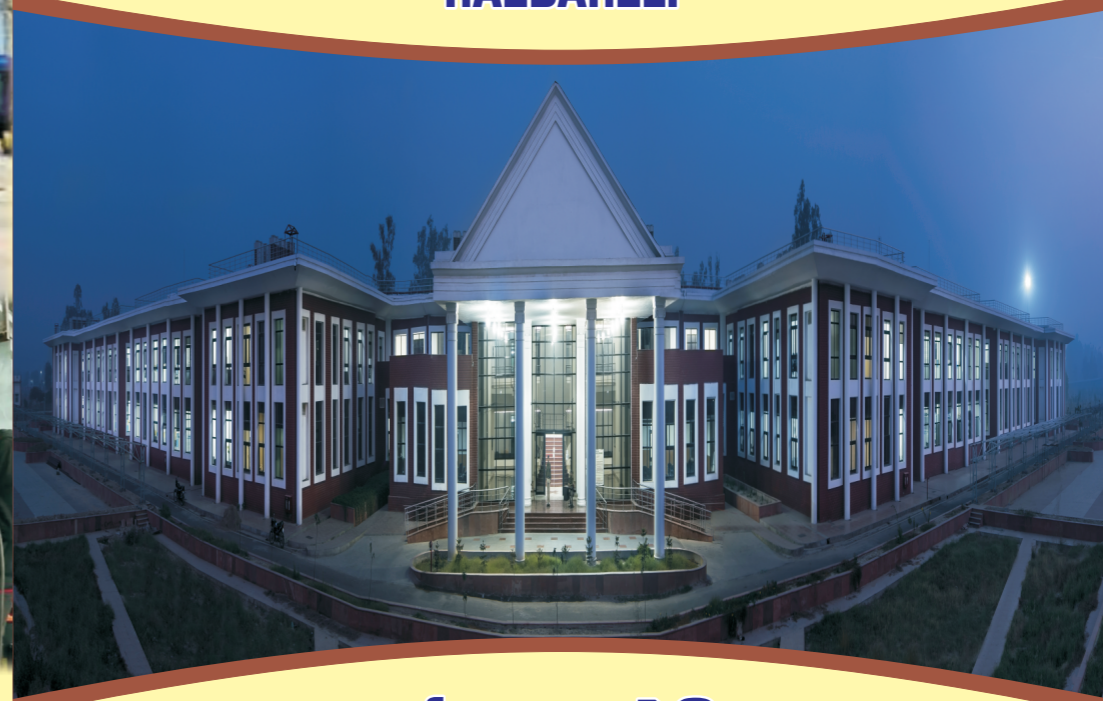


सर्तकता विभाग
आधुनिक रेल डिब्बा कारखाना
रायबरेली

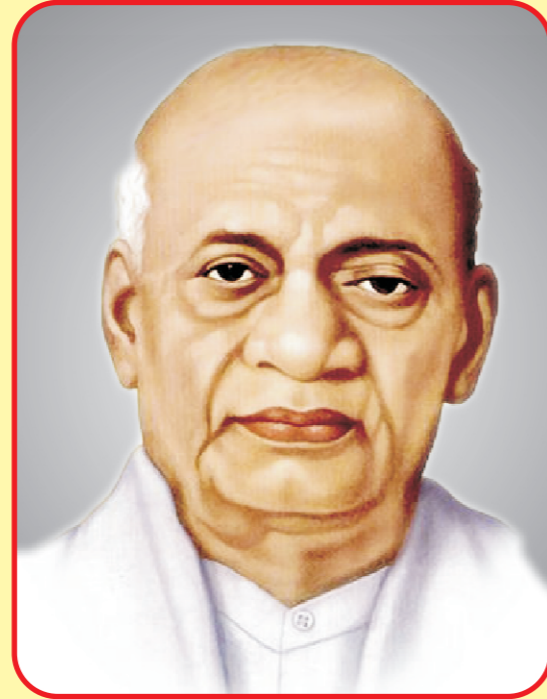


आधुनिक रेल डिब्बा कारखाना
रायबरेली

MODERN COACH FACTORY
RAEBARELI



सर्तकता बुलेटिन
VIGILANCE BULLETIN
2016



SARDAR VALLABH BAHU PATEL
(31.10.1875 - 15.12.1950)

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

Seven Principles of Public Life



Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

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 that we shall work unstintingly for eradication of corruption in all spheres of life. We shall remain vigilant and work towards the growth and reputation of our organization. Through our collective efforts, we shall bring pride to our organisations and provide value based service to our countrymen. We shall do our duty conscientiously and act without fear or favour.

Message from the President of India




MESSAGE

I am happy to know that Vigilance Awareness Week is being observed by the Central Vigilance Commission from 31st October to 5th November, 2016 on the theme "Public participation in promoting integrity and eradicating corruption".

Anti-corruption efforts cannot be successful without the active participation of all stakeholders, especially the public at large. It is, therefore imperative that public be made aware of the need for their involvement in such efforts. The observance of such events helps in generating greater awareness among the citizens about the cancer of corruption and the need to make greater efforts to combat it. Public participation in eradicating corruption would go a long way in ensuring integrity, transparency and accountability in public life.

I call upon all citizens to join and actively participate in the movement against corruption. I wish the activities being organized in connection with the Vigilance Awareness Week all success.

New Delhi
October 14, 2016


(Pranab Mukherjee)

Message from the General Manager

आधुनिक रेल डिब्बा कारखाना,
रायबरेली
MODERN COACH FACTORY,
RAEBARELI



MESSAGE

I am happy to know that the Vigilance department of Modern Coach Factory is bringing out 1st Issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week starting from 31st October to 5th November 2016.

"Public participation in promoting integrity and eradicating corruption" is the main theme of Vigilance Awareness Week, 2016, Corruption is a multi layer phenomenon. To fight with corruption, organizations have to engage a lot of resources, people and tools. We should place more data in public domain in respect of Procurement & Contracts, so that more people & expert can access the information. This will not only result in revealing cases of corruption but will also enable the development of a system that can prevent corruption.

In fact, Indian Railways has done tremendous work in this regard and implemented IREPS (Public Procurement System) and E-Tendering (Works Contract) for more transparency and clarity.

I congratulate the Vigilance department for their outstanding effort for publishing out 1st issue of Vigilance Bulletin.

M.K. Gupta
(M.K. GUPTA)
General Manager

**Message from the
Adviser (Vigilance)
Railway Board**

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

I am happy to know that the Modern Coach Factory, Raebareli is bringing out the 1st issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week, 2016 on the theme "**Public participation in promoting integrity and eradicating corruption**".

Combating corruption is not just a matter of making laws and creating institutions. In order to attain a corruption free society, involvement of active and empowered public participation is required.

I do hope that observance of Vigilance Awareness Week on the theme of "**Public participation in promoting integrity and eradicating corruption**" will spread the appropriate message.

A handwritten signature in black ink, appearing to read 'Sunil Mathur'.

