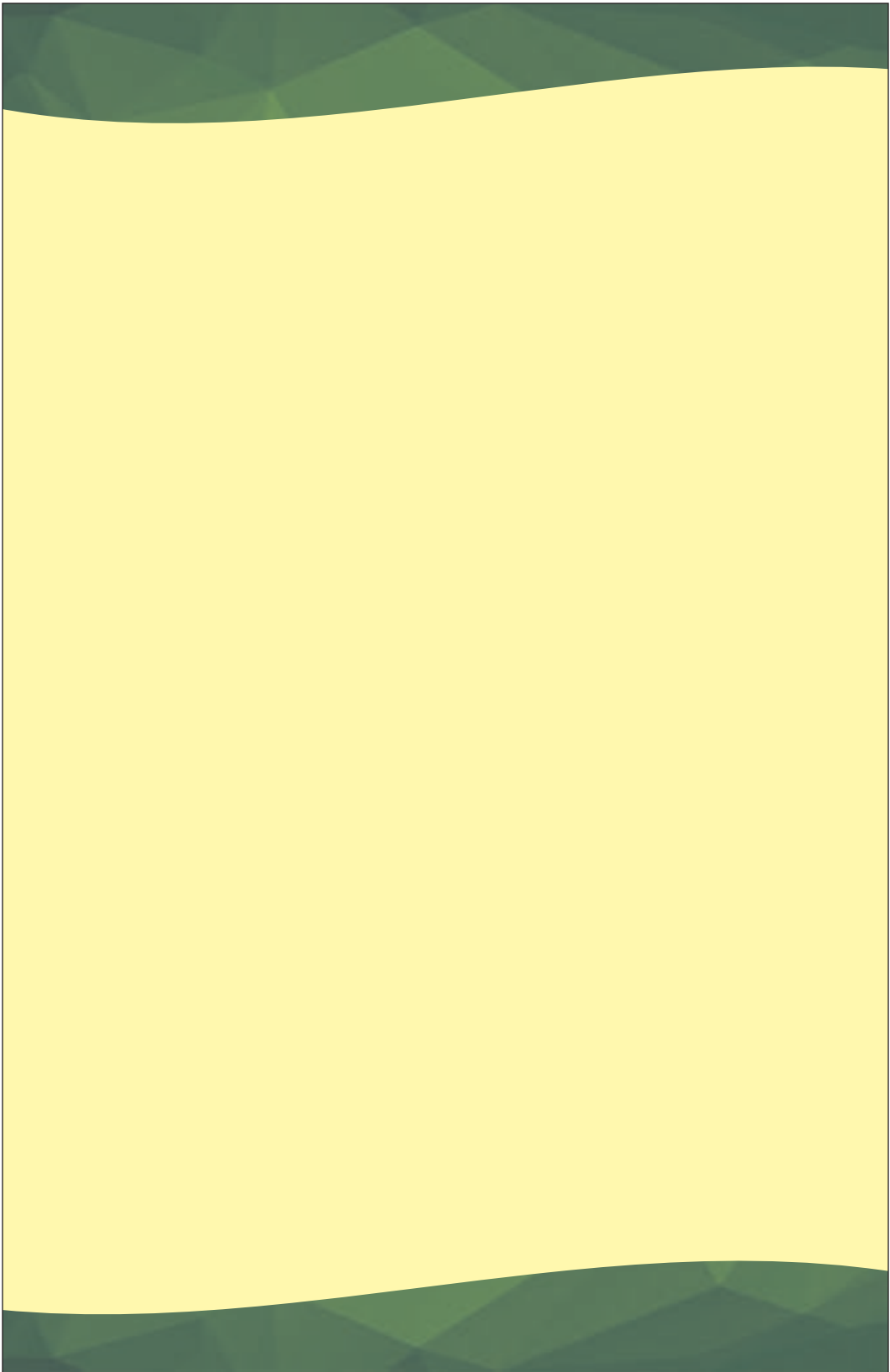
यह बुकलेट मात्र सांकेतिक है, अपने आप में सुविस्तृत नहीं। यह संबंधित विषय पर किसी भी प्रकार से किसी नियम, प्रक्रिया तथा वर्तमान अनुदेशों/मार्गदर्शी सिद्धांतों को प्रतिस्थापित नहीं करता। इस बुकलेट में उल्लेखित प्रावधान किसी भी प्रकार से किसी भी रेलवे कोड एवं परिपत्रों का जिनका इसमें हवाला दिया गया है का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

DISCLAIMER

THE BOOKLET IS ONLY INDICATIVE AND IS BY NO MEANS EXHAUSTIVE. NOR IT IS INTENDED TO BE A SUBSTITUTE FOR RULES, PROCEDURES AND EXISTING INSTRUCTIONS/GUIDELINES ON THE SUBJECT. THE PROVISIONS HEREIN DO NOT IN ANY WAY SUPERSEDE THE RULES CONTAINED IN ANY OF THE RAILWAY CODES AND THE CIRCULARS REFERRED TO HEREIN SHOULD BE READ BOTH INDIVIDUALLY AND IN CONJUNCTION WITH OTHER RELEVANT POLICY CIRCULARS FOR PROPER APPRECIATION OF THE ISSUES INVOLVED. THIS BOOKLET ALSO SHOULD NOT BE PRODUCED IN ANY COURT OF LAW AND WHEREVER NECESSARY, REFERENCE SHOULD ALWAYS BE MADE TO THE ORIGINAL ORDERS ON THE SUBJECT.

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PREVENTIVE VIGILANCE

1. The Concept of Preventive Vigilance

It is adoption of a package of measures to improve systems and procedures to eliminate/reduce corruption, promote transparency and ease of doing business. Preventive vigilance involves systemic improvements which besides reducing corruption also lead to better operational results. It is a tool of management and good governance and therefore it is the duty of the management as a whole, and not of the CVO alone. Indeed, it can be said that it is the duty of every employee.

- 1.1 Causes of corruption : Preventive vigilance is aimed at identifying, tackling/addressing the root cause of corruption within the organisation. The common causes of corruption, inter alia, could be:
- a) Excessive regulation & licensing.
 - b) Complicated rules and regulations.
 - c) Monopoly over delivery of goods/services.
 - d) Lack of transparency.
 - e) Lack of accountability.
 - f) Too much discretionary power.
 - g) Poor regulatory framework.
 - h) Poor grievance redressal mechanism.
 - i) Very low rate of detection of corruption.
 - j) Lack of condemnation of corrupt practices by the public.
 - k) Absence of a formal system of inculcating values, ethics & integrity.

- l) Inadequacy of regular/periodic/surprise checks.
- m) Rigid bureaucratic framework/processes.
- n) Lack of awareness about rights, duties, procedure to complain, rules, laws, etc.

2. Potential Areas of Corruption

Preventive vigilance is aimed at tackling the areas vulnerable to corruption within the organisation. Although potential areas of corruption are specific to organisations/sectors, there are some broad areas common to all organisations, which need special attention while putting in place a system of preventive vigilance. These relate to:

- a) *Procurement*: Procurement is a vast area ranging from procurement of store materials & services to execution of infrastructure projects. It is one of the major corruption prone areas in all organisations.
- b) *Sale of goods and services*: The disposal of goods (the reverse of procurement) and services is also a major area of corruption in some organisations. Similarly, allocation of scarce and/or precious natural resources an area of corruption.
- c) *Human resource management*: Human resource management is common to all organisations and the processes relating to recruitment, promotion, transfer and posting are prone to manipulation and corruption.
- d) *Delivery of services to public*: Although not common to all Public Sector Organisations, major Government Departments are involved in delivery of services which are a potential area of corruption.
- e) *Enforcement*: The enforcement of Acts, Rules and Regulations is also an area vulnerable to corruption mainly due to lack of awareness among citizens and

ineffective grievance redressal mechanism.

3. Preventive Vigilance Measures

Preventive vigilance measures can broadly be categorized as:

- a) *Simplification and standardisation of rules:* Simplification and standardisation of rules and procedures results in elimination of discretion and arbitrariness, which in turn reduces corruption. Identifying areas involving exercise of existing rules and regulations needs to be guidelines together with a complete review of existing rules and regulations needs to be undertaken to introduce clarity and accountability. Similarly, simplification and standardisation of forms/application also reduces scope for corruption.
- b) *Leveraging technology:* Technology as an enabler for fighting corruption has been effectively demonstrated. E-procurements, E-payments, use of websites for dissemination of information and creating awareness, use of CCTV in places of dealing, use of GPS enabled devices/RFIDs, use of appropriate analytical tools, computer assisted audit techniques for detecting frauds are examples of how technology strengthens the system of preventive vigilance.
- c) *Automation:* Using IT as an enabler for reducing corruption along with business process re-engineering is recognized as an effective tool of preventive vigilance. Automation reduces interface/interaction between public officials and common public. It also removes monopoly in delivery of services and personal discretion, reducing the opportunities for discretion thus leading to reduction in corruption. Therefore, the

organisations should strive to reduce interface of officials with common public/customers by way of automation/online services. However, IT systems are not an end in themselves; they are the means to an end. It follows therefore that there is a need to develop a system of alerts also as a response mechanism.

