

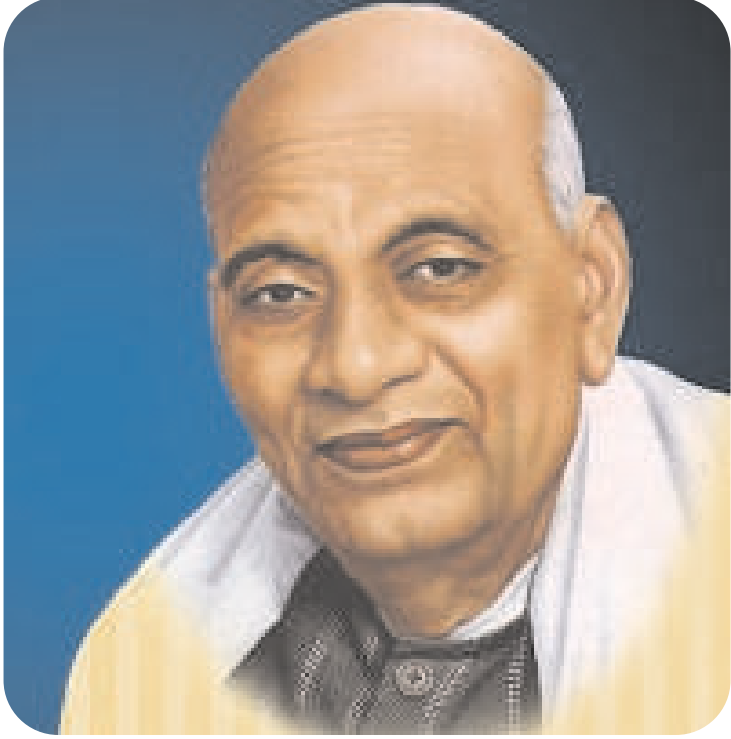


सतर्कता बुलेटिन VIGILANCE BULLETIN 2020



आधुनिक रेल डिब्बा कारखाना
रायबरेली

MODERN RAIL COACH FACTORY
RAEBARELI



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
Central Vigilance Commission

Telegraphic Address :
"SATARKTA: New Delhi

E-Mail Address
cenvigil@nic.in

Website
www.cvc.nic.in

EPABX
24600200

फैक्स / Fax : 24651186



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023
Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

सं. / No. 019/VGI/029

दिनांक / Dated 08.10.2020

MESSAGE

Vigilance Awareness Week (27th October to 2nd November 2020)

The Commission observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero Tolerance against Corruption".

"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)" has been chosen as the theme this year. Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value.

The Commission believes that citizens and organisations must look inwards at a time when the world is facing an unprecedented crisis. All organisations may focus on improvement of internal processes and activities during this year. Systemic improvements may be carried out to improve the delivery of public services in all organisations. Training and capacity building of staff is an important component supporting this objective. We have been encouraging organisations to implement these initiatives.

The Commission appeals to all citizens to actively work towards promotion of integrity in all aspects of life for the progress of the country.

(Sharad Kumar)
Vigilance Commissioner

(Suresh N. Patel)
Vigilance Commissioner

(Sanjay Kothari)
Central Vigilance Commissioner

**Message from the
Principal Executive Director (Vig.)
&
Chief Vigilance Officer**

Ramesh Kumar Jha
Principal Exec. Director(Vig.)
&
Chief Vigilance Officer



भारत सरकार
रेल मंत्रालय, (रेलवे बोर्ड)
रेल भवन, नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
RAIL BHAVAN, NEW DELHI-110001



Message

The Central Vigilance Commission observes the Vigilance Awareness Week each year to emphasize the significance of probity and integrity in public life. The theme chosen this year by Commission “**Vigilant India, Prosperous India (Satark Bharat, Samriddh Bharat)**” is very relevant as corruption crumbles the vital functions of the country.

Vigilance Organisation of Ministry of Railways endeavours to promote integrity, transparency and accountability in public life with the ultimate objective to bring about improvements in governance.

The observance of such events helps in developing awareness about the consequences of corruption and educating the public to create a corruption free society. While observance of mass awareness, Covid-19 prevention guidelines besides adopting economy measures issued by Ministry of Finance should be strictly adhered.

We will make every effort to promote integrity and eradicate corruption with the active support and participation of all stakeholders. I do believe that public participation plays a very crucial role in combating corruption and in nation building. Outreach activities for dissemination of anti-corruption measures and stressing the necessity of Vigilant India would lead to Prosperous India.

Publication of special E-edition of Vigilance Bulletin on this occasion would really help in spreading awareness amongst all Railwaymen and go a long way in making corruption-free India.


19/10/20
(Ramesh Kumar Jha)

Message from the
General Manager

आधुनिक रेल डिब्बा कारखाना
रायबरेली
MODERN RAIL COACH FACTORY
RAEBARELI



MESSAGE

I am happy to know that the Vigilance Department of Modern Coach Factory, Raebareli is bringing out 5th issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week.

This year, the Vigilance Awareness Week is being observed from 27th October to 02nd November, 2020 and the theme for this year is "Vigilant India, Prosperous India" (सतर्क भारत, समृद्ध भारत). Modern Coach Factory observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero tolerance against corruption".

Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value. Observance of Vigilance Awareness Week will encourage all stakeholders to collectively participate in fight against corruption.

In this context, Modern Coach Factory has taken number of steps by implementing IMMIS, Procurement through GeM, IPAS and Reverse Auction for bringing more transparency and clarity in its working.

I congratulate the Vigilance Department for their efforts for publishing out 05th issue of Vigilance Bulletin.

(V. M. Shrivastava)
General Manager

आधुनिक रेल डिब्बा कारखाना रायबरेली

MODERN RAIL COACH FACTORY
RAEBARELI



प्रस्तावना

सतर्कता संगठन, आधुनिक रेल डिब्बा कारखाना 27 अक्टूबर से 02 नवंबर 2020 तक सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष सतर्कता जागरूकता सप्ताह का मूल विषय **“सतर्क भारत, समृद्ध भारत”** है। इस वर्ष सतर्कता जागरूकता सप्ताह के अवसर पर **“सतर्कता बुलेटिन”** का 5वां अंक प्रकाशित किया जा रहा है।

सतर्कता विभाग प्रशासन को पारदर्शी बनाने में सहयोग देने हेतु एक छोटा संगठन है। इसलिए, मैं सभी रेलकर्मियों और अधिकारियों को सतर्कता विभाग के साथ हाथ मिलाने के लिए आमंत्रित करता हूँ ताकि हमारी सामूहिक कार्रवाई संगठन से भ्रष्ट प्रथाओं को खत्म करने में वांछित परिणाम ला सके।

सतर्कता विभाग निवारक सतर्कता, व्यवस्था सुधार और अधिकारियों एवं कर्मचारियों के बीच भ्रष्टाचार के बारे में जागरूकता फैलाने के द्वारा सुशासन में एक सक्रिय और सकारात्मक भूमिका निभाता है। आधुनिक रेल डिब्बा कारखाना संगठन सार्वजनिक जीवन में पारदर्शिता एवं शुचिता के महत्व पर जोर देने के लिए हर वर्ष की भांति इस वर्ष भी सतर्कता जागरूकता सप्ताह मना रहा है। हम "भ्रष्टाचार के खिलाफ शून्य सहिष्णुता" की नीति को लागू करने के लिए पूरी तरह से प्रतिबद्ध हैं।

मुझे उम्मीद है कि इस ई-बुलेटिन में सम्मिलित कार्मिक, भंडार, कार्य निविदा, चिकित्सा और संविदात्मक कार्यों से संबंधित "DOs" और "Don'ts" और रेलवे बोर्ड के महत्वपूर्ण परिपत्र निश्चित रूप से रेलवे अधिकारियों/कर्मचारियों को उनके काम में आम गलतियों से बचाने में मदद करेंगे।

इस ई-बुलेटिन का उद्देश्य हमारे अधिकारियों और कर्मचारियों के बीच जागरूकता फैलाना है और उन्हें अपने कर्तव्यों को ईमानदारी से निभाने में मदद करना है।

(मनोज कुमार अग्रवाल)
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.