(Sunil Mathur)
Adviser (Vigilance)

Message from the Chief Vigilance Officer

आधुनिक रेल डिब्बा कारखाना,
रायबरेली
MODERN COACH FACTORY,
RAEBARELI



FOREWARD

Modern Coach Factory, Raebareli is bringing out 1st Issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week commencing from 31st October to 5th November 2016. The theme of vigilance awareness week this year is "Public participation in promoting integrity and eradicating corruption".

Vigilance Department is a small organization to assist the administration to make it transparent. Therefore, I invite all railwaymen and executives to join hands with the vigilance so that our collective action may bring the desired results in eliminating the corrupt practices from the organization.

This issue contains "Dos" & "Don'ts" in the matter of Personnel, Store and Works Tender, Accounts and Medical etc., which will certainly help Railway officials to avoid common mistakes in their working.

This purpose of this bulletin is to spread awareness amongst our officers and staff and help them in discharging their duties honestly.

(A.K. Srivastava)
Chief Vigilance Officer.

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 हों कहीं आवश्यक हो तो संबंधित विषय से संबंधित मूल आदेश को ही प्रस्तुत किया जाना चाहिए।

DISCLAIMER

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

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ETHICS IN PUBLIC PROCUREMENT

Anil Kumar
Dy. Chief Vigilance Officer

1. Introduction

The purpose of this note is to provide information to assist public sector buyers to conduct purchasing in a way that satisfies probity and accountability requirements and to offer a framework within which contracting authorities may wish to draw up more detailed internal procurement procedures relevant to their own activities. These guidelines do not purport to be a legal interpretation of the relevant legislation or Circulars. Accordingly, contracting authorities should familiarise themselves thoroughly with the provisions applying.

2. Guiding principles

It is very important that the public procurement function is discharged with probity, transparency and accountability in a manner that secures best value for public money.

Probity requires the purchasing process to be conducted

- ethically
- honestly, and
- with fairness to all participants

Transparency and accountability require that the basis for decision is demonstrably clear and objective and that the purchaser is held to account for the conduct of the procurement process.

Contracting authorities must be cost effective and efficient in the use of resources while upholding the highest standards of integrity. Procurement practices are subject to audit and scrutiny under the Comptroller and Auditor General (Amendment). Act 1993 and Accounting Officers are publicly accountable for expenditure incurred.

①

Management in contracting authorities should ensure that there is an appropriate focus on good practice in purchasing and, where there is a significant procurement function that procedures are in place to ensure compliance with all relevant guidelines.

3. Probity

In the context of procurement, the aim should be that individuals and organisations are trusted and respected by those with whom they deal and that business is conducted by all parties not only efficiently but in a fair and reasonable manner. Some of the practical implications of ensuring probity in procurement are set out in the following sub-sections.

3.1 Legality

There is an obligation on officials to exercise their powers lawfully. Officers must be aware of the provisions of the various Acts, Directives, regulations, policies and procedures that are relevant to their function. Compliance with national and EU legal requirements is a duty owed to contractors, suppliers, and service-providers by awarding authorities. Contractors, suppliers, and service-providers by awarding authorities. Contractors, suppliers, and service-providers who have been treated unfairly or whose rights have been infringed in the public procurement process have a right to legal redress under EU Remedies Directives.

If officials are unsure of the legal, policy or procedural requirements, they must seek advice from their line managers.

3.2 Disclosure of Interest

Any form of personal interest which may impinge, or might reasonably be deemed by others to impinge, on a public official's impartiality in any matter relevant to his or her duties should be disclosed in writing to line management. Personal interest includes an interest of a relative or connected person. Line management must then decide if the exercise should be dealt with by another member of staff or seek further advice.

②

3.3 Gifts

Public officials should not accept benefits of any kind from a third party which might reasonably be seen to compromise their personal judgment or integrity. The actions of public officials must be above suspicion and not give rise to any actual or potential conflict of interest and their dealings with commercial and other interests should bear the closest possible scrutiny.

It is not possible to give guidelines for every conceivable situation that may arise but if a doubt arise about a particular situation line management should be consulted. The following general guidelines provide a framework within which decisions in this area can be made or local rules formulated:

- Gifts must never be solicited, directly or indirectly.
- Subject to local rules, an official may accept and retain gifts of low intrinsic value. Any gift of more significant value should be refused. The policy of the contracting authority and the ethical rules that apply to public officials should be explained to the donor so that reasons for refusal are not misunderstood or offence caused. Particular care should be taken in relation to offers of gifts from donors who stand to derive a personal or commercial benefit from their relationship with the contracting authority concerned.
- Cash, gift cheques or any vouchers that may be exchanged for cash may not be accepted regardless of the amount.
- Public purchasers must never solicit sponsorship for social, sporting, charitable or similar organisations or events from contractors, suppliers or service providers. Where such sponsorship is offered, it may only be accepted when expressly approved in writing by management. (This is not intended to relate to instances of appropriate and acceptable sponsorship of projects or activities which are related to a contracting authority's official activities and are otherwise in accord with public procurement rules).

3

- Public purchasers must not seek or accept special facilities or discounts on private purchases from contractors, suppliers or service providers with whom they have official dealings.

It should be noted that the Prevention of Corruption Acts 1889 to 2001, as amended by the Ethics in Public Office Act 1995, provide that money, gifts or other consideration received by a public body is deemed to have been received corruptly unless the contrary is proved.

3.4 Hospitality

Normal business practice may occasionally justify accepting routine/modest hospitality from suppliers provided that :

- The frequency and scale of hospitality is not allowed by the recipient to reach a position whereby he or she might be, or might be reasonably deemed by others to have been, influenced in making a business decision as a consequence of such hospitality.
- The number of officers availing of the hospitality is kept to a minimum.
- Invitations do not include provisions deemed to be excessive, such as significant travel overnight accommodation or trips abroad.
- Availing of the hospitality does not identify the contracting authority in a public way with any particular contractor, supplier or service provider.

Under the Civil Service Code of standards and behaviour, which applies to central government departments and offices, offers of hospitality should be reported to line management. Particular care should be taken where suppliers are in the process of tendering for business. In this regard there should be no acceptance of gifts or hospitality from contractors, suppliers or service providers involved in a current tendering process.

4

4. **Transparency and Accountability**

Procurement transactions and decisions must in all respects be fair, equitable and ensure appropriate separation of duties within the procurement cycle. For example, insofar as possible, ordering and receiving goods and services should be distinct from payment for goods and services.

Accurate written records (including computer records) are essential in demonstrating that proper ethical standards have been observed. Therefore, appropriate records should be maintained throughout the purchasing process. These records should provide an audit trail of the reasons for making a particular procurement decision. The type and detail of information that is recorded should be specified in local procedural guidelines and will depend on the complexity or sensitivity of the particular purchasing issue.

5. **Confidentiality of Information**

The basic rule is that commercially sensitive information must be kept secure and never used for personal gain or to prejudice fair competition. Information on individual contracts must not be given to the media or any other enquirer (except the individual contractor concerned), without the authority of line management.

