



# सतर्कता ई-बुलेटिन

## VIGILANCE E-BULLETIN

### 2021



# आधुनिक रेल डिब्बा कारखाना

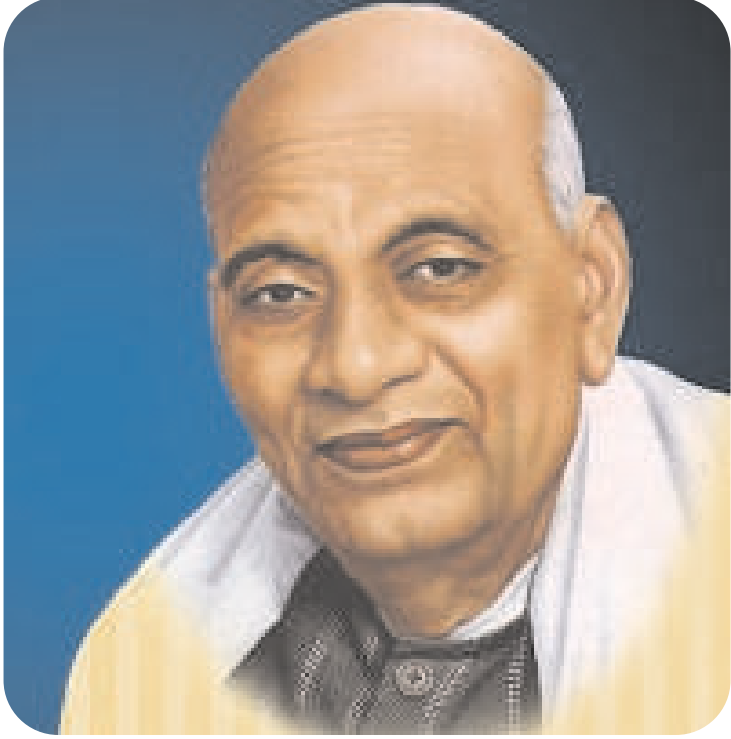
## रायबरेली

# MODERN RAIL COACH FACTORY

## RAEBARELI

अंक - 06

ISSUE-06



## **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.

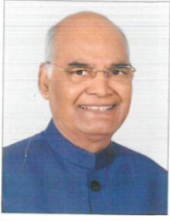
## अस्वीकरण

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.

**Message from the  
Hon'ble President of India**



सत्यमेव जयते

राष्ट्रपति  
भारत गणतंत्र  
PRESIDENT  
REPUBLIC OF INDIA

### MESSAGE

I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "Independent India @ 75: Self Reliance with integrity; स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता" from 26th October to 1st November 2021.

As a nation, we have had a long and well-established tradition of integrity and ethics. It is our responsibility as citizens to re-affirm these ideals as we strive towards national development and self-reliance. It is the duty of all the citizens to be vigilant and combat corruption in every sphere of life.

I am happy to see that the Central Vigilance Commission is taking the necessary steps to bring the citizens together to strengthen our commitment towards progress and self-reliance while remaining rooted in our ideals.

I extend my greetings to all those associated with the organization of Vigilance Awareness Week at Central Vigilance Commission and wish the campaign every success.

*Ram Nath Kovind*

(Ram Nath Kovind)

New Delhi  
October 05, 2021

**Message from the  
Central Vigilance Commission**



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
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019/VGL/029

सं./No..... 11.10.2021

दिनांक / Dated.....

MESSAGE

Vigilance Awareness Week (26<sup>th</sup> October to 1<sup>st</sup> November, 2021)

It is a matter of pleasure that during the current year the Commission has issued the guidelines for observing Vigilance Awareness Week from 26<sup>th</sup> October, 2021 to 1<sup>st</sup> November, 2021. The theme for the current year's Vigilance Awareness Week is as under:

**“स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता”**  
**“Independent India @ 75: Self-Reliance with Integrity”**

Self-reliance and integrity are the two ideals which need focus as they are important for achieving all-round progress and development of the country. During the Vigilance Awareness Week there is an opportunity for all to re-affirm ourselves towards our collective duty and responsibility to ensure transparency and integrity in the systems and procedures.

This year a special initiative has been taken to create awareness for the complaint mechanism available under the Public Interest Disclosure and Protection of Informers (PIDPI) resolution. During the current year, all the organizations have also been requested to focus on improvements in internal processes and other house-keeping activities.

The Commission appeals to all the citizens of the country to come forward, during the 75<sup>th</sup> year of Independence, and support the drive to achieve self-reliance with integrity.

(SURESH N. PATEL)  
Central Vigilance Commissioner

**Message from the  
Principal Executive Director / Vigilance**



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

Central Vigilance Commission is celebrating Vigilance Awareness Week from 26<sup>th</sup> October to 01<sup>st</sup> November, 2021 with the theme "Independent India @ 75: Self Reliance with Integrity; स्वतंत्र भारत @75: सत्यनिष्ठा से आत्मनिर्भरता" in a move towards commemorating 75 years of India's Independence. Accordingly, like every year Indian Railways will also carry out celebrations with the motive to weed out corruption and ensure integrity in public life.

Fight against corruption is not the sole responsibility of Vigilance organization but requires all out efforts from every Railway employee. Without complete commitment and devotion, it is not possible to fight corruption successfully. Therefore all the Railwaymen must make a united effort to root out corruption from the system. During the occasion, I would also like to mention that special emphasis to technology may be given to spread awareness about malice of corruption as well as to make our system more effective and efficient thus bringing more accountability and transparency.

Indian Railway is organizing the Vigilance Awareness Week in a motivated environment with a passion to sensitize the common man against the menace of corruption. Special efforts on following issues are being taken.

- i) Encouraging all for taking e-pledge by visiting the website.
- ii) Conduct of workshops/sensitization programs on policies/procedures.
- iii) Use of organizational website for dissemination of employees/customer-oriented information and to make available avenues for redressal of grievances, systemic improvements and good practices adopted.
- iv) Wide publicity to complaints under PIDPI (Public Interest Disclosure and Protection of Informers).
- v) Extensive use of social media platforms, bulk SMS/e-mails. WhatsApp etc. for spreading awareness.

I strongly believe that observance of Vigilance Awareness Week by following the measures suggested by CVC will assist all Railway employees to work in the right direction and to fight against corruption. With this, I extend heartiest congratulation to all those associated in this drive.

With heartfelt good-wishes

  
(Ramesh Kumar Jha)

**Message from the  
General Manager**

V. M. Srivastava  
General Manager,  
Modern Coach Factory,  
Raebareli



## MESSAGE

I am happy to know that the Vigilance Department of Modern Coach Factory, Raebareli is bringing out 6<sup>th</sup> issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week.

This year, the Vigilance Awareness Week is being observed from 26<sup>th</sup> October to 01<sup>st</sup> November, 2021 and the theme for this year is "Independent India @75: Self Reliance with Integrity" (स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता). 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 E-Auction for scrap disposal, Procurement through GeM and provision of CCTV cameras along the whole boundary of factory premises for bringing more transparency and clarity in its working.

I congratulate the Vigilance Department for their efforts for publishing out 06<sup>th</sup> issue of Vigilance Bulletin.

(V. M. Shrivastava)  
General Manager

**Message from the  
Chief Vigilance Officer**



## प्रस्तावना

सतर्कता संगठन, आधुनिक रेल डिब्बा कारखाना 26 अक्टूबर से 01 नवम्बर 2021 तक सतर्कता जागरूकता सप्ताह मना रहा है। इस वर्ष सतर्कता जागरूकता सप्ताह का मूल विषय "स्वतंत्र भारत @ 75: सत्यनिष्ठा के साथ आत्मनिर्भरता" है। इस वर्ष सतर्कता जागरूकता सप्ताह के अवसर पर "सतर्कता बुलेटिन" का 6 वां 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 कार्यवाही संगठन से भ्रष्ट प्रथाओं को खत्म करके 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, लेखा, सुरक्षा, यांत्रिक, विद्युत, संकेत एवं दूरसंचार, भण्डार, चिकित्सा और संविदात्मक कार्यों से सम्बन्धित "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

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# The importance of integrity in the workplace

Compiled by-  
Sanjaya Tiwary  
SVO/MCF

## What is integrity?

Integrity means being honest and having strong moral principles. A person with integrity behaves ethically and does the right thing, even behind closed doors.

For instance, informing a cashier that they gave you too much change and going back to the store to pay for something you forgot to pay for are two examples of showing integrity in everyday circumstances.

## Examples of traits associated with integrity

Beyond having strong ethical standards, having integrity means you:

- Expressing gratitude for others
- Valuing honesty and openness
- Taking responsibility and accountability for your actions, good and bad
- Respecting yourself and others around you no matter where you are
- Demonstrating reliability and trustworthiness
- Showing patience and flexibility, even when unexpected obstacles show up

## What does it mean to have integrity at work?

Integrity in the workplace is the same as it is outside of work. The only difference is that integrity at work supports organisation and leader's set of moral and ethical standards. This will result both in happier employers and employees.

## What is integrity in the workplace?

Workplace integrity is vital to decision-making, serving customers, and managing employees. It's also crucial to reducing costly errors, avoiding illegal activity, and keeping the organization's core values top of mind.

For instance, reviewing policies and procedures before starting a complex task or being honest about forgetting to do an important task are two examples of showing integrity at work.

Having integrity at work means you:

1. Are reliable and dependable (i.e., you show up to work on time)
2. Are trustworthy, especially with classified information and high-risk tasks
3. Practice and encourage open communication with your colleagues and managers

4. Are respectful, honest, and patient with your colleagues, managers, and customers
5. Have a strong work ethic and strive to produce high-quality work consistently
6. Are responsible for your actions, especially when you make a mistake
7. Make sound decisions, even under high-stress situations
8. Are equipped to provide high-quality service to your customers

Organizations with integrity keep high-value customers, reduce employee turnover, improve productivity, and make smart decisions.

### **Why is it important to have integrity in the workplace?**

Integrity is important in the workplace because it:

#### **1. Promotes better leaders**

Companies that hold their managers up to high ethical standards promote strong and ethical leaders.

Leaders with integrity understand that their actions, words, and decisions shape the company's values, culture, and morale. They value their customers, become role models for their team, and act with good intentions rather than with selfish motives.