INDEX

S.No.	SUBJECT	PAGE No.
1.	सतर्कता से समृद्धि की ओर	1
2.	Importance of Good Planning for Prosperity of an organisation	4
3.	Materials Entry Monitoring & Chasing System for Critical items	6
4.	DO's & DON'ts (Personnel Department)	12
5.	DO's & DON'ts (Stores Department)	19
6.	DO's & DON'ts (Works Tender)	21
7.	DO's & DON'ts (Medical Department)	24
8.	DO's & DON'ts for Execution of Contractual Works	26
9.	System Improvements	28
10.	Important Railway Board Circulars	33
11.	Poems	38

सतर्कता से समृद्धि की ओर

संजय तिवारी
वरिष्ठ सतर्कता अधिकारी

प्रत्येक व्यक्ति के जीवन का मूल उद्देश्य प्रसन्नतापूर्वक जीवन यापन करना ही होता है । प्रत्येक व्यक्ति के जीवन की प्राथमिकताएं भिन्न-भिन्न होती हैं और इसी पर निर्भर करता है उसके प्रसन्न होने के कारण । प्रसन्नता को निम्न गणितीय सूत्र के माध्यम से भी जाना जा सकता है :-

$$\text{व्यक्ति के/प्रसन्नता का प्रतिशत(A)} = \frac{\text{अब तक पूरी हुई इच्छाओं की संख्या (B)}}{\text{व्यक्ति के कुल इच्छाओं की संख्या (C)}} \times 100$$

उपरोक्त सूत्र के विश्लेषण से ज्ञात होता है कि प्रसन्नता का प्रतिशत (A) व्यक्ति के इच्छाओं (Desire) (B) एवं (C) पर निर्भर करता है । प्रसन्न रहने के लिए आवश्यक है कि :-

- अंश (Nuemerator)के रूप में पूरी होने वाली इच्छा है जिसके बढ़ते ही व्यक्ति की प्रसन्नता बढ़ जाती है, परंतु यह कुछ ही समय के लिए ही होता है, क्योंकि व्यक्ति की कुल इच्छा (C), पूरी हुई इच्छा के अनुपात में अधिक बढ़ता है (लोभ, लालच इत्यादि के कारण) और स्थिति लगभग जस-की-तस ही बनी रहती है । साथ-साथ इच्छाओं की पूर्ति के लिए अथक प्रयास भी करते रहना पड़ता है, विफल होने पर क्रोध, ईर्ष्या, द्वेष, घृणा इत्यादि दोष भी व्यक्ति में पैदा होते हैं, एवं व्यक्ति गलत रास्ते अपनाने की ओर अग्रसर हो जाता है, जिससे जीवन में अन्य कठिनाईयां उत्पन्न होने लगती हैं ।
- हर (DenominatorC) व्यक्ति के कुल इच्छायों की संख्या को दर्शाता है जिसे यदि हम कम करें तो भी प्रसन्नता बढ़ सकती है । इसे कम करने का तात्पर्य यह है कि व्यक्ति इच्छायों पर नियंत्रण रखे और उसे अपनी क्षमता के अनुरूप ही बनाए रखे । यह तभी संभव है जब व्यक्ति के अंदर संतोष एवं संतुष्टि है । यह बहुत ही आसान भी है, यदि हम जीवन में सतर्क रहें और कार्य करने एवं निर्णय लेते समय सतर्कतापूर्वक विचार कर आगे बढ़े तो रास्ते आसान हो जायेंगे ।

सतर्कता एक शब्द ही नहीं है यह अपने में पूरी मानवता को समाहित किए हुये हैं । हम किसी भी क्षेत्र की बात करें प्रत्येक में सफलता तभी प्राप्त होती है जब उस क्षेत्र से संबंधित कार्य एवं आवश्यकताओं को समग्र रूप से सतर्क हो कर किया जाए । एक सतर्क व्यक्ति अपने जीवन के उद्देश्य को बड़ी आसानी से प्राप्त

कर लेता है । अगर हम बात करते हैं एक रेल कर्मचारी/पर्यवेक्षक/अधिकारी के परिप्रेक्ष्य में तो यह और भी आवश्यक हो जाता है कि कर्मचारी अपने कार्यस्थल पर किए जाने वाले कार्यों को सावधानी और पूरी सतर्कता के साथ करे, क्योंकि उसे एक निश्चित आचरण के साथ व्यवहार करना है यहाँ मेरा तात्पर्य रेल सेवा (आचरण) नियम 1966 से है ।

प्रत्येक रेल कर्मी को पद के अनुरूप जिम्मेदारी एवं प्राधिकार दिये गए हैं ताकि वह अपने जिम्मेदारियों का सकुशल निर्वहन कर सके । कार्य निष्पादन हेतु जब भी कोई विषय वस्तु रेल कर्मी के समक्ष आता है उस समय उसे गहनता से विचार करना चाहिए कि क्या यह विषय उसके प्राधिकार के अंतर्गत है या नहीं ? यदि हाँ तो उसे विधि सम्मत लाया गया है या नहीं ? उसके आवश्यक अवयव एवं नियम उपलब्ध है या नहीं ? इत्यादि के उपरांत ही प्राधिकार के अंतर्गत निर्णय लिए जाएँ ।

लालच, दूसरे से तुलना, शीघ्र धनवान बनने की इच्छा, उत्तरदायित्व को न निभाने की आदत, झूठी प्रतिष्ठा इत्यादि अनगिनत ऐसे कारण हैं जिसके प्रभाव में व्यक्ति गलत कार्य और पद का दुरुप्रयोग करना प्रारंभ कर देता है, ऐसा करते हुये निश्चित रूप से उसकी अंतरात्मा उसे रोकने के लिए पूरा प्रयत्न करती है परंतु व्यक्ति की येन-केन-प्रकारेण धन अर्जन की तीव्र इच्छा उसे दबा देती है और वह भ्रष्टाचार के दल-दल में फसता जाता है । यह कार्य वह सिर्फ और सिर्फ अपनी और अपने परिवार की खुशी एवं प्रसन्नता के लिए करता है जबकि खुशी और प्रसन्नता के लिए धन की विशेष आवश्यकता नहीं होती है बल्कि इसके लिए संतुष्टि होनी आवश्यक है । यही वह कारण है जिसके कमी की वजह से व्यक्ति की धन अर्जन करने की भूख कभी मिटती नहीं है और हम व्यवहार में देखते भी हैं कि ऐसे व्यक्ति का अंत बहुत ही कष्टकारी होता है और उसके पास पछताने के अलावे कुछ भी नहीं बचता है ।