Disclosure of supplier and tender information relating to the tender process prior to contract award, and in particular to another interested party, is strictly prohibited. After the award of contract, information may be provided in accordance with the detailed guidance on "notifying tenderers and disclosure of information" outlined in the booklet "Public procurement guidelines-competitive process" and published in the general procurement guidance section of www.etenders.gov.ie. Some information on the tendering process may be disclosable under FOI legislation where invoked.

★★★

नेक एवं सदाचारी व्यक्ति ही श्रष्टाचार मुक्त समाज का सृजन कर सकता है।

5

FAQ on Agreed & Secret List

Q.1. What are the agreed & Secret List?

Ans. To maintain a watch on the activities of Gazetted officials who are of doubtful integrity, two lists are maintained- Agreed List and Secret List. The lists are prepared by Railway Board Vigilance as per the directives of DoPT & CVC.

The Secret List includes:

- Officers convicted in a Court of Law on a charge of lack of integrity or moral turpitude.
- Officers awarded a major penalty on charge of lack of integrity or gross dereliction of duty in protecting the Government's interest.

Agreed List is prepared annually by vigilance department in consultation with CBI and contains names of such officers, whose integrity and honesty is under a cloud.

Q.2. What are consequences for officers placed on such lists.

Ans. For officers placed on either of the two lists, the consequences are as follows:-

- Transfer from a sensitive post.
- Non Nomination on selection committees, tender committees.
- Non-appointment as arbitrators and inquiry officers.
- Non sponsoring of names for foreign assignments.

Q.3. What is the time period for which names are kept on Secret List?

Ans. The names once included in the Secret List are retained in the list for a period of three years from the date of the punishment in disciplinary proceedings or from the date of conviction in court trial.

In case of exoneration or minor penalty action of an officer already borne on Secret List, General Manager may consider his positing on a sensitive seat on the advice of CVO.

★★★

6

VIGILANCE CLEARANCE

Q. For what purpose is vigilance clearance obtained?

Ans: Vigilance clearance is sought for and obtained before taking various managerial decisions on promotions, confirmations, deputations foreign assignments, retirements and even before issuing 'No' objection certificate for passport. Vigilance clearance is sought as the administration has to be satisfied about the integrity of an official before taking the above decisions. Strictly speaking, the "Clearance" issued by the vigilance department is only a factual position about the status of the official as far as vigilance case or CBI/SPE cases are concerned or disciplinary action proceedings from vigilance case is concerned. The administration has to take into consideration this status and then take a decision.

Q. Under what circumstances can promotion of an official be withheld?

Ans: Promotions should not be withheld merely because a case has been registered either by CBI or Vigilance department. It is to be withheld only under the following circumstances:

- I) When the Railway servant is under suspension.
- II) When the railway servant is facing prosecution.
- III) When the departmental proceedings have been started by issue of a charge sheet.
- IV) When CVC's advice for imposition of major/minor penalty has been received and the advice has been accepted by the disciplinary Authority.

Q. If there is a case registered by vigilance against an officer who is about to retire, will his dues be withheld?

Ans. No, in the first place Railway Board has laid down that all vigilance cases including D & AR proceedings should be reviewed at least six month before the retirement of an officer. In the event that a case is still pending against the employee, retirement dues should not be withheld unless a charge sheet is actually being issued to the employee or he has been suspended.

★★★

7

रिक्तियों का आंकलन और चयन की अधिसूचना

क्या करें—

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

क्या न करें—

- ▶ एक बार अधिसूचित की गयी रिक्तियों की संख्या में किसी भी स्थिति में फेरबदल न की जाये।
- ▶ आरक्षित समुदाय के लिए अधिसूचित पदों को अनारक्षित पदों में न बदला जाये।
- ▶ सुनिश्चित किया जाये कि अपेक्षित पात्रता मानदण्डों को पूरा न करने वाले उम्मीदवार के चयन पर विचार न किया जाये।

चयन समिति का गठन

क्या करें—

- ▶ भारतीय रेलवे की स्थापना नियमावली के पैरा 217, 218 एवं 219 में वर्णित अनुदेशों के अनुसार सक्षम प्राधिकारी द्वारा चयन समिति गठित की जाये।
- ▶ चयन समिति के गठन में परम गोपनीयता बरती जाये।

8

- ▶ चयन बोर्ड में समकक्ष पद/ओहदे के कम से कम तीन अधिकारी होने चाहिए। तथापि, कार्मिक शाखा के अलावा अन्य विभागों के चयन के लिए कार्मिक शाखा से एक पद कम के अधिकारी पर भी विचार किया जा सकता है।
- ▶ चयन बोर्ड सदस्यों में से एक सदस्य अनुसूचित जाति/अनुसूचित जनजाति समुदाय से संबंधित होना चाहिए।
- ▶ यदि सम्बन्धित विभाग में अनुसूचित जाति/अनुसूचित जनजाति का अधिकारी उपलब्ध न हो तो अन्य विभाग से अनुसूचित जाति/अनुसूचित जनजाति के अधिकारी का नामांकन किया जा सकता है।
- ▶ न केवल आरक्षित रिक्तियों के सम्बन्ध में अनुसूचित जाति/जनजाति समुदाय से सम्बन्धित अधिकारी का नामांकन किया जाना अनिवार्य है बल्कि वहां भी जहाँ अनारक्षित रिक्तियों को भरने के लिए इन समुदायों के उम्मीदवारों पर भी विचार किया जाना हो।
- ▶ स्पष्ट रूप से उल्लेख करें कि कौन प्रश्न-पत्र तैयार करेगा, कोन इनका मूल्यांकन करेगा और कौन समिति का चेयनमैन होगा।
- ▶ सम्बन्धित विभाग के अधिकारी को ही प्रश्नपत्र तैयार करने के लिए नामित किया जाये।
- ▶ नामित अधिकारियों को तत्काल व गोपनीयता के साथ आवश्यक मार्गदर्शन सहित समिति के सदस्य के रूप में इनकी भूमिका से इन्हें अवगत कराया जाये। लिखित रूप से इस आशय की पावती लें।

क्या न करें—

- ▶ सहमति देने वाले अधिकारी को चयन समिति में सदस्य के तौर पर नामित न किया जाये।
- ▶ बोर्ड के सदस्य के तौर पर नामित अधिकारी छुट्टी या स्थानान्तरण के कारण लिखित परीक्षा और मौखिक परीक्षा की तिथि पर उपलब्ध न होने पर, किसी अन्य समकक्ष अधिकारी को सक्षम प्राधिकारी के अनुमोदन के बिना अस्थाई रूप से प्रतिस्थापित न किया जाये।
- ▶ केवल अपरिहार्य परिस्थिति के अलावा चयन समिति परिवर्तित न की जाये।
- ▶ चयन प्रक्रिया के लिए लिखित परीक्षा और मौखिक परीक्षा के मध्य अनावश्यक रूप से विलम्ब न करें।
- ▶ जिस अधिकारी के बच्चे/रिश्तेदार चयन के लिए उपस्थित हो रहे हैं उन्हें चयन समिति के सदस्य के तौर पर नामित न किया जाये।