#### **2. Helps foster an open and positive work environment**

A strong organization values integrity as a way to foster an open and positive work environment. When employees know their company operates based on strong values, they feel comfortable sharing ideas, connecting with their team, and being themselves.

#### **3. Promotes an ethical approach to decision-making**

From protecting stakeholders to creating new products, upholding strong moral standards in the workplace helps team members make deliberate, thoughtful decisions.

#### **4. Encourages diversity, equity, and inclusion**

Companies that promote integrity value having a diverse team. They welcome a variety of perspectives, celebrate differences, and strive for equality in the workplace.

#### **5. Promotes strong and resilient teams**

Teams are strong and resilient when they have a set of standards as guidance. They also feel a sense of meaning and purpose at work. This contributes to their morale, productivity, and engagement.

#### **6. Actively builds and maintains trust**

Honesty and integrity are the main pillars of trust — an essential component for building credibility. As businesses strive to keep customers

and employees, their credibility is the driving force that influences them to stay.

### **Demonstrating integrity at work**

Here are five ways to demonstrate integrity in the workplace:

#### **1. Respect others' opinions**

One of the best ways to demonstrate integrity at work is by honoring your colleagues' and managers' opinions and ideas, even if you disagree.

For instance, instead of turning down an idea, try to see things from their perspective first. Why do you think they chose that idea? Could you be wrong with your opinion?

If you're unclear about what they mean, kindly ask for clarification or ask specific questions to understand. For example, you could say, "Can you please explain how we could implement your idea step-by-step?" Or, "Can you clarify what you mean by \_\_\_?"

Or, you can use the tried-and-true 'treat others how you want to be treated' philosophy when responding.

#### **2. Address conflict honestly and respectfully**

Workplace conflict can quickly turn into a sticky situation and may even lead to termination if not handled well. The best way to address conflict is to respond calmly, honestly, and respectfully.

First, make sure you understand what the conflict is really about. Is a customer unhappy with a transaction? Do you disagree with your manager's decision? Why?

Once you're clear on the root of the conflict, validate feelings, apologize if needed, and try to reach a solution. If you can't find a solution, ask for support from a manager or HR if needed.

#### **3. Be a role model**

Modeling integrity is a powerful way to be a change-maker at your organization. This means taking responsibility for your decisions and actions, especially when you make a mistake. Being honest and respectful, keeping your promises, and staying engaged with your work is crucial.

As a role model, you'll not only encourage other team members to follow suit, but you'll also promote a positive company culture.

#### **4. Be ready to work**

Coming to work prepared and ready to tackle your responsibilities is essential to integrity at work.

Set yourself up for a productive day by eating a healthy breakfast, getting enough sleep the night before, and carving out some alone time before heading to work. Take your morning even further by adding a wellness practice like mindfulness meditation, tai-chi, or yoga.

When you get to work, grab a notepad and plan your schedule for the day. What do you need to accomplish by the end of the day? Who do you need to speak with?

Once you're set on your goals for the day, make sure you have all the tools you need to complete your work. Then, start taking action and check off the items on your to-do list, one by one.

### **5. Report unethical behavior**

It may seem uncomfortable to report your colleagues or managers for unethical behavior. However, it's a vital part of holding your company accountable to the moral standards they've set in place.

When reporting unethical behavior, be as specific as possible. Explain who offended company policies, how they offended them, and where and when you saw the action take place.

### **Prioritizing integrity in the workplace**

Having integrity in the workplace is essential to building trust with your colleagues and managers. It's also integral for making ethical decisions, and addressing challenges calmly and purposefully.

Need help sharpening your integrity? Discover your strengths and achieve your goals with BetterUp's personalized coaching.



# Increasing Transparency by Re-examining Processes before Computerization

*Pranjeev Saxena,  
CME/IT,  
MCF*

## Background

Ethical behavior in government working, as elsewhere, is related to self conscience. People with strong sense of right/wrong would not indulge in unethical behavior. People with low conscience will not be bothered by ethics before taking a decision. However, most people, due to temptation or personal requirements, may adopt unethical means in certain cases if chances of getting caught is low.

Various studies indicate that chances of getting caught rather than quantum of penalty/punishment acts as the main deterrent. This principle applies to law enforcement as well as unethical behavior in organizations. Obviously, if the chances of getting caught is almost nil, a very harsh punishment after getting caught will not act as a deterrent. On the contrary, if an innocent is wrongly identified as culprit, harsh punishment may act as deterrent from taking risky decision. Law-makers in India have been increasing quantum of punishment rather than increasing chances of identification of the wrong-doer.

Simplifying procedures to such an extent that even a layman can make out who is doing what (and ideally why) increases chance identifying a wrong-doer. This is the basis of transparency in public administration. Unfortunately, in Government working, emphasis has been to add more checks and balances rather than increasing transparency after a new type of fraud is detected.

## Transparency in Government

Transparency in administration is “right of public to know details of steps and measures taken by the different elements of the administration”. It is right of public to have to access key information which gives details of what steps are taken by whom. Thus accountability is an integral part of transparency. As procedures become more complicated, transparency along with accountability is compromised.

It is often believed that computerization can increase transparency in administration. However, it is not necessarily so.

## Computerization in Government Administration

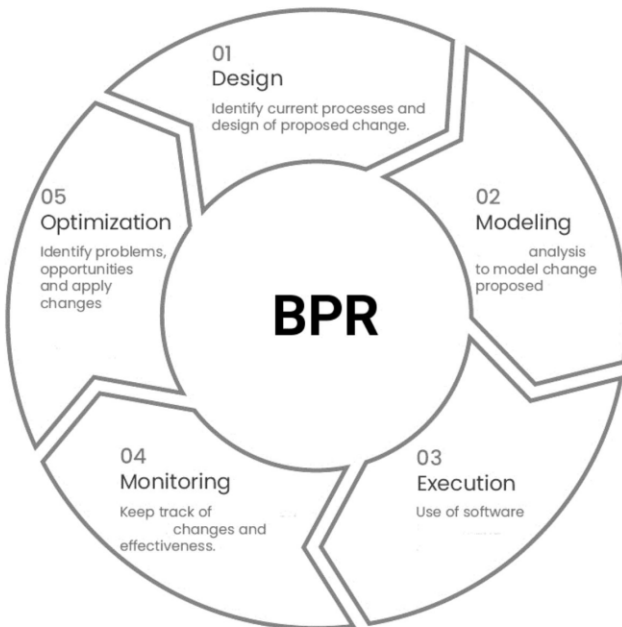
Most computerization in Govt offices in India involve replicating existing procedures on computers (servers). The only advantage is that details of what was done and by whom can be traced and detailed reports be generated. Often, why an action was taken remains a grey area. As a result, accountability is slightly increased after such exercise but transparency remains unchanged.

System administrator/ database administrator (two are often the same person) has access to entire system and has powers to modify/delete most data. Usually, a log of all system users, including who did what and when, is maintained which can be accessed in case of any inquiry. However, a smart system/database administrator can collude with an errant staff in such cases to delete/change data.

### **Business Process Re-engineering**

“Business Process” is a collection of related activities which result/assist in providing service or product to customer(s). Details of business processes can be captured in an information system, which may be computerized. If during computerization, all existing activities are captured without analysis, all problems with manual system get transferred to computerized system. Such problems are noticed in many computerized systems being used in Indian Railways like coffee, IREPS etc.

A better approach is to re-examine all activities in a business process and eliminate all unnecessary activities and retain only activities deemed essential/unavoidable in the new system. This is called “Business Process Re-engineering” (BPR). Steps involved in BPR are given in diagram below.



In Government working, simplified procedures increase transparency and also efficiency. Similar concept is also used in “Lean Management” theories.

### **An Illustration: Passenger Reservation System**

Passenger Reservation System (PRS) on Indian Railways illustrates the above, even though some of the benefits may not have been planned that way. PRS was introduced in Delhi Area of Northern Railway in 1985 as a pilot project to reduce corruption at grass root level and also improve public image of Railways. Time lines, including PRS extensions, in this section is taken from an article (teaching case) written in “Journal of Information Technology”(22,432-439) in 2007 by *Sharad Sahai Mathur* (CRIS),*Shirish Chandra Srivastava* and *TH Teo* (both from National University of Singapore). The first two are ex-IRSME officers.

#### ***Customer value***

Basic value of reserved ticket to a passenger is assured accommodation in a train of his/her choice from a boarding point to a destination. Process of generating reserved ticket adds no value. Each step in the process adds cost in terms of money or time to both customer and Railways. Hence simpler and faster process will reduce cost to the customer and Railways.

Value of reserved accommodation is due to demand exceeding supply. If the train/coach of customer is empty/partially filled, reserved ticket (wrt to unreserved ticket) has customer value only if passenger has seat/ berth of his/her choice. Otherwise, the customer value of a reserved ticket will be zero or even negative.

Since PNR is now being used for passenger identification for certain services like

- Meals on wheels
- Customer complaints
- free wifi etc

a valid PNR will have some extra value for passengers availing above services.

#### ***Transparency***

Transparency is important for customer in

- Number of vacant seats/berths available in a train(s) on different dates.
- Rules/process of either allowing the customer to get berth of his choice.

In case of certain classes like 1<sup>st</sup> AC,

- Process of allotment of seats/berth at chart preparation time.
- Rules for allotment of reserved accommodation in a train/class to various types of passengers including through various quotas before the journey during journey (by TTE/conductor)

#### ***Manual System (previous system)***

In manual reservation system, a passenger (other than a Pass Holder) had to follow the following steps.

- Buy a ticket (including en-cashing PTO) from one window
- Get reservation against the ticket. There were different windows for different classes and trains, some having longer queues than others.
- In some road-side stations, booking clerk used to insist on certification of availability of seats/berths before issuing a ticket.

Thus, a passenger had to stand in two/three queues before getting a reserved ticket. Sometimes, while boarding the train, the reservation chart showed some other names in the seats/berths, thus allowing the TTE/conductor to act as arbitrator.

Once PRS was introduced, procedure was simplified with one employee doing the entire job. Chart printing was by the system. The passengers gained in the following way

- Only one queue per transaction. Passenger could choose which queue to join.
- Increased Transparency
- Confirmed ticket meant hassle free journey -unless the train/coach was cancelled.
- Most booking clerks allowed the passenger to see the availability of seats/berths across trains and dates.
- Over-charging by booking clerks vanished.