व्यवहार में ऐसा देखा जाता है कि अपने उच्चाधिकारियों के दबाव में रेल कर्मी गलत निर्णय/कार्य कर बैठता है जिसका परिणाम उसे एवं उसके परिवार को जीवन भर भोगना पड़ता है । जबकि यदि उस निर्णय/कार्य को करते समय तनिक विचार करता और दृढ़ इच्छा शक्ति का परिचय देते हुये विधि सम्मत निर्णय/कार्य करता तो इन विकट परिस्थितियों का सामना नहीं करना पड़ता । यहाँ महत्वपूर्ण बात यह है कि ऐसा करते समय कुछ समय के लिए हो सकता है कि आप के उच्चाधिकारी के अंदर थोड़ी नाराजगी आ जावे परंतु इसकी परवाह

किए वगैर आप आगे बढ़ें । आप के इस तरह के व्यवहार से ये भी संभव है कि आपके उच्चाधिकारी के अंदर भी परिवर्तन आ जाए और नहीं भी आता है तो वह अधिकारी आपको ऐसे कार्य करने के लिए कभी नहीं कहेगा । एक बार आपने अपने इस व्यवहार को यदि स्थापित कर लिया तो भविष्य में आपको कभी कठिनाई नहीं होगी । अतः महत्वपूर्ण समय पर बरती गई आपकी छोटी सी सतर्कता आपके जीवन को कितना सुखमय बना दी ।

जिम्मेदारियों के सकुशल निर्वहन के लिए आवश्यक है कि उस कार्य क्षेत्र का ज्ञान, संगत नियम एवं विधियों की जानकारी रखी जाय । स्थापित विधियों एवं कार्यप्रणाली का भी समय-समय पर मूल्यांकन आवश्यक है, क्योंकि कभी-कभी गलत विधियाँ ही चलन में इतनी प्रचलित हो जाती हैं कि वह नियम संगत लगने लगता है, जबकि उसके गहन विश्लेषण के बाद पता चलता है कि ये नियम के विरुद्ध ही कार्य हो रहे हैं । नये कार्य को करने के पहले उससे संबंधित नियम, विधियाँ, प्राधिकार एवं अन्य आवश्यक अवयवों का अध्ययन ठीक प्रकार से कर लिए जाय । यदि कार्य प्राधिकार के अंतर्गत नहीं है तो यथोचित स्तर का अनुमोदन प्राप्त कर लिया जाय । कार्य तभी प्रारंभ करना चाहिए । उपरोक्त सारी बातें जब आप अपने कार्य के प्रति सतर्क हैं तो बहुत ही आसानी से किये जा सकते हैं एवं आपका जीवन सुखमय एवं समृद्ध बनता जाता है ।

“Importance of Good Planning for Prosperity of an organization”

Mohd. Saquib
Chief Planning Engineer

Every great product begins with a dream. A dream when planned properly becomes a reality. Planning is the most essential and basic requirement to achieve a goal or target set forth. An organization can not properly function without proper planning. Thus planning wing serves as the most crucial link in an organization and same is true for MCF in particular and Indian Railways in General. Poor planning is not only likely but sure to lead an organization astray. In situations where inadequate planning is done, it will lead to last minute hasty adjustment, causing mistakes in the entire process or require shortcuts and bypassing the rules and procedures. A situation of excessive planning will lead to wastage and loss.

Therefore proper planning is very essential and any laxity in this function will create a situation where wrong doing will be prompted.

Vigilance is a state of keeping careful watch and thus is applicable for all humans irrespective of their area or place of working. In the capacity of an individual, every human being is naturally vigilant but the same may not be true in public life. However this is an essential pre-condition for the success of an organization as much as it is true for a successful individual. By virtue of its very nature the function of being vigilant is entrusted to every public functionary. In a government administered system, where public money is involved, there are overseeing bodies in the form of Vigilance Departments and the officials therein. However, the discharge of duties as a public or government official has an inbuilt liability on every individual official to be vigilant. It is in pursuance to this responsibility that all the public officials are reminded of their function that is a part of their duty every year during last week of October.

Planning being the initial activity bears the utmost importance in ensuring proper execution of the following activities and realization of the dream which is achieving the objective and the set targets of the organization. The planning wing at MCF is mainly involved in planning of materials and make & buy decisions.

In order to ensure that activities are properly planned and inadequate and excessive planning is avoided, following initiatives have been taken-

1. Proper analysis of production targets and analysis of available installed capacity to decide on make/buy.
2. Analysis of the costs involved for in-house production for items where make/buy decisions are to be made.
3. Revision of plans as and when targets are revised by Railway Board to avoid under planning or over planning.
4. Proper co-ordination with Production and Stores department.

Corruption Perception Index World Map indicates that the least corrupt nations are the most developed nations. Thus corruption has a direct bearing to the development of a nation.

Planning being at the core of an organization needs to be at the fore- front in this area and ensure that no situations are allowed to be created to facilitate wrong doing.

We at MCF strive to achieve these objectives by taking continual improvement in our processes and procedures. We are leaving no stone unturned in doing our bit by imbibing to these philosophies in creating a 'Vigilant India, Prosperous India'.

Materials Entry Monitoring & Chasing System for Critical items

Sandeep Shukla
CMM/P



1. Materials Chasing System for critical items:-

Modern Coach Factory (MCF) is a state of art Coach manufacturing unit under Ministry of Railways located at Lalganj, Raebareilly. We all are well aware that reliable and effective supply chain is a key to achieve goals set for any manufacturing unit. There is a saying that in today's world it's not the organisations that are competing, its supply chains that are competing. At MCF, materials management setup is led by PCMM.

“Planning is everything, Plan is nothing” believing in this jargon, Materials Management department at MCF has been continuously working on planning of cost effective, end-user friendly, time reducing, safe, quality sustained, free from multi-handling and transparent procurement of material required for production.

Initiatives taken helped MCF to more than double its LHB coach production from 711 in 2017-18 to 1425 in 2018-19 and 1930 in 2019-20 (inspite of loss of last 10 days due to COVID-19), which is a phenomenal growth on year to year basis.

There are more than 16 variants of coaches to be manufactured in MCF. In case of Production unit even non-availability of one small item such as mirror or bottle-holder can affect production output.

Also due to financial constraint, inventory control, limited space etc supply has to be staggered.

MCF was initially setup for 1000 coach production per annum as a result there is severe storage constraint, moreover working staff with stores is as per initial plan and hence there is constraint of working hand. However in MCF regular chasing with vendor is required and hence need was felt to develop software for chasing with vendors were record of their commitments; production status etc is automatically updated and available on click of a button.

Accordingly to strengthen supply chain, a Materials Chasing System has been launched in Modern Coach Factory, Raebareli under the leadership of Principal Chief Materials Manager/MCF.

This system is a web-based portal which brings stakeholders (purchase, depot, mechanical and suppliers)at one platform and make collective effort in managing critical items required for coach production.

In this system two type of list i.e. Critical items and Highly Critical items are updated by depot every day by logging in the portal and map the current suppliers with the individual item. As soon as a vendor is mapped with an item, a notification is received to that vendor to update the supply status of Critical item/ Highly Critical item.