- ▶ बोर्ड के सदस्य अपनी ड्यूटी के निर्वहन के दौरान किसी भी दवाब /प्रभाव के कारण पूर्वाग्राही न हो।
- ▶ चयन कार्यवाहियों के प्रत्येक पृष्ठ पर तिथि सहित हस्ताक्षर होने चाहिए।

प्रश्न-पत्र तैयार करना

क्या करें—

- ▶ प्रश्न पत्र के ऊपर परीक्षा का नाम, तिथि और तिथि अनुमत समय और आवंटित, अधिकतम अंकों का उल्लेख करें, तदुपरान्त अनुदेशों, यदि हों, का उल्लेख करें।
- ▶ प्रश्न पत्र द्विभाषी अर्थात् हिन्दी और अंग्रेजी में हों।
- ▶ प्रश्न-पत्र में पृष्ठों की संख्या का उल्लेख करें।
- ▶ प्रश्न-पत्र में प्रत्येक प्रश्न के लिए आवंटित अंकों का उल्लेख हों।
- ▶ यदि स्पष्टता और प्रस्तुतीकरण के लिए अंक निर्धारित किए गये हैं तो उसका भी स्पष्ट उल्लेख करें।
- ▶ अधिकतम अंकों के कम से कम 10 प्रतिशत अंक राजभाषा नीति एवं नियम के लिए होने चाहिए।
- ▶ चयन वाले वर्गीकृत पदों की लिखित परीक्षा के लिए 50 प्रतिशत (45% से 55% के बीच) वस्तुनिष्ठ प्रकार के प्रश्न होने चाहिए।
- ▶ प्रश्नों में उपखण्ड के मामले में प्रत्येक उपखण्ड के लिए आवंटित अंकों का अलग-अलग उल्लेख करें अथवा उल्लेख करें कि इन सभी के अंक समान हों।
- ▶ प्रश्न-पत्र मुद्रण दौरान परम गोपनीयता वरती जाये।
- ▶ हस्त लिखित प्रश्नों के मामलों में यह सुस्पष्ट और असंदिग्ध होना चाहिए।
- ▶ प्रश्न-पत्रों के अपेक्षित संख्या में सीलबंद करें और केवल परीक्षा की तिथि को ही सुपुर्द करें।
- ▶ अलग सील कवर में लिखित परीक्षा की समाप्ति के बाद मूल्यांकनकर्ता अधिकारी के पास वस्तुनिष्ठ प्रश्नों के सही उत्तर उपलब्ध करायें।
- ▶ सुनिश्चित करें कि उत्तर सर्वांगीण रूप से सही हों।

क्या न करें—

- ▶ अधिसूचना में बताये गये पाठ्यक्रम से बाहर के प्रश्न न पूछे जायें।
- ▶ प्रश्न पत्र तैयार करने का काम अनाधिकृत व्यक्तियों को न दिया जाये।

- ▶ मुख्य परीक्षा में पूछे गये प्रश्नों को पूरक परीक्षा में अथवा बाद की तिथियों में होने वाली परीक्षाओं में न दोहराया जाये।
- ▶ राजभाषा सम्बन्धी प्रश्नों के उत्तर देना अनिवार्य नहीं है किन्तु पर्याप्त विकल्प/पसन्द दी जा सकती है।

उत्तर पुस्तिकाओं का मूल्यांकन

क्या करें—

- ▶ परीक्षा होने के बाद उत्तर पुस्तिकायें एक लिफाफे में सील करके, उस पर परीक्षा का नाम और उत्तर पुस्तिकाओं की संख्या लिखकर शीघ्र ही मूल्यांकन अधिकारी को सौंप देनी चाहिए।
- ▶ सीलबंद लिफाफे के शीर्ष पर लिखी उत्तर-पुस्तिकाओं की संख्या लिफाफे के भीतर रखी उत्तर-पुस्तिकाओं की वास्तविक संख्या के बराबर होनी चाहिए।
- ▶ मूल्यांकन करने से पहले मूल्यांकन अधिकारी यह सुनिश्चित करें कि वस्तुनिष्ठ प्रश्नों की आदर्श उत्तर प्रति उनके पास मौजूद हो और वे उत्तर-पुस्तिकाओं के अनुसार सही हों।
- ▶ इस बात की पुष्टि कर लें कि सभी उत्तर पुस्तिकाये डमी नम्बरों के साथ संहिताबद्ध हों।
- ▶ उत्तर कुंजी के सम्बन्धी में जांचकर्ता को किसी भी तरह की आशंका होने पर तुरन्त प्रश्नपत्र तैयार करने वाले अधिकारी से परामर्श करें।
- ▶ पहली बार में ही उत्तर पुस्तिकाओं पर सही अंक देने की हर संभव कोशिश की जाये ताकि अंक प्रदान करते समय मिटाकर/काटकर लिखना /ओवरराइटिंग से बचा जा सके।
- ▶ उत्तर पुस्तिकाओं का मूल्यांकन न मिटने वाली स्याही से किया जाना चाहिए न कि लेड पेन्सिलों से।
- ▶ व्याख्यात्मक प्रकार के प्रश्नों में उपप्रश्नों के अंक अलग-अलग दिये गये जायें और सुनिश्चित करें कि ये आवंटित अंकों से ज्यादा न हों और अलग मामलों में रियायती अंक न दिये जाये।
- ▶ उत्तरों के लिए दिये गये अंकों को उत्तर-पुस्तिका के अंकों के विवरण के लिए तैयार की गई सारणी में रखा जाये।
- ▶ सारणीबद्ध विवरण में समुचित स्थान पर अंकों का कुल जोड़ एवं हस्ताक्षर सुनिश्चित करें।
- ▶ जहाँ तक संभव हो उत्तर पुस्तिकाओं का मूल्यांकन तुरन्त पूरा किया जाना चाहिए।

- ▶ जांचकर्ता द्वारा प्रत्येक उत्तर-पुस्तिका, इसके पृष्ठों और अंकों के कुल जोड़ की एक बार फिर से जांच की जाए और यदि कोई मामूली संशोधन हो तो उसे अलग से सत्यापित किया जाये।
- ▶ जांची गयी उत्तर पुस्तिकाओं को गिनकर और उसे एक सीलबन्द लिफाफे में डालकर कार्मिक शाखा को वापस करें। किसी कारण से न जांची गई उत्तर-पुस्तिकाओं को अग्रेषण पत्र के साथ स्पष्ट तौर पर दर्ज किया जाये।