#### **Indian Railways gained by**

- More efficiency by equal distribution of work.
- Redundant procedures removed hence less time/customer – a key feature of BPR.
- Improve image of Railways by
- more transparency
- faster transaction per customer
- Indian Railways was pioneer (among major organizations) in India to introduce computerization on such large scale.
- Past data could be used for both transparency and future planning (data mining).
- PRS data in now part of “Big Data” which is owned by Indian Railways. Big data has huge value for many commercial organizations including Multi-National Companies (MNCs).

#### ***Return Reservation***

Similarly, under **manual system**, passengers faced problem in return ticket reservation, where return quota existed only for a few trains at certain stations. Passengers had to request friends/ relatives at the other end to get reserved tickets for them or rely on wireless message sent to the originating stations by

Railways, which often failed to reach or deliberately ignored by staff at other end.

Delhi PRS was first extended to one terminal at Charbagh Lucknow in 1989 for reservations on Up/Dn Lucknow Mail, allowing passengers to book tickets in both directions from either Charbagh or Delhi Area. Similar counter was also provided at Bhopal. Later, the facility was extended to all trains passing through Lucknow and later to many stations of North India. Similarly, PRS was developed at then Calcutta and Bombay in 1986 and Madras in 1987, catering to the respective zones. Later, remote terminals of Delhi PRS was available at Calcutta/Bombay and Calcutta/Bombay PRS at New Delhi. However, the following issues remained.

- Due to erratic link, sudden failure of connection of terminal was common.
- Only one or two terminals were provided, that too at certain PRS offices in the cities.
- Passenger with return journey planned in advance had to stand in two queues.
- Queues in the remote terminals was usually longer, leading to sub-optimal utilization of resources including staff.

The original PRS was based on C and FORTRAN based flat file system. Networking was implemented first in Secundrabad in 1994. Present version of PRS (Concert) was implemented in 1997. These developments allowed reservation from any place to any place at any counter. This increased efficiency for Railways as well as value for the customer and transparency as explained above.

### **Suggestion**

In view of the above, it is suggested that following additional steps be taken at the conception/design stage of a new IT system related to Public Administration.

- Analyze/ model existing system -whether manual/ computerized. Include who does what and why (if possible).
- Extract and incorporate only value adding processes or those required due to codal/ legal provisions.
- Examine why codal provisions mentioned above exist. In case there is no justification, deletion/ modification should be proposed.
- For legal provisions, examine if alternative simpler procedure can meet legal requirements. Redundant/ unnecessary provisions can be proposed as amendment to the law or even scrapping the law.
- Take periodical backup of logs of user session and store them with an authority other than system administrator.

## Transformation from Manual Working to Digital Working Module

Compiled By-  
Sandeep Shukla  
CMM/P



User Depot Module (UDM) developed by CRIS (Centre for Railway Information Systems) was rolled out digitally for all User Depots of Indian Railways by Sri P. C. Sharma, Member(T&RS) on 28.09.2020.

Railway's supply chain up to Stores Depots was already digitalized, however activities at user end were being done manually. UDM system has been implemented to bring in transformational changes from manual working to digital working with real time transactions and online information exchange among all users across Indian Railways. This UDM will computerize various material management activities at the end of User Depots i.e. Consignees.

Any user for this User Depot Module for a particular Railway or Department or Unit can be created by any concerned officer (JAG & above) or by any other concerned officer who has Administrator rights or by Departmental Administrator.

This will enable authorized user for: Creation of Computerized Ledgers & DMTRs (Daily Material Transaction Reports) for recording, receipt & issue transactions by authorized Users.

UDM will cover all activities of material, such as receipt of Stores by user depots/consignees against Purchase Orders/GeM Orders/Contracts wherein material is delivered directly to consignees, against cash purchase/imprest, from shops, from other field units, against book transfer within same user depot, from stores depots, non-stock R-notes/ sale issue notes, issue of material to other user depots/consignees on assistance/loan basis, to contractors, on book transfer within same user depot, to stores depots on advice note, to purchasers for scrap deliveries, placing demands on user depots/consignees, Issue Note, Gate Pass, Adjustment Memo, etc.

UDM will also cover transacting with non-computerized user depots/consignees, integration of payment activities on IPAS, initial rejection as well as warranty rejection, stock verification, generation of MIS/exception reports, real time information exchange among various stake-holders.

This online transaction of accountal of material will also provide history of purchase/receipt of items such as vendor-details, rates, etc for any reference.

Thus it will ensure digitization of complete supply chain, including user depots.

Requirements at user end:

- (i) PC / Laptop / Printer / Internet Connectivity.
- (ii) Minimum Class-2 Digital Signature Certificate (DSC).
- (iii) Basic knowledge of Computer.
- (iv) Consignee Code / email ID / Mobile No. of User.

Benefits of UDM:

- (i) Computerization of the entire Supply Chain i.e. Consignee End / User Depots will also included in Digital Supply Chain (Stores Depots are already there).
- (ii) Optimization of material procurement leading to cost reduction & economy.
- (iii) Improved Level of Service to internal as well as external customers.

- (iv) Traceability of material usage leading to improved Asset Maintenance.
- (v) Transformational changes from manual working to digital working.
- (vi) Real time information exchange among various stake-holders.
- (vii) Enhanced efficiency, economy & transparency.

Way Forward :

- (i) Facility for placement of Non-Stock Demands in UDM.
- (ii) Integration with other applications like:
  - IPAS (Integrated Payroll & Accounting System)
  - SLAM (Software for Loco Asset Management)
  - CMMS (Coaching Maintenance Management System)
  - FMMS (Freight Maintenance Management System)
  - WISE (Workshop Information System)
  - TMS (Track Management System) etc.

For hand-holding:

Weekly WebEx Training/Orientation Sessions for UDM are conducted by CRIS. Moreover User Manual is available on IREPS Site, Learning Centre Link and IREPS help desk service is available on telephone no.: 011-23761525 .



Meet virtually with  
Cisco Webex. Anytime,  
anywhere, on any device....  
[crisadmin.webex.com](https://crisadmin.webex.com)

**Orientation/Training Session for  
UDM by CRIS**

Date & Time: **Tuesday,  
September 28, 2021 11:30 am**  
Duration: 2 hours  
Event No: **2515 199 9738**  
Event Password: ireps

Link given below: 📌  
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## DO'S & DON'TS FOR PERSONNEL DEPARTMENT

### DO's

- Ensure the correct verification of Educational certificate, Birth certificate, Caste certificate etc. before appointment.
- Have an Action Plan for filling up both Direct Recruitment and Promotee Quota vacancies, duly assessing anticipated vacancies and lead time required for filling up of posts.
- Remember to follow check lists for important activities, like selections, promotion, settlement dues of staff etc.
- Service record of the employee should be kept with up to date entry with signature & date of the concerned staff & officer.
- Leave record of the employee to be kept with up to date entry in regular manner
- Maintain all basic documents, records, policy instructions and confidential files properly and up to date.
- Ensure the time of Pay Fixation after promotion to the employees.
- Attend to employee grievances with promptness and a positive attitude.
- Remember that you are a service department and meant to look after staff welfare.
- Educate employees on their dues and benefits and ways to avail the same.

### DON'Ts

- Do not cause delay in disposal of pending matters. It can harm an employee severely.
- Do not accept any favours for doing/completing a work.
- Do not ill-treat or misbehave with an employee.
- Do not give un-due favours, not due to an employee. Check all claims properly.
- Do not work casually and somehow complete the work mistakes can occur causing serious problems.
- Do not close your mind to new ideas or new ways of doing things, keep abreast of technological developments.
- Do not neglect to prepare and send periodic reports and statements.
- Do not expect others to complete your work or allow others to handle your work.
- Do not fail to update yourself on changes in policies, instructions.

## 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.

## DO'S & DON'TS FOR S&T, ELECTRICAL AND MECHANICAL DEPTT.

### DO's:

- ✓ Ensure proper invoice bills and test reports as per inspection clause / specification before accepting the materials
- ✓ 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.
- ✓ Joint inventory is to be carried out for the material to be released, before commencement of the work. Ensure all released materials are taken into account before work completion.
- ✓ Refer the specifications & drawings thoroughly with latest amendments as mentioned in the agreement. Earthing and foundations to be done as per the drawing/specification.
- ✓ Maintain field Book consisting of details of daily progress recording particulars location wise with reference to works. Also maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor. On completion of work site order book and field book should be handed over to Divisional office.
- ✓ If any RITES / RDSO inspection is changed to consignee inspection with competent authority's approval, 1% inspection charges are to be deducted from the contractor's Bills.
- ✓ Ensure EPF & ESI contribution for contract staff working in Service Contracts before passing CC Bills. Authenticity of such documents submitted by firm should also be ensured.
- ✓ Tenders should be called as per the type of contract i.e. Works/Service contract.
- ✓ Proper eligibility criteria & similar nature of work to be defined as per the latest PHOD's definition.
- ✓ Allow adequate and reasonable minimum time for opening the Tenders to encourage proper response. If due to certain reasons adequate minimum time is not able to provide prior approval should be taken from the competent authority with clear justification.
- ✓ Validity of the tender offer to be ensured before awarding the contract. Ensure issue of LOA with in the validity period and in the reasonable time after accepting the TC minutes.
- ✓ Uniform / consistent approach to be adopted while awarding the work. Past history of the discharged / recalled tenders to be discussed in the present tender. TC minutes to be transparent. If any complaints received during TC stage, the same are to be studied & to be reflected in minutes.
- ✓ Level of TC to be based on lowest valid offer. The level of TC for single tender should be at least one step higher.

- ✓ DMTR transactions must be closed on every day and initial the DMTR at least once in a week by the stores in-charge and send the statement to the Divisional Headquarters every month.
- ✓ Ensure while processing the released material for DS-8- clearly indicate the ferrous and non-ferrous materials separately and mention the non-ferrous material content (copper, aluminum etc.) separately.
- ✓ Perform the departmental stock verification without fail. As per stores manual, each stock holder should verify his stocks once in 6 months. At officer level, test check to be done once in 6 months and once in a year by the BO.
- ✓ In RDSO/RITES inspected materials, the hologram no. on material should be verified with IC & to be recorded by the consignee. Ensure receipt of test reports for the material while accepting RDSO/RITES inspected material.
- ✓ Ensure to communicate Rejection advice of the material to firm, purchaser, pre inspecting agency, paying authority in case of rejection of material.(RB Lr.No.2000/RS(G)/379/2 Dt. 7.8.15).

