



सर्तकता जागरूकता सप्ताह-2016 झलकियाँ



सर्तकता विभाग
आधुनिक रेल डिब्बा कारखाना
रायबरेली



आधुनिक रेल डिब्बा कारखाना रायबरेली

MODERN COACH FACTORY RAEBARELI



सर्तकता बुलेटिन
VIGILANCE BULLETIN
2017



SARDAR VALLABH BHAI 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।

I FOUGHT FOR FREEDOM



MAHATMA GANDHI

(02.10.1869 - 30.01.1948)

NOW YOU HAVE TO FIGHT FOR

"CORRUPTION FREE INDIA"

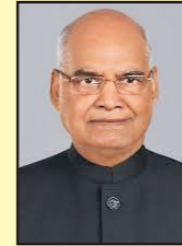
प्रतिज्ञा

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 glad to learn that the Central Vigilance Commission is observing Vigilance Awareness Week this year from 30th October to 4th November, 2017 on the theme "My Vision — Corruption Free India".

Corruption impedes the rate of economic growth, distorts competition, adversely impacts the rate of investment and undermines the moral fibre of society. In order to eliminate corruption there is a need for all stakeholders to work together to develop and implement effective anti-corruption mechanisms. Active participation of individuals and civil society members, who pledge to abide by principles of honesty and integrity, is of utmost importance in the fight against corruption. All sections of society should ensure that greater emphasis is laid on generating awareness among the public regarding the existence, causes and threat posed by corruption. This is an effective and sustainable means of fighting corruption.

I wish the Vigilance Awareness Week 2017, all success and extend my greetings to the vigilance fraternity.

(Ram Nath Kovind)

New Delhi

September 29, 2017

Message from the Central Vigilance Commission

Telegraphic Address :
"SATARKTA: New Delhi
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सत्यमेव जयते

केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023

Satarkta Bhawan, G.P.O. Complex,
Block-A, INA, New Delhi-110023

सं./No. 017/VGL/043
दिनांक/Date 13.10.2017

MESSAGE

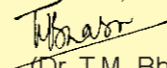
Vigilance Awareness Week 30th October to 4th November, 2017

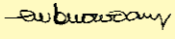
The Central Vigilance Commission observes Vigilance Awareness Week every year to bring awareness and to reaffirm the commitment of public servants and public at large to the cause of promotion of integrity and eradication of corruption. The theme for this year is "My Vision- Corruption Free India"

Apart from recommending action against delinquent officers, the Commission works on improving the systems and for bringing out Standard Operating Procedures so that the scope for corrupt practices is minimised.

The Commission believes that corruption can be eliminated with the active and committed involvement of the citizens only. Unless the citizens are aware of the ill effects of corruption, the means to fight them and public opinion is generated as a mass movement against corruption and lack of integrity, far reaching changes cannot be bought. Keeping in view this wider objective, the Commission has initiated many activities to reach public at large and in particular students, groups of persons directly and indirectly through various means. The Commission has designed voluntary Integrity Pledges so that citizens and organizations can reaffirm their commitment to the cause of integrity and motivate others to be a part of the fight against corruption.

The Commission appeals to all to pledge to be honest and not be a part of any corrupt practice.


(Dr. T.M. Bhasin)
Vigilance Commissioner


(K.V. Chowdary)
Central Vigilance Commissioner


(Rajiv)
Vigilance Commissioner

Message from the General Manager

आधुनिक रेल डिब्बा कारखाना,
रायबरेली
MODERN COACH FACTORY,
RAEBARELI



MESSAGE

I am happy to know that the Vigilance department of Modern Coach Factory, Raebareli is bringing out 2nd issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week from 30th October to 4th November 2017.

"My Vision — Corruption Free India" is the main theme of "Vigilance Awareness Week- 2017". Good governance will definitely help in creating a transparent, fair, informative and corruption free nation. This can be achieved by sensitizing the public at large as well as public servants in particular.

In this context, Indian Railways have taken lot of forward steps by implementing IREPS, GeM (for procurement of material) and E- tendering in works contracts for eliminating corruption.

I congratulate the Vigilance Department for their effort for publishing out 2nd issue of Vigilance Bulletin.

A handwritten signature in black ink, appearing to read 'M. C. Chauhan'.

(M. C. CHAUHAN)
General Manager

**Message from the
Principal Exec. Director (Vigilance)
Railway Board**

Sunil Mathur
Principal Exec. Director (Vigilance)
&
Chief Vigilance Officer



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

MESSAGE

I am happy to learn that the Modern Coach Factory, Raebareli is bringing out 2nd issue of Vigilance Bulletin on the Occasion of Vigilance Awareness Week: 2017 on the theme "**My Vision- Corruption Free India**"

Vigilance is an integral function of Management and part of its job is to create awareness amongst railway officials about corruption and its ill effects. It is imperative that all the members of the organisation are aware of rules & regulations of their respective areas of work. This Vigilance Bulletin covers "Dos" & "Donts" related to important areas and various railway board circulars which will help all Railwaymen to perform their duties efficiently.

I congratulate the Vigilance organisation of MCF/RBL for their sincere effort in bringing out Vigilance Bulletin as a part of Vigilance Awareness week 2017.

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



FOREWORD

Modern Coach Factory, Raebareli is bringing out 2nd issue of Vigilance Bulletin on the occasion of Vigilance Awareness Week commencing from 30th October to 4th November 2017.