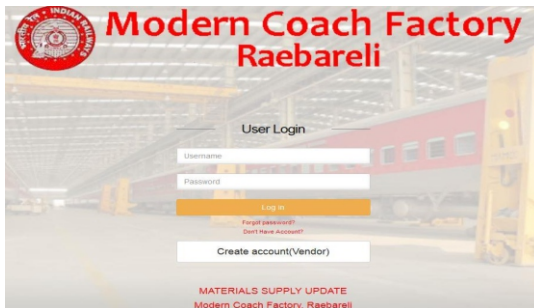
Vendor by logging in the portal keeps updating the remarks/status, such as raw material availability, production progress , inspection, quantity and dispatch details.

All these remarks provided by vendors are reviewed by concerned officials and action it taken accordingly to fast track the supply of material.

This system improves efficiency by automating the communication between Railways and it's suppliers and helps in timely production of coaches at MCF.

Website for Material Chasing System: www.mcfmcs.in/new/

Login Page



**Modern Coach Factory
Raebareli**

User Login

Username

Password

Login

[Forgot Password?](#)
[Don't Have Account?](#)

Create account(Vendor)

MATERIALS SUPPLY UPDATE
Modern Coach Factory, Raebareli

Home Page

MCF

Welcome
DyCMM/MCF

MEMO

- Admin Form
- Common Form
- List of Highly Critical Item
- List of Critical Item
- Reports
- Change Password

Modern Coach Factory Raebareli

DyCMM/MCF

MATERIALS SUPPLY UPDATE [Add] [Switch]

Vendors are requested to update materials supply status of pending orders duly indicating quantity offered for inspection/inspected/despatched. Quantity planned to supply in each fortnight for next 2 months for highly critical item and monthly supply for next 3 months for critical item may be provided. Status of highly critical items should be updated weekly basis on every Monday.

List of HIGHLY Critical Item's as on- 20-08-2020

Show 10 entries Search:

Sr. No.	PL No.	Description	PL Type	Action
1	35981994	SUPPLY AND CHARGING OF DRDO ANAEROBIC BACTERIA IN COACH TOILET as per	Highly Critical	[-] [i]
2	90420006	Stainless steel cut wire shots 1.8 mm & 0.8 mm	Highly Critical	[-] [i]
3	30548214	FRP BODY SIDE WINDOW ARRGT.	Highly Critical	[-] [i]
4	N0052163	Ladder fixing arrangement for complete for LWACCN coaches.	Highly Critical	[-] [i]
5	6215N117	S.S Socket 40 MM	Highly Critical	[-] [i]
6	6215N118	S.S Plug 40 MM	Highly Critical	[-] [i]
7	6215N119	Hex Nipple	Highly Critical	[-] [i]
8	3042N014	Set of pillar assembly for DDG	Highly Critical	[-] [i]
9	33567086	LAVATORY DOOR ARRANGEMENT FOR HANDICAPPED FOR LHB DSLR UNDERSLUNG POWER	Highly Critical	[-] [i]

Reports:
Latest
Reply
Received

MCF

Welcome
DyCMM/MCF

MEMO

- Admin Form
- Common Form
- List of Highly Critical Item
- List of Critical Item
- Reports
- Latest Reply (Highly Critical)
- Latest Reply (Critical)
- Highly Critical/Periodic Work

Modern Coach Factory Raebareli

DyCMM/MCF

Name	PL No.	PL Description	Reply	Reply Date
E C BLADES AND TOOLS PRIVATE LIMITED	33567132	KIT FOR LWSDO (EOG) COACH (I, E, ONE KIT OCCSISTING OF ONE COACH SET U	NEXT SCHEDULE OF 50 SETS FROM 01/04/2021 TO 30/06/2021.	2020-08-24 19:34:37
Bharat Fibres	33561849	FRP WINDOW COVER (COLOUR SATIN BLUE ISC-177) as per Drg.No. LRS4101 AL	Item will be supplied after rites inspection	2020-08-29 14:19:59

2. Materials Entry Monitoring System:-

MCF Factory is spread over an area of 167 Ha Land. Due to space constraints materials has to be unloaded across factory and many times at different locations. Due to covid-19 necessity was also felt to have contactless interactions with drivers and documents entering the unit. More over volume of material is huge being coach manufacturing i.e. annually 1000 trucks per month are received in MCF on an average. Hence to attend above issues, IT based material monitoring system MEMS (Materials Entry Monitoring System) has been launched by MCF.

In this IT based material monitoring system MEMS (Materials Entry Monitoring System) for incoming material, the details of Vehicle/Truck entering the premises of MCF/Raebarelie are captured from entry of material till exit of vehicle, including unloading details, driver details, vehicle details etc. on real time basis including geo-tagging of vehicle/materials alongwith pictures are captured and available. Since this information is available on cloud it can accessed from anywhere anytime..

Through Aarogya Setu App and OTP verification all relevant driver details including photographs of material and their unloading points with the geotagged photos are captured. It also includes vehicle details like lorry number, driver photo with name, vehicle gross and tare weight, challan copy, PO details etc. With the help of these data, it can generate different type of reports (such as number of days a vehicle was inside etc) which will be used for managerial activities and monitoring. Moreover multiple entry option is available in case of mixed supply in a vehicle.

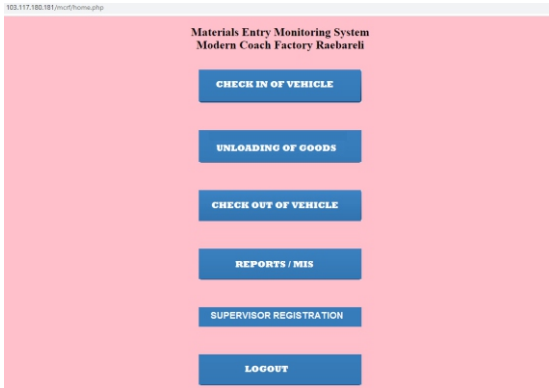
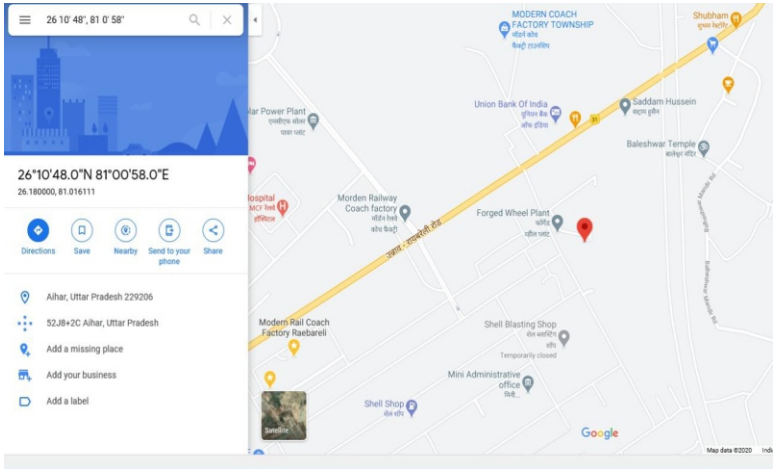
In this difficult time of covid-1,9 several physical contacts of incoming papers/documents with materials has been avoided with the help of this application.

MEMS is the Android Mobile application with information available over internet thus allowing easy retrieval of required details for any subsequent reference at any point of time (24*7). This data is secured over cloud based dedicated server which ensures security of data and this database is centralized which will minimize the data redundancy.

It also includes the supervisor name who witnessed the delivery by sending SMS for Vehicle/Truck in and sends OTP at the time of unloading the goods. It will ensure accountability and responsibility. Through this application, we can always find out which driver was driving which vehicle, and when and where the material was unloaded.