#### DON'TS:

- ✓ Don't Record measurements without carrying out the work.Don't record MB without inspecting the site and without taking the measurements.
- ✓ Do not accept the materials & do not execute the specified quantity of work more than the scheduled quantity without obtaining approval from competent authority
- ✗ Don't deviate the location without approval of sanctioning authority of the work.
- ✓ Do not record the measurement towards dismantling/releasing work without ensuring proper accountal of released materials as per contract conditions.
- ✓ Consignee inspection materials should not be taken in to account without delivery challan and in-charge SSE & officer's inspection certificate.
- ✓ Do not change/relax any of the Tender conditions or Scope of the work..
- ✓ Don't issue credentials before completion of the work. Further below JA grade Officer should not issue any credentials and credentials cannot be issued to the subcontract.
- ✓ Don't change the TC members once it constituted, without prior approval of the competent authority.
- ✓ Post correspondence in tender is not allowed.

### **DO's- specific to Mechanical Deptt.**

- ✓ Ensure that the Men, Machines and Materials deployed by MCC & other Service Contracts are as per contract.
- ✓ Ensure that a qualified supervisor is deployed by MCC contractor in each shift for checking of cleaning and liaison with SSE/C&W.
- ✓ Ensure the submission of purchase bills of specified cleaning compounds by the contractor.
- ✓ Take prior approval of Sr.DME for using cleaning compounds of brands other than that specified in the contract.
- ✓ Ensure that valid ID card is issued to staff of the contractor.
- ✓ Complete Agreement copy should be available with the in-charge Supervisor at site.
- ✓ Ensure washing of woollen blankets within two months of the previous wash date as per the contract.
- ✓ Ensure entry of correct tank nos. in F12 vouchers.
- ✓ Ensure that the variation between book balance and ground balance of HSD oil in RCDs is monitored on daily basis as per JPO (i.e. within  $\pm 1\%$ .)
- ✓ Ensure yearly calibration of Flow meter, dip tapes and dip rods at RCDs.
- ✓ Ensure proper locking and sealing of cubicle of EIMWBs.
- ✓ Ensure the Repeatability Test and Joint Inspection by the Officers as per Schedule.

### **DON'Ts- Specific for Mechanical Deptt**

- ✗ Don't allow Contract Labour to work without Uniform, ID card and Protective Gear.
- ✗ Don't allow OBHS workmen without sufficient cleaning compounds and cleaning kits at originating points.
- ✗ Don't allow food handling staff without valid medical certificate in Running rooms.
- ✗ Don't allow decanting of HSD oil in RCDs after sunset without prior permission of Sr.DME.
- ✗ Don't allow EXPORT option for Weigh bill and EDIT option for Gross weight in the software of EIMWBs. Don't allow ERASE & DELETE Options in the Software of EIMWBs.

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# DO'S & DON'TS FOR ACCOUNTS DEPARTMENT

## DO'S

- Before issue of tender inquiry, ensure the existence of the firm.
- Ensure vetting of estimate to be realistic.
- Ensure vetting of quantity to be purchased with proper justification
- Follow prescribed time schedule for passing of accounts and financial bills.
- Ensure that no time barred cases are admitted without condonation /sanction, from competent authority.
- Preserve vouchers/documents, as prescribed in the code of Accounts Department.
- Ensure that the payments made are witnessed by the authorized person only.
- Ensure that the expenditure incurred by an officer is within his competency.
- Prepare checklists for each type of expenditure/bills and follow them scrupulously.
- Ensure that all corrections/alterations in bills are attested by the comp authorized to do so.

## DON'Ts

- Do not pass duplicate bills without investigating/verifying the reasons, for submission of duplicate bills.
- Do not admit and pass supplementary bills without properly verifying the main claim and making necessary endorsement in the main/original bill.
- Do not entertain bills with corrections/alterations, which have not been attested by the competent authority.
- Do not admit and pass bills out of turn, unless the officer concerned has authorized to do so.
- Bills which have some discrepancy, in emergent cases, should not be passed without approval of the officer concerned. It may also be ensured that the amount is entered in "objectionable items",
- Do not allow amount passed as advance, for incurring expenditure beyond the reasonable period and call for the final bills, for clearing the suspense head.
- Do not allow unconnected items in PF accounts to figure in the PF ledger for a long time, as passage of time would affect PF account of employee.
- Do not forget to conduct periodical checks, wherever prescribed.
- Do not pass pay orders for short passed amounts until written communication is received from the DCP and after through verification of the bill.

## DO'S & DON'TS FOR SECURITY DEPARTMENT

### DO's

- Ensure safety & security of Railway Personnel & Rly. Property.
- Any suspicious thing noticed immediately inform to the higher authority.
- Ensure safety of Railway Property.
- Ensure to keep proper record for entry and exit of the persons, materials & vehicles in the Railway premises, workshops etc.
- Before issue of tender inquiry, ensure the existence of the firm.
- Before awarding of contract, ensure the existence of the firm.

### DON'Ts

- Do not allow any unwanted things inside the Railway Township, offices & workshop. Do not allow anybody in the office without entry in the visiting register.
- Do not allow anybody inside Railway workshop/township without valid identity. card/authority card.
- Do not allow vehicle & materials inside the workshop and Railway premises without proper entry in the register at RPF post entry gate.
- Do not allow passing any material & vehicle from the Railway workshops/sheds/ township without proper gate pass & other relevant documents and also without entry in the RPF gate register.

# SYSTEM IMPROVEMENTS



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./Sys Improvement

Date: 29.01.2021

All PHOD's/ CHOD's  
MCF/RBL


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

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

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

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

This has the approval of CVO.

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

**Copy to:**

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



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

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

Confidential

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

Date: 29.06.2021

All PHOD's/CHOD's  
MCF/RBL

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

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


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

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

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

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

May be treated it as urgent.

  
(Sanjaya Tiwary) 29/06/2021  
SVO/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,  
Uttar Pradesh-229120

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

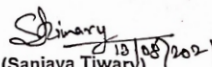
Date: 13.08.2021

PCMM,  
MCF/RBL.

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

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

This has the approval of CVO/MCF.

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

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



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

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

**Confidential**

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

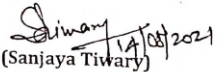
Date: 14.08.2021

PCMM/MCF/RBL.

Sub: Technical Scrutiny of the cases.

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

This has the approval of CVO/MCF.

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

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



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
MODERN COACH FACTORY, RAEBARELI

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

Confidential

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

Date: 16.08.2021

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

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

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

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

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

This issues with the approval of competent authority.

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

For General Manager Vigilance



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

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

Confidential  
Date: 09.09.2021

No. G/MCF/RBL/Vig./Stores/Misc./Comp./39

All PHODs,  
MCF/RBL

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

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

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

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

This issues with the approval of competent authority.

*S. J. Wari*

(संजय तिवारी)

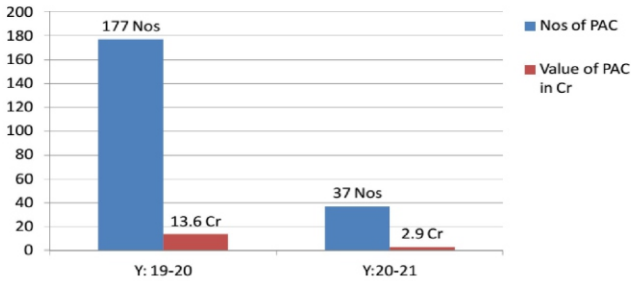
वरिष्ठ सतर्कता अधिकारी

For GM/Vigilance/ अरेडिका/रायबरेली

**Earning/Economies Accrued due to the Vigilance Activity/Action completed:**

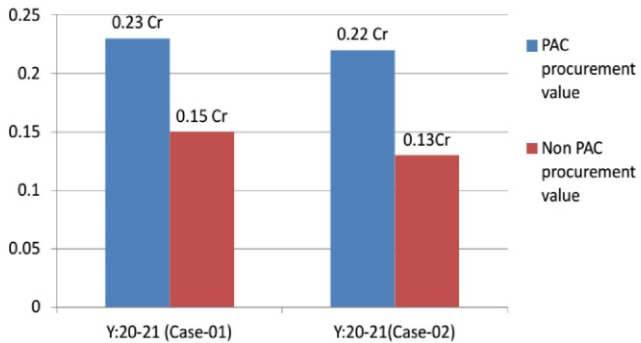
Description	Year	
	2020 (in Rs. Lakh)	2021 (Upto August) (in Rs. Lakh)
Technical Recovery from works contract	614.537051	-----
All other with brief details	.....	
i. Rejection of Cross Section to PO No. 311218021007 dt. 10.07.2019		4.72458
ii. Rejection of TMT bar for Agreement No. 789/CE/MCF/RBL/TS/Const.Bal.New Type III/Qtr/18 dt. 29.04.2019	.....	3.37163
iii. Rejection of Water Tank to PO No. 03191128100148 dt. 09.02.2021	.....	29.568
<b>Total</b>	<b>614.537051</b>	<b>37.66421</b>

**Reduction of PAC Procurement in MCF**



Note:- Due to persistence effort for reduction of PAC, there has been reduction in PAC purchase in MCF and which has resulted in about substantial saving even after considering the proportionate production (2000 coaches in 2019-20 & 1383 coaches in 2020-21).

## PAC to NON PAC procurement



Note:- For example 02 cases (Steel liner and welding Torch) were processed through Non PAC and there has been reduction in price by 30 to 40% which amount to corresponding saving of about 0.17 Cr.

## Saving through direct participation of OEM



Note: Due to consistent effort in the direction of direct participation of OEM, Kennametal had participated in all cases directly and overall prices were reduced by 13 % in comparison to rates quoted by Dealer.

# RAILWAY BOARD CIRCULARS

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. PC-VII/2020/HRMS/16

New Delhi, dated: 16.02.2021

To

General Managers  
(All Indian Railways/PUs)  
(As per standard mailing list)

**Sub: Implementation of Settlement, PF and e-pass modules of HRMS-reg**

Eight modules of HRMS have been launched and vide Board's letter dated 22.12.2020. It was advised that the modules would be effective w.e.f **01.01.2021**.