The theme of vigilance awareness week for this year is **"My Vision- Corruption Free India"**. Vigilance department plays a proactive and positive role in good governance by advocating preventive Vigilance, systematic improvements and spreading awareness about corruption amongst Officers & Staff. For this, I invite all railwaymen & executives to join hands with vigilance so that our collective action make India corruption free.

I do hope that the articles containing "Dos" & "Donts" pertaining to Personnel, Store, Works Tender, Accounts and Medical etc. and important railway board circulars will certainly help Railway officials to avoid common mistakes in their working.

The purpose of this bulletin is to spread awareness amongst our officers and staff and help them to perform their duties honestly, fearlessly and efficiently.

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

DISCLAIMER

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

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E-TENDERING FOR WORKS CONTRACTS

Anil Kumar
Dy. Chief Vigilance Officer

At present, Railways deals with approximately 25,000 tenders involving an expenditure of above Rs. 35,000 Crores for maintenance/upgradation of existing assets and creation of new assets for huge railway network of about 66,000 Route Kilometer.

In order to bring e-governance and transparency in tender process for carrying out Works Contracts of Indian Railways it was decided to implement 'E-tendering in Works Contract'. Indian Railway has switched over to e-tendering for Works Contracts from January, 2016. In the E- tendering system, electronic tenders are being uploaded on Indian Railways e-tendering website (IREPS), i.e. www.ireps.gov.in and for such electronic tenders; the offers by the tenderers are being submitted only electronically on the IREPS website. With banning of submissions of manual offers, Indian railway have shifted tendering system to more transparent and resource saving.

For submission of electronic offers, the bidders will have to get themselves registered one time on the IREPS website. Registration is an online process without any payment. Interested bidders have to apply for registration by clicking on the link 'New Vendors / Contractors (e-tender)' in the left navigation bar (Quick Links section) on the Home page of the website

(www.ireps.gov.in).

①

In order to ensure confidentiality of bid data and reserve price, a system of encryption called asymmetric cryptography has been employed in IREPS. The asymmetric encryption is achieved through a Digital Encryption Certificate (DEC).

PRE-REQUISITES FOR E-TENDERING

E-tender is an electronic online web portal based tendering method which involves online transactions for which following system requirements are to be ensured-

- Procurement of Digital Signing Certificates for each user.
- Procurement of Digital Encryption Certificate for each Tendering Unit.
- Availability of Internet Connection (adequate speed) , PCs to Railway users ,PCs with Latest Java installed (JRE latest version), Internet Explorer (recommended version is 7.0 to 11.0 except version 10.0) and PDF reader.

DIGITAL SIGNATURE CERTIFICATE (DSC) : ACTION TO BE DONE AFTER GETTING DSC: IREPS portal makes use of Digital Signature Certificate (DSC) for authentication of user, as well as signing of forms and documents. Thus, all users who intend to log into the IREPS portal, and/or to digitally sign various forms and documents are required to have DSC. The Digital Signature Certificate in USB token, along with the required token driver is to be procured from a Certifying Authority (CA) approved by Controller of Certifying Authorities (CCA). Following steps to be ensured after getting DSC-

②

- Ensure Internet Explorer on your system as IREPS web site works best on this Internet Browser.
- Installation of Java with latest updates which is required for PSK Interface.
- Management of PKI (Digital signature Certificate)
- Export of Public Key for creation of user-id on IREPS Portal.
- Submission of On-line Department Creation Form and Creation of Admin user id.

ADMIN FUNCTIONS TO BE PERFORM ON FIRST LOGIN

Following function to be performed after first login to IREPS portal by administrator of unit calling tenders -

- Change of Password after first login
- Change Digital Signing Certificate
- Uploading Digital Encryption Certificate of Tender calling Authority.
- Update Department Details
- Create Sections of each Branch office as per actual setup in office.
- Create New Posts of all officials dealing Tender.
- Assign functions to each post as per action to be performed on tendering process.
- Create Users id and password for each user.

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- Update Condition Master to include all tender conditions.
- Upload Department documents like GCC, Instructions to the Tenderers etc.
- Linking Associate Accounts Department and assign Accounts member for Tender opening.

TENDER DOCUMENT

Creation of Tender Document have been streamlined with splitting it into 8 parts for stepwise on line creation of document without omission of key detail , these heads are as following-

- Header (Basic Details)
- Tender Schedule
- Item Breakup
- Eligibility Criteria
- Compliance Conditions
 - General Instructions, Special Conditions
 - Technical & Commercial Compliance Conditions
 - Check Lists, Undertakings/ Declarations, Custom Conditions
- Upload Documents
 - GCC, Drawings/Sketches etc.
- Addition of Firms

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– Open Tenders- For Intimation

– LT/ Special LT/Single Tender- For Panel of Firms

- Signing & Publishing of Tender Document

CREATION AND PUBLICATION OF CORRIGENDUM

- Creation of Draft Corrigendum
 - Modify General details, Eligibility/Compliance conditions, Schedule/ Document /Firms.
- Signing & Publishing of Corrigendum.
- Viewing of Corrigendum by Railway Users & Bidders.

For the purpose of Corrigendum in tender , NIT period of 30 days have been splitted into two parts of 15 days as first 15 days called as 'Advertisement Period' time during which all information pertaining to tender shall be available but offer cannot be submitted and Corrigendum can be issued in this period in exception cases. 15 day prior to closing of tender are called 'Offer Submission Period' in which tenderer can submit his offer and no corrigendum can be issued during this period and if any corrigendum as required in this offer submission period NIT is to be cancelled and fresh tender to be published. In e-tender process after publishing corrigendum, bidder will see the correct document only.