This dynamic application provides very user-friendly interface, workable on all electronic gadgets including mobile.

Geo Tagging



Home Page

Reports of MEMS



Materials Entry Monitoring System
Modern Coach Factory Raebareli



This monitoring begins from 1st Aug 2020

Sl. ID	Date & Time Entry	Current Date	No. of Days	PL Details	Short Description of Items	Vendor Name	PO Reference Details	PO Reference Documents	Name of Visitor/ Driver	Mobile no Visitor/ Driver	Remark	Aarogya Setu	Visitor (Driver) Photo	Vehicle Photo	Check- In Show on MAP	Unloading Date & Time	Unloading Pics	Unloading Show on MAP
1	2915 30/09/2020 09:16:38	10/10/2020 10:47:29	10		Supporting stand members for side Wall and roof under frame stand	Chennai Raatha engineering works private limited	11190197100453	View	Chadran	9489354501		Driver not have Smart Phone	View	View	MAP	10/10/2020 10:44:13	View	MAP
2	2933 25/09/2020 17:12:18	10/10/2020 10:47:29	15	33980627	skin seat	Hanspal	11190049101864	View	Intjar	9984626364		Driver not have Smart Phone	View	View	MAP	09/10/2020 12:17:24	View	MAP
3	2964 26/09/2020 16:58:42	10/10/2020 10:47:29	14	33980676	roof complete	METLORD	111900 63102250	View	Sarvan	820089250		Driver not have Smart Phone	View	View	MAP	09/10/2020 11:36:10	View	MAP
4	2965 26/09/2020 17:09:07	10/10/2020 10:47:29	14	33980676	Roof complete	Metford	111900 63102250	View	Abhishah	7994429838		Driver not have Smart Phone	View	View	MAP	10/10/2020 10:11:37	View	MAP



Driver Picture



Unloading of Material

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 मापदंड 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 एवं मौखिक परीक्षा के मध्य पर्याप्त अंतराल रखा जाये।

क्या न करें —

- एक बार अधिसूचित की गयी रिक्तियों की संख्या में किसी भी स्थिति में फेरबदल न की जाये।
- 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 समुदाय से संबंधित होना चाहिए ।
- यदि संबंधित 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 संबंध में अनुसूचित जाति/अनुसूचित जनजाति समुदाय से संबंधित 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 ।
- संबंधित विभाग के अधिकारी को ही प्रश्नपत्र 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 –

- सहमति देने वाले अधिकारी को चयन समिति में सदस्य के तौर पर नामित न किया जाये ।
- बोर्ड के सदस्य के तौर पर नामित अधिकारी छुट्टी या स्थानांतरण 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 विलंब 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 दवाब/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, तदुपरांत अनुदेशों, यदि हो का उल्लेख करें ।
- प्रश्न-पत्र द्विभाषी अर्थात् हिंदी और अंग्रेजी में हों ।
- प्रश्न-पत्र में पृष्ठों की संख्या का उल्लेख करें ।
- प्रश्न-पत्र में प्रत्येक प्रश्न के लिए आवंटित अंको 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 ।
- प्रश्नों में उपखंड के मामले में प्रत्येक उपखंड के लिए आवंटित अंकों का अलग-अलग उल्लेख करें अथवा उल्लेख करें कि इन सभी के अंक समान हों ।
- प्रश्न-पत्र मुद्रण के दौरान परम गोपनीयता वरती जायें ।
- हस्त लिखित 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 मूल्यांकनकर्त्ता 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 संबंधी प्रश्नों के उत्तर देना अनिवार्य नहीं है किंतु पर्याप्त विकल्प/पसंद 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 नंबरों के साथ संहिताबद्ध हों ।
- उत्तर कुंजी के सम्बन्धी में जांचकर्ता को किसी भी तरह की आशंका होने पर तुरंत प्रश्नपत्र तैयार करने वाले अधिकारी से परामर्श करे ।
- 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 पेंसिलों से ।

- व्याख्यात्मक प्रकार के प्रश्नों में उपप्रश्नों के अंक अलग-अलग दिये जायें और सुनिश्चित करें कि ये आवंटित अंकों से ज्यादा न हों और अलग मामलों में रियायती अंक न दिये जायें ।
- 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 संभव हो उत्तर पुस्तिकाओं का मूल्यांकन तुरंत 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 सीलबंद लिफाफे में डालकर कार्मिक शाखा को वापस करें । किसी कारण से न जांची गई उत्तर-पुस्तिकाओं को अग्रेषण पत्र के साथ स्पष्ट तौर पर दर्ज किया जाये ।

क्या न करें –

- जिन उत्तर पुस्तिकाओं पर डमी कोड नंबर 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 है ।
- ऐसे वस्तुनिष्ठ उत्तरों का मूल्यांकन न किया 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 ।
- व्याख्यात्मक 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 जाये बल्कि उत्तर कुंजी के अनुसार ही अंक दिये जायें ।
- दशमलव के साथ दिये गये अंकों को राउंड 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 नंबर के अनुसार ही डी-कोडिंग की जाये ।
- यह सुनिश्चित किया जाये कि डमी नंबर वास्तविक अभ्यर्थियों के नाम और रोल नंबर के साथ पूरी तरह मिलते हों ।
- मूल्यांकन चार्ट (अंकों की समरी) के लिये उत्तर-पुस्तिका से 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-अति शीघ्र करा लिया जाये । इस संबंध में सर्व संबंधित को सचेत किया जाये ।
- यह सुनिश्चित किया जाये कि साक्षात्कार परीक्षा के लिए एक ही मूल्यांकन सीट हो जिस पर बोर्ड के सभी सदस्यों द्वारा दिनांक सहित हस्ताक्षर किये गए हों ।
- 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 काँट-छाँट 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 तुरंत 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 अंतिम 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 ।

DO'S & DON'TS FOR STORE TENDERS

DO's

- Ensure that approval of competent authority has been taken for quantity and for mode of tender.
- Ensure that tender notice has been given wide publicity and put on website.
- Finalise the tender within the period of validity of offers to guard against the possibility of increases in prices and consequently incurrence of extra expenditure by the Govt.
- Do properly assess and evaluate bids particularly special conditions offered by the tenderer.
- In all cases, where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded so that the reason for such rejection would be available on file.
- In case where the performance of lowest/lower offer is not satisfactory and next offer is considered for full/part quantity order, performance of the same firm should be also assessed and placed on record.
- Even when the level of the Tender Committee is decided based on the lowest acceptable offer as per technical note, it would be incumbent on that tender committee to examine individually all the offers lower than the lowest technically acceptable offer and make appropriate recommendation in each case for consideration of the accepting authority.
- Ensure that security deposits and earnest money deposits are collected from registered/unregistered suppliers as per extant rules and when exempted, proper reasons are recorded and competent authority's sanction taken for the same.
- Ensure that in case descriptions or specifications undergo significant changes after invitation of tenders, equal opportunity is given to all the suppliers by re-tender.
- In case of purchase from RDSO approved sources, ensure to check the current status of RDSO approved list at the time of TC meeting and current list should be available on record.
- Ensure that the recommendation of all the members are included in TC minutes and there should not be any separate dissent note.
- Ensure as Tender Accepting Authority that detailed reasons are recorded if there is disagreement with tender committee.