- d) *Business Process Re-engineering (BPR)*: BPR is very important as it helps the organisations rethink how they do their work and in the process, encourages a full-scale re-creation of processes in order to meet the objectives of the organisation. Existing processes may be re-engineered to even prevent leakage of revenue.
- e) *Transparency*: Transparency removes the information gap between the public and public officials which in turn reduces corruption. The website of the Department/Organisation should contain rules & regulations, contact details of officials and all other information useful for common public/customers.
- f) *Accountability*: There is no fear of punitive action due to lack of accountability. A system with clear accountability and assigned responsibility at each level is necessary not only for smooth functioning but increased transparency, efficiency and for ensuring effective punitive action in case of misconduct.
- g) *Control & Supervision*: Regular and routine inspections, surprise inspections, audit and reviews keep a check on aberrant and corrupt behaviours. A list of points and areas prone to corruption will facilitate the purpose of organising checks and streamlining procedures. A structured interaction between vigilance and internal audit will enable

better monitoring and also help identify potential problem areas.

- h) *Early detection of misconducts:* Early detection of misconducts apart from bringing to light the damages to the system, will enable recouping the loss wherever possible and facilitate control of further damage.
- i) *Time-bound and effective punitive action:* Punitive (disciplinary or criminal) action within short period of occurrence of misconduct and finalisation of such cases in a time-bound manner resulting in award of exemplary and adequate (commensurate with gravity of misconduct) punishment deters others from committing such misconduct. Delays and inefficiencies in such proceedings encourages and emboldens others to take risk of committing misconduct under the belief that nothing would happen to them.
- j) *Providing necessary infrastructural facilities:* Non-provision of adequate infrastructural facilities such as accommodation, conveyance, utilities, etc. also induce corruption.
- k) *Training & Awareness:* Capacity building and sensitization at all levels and across all functional areas is important. Public officials should be made aware of their duties and responsibilities, code of conduct, rules and regulations through regular training and awareness programmes. A list of Dos & Don'ts for employees/officials is a simple yet effective tool. Likewise, familiarization with standard Operating Procedures relating to different spheres of activity will enhance awareness and reduce procedural violations/inadvertent errors arising out of a lack of awareness. Knowledge sharing initiatives such as publishing/circulating

information relating to areas where fraud/misconduct has been detected and sharing information on best practices are other effective awareness generation methods for more effective preventive vigilance. There should also be an effort to create awareness among all stakeholders.

- l) *Conducive work environment*: Conducive work environment for preventive vigilance may include drawing up a list of sensitive posts, rotation policy for sensitive posts, identification of persons of doubtful integrity and keeping them away from sensitive posts/public dealing. It would be necessary also to create an environment that promotes ethical behaviour. Protection to whistle Blowers must be ensured in order to bring to light cases of corruption.
- m) *Awareness among public*: If public is made aware of their rights, and also of the rules and regulations, then they are able to resist unfair treatment and arbitrary behaviour by public officials. Public should be encouraged to demand the services due to them and to raise their voice when their rights are denied or powers are misused by public officers. Organisations should prominently display information relevant/useful to the common public on their office notice board/website.
- n) *Inculcating Moral Values*: Inculcating ethical behaviour among public, particularly the younger generation is an important tool of preventive vigilance. Vigilance Awareness week (VAW), celebrated every year during the last week of October is aimed at creating such awareness. This opportunity should be utilized by all CVOs/Organisations to create awareness among public as well as among its own officials regarding need for imbibing right values.

AN OVERVIEW OF GCC FOR SERVICE CONTRACT

Kumar Sambhav
Dy. Chief Vigilance Officer

In Indian Railways, a large number of service contracts in non operational areas such as cleaning, facilities management, consultancy etc. are being done, which was governed by the GCC for works contract earlier. Now Railway Board issued GCC for services contract vide letter no.2018/trans. Cell/mech./service contracts New Delhi dated 20.03.2018, which is available on Indian Railways website. Some important point to be taken care during handling of service contracts are as follows:-

Service: Service means any subject matter of procurement other than goods or works, except those incidental or consequential to be service, and includes physical, maintenance, housekeeping, professional, intellectual, training, consultancy and advisory services or any other service classified or declared as such by a procuring entity but does not include appointment of an individual made under any law, rules, regulations or order issued in this behalf.

1. **Bid evaluation system**

For evaluation of bids, the technical criteria must be defined by the tender inviting authority in consultation with associate finance and approval of the tender accepting authority, as per the needs and specific requirements of the project in question.

- A. Single Packet System :** This method of evaluation shall be used for all service contracts having bid value upto and including Rs 50 Lakh.
- B. Two Bid System/Two Packet System:** This method of

evaluation shall be used for all service contracts having bid value exceeding Rs 50 Lakh.

- C. Quality and Cost Based System(QCBS):** This method of selection may be used for consulting services where quality of consultancy is of prime concern such as management consulting, feasibility studies etc. This method of evaluation shall be used for all consultancy service contracts having bid value exceeding Rs 50 Lakh. Under QCBS, weightages are assigned to technical and financial bid.

2. Minimum Eligibility Criteria

Work Experience : The bidder should have satisfactorily completed* in the last three previous financial years and the current financial year up to the date of opening of tender, one similar single service contract** for a minimum of 35% of advertised value of the bid.

***Completed service contract** includes on-going service contract subject to payment of bills amounting to at least 35% of the advertised value of the bid.

**Similar service contract means any contract that is so specified by the competent authority.

3. Evaluation of Technical Bid

Each page of the copy of documents/ certificates in support of credentials, submitted by the bidder, shall be self-attested by the bidder or authorized representative of the bidding firm. Self-attestation shall include signature, stamp and date (on each page).

The bidders shall submit an affidavit on a stamp paper to the effect that all the documents submitted by her along with her bid are true. This shall be mandatory in all bids. The bid shall be summarily rejected if the bidder fails to submit this undertaking along with the bid.

4. Evaluation of Financial Bid

The financial proposal shall be evaluated to determine the lowest bidder. In case, the evaluated financial offers of two or more technically qualified bidders are lowest and same, then the Bid of the bidder who is technically more sound (having scored higher marks in evaluation of technical bid) shall be considered as the lowest. If the marks in the evaluation of technical bids of the lowest bidders are also found to be equal, then the bid of the bidders with the higher cumulative annual financial turnover over the last three years and the current financial year shall be considered as the lowest.

5. Earnest Money

The Bidder shall be required to deposit earnest money with the Bid for the due performance with the stipulation to keep the offer open till such date as specified in the Bid, under the conditions of Bid. The earnest money shall be as under-

Value of the work	Earnest Money Deposit
For works/services estimated to cost up to Rs. 1 crore.	2% of the estimated cost of the work.
For works/services estimated to cost more than Rs. 1 crore.	Rs. 2 Lakh plus ½ % (half percent) of the excess of the estimated cost of work beyond Rs. 1 Crore subject to a maximum of Rs. 1 Crore.

Note:-

MSEs registered with district Industries Commission, Khadi and village Industries Board, Coir Board, National Small

Industries Corporation, Directorate of Handicraft and Handloom, any other body specified by Ministry of MSME or Start-ups as recognised by Department of Industrial Policy & Promotion shall be exempted from payment of minimum EMD detailed in the bid.

If Bid is accepted, this earnest money mentioned above will be returned to the successful bidder after the submission and verification of the Performance Guarantees as per General Condition of Contract.

6. Assignment or Subletting of Contract

The Contractor shall not assign or sublet the contract or any part thereof or allow any person to become interested therein in any manner whatsoever without the special permission in writing of the Railway. Any breach of this condition shall entitle the Railway to rescind the contract.