BIDDING

- Viewing of Tender documents/ Corrigendum.

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- Online Payments-Tender Document Cost & Earnest Money is done with 'net-banking' through secured payment Gateway.
- Compliance of Eligibility Criteria and other Conditions by confirmation on portal and uploading of scanned document with DSC.
- Financial Offer
- Uploading of documents- General documents- Context specific documents
- Submission of Bids
- Revised Bids (Bidder can update quoted rated any number of times during 'Offer Submission Period')

CLOSING OF BIDS AND TENDER OPENING

- After closing of tender at Tender Closing time it is automatically freeze and confidentiality of offers is secured through a Digital Encryption Certificate (DEC) and can be opened any time with same DEC which have been used for calling of tender. There is no hurry to open tender as it can be done any time after closing of bid. Nominated officials of Executive and Finance are required to open tender.
- Schedule for opening of tenders is fixed by Tender calling Authority or Administrator of Executive.
- Tender Opening process involves following steps-
 - Authentication of tender opening committee

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- Decryption of bids
- Ranking of offers
- Auto Generation of Tabulation Statements (Financial Tabulation & Techno-Commercial Tabulation)
- Creation of Briefing Note
- Tender Opening for Two Packet System (for Financial Bids)

IMPROVEMENT IN TENDERING SYSTEM THROUGH E-TENDER

E-tender marks a major shift in tendering process in works tender in Indian railways. It has not only made tendering process faster and free from bureaucratic hurdle but also made it fully transparent system with latest and secured information technology available as on date. Following are major improvements over manual tendering system -

- Identity of Tenderer is also proved through Digital Signature Certificate (DSC) which is one of the most authentic identities of an entity/person.
- No paper work is involved in e-tendering process.
- Most of the entries in IREPS portal have been made through 'dropdown' menu helps in faster and error free creation of tender documents and offer submission by bidders as well.
- There is simple procedure for repetition of tendering process

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including cloning of tenders for 'recalling of tender' in case of no bidder etc.

- No manual intervention as even opening is being done by system by encryption method and no staffs are required for opening of tender.
- There is no manual intervention so no complains like misplace documents, corrections, omissions etc in tender documents and Bidding document or documents submitted by tenderers.
- With this system, tender can be called with minimum specified time as no need of extra time for publishing and uploading etc.
- No need to physically signing any document as all documents are signed digitally through DSC.
- Tender schedule is being made on-line with already uploaded unified schedule or saved NS item and calculated by use of inbuilt calculation sheet so there is almost nil chances of error in schedule.
- EMD is calculated automatically.
- Schedule can be corrected if needed without any paper work.
- Most of the important tender conditions are made in templates form, so a chance of omission of any condition is almost nil.
- Tender document preparation method is divided in 6 parts and made stepwise hence no chance of incorrect tender documents and only variable data is required to be filled,

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fixed data/ information is already available in system or being made as templates.

- For tenderer there is no need to come to office to drop tender into tender Box as bid can be made by bidder anytime from anywhere in IREPS Portal.
- Bidder have to pay tender document cost and EMD on line only and after paying it only bidder is able to proceed further, hence non serious bidders are being avoided by system itself.
- No need for verification of Tender document cost and EMD payment.
- During bidding process once bidder is not fulfilling the requirement (filling of data / uploading of document etc) bidder can't proceed further hence minimum chance of wrong bidding, ambiguous details in bidding.
- All uploaded documents are digitally signed by class - III DSC.
- Bidder can update quoted rated any number of times during 'Offer Submission Period' before closing of tender making it more flexible to bidders.
- No chance of 'Late Tender' and 'Delayed Tender'.
- Online generation of 'Briefing Note' immediately after 'Opening' of tender.



One needs to be slow to form conviction, but once formed they must be defended against the heaviest of odds.

Mahatma Gandhi

Important Statutory Compliances in Engagement of Contract Labours in Works Contracts

Ram Ranjan Kumar
AVO/MCF/RBL

Compliance of CLRA 1970 & CLRR 1971

☞ As per Section 7 of CLRA 1970, requires every principal employer of an establishment to which this Act applies shall make an application to the registering officer for registration of an establishment.

☞ Section 12 of CLRA 1970 and Para 21 of CLRR 1971 provides that the contractor should obtain requisite license before commencement of work from the licensing officer of the area in which the establishment is located to which the contract work pertains.

☞ Rule 25 (2) (ix) of the CLRA Rule, 1971 require the contractor to display the labour contract license details at work site.

☞ 25(2) (ii) of the CLRA Rules, 1971 provides that the contractor should not employ contract labours at work place in excess to the maximum number specified in the license.

☞ Section 18 & 20 section of CLRA, 1970 provides that facilities for drinking water, urinals etc. should be provided at convenient places either by the contractor or Principal Employer.

☞ Section 19 of the CLRA, 1970 and Rule 58 & 59 of CLRR, 1971 provides that the first aid box in required number and list of items as mentioned therein should be made available/provided either by the contractor or Principal Employer.

☞ Section 21 of CLRA, 1970 stipulates the responsibility for payment of wages, wherein a contractor shall be responsible for payment of wages shall be paid before the expiry of such period as may be prescribed. Every Principal Employer shall nominate a representative duty authorized by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of

such representative to certify the amount paid as wages in such manner as may be prescribed. If the contractor fails to make payment of wages within the prescribed period or makes short payment, the responsibility of payment shifts from contractor to the Principal Employer. This is to ensure that prescribed wages (under Minimum Wages Act) are paid by the contractor and received by the concerned labour.