2. However, various Railways and Production Units have raised issues like proxy errors, connectivity to server and flows of HRMS modules whereby users are experiencing difficulty in issuance of Passes and PF.

3. This has been examined in Board. In order to avoid inconvenience to users, it has been decided that while HRMS remains the preferred option, Field Units also have the option to operate the Pass, PF and Settlement activities as per the existing practice till **31.03.2021**. However from 01.04.2021 onwards, all the activities relating to these modules shall only be initiated through respective modules of HRMS as CRIS would have taken all measures to ensure seamless operation of HRMS.

4. This issues with the approval of Competent Authority.



(M.K. Gupta)  
Executive Director/PC-II  
Railway Board

No. PC-VII/2020/HRMS/16

New Delhi, dated: 15.02.2021

Copy forwarded to:- MD/CRIS and

1. PFAs All Indian Railways, PUs, NFR(Const)
2. The Principal, National Academy of Indian Railways, Vadodara.
3. The General Manager, CORE/Allahabad
4. The Director General, RDSO, Lucknow,
5. The General Manager and FA&CAO, Metro Railway
6. The CAO and PFA, COFMOW/New Delhi
7. The CAO(Const), MTP(R)/Mumbai

भारतसरकारBHARAT SARKAR  
रेलमंत्रालयMINISTRY OF RAILWAYS  
रेलवेबोर्डRAILWAY BOARD

No: 2021/RS(G)/779/5

New Delhi, dated: 13-05-2021

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

**Subject:: Operation of Option Clause in Stores Contract**

- Ref: 1. Railway Board's letter No.99/RS(G)/779/5 dated 12.03.2010  
2. Railway Board's letter No.99/RS(G)/779/5 dated 20.05.2010  
3. Railway Board's letter No.99/RS(G)/779/5 dated 09.01.2015  
4. Railway Board's letter No.99/RS(G)/779/5 dated 16.01.2015  
5. Railway Board's letter No.99/RS(G)/779/5 dated 15.04.2015  
6. Railway Board's letter No.2017/Trans/01/Policy dated 18.10.17 (Para 8)

Vide Railway Board's letter No.99/RS(G)/779/5 dated 12.03.2010, Board had issued consolidated instructions on the subject. Since then, many amendments have been issued vide letters referred above. Also, enhanced powers have been delegated to field units. Therefore, superseding all earlier instructions, comprehensive circular on the subject of dealing with quantity option clause in stores tenders is being issued.

**1. Insertion of Option Clause:**

1.1 The provision of + 30% Option Clause shall be inserted in tenders as a Special Condition of Contract with a minimum purchase value of Rs.75 lakhs, for fixed quantity contracts, for procurements of materials of which the requirements are of continuing nature. However railways are not debarred from inclusion of quantity option clause in tenders for fixed quantity contracts valuing below Rs 75 lakhs, wherever so required in the railways own interest provided the requirements of such material are of continuing nature.  
For running contracts, Para 3800 of IRS Conditions of Contract on contractual quantity variations will apply.

**2. Approval for Option Clause:**

2.1 While deciding the acceptability of tenders/contracts. the value of quantity under "+.30% Option Clause" will be excluded from the value of tenders for determining the level of competency of acceptance.

13/05/2021

✓ Digitally signed by CHANDAN KUMAR  
Date: 2021.05.13 10:00:08 +05'30'

### 3. Operation of Option Clause:

3.1 Option Clause may be operated by the Competent Authority within his powers of Tender Acceptance ( for original quantity + quantity under Option Clause). For Non-TC cases, Finance concurrence would be required for those purchase orders, where with option clause quantity, the value of contract is within vetting limit of purchase order. However, Operation of 30% option Clause in TC cases to be done without Finance Concurrence and only Modification Advice to be vetted by Finance.

(a) The Competent authority for operating +30% option clause shall be determined on the value of entire quantity (L.e, original tender quantity +30% option clause quantity):

(b) Competent authority for operating minus 30% option clause shall be the original tender accepting authority

3.2 Where the 30% quantity option leads to fractional quantities, these may be rounded off to the next higher number, if the fraction obtained is 0.5 or more.

3.3 Option Clause may be operated only where there is clear demand for additional quantities and benefits accrue to Railways in terms of existing contractual rates being reasonable/ lower than newly opened Tendered rates, if available.

3.4 While exercising Option Clause on firm/ firms, it must be ensured that the performance of the firm/ firms on whom option is proposed to be exercised is satisfactory in the present contract vis-a-vis the firm/firms on whom also the orders have been placed in the same tender for the same item.

3.5 Option Clause can be exercised anytime within the Delivery period, by giving reasonable notice.

3.5.1 'Reasonable notice' as mentioned above is only for the purpose of allowing the contractor suitable time to make necessary arrangements for the supplies and not for seeking any consent from the contractor towards exercise of the contractual option clause. To this end, a reasonable delivery schedule for the enhanced ordered quantity stipulated in the relevant Modification Advice to the contract will suffice.

3.5.2 The purpose of 'reasonable notice for exercise of (-) 30 % Option clause consequent to decrease in prices subsequent to the placement of contract should be served by giving a reasonable opportunity to the contractor to unconditionally agree to accept such lower rates for the quantity unsupplied on the date of reduction /decrease of prices or the (-) 30 % quantity, whichever is less. Where the contractor does not unconditionally agree to accept such lower rate, no further consent from the contractor is necessary for exercise of (-) 30 % quantity option clause.

3.5.3 In a contract that provides for quantity option clause, in case Delivery Period is extended either for the full ordered quantity or a part quantity which remained unsupplied on the date of expiry of the original delivery period, then during the extended delivery period also, quantity variations can be made on the total ordered quantities.

3.6 Cases involving exercise of Option Clause must be processed well in advance of expiry of DP/extended DP. In Non-TC cases, the proposal for concurrence including the Modification Advice

10/13/05/2021

✓ Digitally signed by CHANDAN KUMAR  
Date: 2021.05.13 10:00:50 +05'30'

must be concurred/vetted simultaneously by Finance. In TC cases, only Modification Advice is to be vetted by Finance.

This issues with the concurrence of Finance Directorate of Ministry of Railways.

✓ Digitally signed by CHANDAN KUMAR  
Date: 2021.05.13 10:01:49 +05'30'

(Chandan Kumar)  
Director Railway Stores(1C)  
Railway Board

No: 2021/RS(G)/779/5

New Delhi, dated 13/05/2021.

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

for Member (Finance) /Railway Board.

#### LIST FOR DISTRIBUTION

Directors of all CTIs,  
CMDs /MDs of all Railway PSUs/ autonomous bodies/ societies,  
PCMMs, PCEs, PCMEs, PCEEs, PCSTEs, All Indian Railways & PUs, COFMOW, CORE, WPO/Patna and RWP/Bela  
Sr. Prof. (Material Management), NAIR, Vadodara, Executive Director (Stores), RDSO, Lucknow  
Chief Commissioner, Railway Safety, Lucknow  
Zonal Railway Training Institute, Sukadia Circle, Udaipur

#### Copy to:

The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan  
The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPOA, Room No. 256-D Rail Bhavan.

Copy to:- PSOs/Sr. PPSs / PPSs / PSs/APSs to :

MR

CRB & CEO, MF, M/TRS, M/OBD, M/Infra, Secretary/Railway Board, DG (RHS), DG (RPF), DG(HR), DG(Safety), All AMs, PEDs & Executive Directors of Railway Board.

भारत सरकार (GOVERNMENT OF INDIA)  
रेल मंत्रालय (MINISTRY OF RAILWAYS)  
रेलवे बोर्ड (RAILWAY BOARD)

RBE No. 27/2021

No. 2020/E (LL)/AT/MW/2

New Delhi dated: 18.06.2021

The General Managers, Zonal Railways, Production  
Units. Metro Railway, Kolkata, CORE/Prayagraj  
The General Managers, (Construction), All Indian Railways  
The Director General, RDSO, Lucknow, The DG/Railway Staff College,  
Vadodra The Directors, IRICEN, IRIEEN, IRISSET, IRIMEE, IRITM  
The CAO, COFMOW, Tilak Bridge, New Delhi  
The CAO, Rail Coach Factory / Raebareli, The CAO, Rail Wheel Plant, Bela

**Sub: Revision of rate of Variable Dearness Allowance (VDA) for contract workers engaged in various employment/activities w.e.f. 01.04.2021**

A copy each of Orders No. (i) 1/16(1)/2021-LS-II, (ii) 1/16(2)/2021-LS-II, (iii) 1/20(3)/2021-LS-II, (iv) No.1/16(4)/2021-LS-II (v) No.1/16(5)/2021-LS-II (vi) 1/16(6)/2020-LS-II and (vii) 1/16(7)/2021-LS-II dated 23.04.2021 revising the rates of variable dearness allowance for contractworkers engaged in (i) Agriculture (ii) Gypsum Mines, Barytes Mines, Bauxite Mines, Manganese Mines, China Clay Mines, Kyanite Mines, Copper Mines, Clay Mines, Magnesite Mines, White Clay Mines, Stone Mines, Steatite Mines (including the mines producing Soap Stones and Talc), Ochre Mines, Asbestos Mines, Fire Clay Mines, Chromite Mines, Quartzite Mines, Quarts Mines, Silica Mines, Graphite Mines, Felspar Mines, Laterite Mines, Dolomite Mines, Red Oxide Mines, Wolfram Mines Iron Mines Ore Mines, Granite Mines, Rock Phosphate Mines, Hematite Mines Marble and Calcite Mines, Uranium Mines, Mica Mines, Lignite Mines, Gracel Mines, Slate Mines and Magnetite Mines (iii) Construction or Maintenance of Roads or runways or in Building Operations including Laying Down Underground electric, wireless, Radio, Television, Telephone, Telegraph and Overseas Communication Cables and Similar other Underground cabling work, Electric lines, Water supply lines and Sewerage Pipe Lines (iv) Loading and unloading in (i) Goods sheds, parcel offices of Railways, (ii) other goods-sheds, godowns, warehouses and other similar employments; (iii) Docks and Ports; And (iv) Passengers goods and Cargo Carried out at Airports ( Both International and Domestic) (v) Employment of sweeping and cleaning excluding activities prohibited under the Employment of Manual Scavengers and Construction of Dry Latrines (Prohibition) Act, 1993 (vi) Watch and Ward (With arms and without arms) and (vii) Stone Mines are enclosed. The rates are applicable w.e.f. 01.04.2021.