7. Performance Guarantee:

Performance guarantee at a rate of 10% of the contractual value shall be deposited by the successful bidder. The successful bidder shall have to submit a Performance Guarantee (PG) valuing 10% of the contract value in four separate parts of 2.5% each of the contract value, within 30 (thirty) days from the date of issue of Letter of Acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and up to the date of submission of PG from the date of issue of LOA may be given by the authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31st day after the date of issue of LOA. In case the contractor fails to submit the requisite PG after 60 days from the date of issue of LOA, a notice shall be served to the contractor to deposit the PG immediately however not exceeding 90 days from the

date of issue of LOA). In case the contractor fails to submit the requisite PG even after 90 days from the date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work. In case 60th day is a bank holiday or office closure next working day should be considered as the last day for submission of the PGs. Decision of Authority competent to sign the Contract Agreement would be final in case of any dispute.

8. Digital Contract Labour Management System:-

A comprehensive computerized contract labour management system for creating a database and monitoring attendance is crucial for efficient performance and for safeguarding workers' welfare. This system shall be put in place by the contractor or by Indian railways, as decided by the railways and as per the special conditions of contract. Use of this system shall be mandatory in labour intensive service contracts i.e. housekeeping etc. In other service contracts, a special mention of the applicability of this clause shall be made in the special conditions of the contract.

9. Point to be ensured while passing the Bills

- (a) Railways shall ensure that all relevant records are to be certified by the contractor and the employee nominated by Principal Employer, before passing the bills of the contractor.
- (b) Railway shall ensure that Gross Minimum wages including ESI, PF etc. is paid as per the actual by the contractor to all workers. In case, if the Contractor fails to pay the gross minimum wages, the same shall be informed to regional Labour commissioner.
- (c) Railways shall ensure that all the relevant records related

to statutory obligations and agreement conditions are submitted by the contractor for claiming monthly bills.

- (d) Railways shall upload the details of the contractor online on the Employees' Provident fund Organisation (EPFO) portal. Every month, Railways may, if required, cross-verify the contractor's monthly statements regarding PF and other contributions from the EPFO's records online.
- (e) The contractor is required to provide documentary evidence to show the coverage of all her workers or labour under the schemes for contract labourers on an annual basis. Upon verification of the records by Railways, payments can be released to the contractor.

The railways shall ensure that the contractor shall pay the wages to their workers not below the rate of minimum wages, as notified by the State Government or Central Government, whichever is higher, through the bank transfer. The contractor will be required to submit documentary evidence every month in the form of Bank Statement of having transferred the gross minimum wages to each of the workers. Failure to do so will entail in Indian Railways taking up any measure to ensure the payment of wages including, but not limited to, withholding contractor's on-account bills.

**यह भ्रष्टाचार है देश के पतन का कारण,
खत्म करने का लिए करे निवारण**

GOVT. E-MARKET PLACE (GeM)

संजय निगम
वरिष्ठ सामग्री प्रबंधक
आरेडिका, रायबरेली

भारत में सैकड़ों सरकारी विभागों, चाहे राज्य सरकार के हो या केन्द्र सरकार के विभाग हो सभी में पेन, पेपर, फाइल से लेकर कम्प्यूटर, फोटोस्टेट मशीन और यातायात पर सलाना हजारों करोड़ रुपये खर्च होते हैं ये खरीद बिक्री अक्सर सवाल के घेरे में रहती है शायद सबसे अधिक अवयवस्था एवं भ्रष्टाचार की वजह मान ली जाती है। लेकिन यदि ये सारी खरीद बिक्री ऑनलाइन हो तो? बिजली के दफ्तर से लेकर किसी भी सरकारी कार्यालय में कौन-सी चीज कितने दामों पर और किस गुणवत्ता (quality) की खरीदी गई, इसकी जानकारी यदि आपको भी हो तो? दरअसल अब यह सम्भव हो चुका है सरकार ने 2016 में ही Government-e-Marketplace यानी GeM Portal की शुरुआत की थी। शुरुआती महीनों में ही इसके अच्छे नतीजे देखने को मिले और अब सरकार ने इसका Advanced version शुरू किया।

वन स्टॉप गवर्नमेंट ई-मार्केट प्लेस का संक्षिप्त रूप जेम है –

जहां सामान्य प्रयोक्ता वस्तुओं और सेवाओं की खरीद की जा सकती है। सरकारी अधिकारियों द्वारा खरीद के लिए जेम गतिशील, स्वपोषित, प्रयोक्ता अनुकूल पोर्टल है।

1. GeM के महत्वपूर्ण विषय

- सरकार की खरीद-बिक्री में पारदर्शिता लाने के लिए सरकार ने GEM Portal की शुरुआत की थी।
- इस पोर्टल के जरिये सभी सरकारी विभाग अपनी जरूरत के हिसाब से जुड़े सामान online खरीद सकते हैं।

- केन्द्र सरकार ने अपने सभी विभागों के लिए इसे अनिवार्य कर दिया है।
- सभी सरकारी विभाग इस पोर्टल पर **Register** विक्रेताओं से बिना कोटेशन और बिना टेंडर के सामान खरीद रहे हैं।
- इस पोर्टल पर केन्द्र और राज्य सरकार के सभी विभाग सार्वजनिक कम्पनियों और स्वायत्त निकायों के अधिकृत प्रतिनिधि सामानों को खरीद सकते हैं।
- इसमें **PC, Laptop, Mobile, Stationary, Furniture** एवं तमाम उत्पाद आदि खरीदा जा सकता है।
- हालांकि **GeM** पर खरीदारी करने के लिए अधिकृत किये गए खरीदारों को अपने विभाग के सेक्शन प्राधिकारी से अनिवार्य अनुमोदन लेना होगा।
- आर्डर करने पर **vendor** निर्धारित समय पर खरीदा गया सामान विभाग तक पहुंचा देगे।
- सामान्य प्रयोग की वस्तुओं/सेवाओं की वैयक्तिक, निर्धारित श्रेणियों के लिए उत्पादों को सूचीबद्ध करना।

2. **GeM** की विशेषताएँ

- गतिशील कीमत आधार पर देखने आंकलन, तुलना और खरीद की सुविधा।
- अधिकांश सामान्य प्रयोक्ता मदों की खरीद के लिए मार्केट प्लेस।
- जब भी जहां भी आवश्यकता हो वस्तुओं/सेवाओं की आनलाइन खरीदारी।
- मांगों और आदेशों के समूहन के लिए सिंगल विंडो सिस्टम/पारदर्शिता और खरीद की सुविधा।
- कम मूल्य की खरीद के लिए उपयोगी और प्रति निलामी/ई-बिडिंग का प्रयोग करके प्रतियोगी दर पर बल्क खरीद के लिए

भी उपयोगी ।

- निरन्तर वेंडर रेटिंग सिस्टम ।
- आपूर्तियों और भुगतानों की खरीद और मॉनिटरिंग के लिए प्रयोक्ता अनुकूल डैश बोर्ड ।
- वापसी नीति ।

3. जेम तक पहुँचने के उपाय

निम्नलिखित वेबसाइट पते पर जेम को देखा जा सकता है।
www.gem.gov.in इसे डी.जी.एस.एंड.डी. वेबसाइट www.dgsnd.gov.in पर उपलब्ध लिंक का प्रयोग करके भी देखा जा सकता है ।

4. जेम पर खरीद का अधिकार

केन्द्र सरकार के विभाग/राज्य सरकार/सार्वजनिक क्षेत्र के उपक्रम/स्वायत्त निकायों के अधिकृत प्रतिनिधि जेम का उपयोग कर सकते हैं ।

5. जेम के माध्यम से खरीद के लिए अधिकृत

डी.जी.एस.एंड.डी. जेम की सेवाओं का प्रयोग करने के लिए संयुक्त सचिव और समान स्तर के अधिकारियों को अधिकृत करता है। ये अधिकारी आगे अपने विभाग के अन्य अधिकारियों को जेम की सेवाओं का उपयोग करने के लिए अधिकृत कर सकते हैं ।

6. जेम पोर्टल का उपयोग के लिए अपेक्षाएं

सरकारी प्रयोक्ता, जिसके पास निम्नलिखित है वह जेम पोर्टल का उपयोग कर सकता है ।

- आधार संख्या
- मोबाइल संख्या
- सरकारी/एन.आई.सी. मेल

- क्लास—3 हस्ताक्षर प्रमाण—पत्र
- और उनके विभाग के सक्षम प्राधिकारी का अनुमोदन हो।
- तथापि इन प्रयोक्ताओं को जेम पर स्वयं को पंजीकृत करना होगा।