☞ Section 29 (1) of CLRA, 1970 envisages that the registers/records prescribed in respect of contract labour should be maintained by both the Principal Employer (PE) and the contractor.

- (a) Muster roll;
- (b) Register of wages;
- (c) Register of deductions
- (d) Register of overtime;
- (e) Register of fines;
- (f) Register of advances;
- (g) Wage slip.

☞ Para 80(3) of CLRR, 1971 provides that all the registers and other records shall be preserved in original for period of three calendar years from the date of last entry therein.

☞ Rule 81 (3) of the CLRR, 1971 provides that every Principal employer shall, within fifteen days of the commencement or completion of each contract work under each contractor, submit a return to the Inspector, appointed under Sec. 28 of the Act intimating the actual dates of the commencement or, as the case may be, completion of such contract work in Form VI-B.

☞ Rule 82(1) of CLRR, 1971 requires that the contractor has to send return to licensing officer in Form XXIV showing weekly holiday and payment made for the same, wages paid, hours of work, overtime, canteen, drinking, water, First Aid, Rest Room etc.

So as to protect labour rights and enable supervision thereon by the labour department.

☞ Section 29(2) of CLRA, 1970 and Rule 81(1-i) of CLRR, 1971 envisages that the notices showing the rates of wages, hours of work, wage period, date of payment of wages, name and address of concerned Inspector, date of payment of unpaid wages shall be displayed at premises/worksites where contract labours are employed by the contractor.

☞ As per rule 81(2) of CLRR, 1971, copies of notices regarding the above has to be sent to the Inspector of concerned Labour Office by Contractors/PE.

☞ As per instructions of Railway Board's order of October, 2015, cash payment to contract labourers should be discouraged and payments of wages should be done through Bank Payment.

Minimum Wages Act, 1948 & Minimum Wages Rules, 1950

☞ Section 12 of MWA, 1948 provides that the employer (contractor) shall pay every employee wages at a rate not less than the minimum rate of wages fixed by notification from time to time.

☞ Rule 23(1) of the Minimum Wages Rules, 1950, (MWR) provides that the contractor should provide weekly rest to the engaged contract labour and the payment for the day of rest should be made.

☞ Rule 23 (4) of the MWR, 1950 provides that a employee shall be granted for rest day wages calculated at the rate applicable to the next preceding day and in case he works on the rest day and has been given a substituted rest day, he shall be paid wages for the rest day on which he worked, at the over time rate and wages for the substituted rest day at the rate applicable to the next preceding day.

☞ Rule 25 (1) (b) of the MWR, 1950 provides that when a worker works in an employment for more than nine hours on any day or for more than 48 hours in any week, he shall in respect of

overtime work, be entitled to wages at double the ordinary rate of wages.

EPF & MPA and EPFS, 1952

☞ Section 1(3-b) of EPF & MPA, 1952 envisages that where 20 or more workmen are employed as contract labour, contractor's employees of such establishment are eligible for Provident Fund benefits. Therefore, scrutiny should be carried out before payment of bills to the contractor by the Principal Employer.

☞ Para 30 (3) of the EPFS, 1952 envisaged that it shall be the responsibility of the Principal Employer to pay both the contribution payable by him in respect of the employees directly employed by him and also in respect of the employees employed by or through a contractor and also administrative charges. Thus, it is incumbent on the Principal Employer to ensure proper scrutiny at the time of payment of bills of the contractor to ensure that the contractors are depositing the contributions due from the contractor under the EPA & MPA and EPFS there under.

ESIA, 1948

☞ Regarding applicability of ESI, it is applicable to the establishments employing 10 employees but in some States there should limit for coverage of establishments is still 20 employees as per ESI portal. Contractor did not register itself under ESIA.

Workmen Compensation Act, 1923

☞ As per provision of WCA 1923 on the contractor through Clause 57 of Indian Railways Standard General Condition of Contact.

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.

WHAT IS A VIGILANCE ANGLE

Sanjay Kumar
CVI/Stores

Vigilance angle is obvious in the following acts:-

- (i) Demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his/her influence with any other official.
- (ii) Obtaining valuable thing, without consideration or with inadequate consideration from a person with whom he/she has or likely to have official dealings or his subordinates have official dealings or where he/she can exert influence.
- (iii) Obtaining for him/ her or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his/her position as a public servant.
- (iv) Possession of assets disproportionate to his/ her known sources of income.
- (v) Cases of misappropriation, forgery or cheating or other similar criminal offences.

सतर्कता पहलू क्या है?

सतर्कता पहलू निम्नलिखित कृत्यों में स्पष्ट है:-

1. किसी भी सरकारी कार्य के लिए मिलने वाले वैध पारिश्रमिक के अलावा पारितोषण की मांग करना या स्वीकार करना अथवा किसी अन्य अधिकारी पर दबाव डालना।
2. बिना सोचे समझे या पर्याप्त विचार किए बिना किसी ऐसे व्यक्ति से कोई मूल्यवान वस्तु लिया जाना जिसका उसके पास सरकारी काम हो अथवा हो सकता हो या उस व्यक्ति या उसके अधीनस्थों के पास कोई सरकारी काम हो या जहां उसकी पहुंच हो।
3. लोक सेवक के रूप में कार्य करते समय भ्रष्ट अथवा अवैध तरीके से अपने लिए अथवा अपने किसी अन्य व्यक्ति के लिए अपने पद का दुरुपयोग करते हुए कोई मूल्यवान वस्तु या आर्थिक लाभ लिया जाना।
4. ज्ञात स्रोतों के आय से अधिक परिसंपत्तियां रखना।
5. गबन, धोखाधड़ी या जालसाजी या अन्य इसी प्रकार के आपराधिक मामले।