क्या न करें—

- ▶ जिन उत्तर पुस्तिकाओं पर डमी कोड नम्बर नहीं है उनका मूल्यांकन न किया जाये।
- ▶ ऐसी उत्तर पुस्तिकाओं का मूल्यांकन न किया जाए जिन पर अभ्यर्थी ने अपना नाम, अपना हस्ताक्षर अथवा अपना कोई निशान लगाया हो।
- ▶ ऐसे वस्तुनिष्ठ उत्तरों का मूल्यांकन न किये जायें जिन्हें अभ्यर्थी ने संशोधित (मिटाकर लिखना, ओवरराइटिंग, काटकर लिख) किया हो।
- ▶ उत्तर पुस्तिकाओं की जांच करते समय उन पर सही उत्तर, टिप्पणी अथवा किसी भी तरह की गणितीय जोड़-घटा न की जाये।
- ▶ व्याख्यात्मक उत्तरों के लिए एक बार दिये गए अंकों को किसी भी स्थिति में बढ़ाया/घटाया न जाये।
- ▶ वस्तुनिष्ठ प्रकार के उत्तरों के लिए अपने विवेक से अंक न दिये जायें बल्कि उत्तर कुंजी के अनुसार ही अंक दिये जायें।
- ▶ दशमलव के साथ दिये गये अंकों को राउण्ड ऑफ न किया जाये।
- ▶ प्रश्नों के लिए निर्धारित अंकों से अधिक अंक न दिये जायें।

चयन प्रक्रिया के अन्य चरणों के दौरान

क्या करें—

- ▶ मूल्यांकित उत्तर पुस्तिकाओं की कोडिंग करते हुए पूरी गोपनीयता बरती जाये।
- ▶ यह सुनिश्चित किया जाए कि सही डमी नम्बर के अनुसार ही डी-कोडिंग की जाये।
- ▶ यह सुनिश्चित किया जाये कि डमी नम्बर वास्तविक अभ्यर्थियों के नाम और रोल नम्बर के साथ पूरी तरह मिलते हों।
- ▶ मूल्यांकन चार्ट (अंकों की समरी) के लिए उत्तर-पुस्तिका से अंक लेते समय पूरी सावधानी बरती जाये।

- ▶ अनावश्यक पूछताछ से बचने के लिए जितनी जल्दी संभव हो लिखित परीक्षा का परिणाम घोषित कर दिया जाये।
- ▶ यह सुनिश्चित किया जाये कि किसी भी तरह का साक्षात्कार होना है तो उसे शीघ्र-अति शीघ्र करा लिया जाये। इस सम्बन्ध में सर्व सम्बन्धित को सचेत किया जाये।
- ▶ यह सुनिश्चित किया जाये कि साक्षात्कार परीक्षा के लिए एक ही मूल्यांकन सीटा हो जिस पर बोर्ड के सभी सदस्यों द्वारा दिनांक सहित हस्ताक्षर किये गए हों।
- ▶ यह सुनिश्चित किया जाये कि साक्षात्कार परीक्षा में चयन प्रक्रिया के दौरान प्रयुक्त सभी पृष्ठों पर बोर्ड के सभी सदस्यों के हस्ताक्षर हों।
- ▶ चयन प्रक्रिया में दिये जाने वाले अंकों में काट-छाट अथवा ओवर राइटिंग न हो।
- ▶ अंक देते समय यह सुनिश्चित किया जाये कि किसी भी अभ्यर्थी को कोई अनुचित लाभ न दिया गया हो। सही और निष्पक्ष तरीके से अंक दिये जायें।
- ▶ चयन समिति द्वारा की गई किसी भी त्रुटि को तुरन्त और अनिवार्य रूप से सक्षम अधिकारी के संज्ञान में लिया जाये।

क्या न करें

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

★★★

बुराई की शुरुआत, सतर्कता का अभाव है।

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DO'S & DON'TS FOR PERSONNEL DEPARTMENT

For Assessment of Vacancies and notification for selection

DO's

- ▶ Existing and anticipated vacancies for next 15 months should be considered.
- ▶ Proper roster points for SC/ST candidate should be observed in the vacancy position and should be vetted by the Nodal Incharge Officer.
- ▶ Vacancies so assessed for selection should be approved by competent authority.
- ▶ The number of reserved and unreserved posts of each category should be clearly indicated in the selection notice.
- ▶ Eligibility criteria and other relevant conditions for the selection should be properly worded and mentioned in the notice.
- ▶ Last date of receipt of applications/options from eligible candidate should be indicated/highlighted in the notice.
- ▶ Syllabus of the Selection should invariably be incorporated in the notice.
- ▶ Wide publicity of the notice should be given to all concerned and adequate intermediate time should be given between issue of notice and date of written examination as well viva-voce.

DON'Ts

- ▶ The number of vacancies once notified should not be altered any case.
- ▶ Do not de-reserve posts notified for reserved community.
- ▶ Ensure that no ineligible candidates are considered for selection

For Constitution of Selection Committee.

DO's

- ▶ Selection Committee should be constituted by the competent authority as per the guidelines laid down in para : 217, 218 and 219 for IREM.
- ▶ Absolute secrecy should be maintained while nominating the Selection Committee.
- ▶ The Selection board should consist of at least three officers of equivalent rank. However, officer of one rank below from Personnel Branch can also be considered for the selection held for departments other than personnel branch.

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- ▶ One of the members of the Selection Board should belong to SC/ST community.
- ▶ In case no SC/ST officers are available in the department for which the selection is held SC/ST officer from other department can be nominated.
- ▶ Nomination of officer belong to SC/ST Community is mandatory not only when the vacancies are reserved for these communities but also where candidates of these communities are in the zone of consideration for filling up of unreserved vacancies.
- ▶ The following should be clearly indicated: who will set the question papers, who will evaluate the same and who will act as Chairman of committee.
- ▶ An officer of the department for which the selection is conducted should be nominated as Question Setting Officer.
- ▶ Nominated officers should be intimated about their role as member of the committee with necessary guidelines immediately and confidentially. Acknowledgment of this should be taken.

DON'Ts

- ▶ Officer borne in Agreed list should not be nominated as member in the selection committee.
- ▶ Officer nominated as Member of Board (not available on the date of w/exam & viva-voce due to leave, transfer) should not be substituted temporarily by any other equivalent officer without the approval of competent authority.
- ▶ Selection committee should not be changed except on unavoidable circumstances.
- ▶ There should not be delay between written test and viva-voce.
- ▶ Officer whose wards/relatives are appearing for the selection should not be nominated member of the selection committee.
- ▶ Member of the board should not be prejudiced while performing their duties due to pressure/influences of any kind.
- ▶ Each and every page of the selection proceedings should be signed.

Setting of Question Papers

DO's

- ▶ Name, date and time allowed of the examination and maximum marks allotted should be indicated on the top of the question papers followed by instructions if any.

- ▶ Question papers should be bi-lingual i.e. both in Hindi and English.
- ▶ Number of pages in the question paper should be indicated.
- ▶ The question paper should contain the marks allotted to each question.
- ▶ The marks if any specified for neatness and presentation should be indicated clearly.
- ▶ At least 10% of the maximum marks should be form official language policy and rule.
- ▶ The objective type questions should be 50% (in the range of 45% to 55%) for w/examination to the posts classified 'Selection'.
- ▶ In case of sub sections in the questions, individual marks allotted to each sub-section should be indicated or should be indicated that all of them carry equal marks.
- ▶ Absolute secrecy should be maintained in the printing of question papers.
- ▶ In case handwritten questions, it should clear and unambiguous.
- ▶ Question papers in required numbers should be sealed and handed over on the day of examination only.
- ▶ The Model Answer key for the objective type question should invariably be made available to the evaluating officer after completion of w/examination in separate sealed cover.
- ▶ It should be ensured that answer key is correct in all respect.