7. जेम पर खरीद

- स्वयं को जेम पर पंजीकृत करें।
- मांगकर्ता के रूप में मांग प्रस्तुत करना।
- जेम पर खर्च करना और उत्पाद चुनना।
- खरीदार के रूप में आदेश प्रस्तुत करना।
- आदेश प्रस्तुत कर दिए जाने के बाद, पूर्तिकर्ता नियत डिलीवरी तारीख के अन्दर प्रेषिती को वस्तुएँ/सेवाएँ डिलीवर करेगा।
- वस्तुएँ एवं सेवाएँ प्राप्त हो जाने के बाद प्रेषिती जेम में तारीख के साथ प्रोविजनल रिसीट सर्टिफिकेट (PRC) को अपडेट करेगा।
- जेम में स्वीकारकर्ता प्राधिकारी के लिए डिजिटल रूप से हस्ताक्षरित कंसाइनीज रिसीट एंड एक्सेप्टेंस सर्टिफिकेट (CRAC) के तहत वस्तुओं/सेवाओं की पूर्ति के 10 दिनों के अन्दर क्रेता द्वारा भुगतान किया जाएगा।

8. जेम पर उत्पाद

बहुत सी सामान्यतः प्रयोक्ता वस्तुओं और सेवा मदों को जेम पर लाने का प्रस्ताव है। शुरुआत में जेम पर वर्तमान में निम्नलिखित मदों का प्रयास किया जा रहा है।

- कम्प्यूटर्स
- डेस्कटॉप
- लेपटॉप
- टैबलेट

- एड ऑन भेद जैसे माउस, की बोर्ड, एक्सटर्नल हार्ड डिस्क
- ऑफिस ऑटोमेशन
- फोटोकॉपियर

9. जेम के फायदे

- विक्रताओं के बीच प्रतिस्पर्धा के चलते उत्पाद की कीमतों में कमी आयी है।
- स्वतंत्र रूप से सरकारी खरीददारी पर रोक लगी।

10. जेम पोर्टल में आने वाली दिक्कतें

- जेम के माध्यम से खरीददारी कर रहे लोगों की सबसे बड़ी दिक्कत यह है कि जेम किसी भी तरह की खरीद बिक्री की जिम्मेदारी अपने ऊपर नहीं लेता है।
- जेम के जरिये खरीददारी करते वक्त कई अलग-2 आई.डी. देनी पड़ती है इसे लेकर अधिकृत अधिकारी एतराज करते हैं।
- इस पोर्टल पर उपलब्ध सामान की कीमत और उपलब्धता पर कोई नियंत्रण नहीं होता है।
- उत्पादों की रेट एक सामान नहीं है, और हमेशा उतार चढ़ाव होता रहता है जिससे एक ही विभाग एक ही सामान के अलग-अलग समय पर अलग-अलग दाम चुकाता है।

UNETHICAL PRACTICES BY EMPANELLED HOSPITALS

While the employees as well as the Organisations are deriving benefits by empanelling Hospitals and unethical practices to gain more profits, as business is their prime motive. Since the employee is not directly making the payment to the Hospitals and Nursing Homes, he is not much concerned about the bills raised by the Hospitals. He certifies the payment as the bills are produced just before discharge of the patient. The bills are passed by the non-medical officials. Following unethical practices have been noticed in the bills submitted by various empanelled Hospitals.

There are cross referrals to different specialists. Different discipline specialists are examining the patient in spite of the fact that the ailment pertains to a specific discipline.

Repeated and unwarranted investigations not directly relevant to the ailment of the patient are done including bio-chemistry, pathology and imaging procedures.

Expensive investigations like CT scan, MRI are done.

Expensive supportive medication including food equivalent are administered/prescribed.

Treatment of unrelated ailment is done for which the primary referral has not been made.

Sophisticated investigations like DOPPLER tests, Ultrasound, MRI are done without proper indication in the referral.

Costly medicines and injections are prescribed for long duration and Hospitalisation is unreasonably prolonged.

CHEMISTRY OF CORRUPTION IN INDIA

Sanjay Kumar
CVI/Stores

On the basis of conduct, human beings can broadly be classified into two types. On one end they are honest and on the other end, dishonest. Nobody is absolutely honest or dishonest; all of us are a mix of these two extremes in varying proportions.

The greed lying in a person works as a temptation to acquire corrupt means and the lack of values like low self respect, low sense of responsibility towards society, fear of uncertainty etc. facilitate one's attraction toward corrupt means.

We all are aware that in any society beneficiaries of corruption are few and sufferers are many, even then corruption has developed its roots so deep and strong in the society. What is the reason that few corrupt people are not being able to be disciplined by a big majority? Reason is somewhere in the basic framework of our society. Our Indian society is divided into castes and creeds, religion and on the basis of languages etc. Ours had been a society of haves and have-nots. This divide is still prevalent to a great extent. At the time of election generally votes are casted in favour of the candidates belonging to one's caste or religion. At that time merit of the candidates find a place at the back and criteria of the election becomes caste or religion. This is the blunder committed by the voters in every election. People at large have to be mobilized to compel the political parties to nominate candidates having neat and clean track record. Unless the will of political people in our country is righteous towards the development of our nation, in other words unless they are people committed to serve the nation instead of ruling it to further their selfish interests, the demon of corruption will keep on eating up hard-earned money of the majority. The corrupt representatives of public when able

to capture power nurture a corrupt system to work as a machinery to fulfil their insatiable hunger for money. It is quite surprising to realize that even after 73 years of independence nothing remarkable has been done to stop corruption. Explanation in one line is that a corrupt person in power will never design a cage in which he himself may be caught.

A humble appeal to all my country man is that no matter they cast their votes to the candidates belonging to their religion or caste but before that they should ensure that the person whom they are handing over the keys of their destiny for five years should be people of high moral values, committed to serve the nation.

लालच करता है जनता का शोषण,
है यह भ्रष्टाचार बढ़ने का बड़ा कारण

SUBMISSION OF DEMANDS

Vishwajeet Kumar
SSE/Mech.

The demand duly completed and complying the checklist enclosed as Annexure-'A' is required to be submitted to the nominated Stores Depot/Divisions. The depot scrutinizes the requisition to ascertain if there is any similar suitable stock item to offer as a substitute otherwise, the requisition is marked as "Non-stock" by the depot.

Vetting of Non-Stock requisitions by concern finance department :-

- In case of sanctioned works where detailed estimate has been sanctioned, vetting of NS requisitions is not required subject to fulfilment of conditions mentioned in RB letter no. 2017/Trans Cell/S&T/Processes dt. 06.04.18
- Vetting required for Safety/Passenger Necessity items – above Rs. 10 lakhs
- Vetting required for Other than Safety/Passenger Necessity items – above Rs. 2.5 lakhs
- Vetting conditions For Drugs and Surgical Items (Annual Medical Indent):
 1. All annual indents are to be processed by Medical Department.
 2. All annual indents are to be pre-vetted by Associated Finance.

Medical Branch should consolidate such demands and if the value exceeds Rs.5 Lakhs should obtain HQrs Finance vetting & such vetted indents shall be forwarded to Stores Department for procurement.

These demands are to be submitted in Purchase Office, where these demands are received in Receipt & Dispatch Section. Thereafter, the demand is registered in concerned Purchase Section who will give file No. i.e. called mater case number, which may be used as the reference for future correspondence till PO is not placed for clarification and chasing.

1. Powers for signing the Non-stock requisition:

Revised Power of user department for signing of Non-stock requisitions is as under (Authority Rly. Bd.'s letter no. 2005/RS(G)/779/7 dt. 06/05/2015 & 2017/Trans/01/Policy dt. 18.10.2017):

Value of Non-stock Requisition	Signing Authority
Upto Rs. 25,000/-	<ul style="list-style-type: none"> ● JS officer ● SS Officer in absence of JS Officer
Exceeding Rs. 25,000/- & upto Rs. 2 Lakhs	<ul style="list-style-type: none"> ● SS officer ● JAG/SG officer in absence of SS officer.
Exceeding Rs. 2 Lakhs & upto Rs. 15 Lakhs	<ul style="list-style-type: none"> ● JAG/SG officer
Exceeding Rs. 15 Lakhs & upto Rs. 45 Lakhs	<ul style="list-style-type: none"> ● ADRM/CWM/SAG officer
Exceeding Rs. 45 Lakhs	<ul style="list-style-type: none"> ● PHOD/CHOD of user Department.

These requisitions are also required to be consolidated by HQ officer of consuming Department and submitted to Purchase office as per time schedule for submission of Non-stock demands.

2. Proprietary Articles Certificate (PAC):

In case the item is of a proprietary nature then PAC should be signed by an officer of the consuming

department, for whom the stores are procured, of the appropriate level as per following table.