Dos and Don'ts (Personnel Department)
CONDUCT RULES
(Based on Railway Services (Conduct) Rules, 1966)

DO's

- ☞ Maintain absolute integrity.
- ☞ Maintain devotion to duty.
- ☞ Ensure that the staff working under your control and authority is maintaining integrity and devotion to duty.
- ☞ Always give directions in writing and if oral instructions have been given, confirm the same in writing immediately thereafter.
- ☞ Wherever oral orders have been received, obtain written confirmation.
- ☞ Ensure to act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wild life and cultural heritage.
- ☞ Ensure to observe Government's policies regarding prevention of crime against women.
- ☞ Intimate acceptance of employment by a member of your family in any company or firm in which you have/ had any official dealings.
- ☞ Ensure that no member of your family takes part, subscribes in aid of or assists in any manner, any movement or activity, directly or indirectly to be subversive of the Government.
- ☞ Make a report to the Government if the value of the gift exceeds the prescribed limit during weddings, anniversaries etc.
- ☞ Ensure to report to the Government if any member of family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

- ☞ Ensure to manage private affairs so as to avoid habitual indebtedness or insolvency.
- ☞ Ensure to acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in your own name or in the name of any member of your family only with the previous knowledge of the Government.
- ☞ Ensure to obtain previous sanction of the Government if any immovable property transaction is with a person having official dealings.
- ☞ Ensure to report about the transaction beyond the prescribed value (Rs.20,000 for Group "A" and "B" and Rs.15,000 for Group "C" and "D" employees), entered in respect of a movable property either in your name or in the name of a member of your family within one month.
- ☞ Ensure to obtain previous sanction of the Government if the movable property transaction is with a person having official dealings.
- ☞ Ensure to obtain previous sanction of the government before entering into any immovable property transaction situated outside India.
- ☞ Abide by the law relating to intoxicating drinks or drugs during the course of duties.

Don'ts

- ☞ Do not do anything which is unbecoming of a Railway or Government servant.
- ☞ Do not act in a discourteous manner in the performance of official duties.
- ☞ Do not adopt dilatory tactics or willfully cause delays in disposal of the work assigned.
- ☞ Do not indulge in any act of sexual harassment of any woman at her work place.

- ☞ Do not use position or influence directly or indirectly to secure employment for any member of family in any company or firm.
- ☞ Do not deal with any matter or give or sanction any contract to any company or firm or any other person if any member of family is employed in that company or firm.
- ☞ Do not be a member of or be associated with any political party.
- ☞ Do not canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.
- ☞ Do not join or continue to be a member of an association or union, whose objectives/activities are prejudicial to the interests of the country.
- ☞ Do not engage or participate in any demonstration, which aims at prejudicing the interests of the country.
- ☞ Do not conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.
- ☞ Do not criticize the policies of Government through radio/ television/ publication either in your name or anonymously.
- ☞ Do not communicate directly or indirectly any official document or information to any Government or Railway servant or to any other person without proper authorization.
- ☞ Do not ask for or accept contributions in cash or in kind for any objective without previous sanction of the Government.
- ☞ Do not accept any gift yourself or permit any person to receive gifts on your behalf.
- ☞ Do not accept any gift from any foreign firm.
- ☞ Do not give or take or abet the giving or taking of dowry. Also do not demand, directly or indirectly, any dowry.

- ☞ Do not engage directly or indirectly in any trade or business without previous sanction of the Government.
- ☞ Do not undertake any other employment.
- ☞ Do not canvass for insurance/ commission agency owned or managed by any member of the family.
- ☞ Do not participate or associate yourself in any manner in the making of a sponsored media or a Govt. media produced by a private agency without previous sanction of the Government.
- ☞ Do not accept any fee for any work done for any private or public body without the sanction of the prescribed authority.
- ☞ Do not sublet, lease or otherwise allow occupation of any other person of Govt. accommodation which has been allotted to you.
- ☞ Do not speculate in any stock, share or other investment.
- ☞ Do not bring or attempt to bring any political or other influence in matters pertaining to service.
- ☞ Do not enter into, or contract, a marriage with a person having a spouse living. Do not enter into, or contract a marriage with any person if you are having a spouse living.
- ☞ Do not appear in a public place in a state of intoxication.

Maintenance of Muster Rolls

DO's

- ☞ Muster Rolls of each section should be kept in the custody of Supervisor. Attendance of employee be attested by Supervisor and Gazetted Officer daily. The absence of employees should be clearly crossed. If the employees are on sanctioned leave, the LAP, LHAP, CL, C.OFF as the case may be, be clearly marked leaving no scope for alteration at later stage.
- ☞ Late attendance not more than two may be condoned by Gazetted Officer at his discretion.

- ☞ While marking compensatory off of any employee on a particular date in lieu of which days attendance C/off availed may be clearly shown in the Muster Roll.

Passes

DO's

- ☞ Count the page of the Numbered Pass Book and keep it in safe custody.
- ☞ Ensure proper routing of the Pass.
- ☞ Check and ensure limitations of persons, when dependent are included in the Pass.
- ☞ Obtain bonafide certificate before issuing a pass to schooling sons aged 21 years and above.
- ☞ Passes and PTOs to family members and dependents be issued only after obtaining a declaration form employees about the details of family members and dependants. The details be recorded in the Pass Register of individual employees.
- ☞ All Indian Railway Duty Card Passes for below JA Grade officers be issued only with the personal approval of GM.
- ☞ The used passes and unused passes be returned to the office from where passes are issued.
- ☞ Students pass be issued on production of bonafide certificate from Educational Institution.
- ☞ The serving employees Pass applications be forwarded supervisor of controlling departments.