DON'Ts

- ▶ Question should not be asked out of the syllabus as mentioned in the notice.
- ▶ Setting of question paper should not be entrusted to unauthorized persons.
- ▶ Questions of main examination should not be repeated in the supplementary examination or in the examination of subsequent dates.
- ▶ Answering questions on official language should not be mandatory but adequate option/choices may be given.

Evaluation of Answer sheets

DO's

- ▶ Answer sheets should be handed over to the evaluating officer soon after the completion of w/examination in sealed cover clearly superscribed with name of examination and number of answer sheet.

- ▶ The number of answer sheets as mentioned on the top of the sealed cover should tally with the numbers inside the cover/envelope.
- ▶ Evaluator should ensure that model answers are available with him/her before evaluation.
- ▶ Evaluator should confirm that all the answer sheets are coded with dummy numbers.
- ▶ In case evaluator is in doubt regarding answer key, the question setting officer should be immediately consulted.
- ▶ Erasing/over writing/cutting in marks should be avoided.
- ▶ Answer sheets should be evaluated in indelible ink not by lead pencil.
- ▶ Proper and uniform marks should be awarded particularly for narrative type answers and marks so awarded should not be more than the prescribed marks in any case and no grace marks should be awarded in individual cases.
- ▶ Marks awarded to answers should be tabled individually in the statement of marks of the answer sheet.
- ▶ Correct totalling of marks and signature in appropriate space of tabular statement should be ensured.
- ▶ Evaluation should be completed as soon possible.
- ▶ Before handling over, evaluator should verify each and every answer sheet, pages, totalling of marks and in case of any minor corrections, it should invariably be attested.
- ▶ Evaluated answer sheets should be returned to personnel branch in sealed cover only. Unevaluated answer sheets if any due to reasons thereof should be spelled out in the forwarding note.

DON'Ts

- ▶ Don't evaluate the answer sheets without dummy code number.
- ▶ Don't evaluate the answer sheet in which candidate has written his name, put his signature or mark any kind of symbol in it.
- ▶ Don't evaluate answer on objective type questions which have corrections (erasing, overwriting, cutting etc.) by the candidate.
- ▶ Don't write anything like correct answer, remarks and even making mathematical calculations in the answer sheets.
- ▶ Don't increase/decrease the marks once awarded particularly in descriptive type answers in any case.
- ▶ Don't award marks at your own mind for objective type answer but should be as per the answer key.

- ▶ Don't round off decimal marks if any awarded.
- ▶ Don't award marks on answers to the questions in excess of the required number.

In other stages of Selection

DO's

- ▶ Evaluated answer sheets should be decoded with utmost secrecy.
- ▶ It should be ensured that the decoding is according to the exact dummy number.
- ▶ It should be ensured that dummy numbers are correctly matched with names/roll numbers of the relevant candidate.
- ▶ Due care should be taken while extracting marks from answer sheets to the evaluation chart (Summary of marks).
- ▶ Written result should be declared at an early possible time to avoid unnecessary queries.
- ▶ Ensure that viva-voce if any should be conducted as early as possible. However, alert notice to all concerned should be issued immediately in this regard.
- ▶ Ensure that there should be a single evaluation sheet for viva-voce test and it should invariably be signed by all the members of the board alongwith date.
- ▶ Ensure that each page of the selection proceedings are signed by all the members of the board.
- ▶ Ensure that there are no erasing and overwriting in awarding of marks in selection proceeding.
- ▶ Ensure that no undue favour is given to any candidate while awarding the marks. Be fair and impartial in all respect.
- ▶ Any shortcomings made by selections committee should be brought to the notice of competent authority immediately and without fail.

DON'Ts

- ▶ Don't publish the result and panel in piece-meal.
- ▶ Don't forget to put date on the signature in the selection proceedings.
- ▶ Don't delay in finalizing the selection process.

This is only an attempt to highlight the most possible lapses often noticed during the selection process. In case of any doubts, the provisions in IREM and relevant circular issued by board should be referred to for clarification and proper appreciation.

DO'S & DON'TS FOR RAILWAY QUARTERS

DO's

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

- ▶ Avail only one Rly. Qrs. if husband and wife both are Rly. employees and ensure that payment of HRA has been stopped for both.

DON'Ts

- ▶ Do not occupy Rly. Qrs. unauthorisedly. Unauthorised occupation of Rly. Qrs. will lead to recovery of penal rent as well as disciplinary action.
- ▶ Do not continue enjoying HRA after allotment/occupation of Rly. Qrs. Drawal of HRA after occupation of Rly. Qrs. will lead to recovery of HRA as well as disciplinary action.
- ▶ Do not continue in paying Qrs. rent for lower type of Rly. Qrs. though you are residing in higher type of Rly. Qrs.
- ▶ Do not keep your Qrs. vacant after having the Qrs. allotment order.
- ▶ Do not make any changes/modification-structural or otherwise to the Rly. Qrs. after occupation of the Qrs.
- ▶ Do not repair any structural damage on your own.
- ▶ Do not tamper with the Electrical meter and don't allow anyone to tap electrical meter of the Rly. Qrs.
- ▶ Do not sublet either partly or fully the Rly. Qrs. allotted to you under any circumstances. Subletting of rly. qrs. will lead to disciplinary action. Do not allow unauthorized persons to reside with you. Do not indulge in unlawful activities in Rly. Qrs. Do not carry out commercial activities in the form of Insurance agency, commission agency, business, trade etc. from the rly. Qrs. allotted to you.
- ▶ Do not vacate Rly. Qrs. without informing the concerned authorities and obtain clear certification regarding your vaction of the Qrs.
- ▶ Do not suppress outstanding dues on your account to your Bill preparing unit.
- ▶ Do not clog the culverts/drains around the Rly. Qrs. and the same may lead to flooding as well as unnecessary leakage of Rly. revenue.
- ▶ Do not allow any encroachment near your Rly. Qrs. complex.
- ▶ Do not retain Rly. Qrs. beyond the permissible period after being transferred from one station to another station.
- ▶ Do not retain Rly. Qrs. beyond the permissible period, under any circumstance, after retirement.
- ▶ Being a spouse of Railway employee and residing in Rly. Qrs. do not enjoy HRA.

★★★

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 recommendation 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.

- ▶ Ensure signature of tenderer on each and every page of tender document with date.
- ▶ 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 allow anomalies in evaluation of special conditions to affect the acceptance of the offer recommended.
- ▶ 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 exercise the powers of the accepting authority in case you have been a member of the tender committee.