SN	Value of items	Signing authority
a.	Upto Rs. 75,000/-	JS(SS in the absence of JS).
b.	Upto Rs. 2 Lakhs	SS(JAG/SG in the absence of SS)
c.	Upto Rs. 15 Lakhs	JAG/SG
d.	Upto Rs. 25 Lakhs	CWM/ADRM/SAG
e.	Above Rs. 25 Lakhs	PHOD/CHOD

3. Local purchase by attached Stores Depot officer and Dy.CMM:

The facility of local purchase through stores officer of the attached stores depot or Dy.CMM of the furnishing depot (in MCF) has been provided to over-come the urgency due to non-receipt of stock item or urgently required low value non-stock items. Under no circumstances non-stock demands shall be splitted so as to accommodate them within the perview of local purchase.

4. Do's & Don't for submission of Demands:

Do's

1. Write correct description with IS specification, Drawing no & makes etc. Enclose sealed and authenticated sample, if item is required as per sample.
2. Write correct consignee & allocation code no in requisition.
3. Requisition over Rs. 2.5 Lakhs (other than Safety/Passenger Necessity items), over 10 Lakhs (Safety/Passenger Necessity items) should be duly vetted by associated finance.
4. Certification of funds should exist on the requisition for the correct financial year.
5. Get the requisition signed by the Competent Authority.

6. In case of PAC item, attach PAC duly signed by competent authority.
7. Indicate Main Group and Sub-Group of the Non-stock item in the requisition.
8. Indicate likely sources of supply with complete address.
9. Indicate Last Purchase Rate and Purchase Order no. in the requisition. If LPR is not available, mention Approximate Rate/Estimated Rate and its basis.
10. Elaborate end use in the purpose column.
11. Attach sanction of Competent Authority for purchase of said item along with the requisition.
12. Avoid corrections on the requisition. Get the corrections attested by the CA, if correction becomes unavoidable some times.

Don'ts

1. Do not process N.S. requisition, if the item is available in any stores depot. Arrange to draw such item from concerned depot.
2. If demand of an item is pending in purchase section for procurement, do not place another demand for same item till finalization of earlier demand.
3. Do not place repeated requisition for procurement of such items, which are regularly required. Make them stock items.
4. Do not split the quantity.
5. Do not send requisition without necessary document.
6. Do not send demands with unattested corrections.

**भ्रष्टाचार को दूर करो,
बेहतर देश का निर्माण करो**

रिक्तियों का आंकलन और चयन की अधिसूचना

क्या करें...

- अगले 15 महीनों के लिए मौजूदा और प्रत्याशित रिक्तियों को ध्यान में रखा जाये।
- रिक्तियों की स्थिति में अनुसूचित जाति/अनुसूचित जनजाति के उम्मीदवारों के लिए उचित रोस्टर प्वाइंट का ध्यान दिया जाये और नोडल प्रभारी द्वारा विधीक्षा की जाये।
- चयन के लिए आंकलित रिक्तियों को सक्षम प्राधिकारी से अनुमोदित कराया जाये।
- चयन अधिसूचना में अनारक्षित/आरक्षित पदों का स्पष्टता से उल्लेख किया जाये।
- चयन के लिए पात्रता मापदण्ड और अन्य अपेक्षित शर्तों का अधिसूचना में उचित रूप से लिखित रूप में उल्लेख करें।
- अधिसूचना में पात्र उम्मीदवारों से आवेदन पत्र/विकल्प प्राप्त करने की अंतिम तिथि का उल्लेख प्रमुखता से दर्शाया जाये।
- अधिसूचना में चयन के पाठ्यक्रम (सिलेबस) का उल्लेख निरपवाद रूप से समाहित किया जाये।
- सर्व संबंधितों को अधिसूचना का व्यापक प्रचार-प्रसार किया जाये और अधिसूचना जारी करने और लिखित परीक्षा की तिथि मौखिक परीक्षा के मध्य पर्याप्त अंतराल रखा जाये।

क्या न करें

- एक बार अधिसूचना की गयी रिक्तियों की संख्या में किसी भी स्थिति में फेरबदल न की जायें।

- आरक्षित समुदाय के लिए अधिसूचित पदों को अनारक्षित पदों में न बदला जाये।
- सुनिश्चित किया जाये कि अपेक्षित पात्रता मानदण्डों को पूरा न करने वाले उम्मीदवार के चयन पर विचार न किया जाये।

चयन समिति का गठन

क्या करें

- भारतीय रेलवे की स्थापना नियमावली के पैरा 217, 218 एवं 219 में वर्णित अनुदेशों के अनुसार सक्षम प्राधिकारी द्वारा चयन समिति गठित की जाये।
- चयन समिति के गठन में परम गोपनीयता बरती जाये।
- चयन बोर्ड में समकक्ष पद/ओहदे के कम से कम तीन अधिकारी होने चाहिए। तथापि कार्मिक शाखा के अलावा अन्य विभागों के चयन के लिए कार्मिक शाखा से एक पद कम के अधिकारी पर भी विचार किया जा सकता है।
- चयन बोर्ड सदस्यों में से एक सदस्य अनुसूचित जाति/ अनुसूचित जनजाति का अधिकारी उपलब्ध न हो तो अन्य विभाग से अनुसूचित जाति/अनुसूचित जनजाति समुदाय से संबंधित होना चाहिए।
- यदि सम्बन्धित विभाग में अनुसूचित जाति/अनुसूचित जनजाति का अधिकारी उपलब्ध न हो तो अन्य विभाग से अनुसूचित जाति/अनुसूचित जनजाति के अधिकारी का नामांकन किया जा सकता है।
- न केवल आरक्षित रिक्तियों के सम्बन्ध में अनुसूचित जाति/ जनजाति समुदाय से सम्बन्धित अधिकारी का नामांकन किया जाना अनिवार्य है। बल्कि वहां भी जहाँ अनारक्षित रिक्तियों को भरने के लिए इन समुदायों के उम्मीदवारों पर भी विचार किया जाना हो।
- स्पष्ट रूप से उल्लेख करें कि कौन प्रश्न-पत्र तैयार करेगा, कौन इनका मूल्यांकन करेगा और कौन समिति का चेयरमैन होगा।

- सम्बन्धित विभाग के अधिकारी को ही प्रश्न-पत्र तैयार करने के लिए नामित किया जाये।
- नामित अधिकारियों को तत्काल व गोपनीयता के साथ आवश्यक मार्गदर्शन सहित समिति के सदस्य के रूप में इनकी भूमिका से इन्हें अवगत कराया जाये। लिखित रूप से इस आशय की पावती लें।

क्या न करें

- सतर्कता विभाग द्वारा जारी "सहमत सूची" में शामिल अधिकारी को चयन समिति में सदस्य के तौर पर नामित न किया जाये।
- बोर्ड के सदस्य के तौर पर नामित अधिकारी छुट्टी या स्थानान्तरण के कारण लिखित परीक्षा और मौखिक परीक्षा की तिथि पर उपलब्ध न होने पर, किसी अन्य समकक्ष अधिकारी को सक्षम प्राधिकारी के अनुमोदन के बिना अस्थाई रूप से प्रतिस्थापित न किया जाये।
- केवल अपरिहार्य परिस्थिति के अलावा चयन समिति परिवर्तित न की जाये।
- चयन प्रक्रिया के लिए लिखित परीक्षा और मौखिक परीक्षा के मध्य अनावश्यक रूप से विलम्ब न करें।
- जिस अधिकारी के बच्चे/रिश्तेदार चयन के लिए उपस्थित हो रहे हैं उन्हें चयन समिति के सदस्य के तौर पर नामित न किया जाये।
- बोर्ड के सदस्य अपनी ड्यूटी के निर्वहन के दौरान किसी भी दबाव/प्रभाव के कारण पूर्वाग्राही न हो।
- चयन कार्यवाहियों के प्रत्येक पृष्ठ पर तिथि सहित हस्ताक्षर होने चाहिए।

प्रश्न-पत्र तैयार करना

क्या करें

- प्रश्न-पत्र के ऊपर परीक्षा का नाम, तिथि और तिथि अनुमत समय और आवंटित, अधिकतम अंकों का उल्लेख करें, तदुपरान्त अनुदेशों,