2. Railways, being Principal Employer are required to ensure that the contractors are complying with the provisions of the Contract Labour (R&A) Act, 1970 and Minimum wages Act, 1948 strictly and arranging prescribed minimum wages to the contract labourers.

3. This issues with the concurrence of the Finance Directorate of Ministry of Railways.

Please acknowledge receipt.

4. The original letters mentioned above may be downloaded from the official website of Ministry of labour & Employment [www.clc.gov.in](http://www.clc.gov.in).

D.A.: As above (8) pages

  
(Praveen Kumar)  
Director Estt. (LL)  
Railway Board

No. 2020/E (LL)/AT/MW/2

New Delhi dated: 18.06.2021

1. PFAs, Zonal Railways, Production Units
2. Deputy Comptroller and Auditor General of India (Railways), Room No.222, Rail Bhavan, New Delhi (10 spares).

  
for Member Finance

No. 2020/E (LL)/AT/MW/2

New Delhi dated: 18.06.2021

- The General Secretary, AIRF, NFIR, (10 spares)  
The Secretary General, IRPOF, FROA, AIRPFA (2 spares)  
The General Secretary, AISC & ST Railway Employees Association.

  
(Praveen Kumar)  
Director Estt. (LL)  
Railway Board

Copy to: - JS, EDCE(G), D (FM), DTC(R), DS (G), D/EnHM, DDF(E)II, F(E) I, E(NG) II, CE-I, TG-IV, Fuel, E (Rep) II and Stationery Branch, Railway Board.

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भारत सरकार / GOVERNMENT OF INDIA  
रेल मंत्रालय / MINISTRY OF RAILWAYS  
रेलवे बोर्ड / RAILWAY BOARD  
\*\*\*

No. 2021/RS(M)/Paperless Working/1

New Delhi, dated: 25.08.2021

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

Managing Director, CRIS

Sub: Digital submission/processing of Vendors' bills for non-stock items.

Ref.- i) Railway Board's circular No. 2016/RS(M)/Paperless Working dated  
27.09.2016 and 22.11.2016.

ii) Railway Board's circular No. 2017/RS(M)/Paperless Working dated  
20.02.2018

- 1.0 Railway Board, vide referred circular dtd. 20.02.2018, has already issued instructions for digital submission/ processing of vendors' bills. The circular is applicable to both stock and non-stock items, where payments are to be made against Receipt Notes and/or Receipted Delivery Challans generated through IMMS. As per para- B.14 of the circular, digitally signed Receipted Challan, Receipt Note, RO, Inspection Certificate, etc. were required to be available for view in IPAS for online bill submission and processing. As accountal of materials at consignee end was not digitised, RO for non-stock items could not be made online in IMMS and IPAS. Hence, online bill submission for non-stock items could not be implemented.
- 2.0 Supply of non-stock items is either routed through a nominated stores depot or made directly to the consignee. Both the cases are elaborated below:
- (i) **Materials supplied through Stores Depot(s):** Stores Depot in such cases functions as 'interim consignee'. Interim Consignees receive material and generate digitally signed Receipted Delivery Challans and/ or Receipt notes in IMMS and subsequently hand over the material to ultimate consignee(s) for accountal and generation of digitally signed RO in UDM.
- (ii) **Materials supplied directly to ultimate consignee:** The Consignees receive the material and generate digitally signed Receipted Delivery Challans and/ or Receipt notes & RO in UDM.
- 3.0 Implementation of User Depot Module (UDM) facilitates online receipt and accountal of non-stock items by consignee and generation of digitally signed Receipted Delivery Challan, Receipt Note and RO in UDM. Hence, it has been decided that vendors will now submit online bills for claiming payment against supplies of non-stock items on IREPS platform on the lines similar to stock items.





4.0 In continuation to Railway Board's circular dtd. 20.02.2018, following paras of the circular are amended for digital submission/ processing of vendors' bills for non-stock items where payments are to be done against Received Delivery Challans and/ or Receipt Notes, which will be generated through IMMS/ UDM.

4.1 **Para B.1 may be read as:**

As IMMS, UDM and IPAS have already been integrated; digitally signed bills/ supplementary bills submitted by vendors on IREPS in "Bill submission utility" will be used by IPAS along with other digitally-signed documents like Purchase Order, PO Modification Advice, Received Delivery Challan, Receipt Note, Inspection Certificate, etc., as applicable, for registering vendor's bill (CO-6). The bill payment by the bill paying authority will hereafter be done through IPAS based on digitally signed bill and Received Delivery Challan, R/Note, Inspection Certificate, etc. available on IMMS/UDM without insisting on hard copies of the same either from Stores Depot/ Consignee or from supplier.


4.2 **Para B.18 may be read as:**

The bill data shall be taken by IPAS from IREPS/IMMS/UDM database and digitally signed bill and vendor documents shall be available to IPAS for use.


- 5.0 CRIS should make provision for capturing 'Consignee Code' and Designation of 'Interim Consignee', in Purchase Orders. However, bills for POs already issued before such provision of capturing the Interim Consignee details, should also be processed online without insisting for the same.
- 6.0 Other instructions contained in Railway Board's circular dtd. 27.09.2016 and 20.02.2018 under reference will continue to hold good.
- 7.0 Above procedure shall be applicable only for payments against purchase orders generated on IMMS. The procedure shall not be applicable for bills for supplies against contracts issued on GeM portal.

Necessary modifications required for implementation of the above instructions, to be done by CRIS in IREPS, IMMS, UDM and IPAS systems.

This is issued with the concurrence of Finance Directorate of Railway Board and approval of AM/RS.

  
25/08/21

(Gaurav Kumar)  
Director Railway Stores (F)

  
25/08/21


(Ajay Bartwal)  
Jt. Director Finance(CCA)

# कविता / लेख

## एक T-20 मैच ऐसा भी हो

एक T-20 मैच ऐसा भी हो,  
जिसका रोमांच IPL जैसा ही हो ।  
जिसमें, ऐसी गुगली आए,  
की बेरोजगारी बोल्ल, गरीबी LBW हो,  
और महंगाई रन आउट हो जाए ॥  
भ्रष्टाचार जो लगातार Score बढ़ाए जा रहा है,  
उसका इनसे भी बुरा हाल हो जाए,  
जब लंबी हिट लगाए तो,  
बाँझी लाईन पर कैच आउट हो जाए ।  
हमेशा मैच ईमानदारी ही जीते,  
ग्रँड चाहे जैसा भी हो,

एक T-20 मैच ऐसा भी हो,  
जिसका रोमांच IPL जैसा ही हो ।  
हम सभी हिंदुस्तानी एक टीम हैं ॥  
हमारी एकता, अखंडता में ना कहीं फिक्सिंग हो,  
दंगों की न डेड बॉल हो ।  
भेद-भाव की ना, नो-बॉल हो,  
भ्रष्टाचार करने वालों पर सदा प्रतिबंध हो ।  
परस्पर प्यार और भाईचारे का मैच हो ।  
एक T-20 मैच ऐसा भी हो,  
जिसका रोमांच IPL जैसा ही हो ।

  
(श्री सिकंदर कुमार)  
मुख्य सतर्कता निरीक्षक (यांत्रिक)  
आरेडिका/रायबरेली

स्वतंत्र भारत @ 75: सत्यनिष्ठा के साथ आत्मनिर्भरता

आओ भारत को आत्मनिर्भर बनाए,  
हर दृष्टि से इसे शक्तिशाली बनाए,  
जो इसके विकास में रोड़ा अटकाए,  
उसे हर तरीके से हम उसे समझाए।

आओ भारत को ऐसा देश बनाए,  
सुंदर,सजग,सशक्त व सरल बनाए,  
जो देखे इस देश को कुदृष्टि से,  
उसको सब मिलकर दृष्टिहीन बनाए।

आओ हिंदी को सबकी भाषा बनाए,  
इसे बोलचाल की हम भाषा बनाए,  
जिनको नहीं आती हो हिंदी भाषा,  
उनको हम हिंदी भाषा सिखलाए।

आओ भारत को कोरोना मुक्त बनाए,  
इसकी वैक्सीन हम जल्द ही लगवाए,  
जो करे देश के नियमों का उलंघन,  
उस पर हम सब भारी दण्ड लगाए।

आओ देश को शक्तिशाली बनाए,  
रक्षा सामग्री यहां सभी हम बनाए,  
ताकना न पड़ें मुंह किसी और देश का,  
उपकरणों में देश को आत्मनिर्भर बनाए।

आओ बेरोजगारों को रोजगार दिलवाए,  
छोटे छोटे उद्योग धंधे हर जगह खुलवाए,  
तभी हटेगी इस देश की बेरोजगारी,  
हर हाथ को कोई न कोई काम दिलाए।

॥ आओ भारत को आत्मनिर्भर बनाए ॥

  
25/10/2021

सुरज कुमार झा  
कार्यालय अधीक्षक  
सतर्कता विभाग  
आ. रे. डि. का. रायबरेली

## जय बोलो भ्रष्टाचार की

मन मैला, तन ऊजरा, भाषण लच्छेदार  
ऊपर सत्याचार है, भीतर भ्रष्टाचार।  
झूठों के घर पंडित बांचें, कथा सत्य भगवान की,  
जय बोलो भ्रष्टाचार की!

प्रजातंत्र के पेड़ पर, कौआ करें किलोल  
टेप-रिकॉर्डर में भरे, चमगादड़ के बोल।  
नित्य नई योजना बन रहीं, जन-जन के कल्याण की  
जय बोलो भ्रष्टाचार की!

महंगाई ने कर दिए, राशन-कार्ड फेल  
पंख लगाकर उड़ गए, चीनी-मिट्टी तेल।  
'क्यू' में धक्का मार किवाड़ें बंद हुईं दूकान की  
जय बोलो भ्रष्टाचार की!

डाक-तार संचार का 'प्रगति' कर रहा काम  
कल्लुआ की गति चल रहे, लेटर-टेलीग्राम।  
धीरे काम करो, तब होगी उन्नति हिंदुस्तान की  
जय बोलो भ्रष्टाचार की!