- ▶ Do not order negotiation on the repeated advice of the tender committee to invite fresh tenders, particularly where response to the call for negotiations is poor.
- ▶ Do not accept modified offers, not considered by the tender committee.
- ▶ Do not allow subsequent revision of the minutes, unless the reconsidered minutes are put in addition.
- ▶ Do not record the acceptance/otherwise of the tenders anywhere else than the body of the tender committee minutes-noting side of the file is to endorse the action taking only.
- ▶ Do not forget to explain "time delays" in tender committee minutes.
- ▶ Do not refer tender case to any Officer/staff under your control or to anyone also for scrutiny and/or comments.
- ▶ After opening of the Tenders, post-correspondence is not allowed.
- ▶ Different similar nature of works should not be clubbed while floating the tender.



शैलेन्द्र श्रीवास्तव
सहायक कार्मिक अधिकारी / कल्याण
व औसं०

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 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.

Dont

- ▶ 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 EXPENDITURE BILL SECTION (ACCOUNTS)

DO's

- ▶ Ensure that the expenditure incurred by an officer is within his competency.
- ▶ Ensure to prepare check list for each kind expenditure /bills and follow them scrupulously.
- ▶ Ensure that the bill has been signed by the officer competent to sign the same and that his signatures tally with those available in the record and also ensure that all corrections/ alterations in the bills are attested by the competent authority to do so.
- ▶ Ensure that measurements have been recorded by the authority competent to do so and the method of measurement as specified. Cross check to ensure that the prescribed percentage checks done.
- ▶ Ensure validity of concerned paper Securities, if any, while passing every bill and insure that the paper security are in the custody of Account Officer concerned and periodical review has to be made to extend the currency of the paper security in tune with the procedural order.
- ▶ Ensure that the recurring charges, which are payable on fulfillment of certain conditions or until occurrence of certain event a certificate from the drawing officer is forthcoming to the effect that the necessary conditions have been duly fulfilled.
- ▶ Ensure that the expenditure has been properly and fully vouched and has been so recorded as to recorder the second claim on the same account impossible.
- ▶ Ensure that bill bears certificate, where necessary from the responsible executive officer that the services for which the payments is passed has/have actually been rendered.
- ▶ Ensure that advanced payment is released only in accordance with provisions of contract and that such payments are adjusted while making final payment.
- ▶ Before making final payment, ensure that a certificate has been furnished by the temporary use of the contractor have returned in good conditions or appropriate amount is recovered in lieu of therefore.
- ▶ Copy of the concerned contract agreement should be kept at engineer-in charge and he should ensure the execution of work as per the terms and conditions of contract mentioned in it.

- ▶ Officer-in charge of unit should closely monitor 10 days report. officer in-charge should check up the correctness of 10 day report with the CO6 register.
- ▶ Ensure that the claim is not time barred.

Don'ts

- ▶ Do not pass bills, if they are not in original prescribed form and does not pass duplicate bill without verifying the reason for allowing the same.
- ▶ Don't admit and pass supplementary bill without verifying the main claim and making necessary endorsement in the main/ original bill.
- ▶ Don't admit and pass bills out of turn unless the officer concerned had authorised to do so.
- ▶ Bill which have some discrepancy in emergent cases should not be passed without approval of the officer concerned and to be ensured to keep the amount passed as advance for incurring expenditure beyond the reasonable period and call for the final bill for clearing the suspense head (MAR)
- ▶ Don't forget to record the fact of payment so as to render a second claim being passed for the same transaction impossible.
- ▶ Do not delay refund of Earnest Money/Security Deposit to the contractors after the work or supply has been completed and the maintenance period has been completed.
- ▶ Do not delay refund of earnest money to the unsuccessful tenders after the tenders are finalised.
- ▶ Don't forget to check the previous on account bill passed and posting the Contractor's ledger.
- ▶ Do not forget to ensure that all the recovers have been made properly and to recover the penalties if any from the respective bill itself, in case of housekeeping contracts.
- ▶ Do not forget to ensure that all the recoveries have made properly and to recover the penalties if any from the respective bill itself, in case of housekeeping contracts.
- ▶ Do not forget to ensure that recoveries viz seigniorage, building cess conservancy, service tax, income tax, water charges etc etc per the agreement conditions .

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

Dos

- ▶ 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 30 days from the date of issue of LOA if it is submitted between 30-60 days – penal interest of 15% to be recovered, if it is beyond 60 days – tender to be discharged.

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.



आओ, मिलकर भ्रष्टाचार से लड़ें!

Let's Fight

Corruption

Together

रिश्वत देना या लेना दण्डनीय अपराध है।

Giving Or Accepting Bribe Is A Punishable Offence.

गलत करने वालों को सतर्कता विभाग करती है सतर्क

गलत करने वालों को सतर्कता विभाग करती है सतर्क।
यदि गलती करता कोई, उससे करते हैं वे तर्क
गलत करने वालों को, सतर्कता विभाग करती है सतर्क।

★★★

सतर्कता विभाग एक बहुत बड़ा है डर
हर इन्सान इससे बँधा है, हेल्पर हो या आफिसर
सतर्कता विभाग के डर से, लोग करते हैं धर फर
वर्ना बैठे रह जाते हर लोग आने घर
पकड़े जाने पर उनके जीवन में कर देते हैं वे फर्क
गलत करने वालों को सतर्कता विभाग करती है सतर्क

★★★

ईमानदारी से काम करना सतर्कता विभाग सिखलाती है
हर पल हर क्षण एक नया बात बतलाती है
सतर्कता गई दुर्घटना हुई, यह कहावत सुनाती है
हमें सतर्क कर हमारी दुःखों को दूर भगाती है
अच्छे काम कर भारतीय रेल को बनाओ स्वर्ग, मत बनाओं नरक
गलत करने वालों को सतर्कता विभाग करती है सतर्क

★★★

लेखक : **विवेकानन्द व्यास**
Tech-III
Emp. No.: 350840
कार्यालय-T.L.P.C.O.
MCF/RBL/LLJ
Mob.: 9670036072

आओ हम भ्रष्टाचार मिटायें

आओ हम भ्रष्टाचार मिटायें
सतर्क रहें और सतर्क बनायें
ईमानदार और जवाबदेह बनें हम
निष्पक्ष और पारदर्शी का आवरण बनायें
आओ हम भ्रष्टाचार.....

★★★

कामकाज को राजकाज समझ हम
अपने स्तर पर शीघ्र निपटायें
खुले चक्षु से और खुले विवेक से
शासनादेश का पालन करायें
आओ हम भ्रष्टाचार.....

★★★

प्रबन्धन, प्रशिक्षण और परिचालन से
अपना उज्ज्वल भविष्य बनायें
सचेतता, सूझबूझ और दूरदर्शिता को
हम अपना कूलमंत्र बनायें
आओ हम भ्रष्टाचार.....

★★★

जिम्मेदारी को बोझ न समझें
अपना काम-उसका काम में न उलझें
अन्यथा या अभिप्राय में न उलझें
कदाचार को न हथियार बनायें
आओ हम भ्रष्टाचार.....

★★★

सजगता और सतर्कता दो आँख हो अपने
कर्म और पुरुषार्थ दो हाथ हो अपने
चौकस और चैतन्य दो कान हो अपने
खुशहाली और प्रगति को अपनी चाल बनायें
आओ हम भ्रष्टाचार.....