यदि हो, का उल्लेख करें।

- प्रश्न-पत्र द्विभाषी अर्थात् हिन्दी और अंग्रेजी में हों।
- प्रश्न-पत्र में पृष्ठों की संख्या का उल्लेख करें।
- प्रश्न-पत्र में प्रत्येक प्रश्न के लिए आवंटित अंकों का उल्लेख हों।
- यदि स्पष्टता और प्रस्तुतीकरण के लिए अंक निर्धारित किए गये हैं तो उसका भी स्पष्ट उल्लेख करें।
- अधिकतम अंकों के कम से कम 10 प्रतिशत अंक राजभाषा नीति एवं नियम के लिए होने चाहिए।
- चयन वाले वर्गीकृत पदों की लिखित परीक्षा के लिए 50 प्रतिशत (40% से 55% के बीच) वस्तुनिष्ठ प्रकार के प्रश्न होने चाहिए।
- प्रश्नों में उपखण्ड के मामले में प्रत्येक उपखण्ड के लिए आवंटित अंको का अलग-अलग उल्लेख करें अथवा उल्लेख करें कि इन सभी के अंक समान हों।
- प्रश्न-पत्र मुद्रण दौरान परम गोपनीयता बरती जाये।
- हस्तलिखित प्रश्नों के मामलों में यह सुस्पष्ट और असंदिग्ध होना चाहिए।
- प्रश्न-पत्रों के अपेक्षित संख्या में सीलबंद करें और केवल परीक्षा की तिथि को ही सुपुर्द करें।
- अलग सील कवर में लिखित परीक्षा की समाप्ति के बाद मूल्यांकनकर्ता अधिकारी के पास वस्तुनिष्ठ प्रश्नों के सही उत्तर उपलब्ध करायें।
- सुनिश्चित करें कि उत्तर सर्वांगीण रूप से सही हों।

क्या न करें

- अधिसूचना में बताये गये पाठ्यक्रम से बाहर के प्रश्न न पूछे जायें।

- प्रश्न-पत्र तैयार करने का काम अनाधिकृत व्यक्तियों को न दिया जाये ।
- मुख्य परीक्षा में पूछे गये प्रश्नों को पूरक परीक्षा में अथवा बाद की तिथियों में होने वाली परीक्षाओं में न दोहराया जाये ।
- राजभाषा सम्बन्धी प्रश्नों के उत्तर देना अनिवार्य नहीं है किन्तु पर्याप्त विकल्प / पसन्द दी जा सकती है ।

उत्तर पुस्तिकाओं का मूल्यांकन

क्या करें

- परीक्षा होने के बाद उत्तर पुस्तिकायें एक लिफाफे में सील करके, उस पर परीक्षा का नाम और उत्तर पुस्तिकाओं की संख्या लिखकर शीघ्र ही मूल्यांकन अधिकारी को सौंप देनी चाहिए ।
- सीलबंद लिफाफे के शीर्ष पर लिखी उत्तर-पुस्तिकाओं की संख्या लिफाफे के भीतर रखी उत्तर-पुस्तिकाओं की वास्तविक संख्या के बराबर होनी चाहिए ।
- मूल्यांकन करने से पहले मूल्यांकन अधिकारी यह सुनिश्चित करें कि वस्तुनिष्ठ प्रश्नों की आदर्श उत्तर प्रति उनके पास मौजूद हो और वे उत्तर-पुस्तिकाओं के अनुसार सही हों ।
- इस बात की पुष्टि कर लें कि सभी उत्तर पुस्तिकाये डमी नम्बरों के साथ संहिताबद्ध हों ।
- उत्तर कुंजी के सम्बन्धी में जांचकर्ता को किसी भी तरह की आशंका होने पर तुरन्त प्रश्नपत्र तैयार करने वाले अधिकारी से परामर्श करें ।
- पहली बार में ही उत्तर पुस्तिकाओं पर सही अंक देने की हर संभव कोशिश की जाये ताकि अंक प्रदान करते समय मिटाकर / काटकर लिखना / ओवरराइटिंग से बचा जा सके ।
- उत्तर पुस्तिकाओं का मूल्यांकन न मिटने वाली स्याही से किया जाना चाहिए न कि लेड पेन्सिलों से ।

- व्याख्यात्मक प्रकार के प्रश्नों में उपप्रश्नों के अंक अलग-अलग दिये गये जायें और सुनिश्चित करें कि ये आवंटित अंकों से ज्यादा न हों और अलग मामलों में रियायती अंक न दिये जाये।
- उत्तरों के लिए दिये गये अंकों को उत्तर-पुस्तिका के अंकों के विवरण के लिए तैयार की गई सारणी में रखा जाये।
- सारणीबद्ध विवरण में समुचित स्थान पर अंकों का कुल जोड़ एवं हस्ताक्षर सुनिश्चित करें।
- जहाँ तक सम्भव हो उत्तर पुस्तिकाओं का मूल्यांकन तुरन्त पूरा किया जाना चाहिए।
- जांचकर्ता द्वारा प्रत्येक उत्तर-पुस्तिका, इसके पृष्ठों और अंकों के कुल जोड़ की एक बार फिर से जांच की जाए और यदि कोई मामूली संशोधन हो तो उसे अलग से सत्यापित किया जाये।
- जांची गयी उत्तर-पुस्तिकाओं को गिनकर और उसे एक सीलबन्द लिफाफे में डालकर कार्मिक शाखा को वापस करें। किसी कारण से न जांची गई उत्तर-पुस्तिकाओं को अग्रोषण पत्र के साथ स्पष्ट तौर पर दर्ज किया जाये।

क्या न करें

- जिन उत्तर-पुस्तिकाओं पर डमी कोड नम्बर नहीं है उनका मूल्यांकन न किया जाये।
- ऐसी उत्तर-पुस्तिकाओं का मूल्यांकन न किया जाए जिन पर अभ्यर्थी ने अपना नाम, अपना हस्ताक्षर अथवा अपना कोई निशान लगाया हो।
- ऐसे वस्तुनिष्ठ उत्तरों का मूल्यांकन न किये जायें जिन्हें अभ्यर्थी ने संशोधित (मिटाकर लिखना, ओवरराइटिंग, काटकर लिख) किया हो।
- उत्तर-पुस्तिकाओं की जांच करते समय उन पर सही उत्तर,

टिप्पणी अथवा किसी भी तरह की गणितीय जोड़-घटा न की जाये।

- व्याखात्मक उत्तरों के लिए एक बार दिये गए अंकों को किसी भी स्थिति में बढ़ाया / घटाया न जाये।
- वस्तुनिष्ठ प्रकार के उत्तरों के लिए अपने विवेक से अंक न दिये जायें बल्कि उत्तर कुंजी के अनुसार ही अंक दिये जायें।
- दशमलव के साथ दिये गये अंकों को राउण्ड ऑफ न किया जाये।
- प्रश्नों के लिए निर्धारित अंकों से अधिक अंक न दिये जायें।

चयन प्रक्रिया के अन्य चरणों के दौरान

क्या करें

- मूल्यांकित उत्तर-पुस्तिकाओं की कोडिंग करते हुए पूरी गोपनीयता बरती जाये।
- यह सुनिश्चित किया जाए कि सही डमी नम्बर के अनुसार ही डी-कोडिंग की जाये।
- यह सुनिश्चित किया जाये कि डमी नम्बर वास्तविक अभ्यर्थियों के नाम और रोल नम्बर के साथ पूरी तरह मिलते हों।
- मूल्यांकन चार्ट (अंकों की समरी) के लिए उत्तर-पुस्तिका के अंक लेते समय पूरी सावधानी बरती जाये।
- अनावश्यक पूछताछ से बचने के लिए जितनी जल्दी संभव हो लिखित परीक्षा का परिणाम घोषित कर दिया जाये।
- यह सुनिश्चित किया जाये कि किसी भी तरह का साक्षात्कार होना है तो उसे शीघ्र-अतिशीघ्र करा लिया जाये। इस सम्बन्ध में सर्व सम्बन्धित को सचेत किया जाये।
- यह सुनिश्चित किया जाये कि साक्षात्कार परीक्षा के लिए एक ही मूल्यांकन सीटा हो जिस पर बोर्ड के सभी सदस्यों द्वारा दिनांक सहित हस्ताक्षर किये गए हो।

- यह सुनिश्चित किया जाये कि साक्षात्कार परीक्षा में चयन प्रक्रिया के दौरान प्रयुक्त सभी पृष्ठों पर बोर्ड के सभी सदस्यों के हस्ताक्षर हों।
- चयन प्रक्रिया में दिये जाने वाले अंकों में काट-छाट अथवा ओवर राइटिंग न हो।
- अंक देते समय यह सुनिश्चित किया जाये कि किसी भी अभ्यर्थी को कोई अनुचित लाभ न दिया गया हो। सही और निष्पक्ष तरीके से अंक दिये जायें।
- चयन समिति द्वारा की गई किसी भी त्रुटि को तुरन्त और अनिवार्य रूप से सक्षम अधिकारी के संज्ञान में लिया जाये।