Don'ts

- ☞ Do not issue Passes, PTOs to family members and dependent of employee without a declaration of such members by the employees.

LEAVE ACCOUNT

DO's

- ☞ Leave account should be maintained properly in the prescribed format. All the columns viz., name, designation, date of appointment, date of birth and date of retirement etc., are to be filled correctly.
- ☞ Leave account of each and every employee in the muster roll are to be maintained in prescribed manner.
- ☞ Leave should be debited only if there is a proper leave application duly sanctioned by the competent authority.
- ☞ Leave application should be in the prescribed form indicating nature of leave and sanctioned by the competent authority.
- ☞ Leave application is to be preserved properly & tallied with the entries in Leave account.
- ☞ Leave account must be updated regularly by crediting/ debiting the leave.
- ☞ In case of LWP/EOL, the salary as well as leave due are to be proportionately deducted.
- ☞ Sanction of commuted leave should be supported by Sick / Fit certificate issued by the authorized doctor.
- ☞ Sanction of Special Casual Leave should be supported by proper Order / Memorandum.
- ☞ Certain specific leave viz., Maternity / Paternity, Study leave, special disability leave etc., are sanctioned by the competent authority and the conditions/ eligibility for grant of such leave are to be fulfilled.
- ☞ The EOL/LND should be sanctioned by the competent authority.
- ☞ The Leave Not Due should be adjusted subsequently from the leave earned.

- ☞ 1/10 of credit of LAP and 1/18 of LHAP earned is deducted for availing LWP/EOL in the past.
- ☞ Proper accountal of LWP/EOL should be done in leave account so that increment may be deferred and appropriate recovery from PLB may be made accordingly.
- ☞ Leave account of transferred staff should be immediately sent duly updated to their new place of posting.
- ☞ In case of missing of leave account, it should be immediately brought to the notice of the higher authority and the account should be reconstructed from the reliable records available. Responsibility should also be fixed up.
- ☞ Transport Allowance should be deducted proportionately as per leave availed, wherever applicable.
- ☞ Every entry in the Leave account should be initialled by the competent authority / Gazetted officer.
- ☞ While sanctioning the leave, it should be confirmed that there is adequate leave at credit of the employee for the purpose.
- ☞ Leave account may be reviewed by the concerned supervisor / officer periodically.
- ☞ While preparing the leave encashment bill, it should be ensured that all the availed leave has been correctly debited.
- ☞ Prior to retirement of the employees, it should be ensured that all the availed leave are correctly debited.
- ☞ Leave account should be checked to ensure that the suspension period, if any, has been regularized as LAP with proper sanction of the competent authority.
- ☞ In case of employee is on recorded leave on the date of his increment, the actual benefit of annual increment will only be allowed from the date he resumes duty.

Don'ts

- ☞ Leave account should not be maintained in manuscripts forms.
- ☞ Leave should not be debited unless proper sanctioned leave applications are available
- ☞ Do not afford credit of LAP without verifying previous LWP.
- ☞ Leave as 'commuted' should not be debited unless sick / fit Certificate from authorized doctor is available.
- ☞ Full credit of LAP may not be given if employee is on LWP in past.
- ☞ No entry in leave account should be made without signature of supervisor / gazetted officer.
- ☞ Special casual leave should not be granted unless proper order / memorandum is available.
- ☞ Specific leave i.e., maternity / paternity, special disability leave, study leave shall not be not granted unless the employee fulfils the prescribed eligibility conditions.
- ☞ In the leave account, there should not be any unattested cutting / correction and overwriting.
- ☞ Leave encashment bill should not be prepared unless it is ensured that all the previous periods of absence have been regularized with sanction of the competent authority.
- ☞ Period of suspension should not be debited as leave unless there is proper sanction of the competent authority.
- ☞ There should not be any leave application lying with the dealing
- ☞ The period of absence in the muster sheet should not be left blank. It must be either prescribed leave or LWP.
- ☞ There must not be any minus — credit in the leave account.



Dos and Don'ts (Store Department)

Non-Stock Indents

Do's

- ☞ Ensure that the detailed and unambiguous description with specification and drawing number, wherever required is mentioned.
- ☞ Ensure that the requirement is genuine.
- ☞ Ensure to indicate quantity, both in figures and in words.
- ☞ Ensure that the quantity indented commensurate with requirement and is as per approval of the approving authority.
- ☞ Specify a reasonable delivery period. Avoid terms like 'immediate' and 'urgent'. Specify about the date by which the materials are required.
- ☞ Verify the rate indicated as the estimated rate or last purchase rate before signing the indent. Furnish the basis for arriving at the rate also.
- ☞ Club the requirements while preparing indent for purchase.
- ☞ Likely sources, if indicated, their genuineness should be verified.

Don'ts:

- ☞ Do not split the quantities to avoid Finance concurrence.
- ☞ Do not split the quantities to bring within powers of purchase of a specific authority.
- ☞ Do not inflate or reduce the approximate cost of the material to be procured, so as to get the sanction from a particular authority.
- ☞ Do not fail to describe the item correctly and unambiguously in the indent.