- Ensure that the tender committee minutes contain the relevant information as the date venue of the meeting and dated signatures of the members.
- Maintain complete records in the file and ensure secrecy of the tender.

DON'ts

- Do not reject the tender of new bidder(s) on flimsy or unrealistic grounds in order to favour the bidder(s) who are previous suppliers.
- Do not accept an unsolicited offer and award the contract without proper justification and without approval of the competent authority.
- Do not hide any favourable/ unfavourable information in TC discussions.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not allow anomalies in evaluation of special conditions to effect the acceptance of the offer recommended.
- Do not entertain modification of tenders subsequent to the opening of tenders.
- Do not accept a single tender received in response to a call for limited tender unless the work is very urgent and approval from competent authority has been obtained.
- Do not exercise the powers of the accepting authority in case you have been a member of the tender committee.
- Do not record the acceptance/otherwise of the tenders anywhere else than the body of the tender committee minutes.
- Do not use noting on the tender file by the TC members as a substitute for the meeting.

DO'S & DON'TS FOR WORKS TENDERS

DO's

- While preparing schedule of work, define the scope of work accurately and in detail to avoid ambiguity.
- Prefer open tendering as far as possible.
- Ensure adequate time for submission of offers i.e. time gap between date of NIT publication and date of opening.
- Ensure adequate and wide publicity.
- Notify complete address of place of submission of tender documents by tenderers.
- Ensure timely supply of approved plans.
- In case of open tender, issue tender form to all the parties who demand it on the production of proof of depositing the cost of tender form.
- Ensure that the tender documents are available for sale well in advance before opening of the tenders including on website in downloadable form.
- Attest all corrections, omissions, insertions, overwriting.
- Prepare "on the spot summary" in tender opening register.
- Offers accompanied by requisite valid earnest money and tender cost in acceptable form only be considered. No subsequent modifications/substitutions or submission of EMD is allowed.
- Ensure that comparative statement and briefing note have been prepared and duly signed by the concerned officials on each page with due date.
- Vetting of each and every page of Comparative Statement and Briefing Note by Finance.
- Ensure that ranking of the offers is done properly after evaluating the special conditions and vetted by finance.
- Ensure that the tender committee is duly constituted of competent level of officers specified.
- Ensure consideration of reasonableness of rates in the tender committee minutes. This should not only be with reference to previously accepted rates but also after taking into account market rates and analysis of rates.

- Ensure that the reasonableness of rates is examined critically, logically and specifically both in respect of total cost and rates of individual items.
- Deliberate on all the conditions made by the tenderer along with tender offer and specific recommendation in respect of those conditions must be recorded in the TC minutes.
- Consider all the relevant information available about similar items in the same or similar/adjoining areas for arriving at reasonableness of the rates in respect of individual items as well as total cost.
- Ensure that L1 is not ignored on flimsy grounds.
- Record adequate reasons for overlooking the lowest offer if it is not acceptable.
- Conduct negotiations only in exceptional cases and not as a matter of routine.
- Negotiate with L1 only i.e. lowest valid eligible and technically acceptable tenderer whose credentials have been considered on technical ground for award of contract directly if the rates were not unreasonable high.
- Attempt identification of any possible ring formations - especially in the case of limited tenders.
- Ensure that the tender committee minutes contain the relevant information as the date, venue of the meeting and dated signatures of the members on each page.
- Ensure that the recommendations of all the members are included in TC minutes and there should not be any separate dissent note.
- TAA to record detailed reasons for disagreement on dissent note, if any, on TC minutes.
- Conduct pre-bid meeting (i) to bring clarity regarding spirit of various provisions & (ii) to bring necessary modification, if required.
- The TC must hold meeting to deliberate upon offers and arrive at their recommendation.
- Proper eligibility criteria to be defined only by PHOD of concerned department and should be approved before uploading of NIT.
- Past history of the discharged / recalled tenders to be compared in the present tender.

DON'ts

- Do not split the works and call separate tenders to keep the value at a particular level so as to fall within the powers of a particular executive.
- Do not send tender enquiries to only a few selected firms ignoring other firms/contractors borne on the approved list in case of limited tenders.
- Do not frame tender conditions suiting a particular tenderer/contractor.
- Do not recommend acceptance of higher rates on flimsy technical grounds, shorter completion period.
- Do not entertain letter/representation of the tenderer subsequent to the opening of tender/negotiation.
- Do not participate in the tender proceedings if anyone has personal interest in companies/agencies participating in tender.
- Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received.
- Do not change the tender committee members once constituted without prior approval of competent authority.
- Do not accept individual items rates which are abnormally high or unworkable in respect of major items of work in a tender.
- Do not discharge the tender on flimsy grounds for favouring a particular tenderer.
- Do not unduly keep the tender file for decision making after the TC has given recommendation.
- Do not accept modified offers, not considered by the tender committee.
- Different similar nature of works should not be clubbed while floating the tender.

DO'S & DON'TS FOR MEDICAL DEPARTMENT

DO's

- Follow rigidly the procedure regarding issue of sick/ fit certificate and in case of a departure give specific reasons.
- Specify period of sickness, indicating period of absence if any, and give date on the certificate. Maintain attendance register as applicable personally. Make all entries correctly and properly so that they are in conformity with other hospital records.
- Ensure sample test of all medicines irrespective of the cost involved.
- Insist of advance payment of non-railway cases in the hospital and ensure payment to necessary charges in the private cases treated in the railways hospital at your instance.
- Purchase short self- life drugs at different point as per requirement.
- In case of bulk purchase ensure staggered delivery of medicines at regular intervals.
- Ensure faster disposal expiry medicine.
- Keep records of each medicine in the registrar for high value medicine.
- Ensure proper procedure of purchase of high value medical instruments/apparatus.
- To prevent theft measure, ensure that name of unit railway, date of receipt & stamp of medical unit is labeled on the medicine.
- Ensure that pharmacist of unit /hospital should check actual stock of the medicines on periodic basis.
- Medical officer should conduct surprise check with regard to the quantity available in ledger balance with physical /ground balance and both should match.
- Ensure regular checking of available stock of linen/bed sheet blanket etc and follow the prescribed procedure of declaring linen/bed sheet/blanket etc a scrap.

DON'ts

- Avoid leaving blank entries in the Medical attendance Register.
- Avoid issuing back date certificates without specifically recording

reasons.

- Avoid delay in sending the certificates pertaining to the Railway employees to the Department concerned.
- Avoid simultaneous use of two sick/fit certificate books.
- Do not issue medical pass in routine manners.
- Do not purchase spurious /inferior quality off medicine.
- Do not show wrong transaction of medicine so as to hide some lacuna.
- Do not put signature on scrap register without physical verification of proposed scrap items & duly observe the prevalent procedure of disposal of scrap.
- Do not handover the sick /fit certificate book for up keep to persons other than the nominated employees of the hospital.

DO'S & DON'TS FOR EXECUTION OF CONTRACTUAL WORKS

DO's

- Get approval of competent authority before asking the contractor to do any additional work not covered in the contract.
- Methodology for return of excess of material / scrap should be specified in detail.
- The point of handing over / taking over the material of extent of transport of material should be specified clearly.
- Maintain filed Book consisting of details of daily progress recording particulars with reference to works in progress location wise.
- Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting that the materials are as per Approved List and as per specification.
- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- Verify inspection certificate to enable recovery.
- Verify inspection certificate and manufacturer's purchasing vouchers as per contract requirements.
- Ensure proper accountal and disposal of released material.
- On completion of work, site order book and other important field records should be handed over to the competent authority under whom the work is carried out.
- Joint inventory is to be carried out for the material to be released, before commencement of the work.
- PG to be submitted within 21 days from the date of issue of LOA if it is submitted between 21-60 days – penal interest of 12% to be recovered, if it is beyond 60 days – contract is liable to be terminated.