★★★

सुख की दो रोटी ही हो चाहे
निश्चिन्त जिये और निर्भीक रहे
लोभ और लालच का परित्याग करे हम
अभय रहे और अभय बनाये
आओ हम भ्रष्टाचार.....

★★★

माना जीवन में है बहुत चुनौतियाँ
पार तो भ्रष्टाचार से पाना होगा
नियम, नीति और निष्ठा के सद्पालन से
अपना एक आदर्श संगठन बनाये
आओ हम भ्रष्टाचार मिटायें

★★★

लेखक : जितेन्द्र कुमार श्रीवास्तव
पदनाम : तकनीशियन-1
कर्मचारी संख्या-350943
कार्यालय : उपमुख्य अभियन्ता
विद्युत उत्पादन एवं योजना
प्रशासनिक भवन / MCF/RBL

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

No.95/RS(G)/796/1 New Delhi, dated 30.04.2014

Sub.: **Cost of the tender documents.**

Ref.: **Railway Board letter No.95/RS(G)/796/1 dtd. 08.4.93, 10.1.97 & 8.10.98.**

The existing cost of Tender Document for Stores Contract were fixed vide letter No. No.95/RS(G)/796/1 dtd. 10th January, 1997. The matter has been reviewed and it has been decided to revise the cost of tender document as follows:

Sl. No.	Tender Value	Cost of Tender Document
1.	Above Rs.10 lakh and upto Rs.30 lakh each	Rs.500/-
2.	Above Rs.30 lakh and upto Rs. 2 crore each	Rs.1,500/-
3.	Above Rs. 2 crore and upto 25 crore each	Rs.2,500/-
4.	above Rs. 25 crore and upto 50 crore each	Rs. 5,000/-
5.	above Rs.50 crore and above	Rs.10,000/-

Note:

1. No tender cost shall be charged for Limited/Bulletin and PAC/Single tenders.
2. Government departments and ordinance factories are exempted from tender cost.
3. PSUs are not exempted being business entities.
4. Cost of drawings shall be adjusted as earlier in terms of Board's letter No.95/RS(G)/796/1 dt.8.10.98.

This is issued with the concurrence of Finance Dte. of Ministry of Railways.

Sd/
(Santosh Mittal)
Dy. Director Railway Stores (G)
Railway Board

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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.2001/RS(G)/779/4 Pt.1 New Delhi, dated 28.3.2014

Sub.: Cartel formation by approved vendors.

Ref.: Railway Board's letter No.2003/RS(G)/11/3 dt. 19.10.2006.

1. Railway Board Circular No. 2001/RS(G)/779/54 dt. 05.08.2002 (two letters), 99/RS(G)709/1 dt. 03.05.2005, 2005/RS(G)/709/1 dt. 17.11.2006 and 2001/RS(G)/779/4 dt. 12.12.2006 relate to dealing with cartel situations as indicated therein.
2. Vide Railway Board's letter No.2003/RS(G)/1 dated 19.10.2006, Railways were advised that cases of cartel formation may also be reported to Competition Commission of India.
3. (i) Competition (Amendment) Act 2007 has since been notified by Govt. which brings out details provisions about non-competitive conduct by organizations. The same is available on www.cci.gov.in. You are advised to apprise the officers of the same.
3. (ii) In this connection, in a case of suspected carted formation, DMW/Patiala had reported a matter to CCI. The case was investigated and CCI imposed penalties on the companies at the rate of 2% of the average turnover of the company which comes out to be Rs.54.70 crore for M/s Ecorts Ltd., Rs.5.70 cr. for M/s FTIL and Rs.1.91 cr. for M/s Stone India Ltd. (CCI suo moto case No.03 of 2012). Detailed order of CCI is available on www.cci.gov.in.
4. In addition to the provisions given in above referred circulars, it is advised the the issues related to contravention of provisions of Competition (amendment 2007) Act by vendors may also be assessed and CCI be approached (wherever deemed fit) with complete facts/details for consideration. Cases reported tp CCI should be actively followed up and represented in CCI.

Sd/
(Santosh Mittal)
Dy. Director Rilway Stores (G)
Railway Board

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भारत सरकार Government of India
रेल मंत्रालय Ministry of Railway
(रेलवे बोर्ड) (Railway Board)

No. 2014/CE-I/WP/5

New Delhi, Dated 3rd September, 2015

The General Managers,
All Indian Railways and PUs.

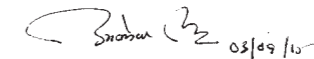
विषय : Development and Implementation of e- procurement system (IREPS) in works contracts on Indian Railways —The prerequisites.

In terms of instructions and budget announcement item of Hon'ble Minister for Railways, the work of "Development and Implementation of e-tendering in Works Contracts on Indian Railways" has been taken up by Railway Board and CRIS is developing the IREPS's Works module for implementation on Indian Railways.

This module has been targeted for implementation by 31.12.2015. Therefore, Zonal Railways need to ensure necessary infrastructure for its trial run by 30.09.15. The **pre-requisites** are as under :

- (a) **Digital Signature Certificate for Railway Users** : This is required for authentication of Railway user. The Digital Signature Certificate in USB token, alongwith the token driver is to be procured from a Certifying Authority (CA) approved by Controller of Certifying Authorities (CCA). List of licensed CAs is available on www.cca.gov.in. Digital signature is required for officials involved in Preparation of Tenders, Uploading of documents, Publication of tenders, Opening of tenders, Finalization of tenders, Post tender activities (Technical scrutiny, TC minutes preparation and signing), Admin activities like user creation/modification, management of tender opening roster etc. or any other activity which requires signing of form/document.
- (b) **Digital Encryption Certificate** : Each tendering unit will require a Digital Encryption Certificate (DEC). Detailed guidelines for DEC issued by CRIS is enclosed herewith.
- (c) **Wide publicity to Tenderers** : Wide publicity may be given through intimation & knowledge sharing to the prospective tenderers / bidders.
- (d) **Registration of Tenderers/Bidders** : The prospective tenderers / bidders require a 'Class 111 Digital Signature' with company name from any Certifying Agency (CA) authorized by Controller of Certifying Authorities (CCA). They also have to submit online request for registration sufficiently in advance to get themselves registered on IREPS (Works) in order to participate in e-tendering in works contracts.
- (e) **Computer and Internet Connection** : A computer with Windows O.S. (Windows 7.0 or higher), Internet explorer, Java and Broadband Internet connection.

Further, It is also desired that the excellences on Railways towards e-tendering, if any, may be shared for development & improvement of a user friendly and hassle free IREPS (Works) module fore-tendering in Works Contract' on IR.



(आलोक कुमार)
कार्यकारी निदेशक/सिविल इंजीनियरिंग (जी)
रेलवे बोर्ड

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आधुनिक रेल डिब्बा कारखाना, रायबरेली

MODERN COACH FACTORY, RAEBARELI

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



COMPLAINTS ?

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

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

or

Send by e-mail on: dycvorcfrbl@gmail.com

or

Call on Telephone No. : 0535-2704381

VIGILANCE AWARENESS WEEK

31st October to 05th November, 2016