- ☞ Do not indent in excess of the requirement.
- ☞ Do not call for suppliers to samples as far as possible.
- ☞ Do not exceed powers for signing of indents.
- ☞ Do not submit PAC when not warranted.
- ☞ Do not furnish specifications tailor made for only one or two firms.
- ☞ Do not send indent to Purchase Office without certification of Non-stock.
- ☞ Do not include favourite's firms/ dummy firms in the list of likely sources.
- ☞ Do not force Limited Tender in the name of urgency.
- ☞ Do not furnish high estimated rate enabling higher rates of acceptance.

SCRAP DISPOSAL

DO's

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

Don'ts

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



Dos and Don'ts (Medical Department)

DO's

- ☞ Ensure proper issue of Sick/Fit certificate to the bonafide employees.
- ☞ Ensure correct local purchase medicines.
- ☞ Ensure correct observance of rules for treatment of outsiders.
- ☞ Ensure periodical inspection on the stock of medicines.
- ☞ Ensure proper relationship as per rules before treatment of Railway employees relatives.

Don'ts

- ☞ Avoid purchase of spurious medicines.
- ☞ Avoid leaving blanks in the Medical Attendance Register.
- ☞ Avoid issuing back dated medical certificates.
- ☞ Avoid simultaneous use of two or more sick/fit certificate books.
- ☞ Avoid frequent and indiscriminate local purchase

LOCAL PURCHASES

DO's

- ☞ Ensure that a register of purchase sources is maintained after inspection of their capacity.
- ☞ Ensure that every item sled quotations are obtained.
- ☞ Where bearer quotations are called, ensure separate acknowledgement of receipt of quotations from all the suppliers to whom the tenders are sent.
- ☞ Critically examine the reasonableness of rates and record the reasons for accepting a rate. The lowest rate may not be a reasonable rate.
- ☞ Ensure that quotations are obtained from genuine firms who can also quote competitive rates.
- ☞ Avoid cash payments as far as possible, in any case not exceeding the powers granted by the Railway Board for affecting cash payments.
- ☞ Ensure that inquiries are sent by rotation to registered local suppliers.

Don'ts

- ☞ Do not split indents to bring the purchase within local purchase powers.
- ☞ Do not issue an inquiry unless the exercise of the firm has been checked.
- ☞ Do not entertain open quotations, which are unsigned or appear to be corrected on terms involving financial implications without being attested by the tenderer.
- ☞ Do not entertain indents with unattested corrections.
- ☞ Do not accept the offer without verifying the reasonableness of rates especially for the branded items.

Dos and Don'ts (Accounts Department)

DO's

- ☞ Ensure that the expenditure has been properly and fully vouched and has been so recorded as to render the second claim on the same account impossible.
- ☞ The bill should be in original and in prescribed form.
- ☞ Ensure that the bill has been signed by the officer competent to sign the same and that his signature tally with those available in the record.
- ☞ Ensure that advance payment is released only in accordance with provisions of contract and that such payments are adjusted while making final payment.
- ☞ There is no delay in the payment of bills and that the bills are checked / paid according to their turn on the first come first serve basis.

Don'ts

- ☞ Don't pass the bill with erasures or alterations unless attested by the bill signing authority as many times as such alterations are made.
- ☞ Don't allow payment of rates higher than those included in the Agreement without specific competent sanction.
- ☞ Don't pass the 90% or more advance bills until accompanied by the proof of despatch of the material i.e., the original Railway Receipt and proof of inspection where required.
- ☞ Don't fail to exercise sample check in the matter of pending items of passing of bills, refund of earnest money, security deposit and staff payment such as PF advance, TA or final settlement bill, so that prompt action by the concerned staff is ensured.
- ☞ Don't give preference in passing the bills of any particular contractor or supplier except under specific authority.

Dos and Don'ts For WORKS CONTRACT

DO's

- ☞ Ensure that estimate has been sanctioned by competent authority before calling for tenders.
- ☞ Specify eligibility criteria very clearly in tender document, define works of similar nature with the approval of PHOD/CHOD.
- ☞ Ensure that all special conditions having financial implications are evaluated correctly to arrive at inter se positions.
- ☞ Make available tender documents at the time mentioned in the tender notice.
- ☞ Identify sister concerns to detect ring formation, especially in limited tenders.
- ☞ Ensure tender and agreement are signed by authorized persons only.
- ☞ Ensure all corrections and over-writings in tender offers are initialized by tender opening officials.
- ☞ Place credential certificates on tender file.
- ☞ Verify credentials issued by other departments.
- ☞ Record detailed reasons for overlooking any offer.
- ☞ Finalize the tenders within validity period.
- ☞ Place copy of newspaper cuttings and Notice Inviting Tenders generated from the website in tender file.
- ☞ Examine the capacity of tenderer by assessing existing workload.
- ☞ Deliberate in details about free items, unworkable items and unusually high rated items in the Tender Committee minutes.

- ☞ Allow normal period of 30 days for responding to the tender.

Don'ts

- ☞ Do not split work to call separate tenders to keep the value of the work 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 draft tender conditions suiting a particular tenderer/ contractor.
- ☞ Do not recommend placement of orders at higher rates on flimsy technical grounds, shorter completion period or citing discount.
- ☞ Do not alter the eligibility criteria laid down while calling tender during consideration of the offers received.
- ☞ 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 up in addition.
- ☞ Do not forget to explain time delays in tender committee minutes.
- ☞ Do not accept open quotations from the contractors during negotiations.
- ☞ Do not advise the Tender Committee prior to their deliberations on the suitability or otherwise of any particular offer.
- ☞ Do not treat the Tender Committee's recommendations with dissenting notes from one or more members of the Tender Committee, as a unanimous recommendation.
- ☞ Do not exercise the powers of the accepting authority if you have been a member of the Tender Committee.