क्या न करें

- परीक्षा परिणाम और पैनल टुकड़ों में प्रकाशित न करें बल्कि इसे पूर्ण और अंतिम रूप में जारी करना चाहिए।
- चयन प्रक्रिया में हस्ताक्षर के नीचे तारीख लिखना न भूलें।
- चयन प्रक्रियाओं को अन्तिम रूप देने में देरी न करें।
- चयन प्रक्रिया के दौरान अक्सर देखी जाने वाली अधिकांश संभावित चूकों को उजागर करने का यह एक प्रयास मात्र है। किन्हीं संदेह की स्थिति में, भारतीय रेलवे स्थापना नियमावली के प्रावधानों और रेलवे बोर्ड द्वारा जारी संबंधित परिपत्रों को देख लेना चाहिए ताकि इस संबंध में स्पष्टीकरण और उचित दिशा-निर्देश मिल सकें।

**उठो सोचो एक अलख जगाये,
भ्रष्टाचार मुक्त जीवन जीने की कसम खायें।**

DO'S AND DON'TS (Medical Department)

Receipt, Accountal and Distribution of Medicines

Do's

1. Check-up periodically the medical stores personally. Take timely action in respect of expiry date medicines.
2. Ensure sample test for drugs to guard against procurement of sub-standard/spurious drugs.
3. Keep proper accountal of all medicines irrespective of the cost involved.
4. Check periodically that all the equipments/ instruments are in proper working condition in the various units of the Hospital.
5. Confirm relationship as per rules before treatment of Railway employees' relatives.
6. List out the names of the employees who are registered for medical treatment in the Hospital in a detailed manner in alphabetical order or department-wise as per Index Card / Medical card issued by the administration.
7. Insist on photo identity medical card of the employees.
8. Conduct surprise check on the working of Night Duty staff.
9. Check the Imprest Register for prompt and correct postings and make it available for inspection at any time.
10. Ensure proper upkeep of the vehicle / ambulance and keep accounts of petrol / oil and maintain a log book.
11. Ensure the display on notice board in a conspicuous place in the Hospital regarding the list of staff on duty, duty hours, complaint book etc.

12. Take steps to dispose off the complaints, if any, quickly on the spot by the Medical Officers in charge of the Health Unit / Hospital.
13. Strictly follow the 'Indian Railway Pharmacopoeia' in all aspects especially while dealing with Medical Stores / equipments.
14. Properly maintain the stock register as detailed in para 407(7) of Medical Manual.
15. Strictly adhere to the code of Medical ethics. As per Medical Manual all officers and staff should carry out any duties assigned to them by their superiors in office even though such duties do not find a place in the Medical Manual.
16. All Railway doctors should leave adequate and correct instructions with Hospital staff or at their residence as the case may be regarding their whereabouts, when they go out so that they can be contacted in emergencies.
17. Exercise extra care and ensure compliance of extant instructions before declaring any employee medically de-categorised.
18. Follow rigidly the procedure regarding issue of sick and fit certificates and in case of a departure, give specific reasons. Ensure the sick listed employee should not leave headquarters without proper permission.

Don'ts

1. Do not indulge in private practice. This applies to full time contract medical officers also.
2. Avoid a casual approach towards the cases where certificates have to be issued.
3. Avoid issuing backdated certificates without specifically recording reasons.

4. Avoid delays in sending the certificates pertaining to Railway employees to the department concerned.
5. Avoid prescribing medicines for unusually long period and without giving specific reasons, if felt necessary.
6. Do not exceed your power in any matter. Where approval of higher authorities are required or finance concurrence is required, ensure that such approvals or concurrence are taken in advance before taking any action.
7. Avoid as far as possible post-facto regularization.
8. Do not use Govt. Vehicle / Ambulance for journey from residence to office if you are availing transportation allowance as per rules.
9. Avoid use of Ambulance for other than medical service.

जब हर व्यक्ति सपोर्ट करेगा,
तभी यह भ्रष्टाचार मिटेगा

SCRAP DISPOSAL

DO's

1. Ensure that reserve price is fixed for each lot without fail before auction.
2. Ensure that all modifications to auction terms are announced before the auction.
3. Except where specifically exempted ensure that all lots put up for auction are surveyed by the survey committee.
4. Ensure that the lots are maintained in such a way that they cannot be changed by unauthorized persons before the delivery is completed.
5. Bring to notice of the depot officer if the contents of the lot to be delivered are found to be significantly different from the description shown in the delivery order.

DON'Ts

1. Do not allow fresh arisings to get mixed –up with lots already surveyed and ready for sale.
 2. Do not allow purchaser to pick and choose while arranging delivery of the sold materials.
- Do not allow the scrap merchants or other unauthorized persons to enter the scrap yard except strictly on business and under proper authorization.

भ्रष्टाचार को न आगे बढ़ाओ,
रिश्वत न दो भले ही काम अपना न कराओ

DO'S & DON'TS FOR RAILWAY QUARTERS

DO's

- Occupy Rly. Qrs. through the proper channel for allotment of Qrs. only. Occupy Rly. Qrs. after taking proper allotment order from IOW or competent authority.
- After having Qrs. allotment order inform on your own to the Bill preparing authority for stoppage of HRA from the date of occupation of Rly. Qrs.
- Please ensure that your Qrs. rent is getting deducted correctly i.e rent is being deducted as per type of Qrs. occupied by you.
- Immediately after allotment of Qrs. take possession of the same.
- If any repair/modification is required contact with concerned IOW/SSE.
- Please contact IOW Incharge for repairing any structural damage.
- Immediately after occupation of the Qrs. please check whether Electrical meter is functioning and if not functioning, immediately report to concerned electrical Incharge.
- Use the Rly. Qrs. for residential purpose only.
- Before vacating Rly. Qrs. inform concerned IOW, get the Qrs. inspected by him, hand over the key to him and obtain clearance memo/Qrs. vacation certificate.
- Report immediately to your Bill preparing unit and get it arranged to recover fixed charge bill, Qrs. rent etc. as due against you up to the date of vacation of Qrs.

- Please keep the Rly. Qrs. as well as surroundings clean and maintain the upkeep of the Qrs.
- Please report any encroachment near your Qrs. to IOW or concerned authority as and when the same comes to your notice.
- In case of transfer, if it is required to continue in Rly. Qrs., obtain proper order from the competent authority beforehand and continue the Qrs. only up to the permissible period.
- Try to vacate Rly, Qrs. before superannuation and if it is required to continue in Rly. Qrs. beyond superannuation, obtain proper authority to continue and retain the Qrs. only up to the permissible period on payment of proper rent, fixed charge etc.
- Avail only one Rly. Qrs. if husband and wife both are Rly. employees and ensure that payment of HRA has been stopped for both.

DON'Ts

- Do not occupy Rly. Qrs. unauthorisedly. Unauthorised occupation of Rly. Qrs. will lead to recovery of penal rent as well as disciplinary action.
- Do not continue enjoying HRA after allotment/ occupation of Rly. Qrs. Drawal of HRA after occupation of Rly. Qrs. will lead to recovery of HRA as well as disciplinary action.
- Do not continue in paying Qrs. rent for lower type of Rly. Qrs. though you are residing in higher type of Rly. Qrs.
- Do not keep your Qrs. vacant after having the Qrs. allotment order.
- Do not make any changes/modification-structural or otherwise to the Rly. Qrs. after occupation of the Qrs.
- Do not tamper with the Electrical meter and don't allow

anyone to tap electrical meter of the Rly. Qrs.

- Do not sublet either partly or fully the Rly. Qrs. allotted to you under any circumstances. Subletting of rly. qrs. will lead to disciplinary action. Do not allow unauthorized persons to reside with you. Do not indulge in unlawful activities in Rly. Qrs. Do not carry out commercial activities in the form of Insurance agency, commission agency, business, trade etc. from the rly. Qrs. allotted to you.
- Do not vacate Rly. Qrs. without informing the concerned authorities and obtain clear certification regarding your vacation of the Qrs.
- Do not suppress outstanding dues on the account to your bill preparing unit.
- Do not clog the culverts/drains around the Rly. Qrs. and the same may lead to flooding as well as unnecessary leadkage of Rly. revenue.
- Do not allow any encroachment near your Rly. Qrs. complex.
- Do not retain Rly. Qrs. beyond the permissible period after being transferred from one station to another station.
- Do not retain Rly. Qrs. beyoud the permissible period, under any circumstance, after retirement.
- Being a spouse of Railway employee and residing in Rly. Qrs. do not enjoy HRA.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. 2018/Trans.Cells&T/MIT Period

New Delhi, dated: 26.07.2018

The General Manager, All India Railways-CPDs, NHCor), CORE
The DG/IRDSO/Lucknow, DG/NAIR/Vadodra
CAOs, DMW/Batala, WPO/Patna, CDFMOW/DLS, RWF/Beta, CADD/ROAF

Sub: Tender Notice Period-Works Contracts.