DON'ts

- Do not record measurements without carrying out the work.
- Do not accept the material without original bills and invoices.
- Do not deviate the location without approval of sanctioning authority of the work.

- Do not execute the contract work without currency extension.
- Do not issue excess quantity of railway material / equipments to the contractor.
- Do not accept the left over material, which is defective, from the contractor after completion of work.
- Do not accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- Do not allow to pass the bills without Test Check.
- Below JA grade Officer should not issue any credentials.
- Do not overlook the inspection clause or alter the inspection clause.



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

No. G/MCF/RBL/Vig./Etd/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.

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



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

Confidential

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

Date: 06.08.2020

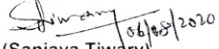
All PHODs/ CHODs
MCF/RBL

**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 **vitate** 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



आधुनिक रेल डिब्बा कारखाना रायबरेली
MODERN COACH FACTORY, RAEBARELI

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

Confidential

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.

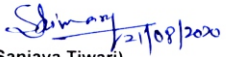
2. Further, as per extant rules, powers to dispense with tenders & calling of quotations for the finalization of Works have been accorded to executives subject to financial ceiling & certain checks & balances. Some of the important governing principles/ checks & balances for the finalization of such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


(Sanjaya Tiwari)
SVO
For GM/Vigilance



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
Tele (Rly) : 039-61925
Fax (P&T) : 0535-2704381

Confidential

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

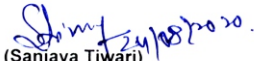
Date: 24.08.2020

**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

भारतसरकार
रेलमंत्रालय
(रेलवेबोर्ड)

BHARAT SARKAR
Ministry of Railways
(Railway Board)

2020/RS(G)/779/3

New Delhi, dated 17/06/2020.

**The General Managers, All Indian
Railways/PUs, NF(C), CORE
PCAO, DMW/Patiala,
CAO, WPO/Patna, COFMOW/NDLS, RWP/ Bela.**

**Director General
RDSO/Lucknow, NAIR/Vadodara,**

Sub. : Delegation of Powers: Procurement of Services through GeM

Ref. : i. Railway Board letter No. 88/RS(G)/779/14 Pt. dated 22/09/2017.
ii. Railway Board letter No. 88/RS(G)/779/14 Pt. dated 07/02/2020.

- 1.0 Procurement of common use Goods and Services available on GeM through GeM is mandatory, in terms of instructions of Railway Board (ref. i.).
- 2.0 Services like hiring of vehicles, transportation of material, sanitization and housekeeping services, skilled/unskilled manpower hiring, professional staff hiring, office equipment hiring, digitization services, etc. are available on GeM. It is, however, observed that full potential of procurement of Services through GeM is not being utilized by Indian Railways.
- 3.0 Stores officers posted in Divisions, Depots, HQ and other extra Divisional units have already been delegated the powers to procure services through GeM, vide above referred instructions. However, some references are being received regarding competence of stores officers to procure services. It is clarified that the Stores officers posted in Divisions, Depots, HQ and other extra Divisional units are authorized to procure Services for all users of their units or the units as assigned by respective PCMM. Stores officers shall procure such services on submission of demands or request by the user(s) along with sanction of competent authority and fund availability certificate.
- 4.0 A suitable mechanism should also be put in place to ensure that the Services available on GeM are procured through GeM only.

This is issued with the approval of Board (MMM & MRS, FC).

(Kanwalpreet)
Director Railway Stores/IC
Railway Board

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

No: 2001/RS(G)/779/7

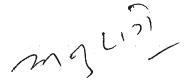
New Delhi, dated: 07.11.2019.

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow & DG/NAIR/Vadodara,
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela
CMDs of PSUs, RVNL, KRCL, MRVC

Sub.: Ordering on approved sources.

- Ref.: i. Railway Board's letter no. 2001/RS(G)/779/7 dated 07.12.2016.
ii. Railway Board's letter no. 2001/RS(G)/779/7 dated 01.02.2017.

1. Vide Railway Board's letter no. 2001/RS(G)/779/7 dated 07.12.2016 as amended vide letter no. 2001/RS(G)/779/7 dated 01.02.2017 various agencies were nominated for approval of vendors for critical items used in defined application.
2. However, it has come to notice of Railway Board that different approved vendor lists are issued for the same item by multiple vendor approving agencies. Instances have also come to light where some vendors have been categorized into different categories for same item by different vendor approving agencies.
3. In view of above, it is decided that all vendors appearing in the approved vendor list of multiple vendor approving agencies for same item shall be considered as approved source for all the railways and PUs.
4. This issues with the approval of Railway Board (MMM).



(Anurag Grover)
Dy. Director Railway Stores (G)
Railway Board

No. 2001/RS(G)/779/7

New Delhi, dt. 07.11.2019

1. The PCMMs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, RCF/RBL/NDLS, COFMOW, CORE, WPO and RWP/Bela
2. The Directors –

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

NO. 2018/Trans Cell/S&T/Model SOP

Dated: 21.09.2020


The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Corrigendum Slip no. 10 to Model SOP 2018: Delegation of Powers regarding procurement of services through GeM

1. Vide Railway Board letter No. 2018/Trans/01/Policy dated 24.07.2018, Model Schedule of Power (SOP) 2018 was issued. Corrigendum Slip No. 10 to Model SOP 2018 in Item No. 44, Works Matters (Part-A), as approved by the Board (FM & CRB) is enclosed for necessary action.
2. For services available on GeM, procurement has to be done through GeM. However any exception to this, which is justified due to specific reasons, requires personal approval of GMs/DRMs.
3. This issues with the concurrence of Associate Finance of Transformation Cell, Railway Board.

Kindly acknowledge the receipt and ensure compliance

DA- Corrigendum Slip No. 10 to Model SOP 2018


21.09.2020

**(Umesh Balonda)
Executive Director/S&T
Transformation Cell**

NO. 2018/Trans Cell/S&T/Model SOP

Dated: 21.09.2020

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



**(Ajeet Kumar Srivastava)
Executive Director/Accounts
Transformation Cell**

Copy to: As per list enclosed



Corrigendum Slip No. 10 of Model SOP 2018.