दिन-दिन बढ़ता जा रहा काले धन का जोर  
डार-डार सरकार है, पात-पात करचोर।  
नहीं सफल होने दें कोई युक्ति चचा ईमान की  
जय बोलो भ्रष्टाचार की!

चेक कैंश कर बैंक से, लाया ठेकेदार  
आज बनाया पुल नया, कल पड़ गई दरार।  
वांकी झांकी कर लो काकी, फाइव ईयर प्लान की  
जय बोलो भ्रष्टाचार की!

वेतन लेने को खड़े प्रोफेसर जगदीश  
छः सौ पर दस्तखत किए, मिले चार सौ बीस।  
मन ही मन कर रहे कल्पना शेष रकम के दान की  
जय बोलो भ्रष्टाचार की!

खड़े ट्रेन में चल रहे, कक्का धक्का खाया  
दस रुपए की भेंट में, श्री टायर मिल जायें।  
हर स्टेशन पर हो पूजा श्री टी.टी. भगवान की  
जय बोलो भ्रष्टाचार की!

बेकारी औं भुखमरी, महंगाई घनघोर  
घिसे-पिटे ये शब्द हैं, बंद कीजिए शोर।  
अभी जरूरत है जनता के त्याग और बलिदान की  
जय बोलो भ्रष्टाचार की!

मिल-मालिक से मिल गए नेता नमक-हलाल  
मंत्र पढ़ दिया कान में, खत्म हुई हड़ताल।  
पत्र-पुष्प से पाकिट भर दी, श्रमिकों के शैतान की  
जय बोलो भ्रष्टाचार की!

न्याय और अन्याय का, नोट करो डिफरेंस,  
जिसकी लाठी बलवती, हांक ले गया भैंस।  
निर्बल धक्के खाएं, तूती होल रही बलवान की  
जय बोलो भ्रष्टाचार की!

पर-उपकारी भावना, पेशकार से सीख  
दस रुपए के नोट में बदल गई तारीख।  
खाल खिंच रही न्यायालय में, सत्य-धर्म-ईमान की  
जय बोलो भ्रष्टाचार की!

नेता जी की कार से, कुचल गया मज़दूर  
बीच सड़क पर मर गया, हुई गरीबी दूर।  
गाड़ी को ले गए भगाकर, जय हो कृपानिधान की  
जय बोलो भ्रष्टाचार की!

*Anoop*  
22/10/2021

नितेश शुक्ल  
मुख्य सतर्कता निरीक्षक/भण्डार  
आरेडिका/ रायबरेली


## भ्रष्टाचार की मार

01

माता-पिता ने पढ़ा लिखाकर, तुमको अफसर बना दिया ।  
आज देखकर लगता है कि, सबसे बड़ा एक गुनाह किया ॥  
रिश्वत लेने से अच्छा था, भिक्षा लेकर जी लेते ।  
मुंह खोलकर मांगे पैसे, बेहतर होता तुम होंठ सी लेते ॥  
लाखों का धन है तो भी, क्यों आज गिखारी बन बैठे ।  
काले धन की पूजा करके, जाने कैसे तुम तन बैठे ।  
भूल गए, बचपन में तुम भी, खिलौना देख रो देते थे ॥  
आज कैसे, उन नन्हें हाथों से, खेलने का हक ले बैठे ।  
एक आदमी पेट काट कर, अपना घर चलाता है । ।  
खून पसीना बहा-बहा कर, मेहनत की रोटी खाता है ।  
खूद भूखा सो जाए पर, बच्चों की रोटी लाता है ।  
तू उनसे छीन निवाला, जाने कैसे जी पाता है ॥

02

अस्पताल हो या शमशान हर जगह लगती है कमीशन  
बैंकों से चाहिए लोन या लगाना हो टेलीफोन  
बच सका है इससे कौन ?  
खेलों में फिक्सिंग या रेलों में टिकटिंग,  
हर जगह है सेटिंग,  
एग्जामिनेशन हो या इलेक्शन,  
हर तरफ है करप्शन,  
डाला है इसने मजबूरी का फदा,  
जिससे परेशान है हर बंदा,  
जिसने जीवन में जहर घोल डाला,  
इंसान की फितरत ही बदल डाला,  
हर तरफ है उस करप्शन का बोल-बाला,  
जिसने समाज का बेड़ा गर्क कर डाला,  
हमीने उसे पाला, हर तरफ है उस करप्शन का बोल-बाला ।

  
(रमेश कुमार)

सतर्कता निरीक्षक / कार्मिक  
आरेडिका / रायबरेली

## लेख-भ्रष्टाचार का पेड़

पेड़ों का अपना अलग ही महत्व है जीवन में और अगर बात की जाए बरगद के पेड़ की तो क्या कहने। आप इसके नीचे खड़े होकर ही किसी अचरज की अवस्था में पहुँच जाएंगे। बरगद के पेड़ की जड़ें तने से होकर नीचे की ओर लटकती हैं जबकि आज तक हमने जड़ों के सहारे ही वृक्ष का निर्माण सुना है। बरगद के पेड़ को पंचामृत पेड़ों की श्रेणी में रखा जाता है और यह हम सभी के लिए स्वास्थ्यवर्धक है।

वैसे मैं बता दूँ कि मैं कोई पेड़ों पर या बरगद के पेड़ पर निबन्ध नहीं लिख रही हूँ, यहाँ मुद्दा कुछ और ही है। बरगद के पेड़ सी ही संरचना हम सब के बीच में पनप चुकी है, रही है इसलिए नहीं क्योंकि यह पेड़ अब विस्तार पकड़ चुका है, इसकी शाखाएँ अब मजबूत होने लगी हैं, लेकिन यह पेड़ हम सब के लिए कतई भी स्वास्थ्यवर्धक नहीं है। मैं जिस पेड़ की बात कर रही हूँ उससे आप सभी काफी अच्छे से परिचित हैं। यह पेड़ पूरे भारत में पाया जाता है विभिन्न प्रजातियों में, लेकिन अपने मूल बीज के साथ। आश्चर्य की बात यह है कि लोग जानबूझ कर इसकी छाया लेना चाहते हैं, जी हाँ, यह है भ्रष्टाचार का पेड़। इसकी संरचना बरगद के वृक्ष के जैसी ही है। एक बीज पड़ता है और धीरे-धीरे यह बड़ा होने लगता है और इसकी जड़ भी व्यक्ति रूपी शाखाओं से निकलकर धरती की ओर लटक रही है।

वास्तव में यह जो भ्रष्टाचार का पेड़ है उसका बीज पनपता कहीं से है, तो मैं ये कहना चाहूँगी कि यह पनपता है असंतोष की मिट्टी में और इसे पर्याप्त वातारवण उपलब्ध कराता है इंसान के अन्दर की नीयत। जी हाँ, अगर इंसान के अन्दर संतोष न हो तो उसे लगता है कि मैं इतनी मेहनत कर रहा हूँ, जो मुझे मिल रहा है, वह मेरी मेहनत के लिए कम है। फिर यहीं से वह शुरू कर देता है अपने ईमान को बेचना, यानी भ्रष्टाचार के बीज का पड़ना। अब देखिए लोग इसे बहुत कायदे से विस्तारित करते हैं, अपनी ओर से सफाई देते हैं कि वह जो कर रहा है, सही है। भ्रष्टाचार का पौधा अब धीरे-धीरे लगना शुरू हो चुका है। खाद, पानी और धूप उसे सब इंसान ही देता है। मैंने इस पौधे को बहुत तेजी से बढ़ते देखा है और इस बारे में न, न, ना किसी से गलती से भी बहस मत कीजिएगा। वह इस बात को साबित करते तनिक भी देर नहीं लगाएगा कि आप खुद ऐसा करते हैं। ये लोग दलीलें इतनी लाजवाब देते हैं कि आप कुछ समय के लिए चुप हो जाएंगे। देखिए—अरे यार अगर मैं नहीं लूंगी तो मेरे साहब मेरा ट्रांसफर कर देंगे, अब जब कार्यालय एक ही है तो ट्रांसफर कैसा। जी हाँ, सही पकड़े हैं। अब जब लोग कहते हैं कि आप सिस्टम से नहीं लड़ सकते, तो क्या कर सकते हैं। उसी सिस्टम के साथ चलते रहिए और न चल पाइए तो अलग हो जाइए, लेकिन इसे बदलने का प्रयास मत कीजिएगा, क्योंकि यही एक काम सबसे मुश्किल है, लेकिन नामुमकिन भी नहीं।

अब बताती हूँ कि इस पेड़ की कितनी प्रजाति है, वैसे तो सभी एक ही बीज से पनपते हैं तो ज्यादा अन्तर तो नहीं आता, लेकिन हाँ, इसकी प्रजाति भी मैंने देखी है। जैसे—अरे भाई मैं तो मांगता नहीं हूँ, जो लोग प्रेम से दे देते हैं, मैं रख लेता हूँ और ये कोई गलत थोड़े है, उन्होंने अपना काम कराया, उनका काम हो गया और मेरा काम भी हो गया। अब चलते हैं इसकी दूसरी प्रजाति की तरफ—भाई काम तो ठीक है, लेकिन ऐसे थोड़े ही होता है, कुछ खर्चा—पानी करो, तो देखो अभी फाइल दौड़ के चलेगी और आपका काम भी हो जाएगा। यह प्रजाति पहली प्रजाति से बस इसलिए भिन्न है कि वह काम पहले कर देता है और देने वाला उसे खुशी से भ्रष्ट होने के लिए, देकर, आमंत्रित करता है। जबकि दूसरी प्रजाति में वह पौधा पहले से ही उसी मिट्टी में बड़ा हुआ है और बिना लिए काम ही नहीं करेगा। अब देखिए इसकी तीसरी प्रजाति—भाई मैंने आपका काम करवा दिया है, सामने वाला अरे साहब बहुत-बहुत धन्यवाद आपको। अरे धन्यवाद से खाली थोड़े काम चलेगा, अरे आप अपने करीबी हैं इसलिए मैंने आपका काम खुद ही लग कर करवाया है, अब कुछ तो बनता है भाई। इसके बाद भी ऐसी प्रजाति देखी गई है जो इस पेड़ का फल खाने के लिए खुद को इस स्तर पर गिरा देते हैं कि लोगों को एक फाइल के लिए महीनों दौड़ना पड़ता है। अब देखिए जरा—साहब—हाँ, बताइए, अगला—अरे साहब वो मेरी फाइल में तो काम हो गया था।

साहब— अब काम हो गया होता तो आपका कागज आपको मिल नहीं गया होता। हम यहाँ खाली बैठे नजर आ रहे हैं आपको। अगला जाते हुए—साहब अगली बार करवा दीजिएगा, साहब—आपका काम तब तक नहीं होने वाला है जब तक साहब को कुछ खर्चा पानी नहीं देंगे। हम लोग के पास यहाँ बहुत काम रहता है और काम करवाना है तो कुछ खर्चा कीजिए, बस। ये होती है सबसे ढीठ प्रजाति जो काम को महीनों क्या, सालों लटका सकते हैं। यहाँ प्रजातियों की कोई लंबी फेहरिस्त नहीं है, लेकिन सभी अपनी-अपनी नीयत के अनुसार बदलते रहते हैं। यह पौधा धीरे-धीरे बड़ा होने लगा है और पेड़ बनने लगा है, क्योंकि इसे किसी ने उखाड़ कर फेंका नहीं है और फेंकेगा भी कैसे, जब वह खुद लामान्वित हो रहा है। अब ये भी देखिए कैसे...