Ref: (1) Railway Board letter no.2017/CE-1/CT/10-Procurement Cycle dated 23.10.2017.
(2) ECR's letter no. RCR/ADM/MSOP Modification/Note '10' Para 05/Part 'A'/Works
Matter dated 21.06.2018.

With reference to ECR's letter under reference (2) above and in supersession of Board's letter no. (1) above, Board (ME, FC & CRB) have approved the following:

1. The changes in existing para 1238 of Engineering Code no. 1238, **Tender Notice**: Sufficient notice should be given for the submission of tenders, which in the case of large works should not be less than 21 days. The above prescribed tender notice period may be reduced from 31 days in the exceptional circumstances in consultation with the Principal Financial Adviser.
However:
 - (i) For tenders valued upto and including Rs 2 crore invited through e-tendering, the tender notice period can be reduced upto 14 days in consultation with associate finance.
2. For works in remote locations or of specialized nature or amount higher than Rs 50 crore, adequate tender notice period (not less than 21 days) should be given for preparation to the potential bidders in order to ensure competitive and well informed bidding.
3. The tender validity period shall be kept three times the tender notice period. However, the tender validity period in case of self certification of credentials will continue as per railway board's letter no. 2017/Trans/01/Policy dated 08.02.2018.
4. The minimum tender notice period shall be reckoned from the date the tender is published on the e-tendering website. The publication in newspaper will continue as per the present practice and the effective date of tender notice will be the date of uploading on e-tendering website.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board.


(Umesh Balanda)
Executive Director/S&T
Transformation Cell

No. 2018/Trans.Cells&T/MIT Period

New Delhi, dated: 26.07.2018

1. PFAs, All India Railways & Production Units
2. The ADA, (Railways), New Delhi
3. The Director of Audit, All India Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

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

NO. 2017/Trans/01/Policy/Pt-S

Dated: 03.10.2018

The General Manager, All Indian Railways/PUs, NT/Corr, CORE,
The DG/RDSO/Lucknow, DGM/IR/Vadodra
CAOs, DMW/Patiala, WPO/Patra, C/IT/OW/N.S., RWE/Itola, CAO/ROAF

Sub: Power of Purchase through GeM to Field Officers of the User Departments.
Ref: Railway Board's letter no. 2017/Trans/01/Policy dated 18.10.2017.

With reference to Railway Board's letter mentioned above for Procurement through GeM by user departments, Board (FC & CRD) have approved the following delegations of power:

1. Officers of HQ, authorized by respective PHODs/CHODs of the user departments are permitted to buy goods (Non Stock Items) available on GeM, by placing direct on-line order upto Rs 25000/- in each case. This may be subject to an annual ceiling of Rs 10 lakh (Rupees ten lakh) per user department.
2. Branch Officers of field units (Divisions and Workshops) are permitted to buy goods (Non Stock Items) available on GeM, by placing direct on-line order upto Rs 25000/- in each case. This is subject to annual ceiling of Rs 1 lakh (Rupees one lakh) per Branch Officer.
3. The Concerned Officer will have to certify as:
"I,.....am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable cost."
4. The Concerned Officer will ensure and certify availability of funds.
5. A demand for goods shall not be divided into small quantities to make procurement purchases to avoid procurement through L-1 buying/bidding/reverse auction on GeM or the necessity of obtaining sanction of higher authorities required with the reference to the estimated value of the total demand.

This issues with the concurrence of Associate Finance of Transformation Cell of Railway Board, and supersedes instructions contained in Para 12 (Procurement through GeM) by user departments of the above referred letter.

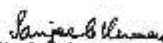
Kindly acknowledge the receipt and ensure compliance.


03.10.18
(Umesh Balouda)
Executive Director/S&T
Transformation Cell

NO. 2017/Trans/01/Policy/Pt-S

Dated: 03.10.2018

1. PFAs, All Indian Railways & Productive Units
2. The AD/1 (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeev Kumar)
Executive Director/Accounts
Transformation Cell

Copy: As per list attached.

भ्रष्टाचार मिटाओ नया भारत बनाओ

सजना से कहती सजनी रिश्वत का अब तेल नहीं चाहिए ।
हमारा और आपका विचार बेमेल नहीं चाहिए ।
इस दिवाली में जलाएँगे शुद्ध तेल का दिया
और बनाएँगे भ्रष्टाचार मुक्त इंडिया ।

रिश्वत का धूप रिश्वत का दीप ।
रिश्वत की घंटी बजाते हैं हम ।
मेरे प्रमोशन हो जाए भगवान से मनाते हैं हम ।
क्या प्रभु खुश हो पाएँगे? क्या हम उन्हे सच में मना पाएँगे?
चूडी कंगन टीका बिंदिया क्या हम रिश्वत के पैसे से खरीदवाएँगे?
करप्शन होना चाहिए बन्द ।
कविता लिखो विवेकानन्द ।
जिस दिन हम अपनी सच्ची कमाई से फूल की पत्ती मन्दिर में चढ़ा दिया ।
समझो भ्रष्टाचार मुक्त भारत बना दिया ।

विवेकानन्द व्यास
तकनीशियन-II
आ0रे0डि0का0 रायबरेली

क्यों फैला है इतना भ्रष्टाचार?

अपने मन में अक्सर सोचा करता हूँ कई बार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।। नेता और अधिकारी सारे क्यों हैं मालामाल मेहनतकश और मज़दूर देश का हो गया कंगाल वीर सिपाही सीमा पर करता यही पुकार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।। अनेक धर्म हैं अनेक भाषा, फिर भी एक तिरंगा हिन्दू और मुस्लिम के बीच में क्यों होता है दंगा मैंने देखा इन्सानियत को बिकते बीच बाज़ार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।। ग्यारह बच्चे घर में हैं पर है जनगणना अधिकारी औरों को शिक्षा देते कहाँ गई अकल तुम्हारी झट से बोले सब ज़ायज, है यहाँ अपनी ही सरकार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।। बचपन में पापा कहते थे ईश्वर भाग्य विधाता है जन्म देने वाली माँ से बढ़कर अपनी भारत माता है आज ईमानदार और सत्यवादी बहुत हो चुका लाचार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।। कभी तो मानव जागेगा लिए बैठा यही आस करेगा सो भरेगा तू क्यों होता है उदास सांई कहते इस जग में मतलब का व्यवहार अपने देश में ही क्यों फैला है इतना भ्रष्टाचार।।

सुरज कुमार झा
वरिष्ठ लिपिक
सतर्कता विभाग
आ0रे0डि0का0 रायबरेली



आधुनिक रेल डिब्बा कारखाना, रायबरेली
MODERN COACH FACTORY, RAEBARELI

Visit us at www.mcf.indianrailway.gov.in



COMPLAINTS?

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

THE CHIEF VIGILANCE OFFICER,
Vigilance department,
Modern Coach Factory, Raebareli
Uttar Pradesh- 229120

or

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

VIGILANCE AWARENESS WEEK

29th October to 03rd November 2018

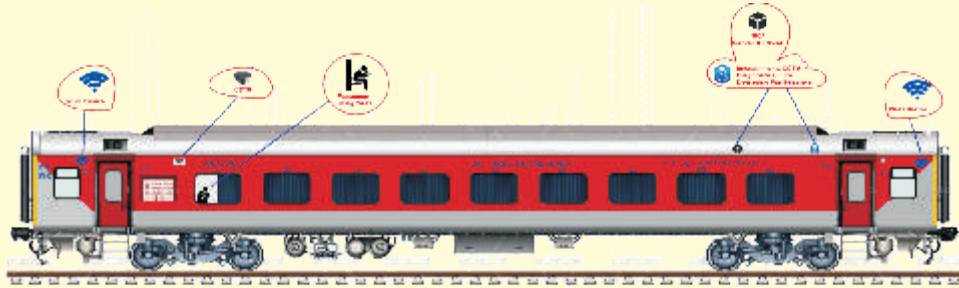


MAHATMA GANDHI

02.10.1869 - 30.01.1948

खुद में वो बदलाव लायें
जो आप दुनिया में
देखना चाहते हैं।

“भ्रष्टाचार मिटाओ - नया भारत बनाओ”



सतर्कता विभाग
आधुनिक रेल डिब्बा कारखाना
रायवरेली