Part- A: Works Matters

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
44	Delegation of Powers in case of Service Contracts (inviting and accepting tenders)	PHOD/CHOD: Full Powers As per Delegation of Service contracts (No change)	DRM Up to Rs. 100 Crore in each case for long term contracts as per Service Contracts (follow extant guidelines of Service Contracts, earlier DRMs had power only up to Rs.20 Crore) (No change)	All Other officers Powers as per the delegations in Service Contracts (No change)	1. DRMs can enter into service contract for a period of 3 months irrespective of value of contract, only in case of termination of existing service contract with finance concurrence, by calling quotations from approved list of vendors 2. Extant Guidelines of Board to be followed (Additional remark) 3. Powers under this item shall also be applicable for procurement of Service through GeM. Authority: 1.Fly.Bd's ltr.2018/Trans/Cell/S&T/Model SOP dt.21.09.2020
<p>Note: For services available on GeM, procurement has to be done through GeM. However, any exception to this, which is justified due to specific reasons, requires personal approval of GMs/DRMs.</p>					

880
21.09.2020

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

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

New Delhi,

Date 29.09.20

The General Managers
All Zonal Railways

CAO/COFMOW
DMW/Patiala

The SDGMs/CVOs
All Zonal Railways/PSUs/Pus

CORE/ALD,
Metro/Kolkata,
DG RDSO/LKO


Sub: Rotation of officials working in Sensitive Posts
Ref: No. 2017/V-1/ALSL/1/1 Dt.10.12.19

Vide above reference, uniform guiding factors for designating posts as sensitive, as per nature of duties rather than nomenclature of posts have been issued. Keeping in view of above guidelines, with the approval of General Manager, list of sensitive posts have been identified and submitted by Zonal Railways/PUs/other units to this office.

- a) Perusal of lists submitted by various units, culminates to identification of nomenclature of sensitive posts as indicated in Annexure 8.1 of IRVM 2018, is considered to be applicable for all Zonal Railways/PUs/other units. For non-gazetted category, existing instructions issued vide RBV No.2008/V-1/CVC/1/4 dt.11.08.08 would be relevant.
- b) In regard to other posts not mentioned in Annexure 8.1, which are specific to ZR/PUs, sensitive posts as approved by concerned General Manager and submitted to Board vigilance would be deemed as "sensitive" in nature.
- c) In addition to above, General Managers on their own may also treat any other post not mentioned in the list as "Sensitive" and inform Board Vigilance, as and when need arises in future.

As part of Preventive Vigilance strategy, it is advised that officials manning sensitive posts should be rotated as per the extant policy to avoid developing vested interests. SDGMs may report on the compliance of rotation policy please.

This issues with the approval of CRB & CEO, Ministry of Railways.


29.9.20
(Srinivas Malladi)
Director Vigilance Engg(I)
Railway Board

सतर्क भारत, समृद्ध भारत

सतर्कता निवारण ही एकमात्र उपाय
भारत को जो पूर्णतः समृद्ध बनाए।
एक पथ पर चलना सिखाए
दूसरी ओर सर्वश्रेष्ठ बनाए ॥

भारत रंग नहीं आतंकवाद का
न ही यह रंग है भ्रष्टाचार का।
यह तो रंग है सतर्कता का
समृद्धि जिसका आधार है ॥

द्वेष, हिंसा को मिटाकर हमें
एक नयी ज्योति को जलाकर हमें।
सतर्कता को अपनाकर हमें
भारत को समृद्ध करना है हमें ॥

सतर्कता कोई रूप नहीं, यह तो हमारा अधिकार है
हम माटी के पुतले नहीं, समृद्धि हमारी पहचान है ॥

सतर्क भारत समृद्ध भारत यह स्वप्न सच दिखाना है।
भारत को सर्वोपरि बनाकर विश्व गुरु बनाना है ॥

अपने हक के प्रति सतर्क रहेगा भारत
अपने अधिकारों के प्रति भी सतर्क रहेगा भारत।
और वह दिन दूर नहीं.....
जब पूरी तरह समृद्ध बनेगा भारत ॥

लाखों लोगो की आजादी, बर्बाद ना होने देंगे
भारत को फिर से गुलाम, हम ना होने देंगे
सतर्कता का पालन कर, भारत को समृद्ध हम होने देंगे ॥

हर संकट से बचने को, सतर्कता बहुत जरूरी है
कोरोना के काल मे भी, यह विचार जरूरी है
सतर्क रहे, सुरक्षित रहे, यह बात हर क्षेत्र मे पूरी है ॥

सतर्कता जागरूकता सप्ताह, तभी मनाना सफल है
जब हर भारतीय अपने अधिकारो के प्रति प्रबल है
गरीब हो या हो अमीर सभी को अधिकार कुशल है
तभी यह समृद्ध भारत का सपना पूरा सफल है ॥

मातृभूमि का कर्ज, सबको मिलकर चुकाना है
भ्रष्टाचार को जड़ से मार गिराना है
अपने को सतर्क बनाकर, समृद्ध भारत बनाना है ॥

सूरज कुमार झा
कार्यालय अधीक्षक
सतर्कता विभाग, आरेडिका, रायबरेली

सतर्क भारत, समृद्ध भारत

X-----X-----X-----X

कर लिया सुनिश्चित भारत,
मेरा लक्ष्य भ्रष्टाचार मुक्त भारत,
विधावृद्ध भारत, सतर्क भारत, समृद्ध भारत ।।

राष्ट्र के लोग विश्वास और दृढ़ संकल्प के साथ खड़े हैं
लक्ष्य की ओर चल पड़े हैं ।
देख हमें हैरत में है दुनियां, कर दिया सिद्ध भारत
विधावृद्ध भारत, सतर्क भारत, समृद्ध भारत

सतर्कता से नित नए बढ़ते कदम
जल सेना, थल सेना, वायु सेना हर मोर्चे पर दिखा रही है दम
सतर्कता के साथ, लिखता कवि, काव्य छंद
ईमानदारी पूर्वक कार्य करो, रेल के सिपाही विवेकानन्द
नए-नए उपकरणों, मिसाइलों, लड़ाकु जहाजों, विमानों
यही है जिद भारत
विधावृद्ध भारत, सतर्क भारत, समृद्ध भारत

लेखक

विवेकानन्द व्यास

मो.-9670036072

सतर्क भारत—समृद्ध भारत

दृढ़—संकल्पित हों करें राष्ट्र निर्माण
कृत—संकल्पित पुरुषार्थ से हो आह्वान
सतर्कता को आत्मसात कर फूँकें नई जान
विश्व—पटल पर हो अपना भी गुणगान

सतर्कता, जागृति अवश्यभावी हो
राष्ट्रीय अस्मिता का भाव प्रभावी हो
सांस्कृतिक गरिमा अब स्थापित हो
कुंठा, झंझावतें अब विस्थापित हों

कुछ ऐसा हो कि हम अनुकरणीय बनें
समृद्धि उत्कृष्ट हो हम विस्मरणीय बनें
आध्यात्मिक पवित्रता की रसधार बहे
बसुधैव—कुटुम्बकम् का व्यवहार रहे

सतर्कता से सुसज्जित सामरिक शक्ति हो
देश प्रेम, परमार्थ सरीखी हमारी भक्ति हो
चहुँमुखी विकास का सपना सबल साकार हो
हिन्दी, हिन्दू, हिन्दुस्तान का प्रबल आकार हो।

रचना: ओम शंकर झा

पदनाम: वरिष्ठ लिपिक

कर्म. सं. 050300

विभाग: संकेत एवं दूरसंचार

मोबाइल नं. 8853556638



आधुनिक रेल डिब्बा कारखाना, रायबरेली

MODERN COACH FACTORY, RAEBARELI

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



COMPLAINT?

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: cvo@rcfrbl.railnet.gov.in
Call on Telephone No. : 0535-2704381

VIGILANCE AWARENESS WEEK

27th October to 02nd November, 2020



MAHATMA GANDHI

02.10.1869 - 30.01.1948

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

“ सतर्क भारत, समृद्ध भारत ”



सतर्कता विभाग
आधुनिक रेल डिब्बा कारखाना
रायबरेली