अब तक आप यहाँ तक छोटे पौधे और प्रजातियों से इस भ्रष्टाचार के पेड़ की संरचना समझ गए होंगे। चलिए थोड़ा और आगे चलते हैं, अरे भाई हम आपका ये काम नहीं करेंगे। नहीं-नहीं आप समझते नहीं हैं, हम नहीं जानते, आपको जो देना हो दीजिए उसको, इसमें से नहीं चलेगा और नहीं तो फिर अगली बार काम करवाने के लिए भूल जाइए आप। यह वह पेड़ है जो इस सिस्टम में अहम भूमिका निभाता है या यूँ कहिए कि यह पेड़ की वह शाखा है जो जिम्मेदार भी है और मोटी हो चुकी है, क्योंकि इसे पता है कि चीजों को कैसे अपने हिसाब से बनाकर दिखाना है। पौधे से पेड़ बनने के क्रम में और पेड़ से विशाल वृक्ष बनने के क्रम में काफी वक्त लगता है। अब तक कहिए तो यही कोई 08-10 साल तो लग ही चुके हैं इसमें बीज पड़ने और पौधे को बड़े होने में। चलिए इस बड़े होते वृक्ष की और बड़ी शाखाओं से परिचय करवाती हूँ आपका— अब आप मान लीजिए कि आप एक ऐसे ओहदे पर हैं जहाँ आपके नीचे काम करने वाला कभी आपको रोक नहीं पाता है कि साहब ये करना ठीक नहीं है। अरे ये तो हुआ सज्जन विचार, चलिए आज के युग में आ जाइए। अधिकारी होने के नाते भाई आपके पास सुविधाएँ बहुत हैं और इसी के कारण आप अपना दिमाग तीन-पांच करने में लगा लेते हैं। जरा देखिए कैसे— एक अधिकारी एक दौरा करने जाता है किसी कंपनी का विश्लेषण करने के लिए, अरे भाई आप किसी कंपनी से सामान खरीदेंगे तो यह तो देखेंगे ना कि वह यह सामान खुद बना रहा है या कहीं से लाकर दे रहा है, अगर बना रहा है तो कैसे बना रहा है।

कुछ समझे, समझ तो रहे ही हैं, मगर (कहना भी क्या इस सिस्टम से कैसे लड़ें...)। चलिए अभी यह जो बड़ी शाखा है वो अब बरगद के वृक्ष की भांति नीचे लटकने को तैयार हो रही है। बहुत मोटी नहीं हुई है, लेकिन यह पूरी तरह भर जरूर गई है, कैसे, जरा देखिए एक नजर— वह व्यक्ति गया तो था कंपनी का विश्लेषण करने और फिर क्या उसने कहा—भाई तुम्हारे यहाँ ये चीजें नहीं हैं, ये कागज भी तो तुमने नहीं लगाया है। अब बेचारा कंपनी मालिक उसे तो काम चाहिए, क्योंकि उसे अपनी कंपनी जो चलानी है और जिन्हें काम पर रखा है उसे भी तो रोजी देनी है। हाँ, तो आप जैसा बता दीजिए साहब हम कर देते हैं। ऐसा है आप ज्यादा कुछ मत करो, इतने का इंतजाम कर दो, बाकी कागज हम देख लेंगे। भाई यहाँ मैं आपको यह नहीं बताने वाली कि किसको, कितना और कब मिलता है, ये काम तो जिसका है वो करे और रही बात मैं किसी को भी चिह्नित नहीं कर रही हूँ, बस वो कहते हैं समझदार के लिए इशारा काफी है। खैर रही बात बड़ी होती शाखा की, जो बाकी कागज का काम देख लेंगे। वो होता यूँ है कि आप साहब हैं, तो आवभगत तो करना ही है। अरे साहब आप चिन्ता न करें मैं आपको यहाँ के प्रसिद्ध होटल में डिनर करवाउंगा और वो फलाने जगह के दर्शन भी करवा दूंगा। अरे साहब ठीक है आप बस कागज सही कर दीजिए, बाकी हम कर देंगे, जो आप कहेंगे वही कर देंगे। तो भाई ठीक है लो आप मुझे यहाँ तक आने का यानी आवभगत और यहाँ से जाने का यानी प्लेन का टिकट, इतना तो करवा ही दो, बाकी रही कागज के हिसाब से देखेंगे कितना लगेगा। लो भाई इंतजाम तो हो गया मतलब पेट भर के खाया और जो न खाया गया वो बांध के ले गए। अब देखिए जरा, ये कुओं मेरा मतलब इस शाखा को फलने-फूलने के लिए अभी और कुछ चाहिए, अरे भाई सरकारी मुलाजिम है तो कहीं भी जाने की ज़रूरत बनती है और उसके साथ टीए अलग से। समझे ? नहीं समझे, अभी जब ये पूरा गणित आप बैठाएंगे तो समझेंगे कि अभी यह शाखा एक-एक करके कितना और फलेगी-फूलेगी।

अब रही बात यह पेड़ कहाँ पाया जाता है तो अफसोस की बात है कि यह आज पूरे भारत में अपनी जड़ें जमा चुका है और इसकी छाया के नीचे रहने वाले बेचैन और परेशान जरूर रहते हैं, एक भय के नीचे असुरक्षित रहते हुए भी इसके फलों का सेवन करना चाहते हैं। उन्हें बखूबी पता है कि यह चीज सही नहीं है, लेकिन इस रस का रस्वादन करने में क्या जाता है। जब कुछ होगा तब देखा जाएगा। आज की स्थिति भारत में ऐसी हो गई है कि आप कहीं भी चले जाएं, एक छोटे से काम के लिए भी लोग इसकी छाया चाहते हैं। चलिए एक नजर डालिए एक अनावश्यक सी घटना पर, अनावश्यक इसलिए क्योंकि यह जो रोज-रोज होता है यह कतई भी होना नहीं चाहिए। यह घटना- लगभग 04 साल पहले की है, लेकिन यह घटना आय दिन घटित इसलिए होती है क्योंकि किसी न किसी के साथ रोज घटती है। एक 25-30 की लड़की जो पिछले 03 साल से एक ऑफिस के चक्कर काट रही थी अपने विरासत यानी जिसकी वो वारिस थी, का सर्टिफिकेट यानी प्रमाण पत्र लेने के लिए जो कि कई महीनों पहले से तैयार हो कर रखा था। उसे सिर्फ इसलिए हर बार दौड़ाया जा रहा था, क्योंकि वह कुछ खर्चा-पानी या कहिए विरासत में मिलने वाली संपत्ति का प्रतिशत उस साहब को नहीं दे रही थी जो कि खुद सरकारी सीट पर बैठ कर मोटी कमाई हर महीने पाता है। यह सब कोई नया नहीं है, हम सभी इससे रोज दो-चार होते हैं। हम में से ही काफी लोग दूसरी जगह किसी सरकारी कार्यालय में जाकर इस प्रजाति के शिकार होते हैं और दोष देते हैं कि वो तो भ्रष्ट आदमी है, बिना पैसे लिए काम ही नहीं करता। और इस तरह हमारे भारत के सिस्टम की चक्की को भ्रष्टाचार रूपी मैल चलने नहीं देती और कोई भारतीय अमला इसकी सफाई नहीं कर पा रहा है।

वास्तविकता यह है कि किसी भी संस्था को ले लीजिए सब कुछ उस मुखिया के नाक के नीचे होता है और जो प्रमुख होता है उसे चिराग तले अंधेरे वाली कहावत में रहना पड़ता है। जरा सोचने वाली बात है कि यदि इस स्थिति में हम अपने देश का इतना विकास कर सकते हैं तो यदि इस भ्रष्टाचार रूपी मैल को निकाल दिया जाए तो हम क्या बहुत तेजी से विकासशील देशों की श्रेणी से उठकर विकसित देशों में शामिल नहीं हो सकते। बात ध्यान देने योग्य है। बाकी तो भारत माता की जय है ही।

ओमकारिणी कसौधन  
स्टेनो-|/भण्डार

**कब तक हम खाएँगे रोटी भ्रष्टाचार का**  
\*\*\*\*\*

कब तक खाएँगे रोटी भ्रष्टाचार का  
यही है परिचय क्या अपने संस्कार का ?  
संस्कारी बनो संस्कार बनाओ बन जाओ संसार का  
कब तक हम खाएँगे रोटी भ्रष्टाचार का  
यही है परिचय क्या अपने संस्कार का ?  
\*\*\*\*\*

भ्रष्टाचार का धन टिक नहीं पाएगा  
बनकर बीमारी विजिलेंस तेरे को सतायेगा  
परमानेंट सुख नहीं ये पैसा भ्रष्टाचार का  
यही है परिचय क्या अपने संस्कार का ?  
\*\*\*\*\*

विवेकानंद बंद करो भ्रष्टाचार का खेल जी  
बंद ना करोगे होगा एक दिन जेल जी  
खत्म करो मिलकर महामारी भ्रष्टाचार का  
यही है परिचय क्या अपने संस्कार का ?  
कब तक हम खाएँगे रोटी भ्रष्टाचार का

लेखक  
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जो आप दुनिया में  
देखना चाहते हैं।

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