- ☞ Do not change the location of the work to the advantage/ disadvantage to the contractor.

Dos and Don'ts For Execution of Works

DO's

- ☞ Ensure good workmanship by proper supervision.
- ☞ Keep proper accountal of railway materials issued to the contractors at the site of work.
- ☞ Keep proper accountal and classification of released materials.
- ☞ Issue materials to the contractors only through authorized agents and control the issues commensurate with progress of work.
- ☞ Ensure inspection and proper passing of materials supplied by contractors or through rate contracts before these are used in work. Maintain proper records.
- ☞ Ensure recovery of cost of materials supplied by Railway, hire charges for tools and plants etc. from the contractors' running bills immediately after their use.

DON'Ts

- ☞ Do not allow execution of work without proper sanctioned work order.
- ☞ Do not allow the contractor to first execute only those items considered more profitable by him at his discretion, so that contractor's interests in completing the whole works remain.
- ☞ Do not allow execution of partly left over work by another agency before taking final measurements of earlier contract and getting them accepted by both the old and the new contractors.
- ☞ Do not permit to use substandard materials.



भारत सरकार BHARAT SARKAR
रेल मंत्रालय MINISTRY OF RAILWAYS
रेलवे बोर्ड RAILWAY BOARD

No. 2000/RS(G)/379/2

New Delhi, dated:7/8/2015

The General Manager, All Indian Railways/PUs, NF(C), CORE

The DG/RDSO/Lucknow & NAIR/Vadodara

CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RCF/RBL/NDLS

Sub: Handling of rejection of pre-inspected item and warranty rejections

Ref: . Rly. Board's letter No. 2000/RS(G)/379/2 dt. 13.3.2009

1. During an investigation of a case relating to supply of items it was observed by the Vigilance that after the pre-inspected material was rejected by the consignee, neither rejection advice was sent to the paying authority nor any joint inspection was held with the- pre-inspecting agency. Further, the warranty replacements of defective/rejected supply of goods was accepted without pre-inspection. On this, CVC has advised to take necessary steps to streamline the existing procedure to deal with such situation.

1.1 Accordingly the following is being advised to all concerned in supersession of all instructions issued on the subject.

Two kinds of rejection occur in case of pre-inspected supplies made by vendors

A. Pre-inspected material rejected by consignee at the time of receipt.

B. Material rejected in warranty.

The methodology of handling these rejections are dealt with below:

A. Pre-inspected material rejected by consignee at the time of receipt -

(i) In case of rejection of pre-inspected goods at consignee end, the material rejection advice/rejection memo should be sent by consignee to all concerned i.e. firm, purchaser, pre-inspecting agency, paying authority as per the contract etc. without fail.

(ii) Financial recovery: In case payment has been made to the firm for the material, the concerned paying authority as per contract should note the rejection advice details in its recovery register for effecting recovery of payments made, as the case may be.

(iii) If the firm desires to have joint inspection, joint inspection of rejected material will held with pre-inspecting agency and the firm. In case of failure of either of the two parties to associate with joint inspection, the joint inspection should be held by the consignee with whichever of the two parties comes for joint

inspection. Irrespective of whether the party(ies) attend joint inspection or not, the modality of joint inspection etc will have to be completed within 21 days of communication of rejection advice to the supplier (in line with IRS Conditions of Contract clause 703). For imported material, the time limit will be 45 days.

(iv) Firm may be permitted to collect the rejected goods only after the firm has deposited the payments already made by Railway (if any) to the firm or equivalent amount has been recovered for this purpose.

(v) In case of replacement supply against the rejected goods, the same should be pre- inspected by same pre-inspecting agency who passed the material earlier. In line with IRS -Conditions of Contract clause 703, no inspection charge will be paid by Railway to the inspection agency for the replacement supply.

(vi) However, in case of component level rejection in an pre-inspected item (which is an assembly) the replacement supply of that component can be accepted based on firm's internal inspection certificate/guarantee certificate and final inspection by consignee.

B. Material rejected in warranty -

Material are rejected in warranty in the following situations :

(a) the material rejected was issued to the user (shop/shed etc) from its associate stores depot.

(b)The material rejected was received by the user from a PU or from a stores depot which is not the associate stores depot of the user.

Cat B.I(a) : For Warranty failure in shop /shed of material issued from its associate stores depot : All warranty claims will be lodged by the associate depot officer after getting the warranty rejected material from, user under advice note of return stores with reasons of warranty rejection indicated therein. Before lodging the warranty claim the associate depot officer will satisfy himself about the correctness of PO and ensure that other details including reason of warranty rejection are available with the advice note of return stores. The warranty claim will be processed following procedure indicated in sub-para A(i), (ii), (iii) and (iv) of para 1.1A above except for the following changes: The 'rejection advice' mentioned in para 1.1A(i) will be replaced by the 'warranty rejection advice'. The time which can be taken for the completion of modality of joint inspection as per para 1.1A(iii) will be 45 days (instead of 21 days) from the date of communication of rejection advice to the supplier. More time is being given for joint inspection because this is a case wherein supplies have already been taken into the usage system of Railways. Thus, either the pre-inspection agency or the firm or the railways may like to have a more detailed understanding of the failure.

Cat B.I(b) : For Warranty failure in shop/shed of material received from PU (either under sale issue note or as a purchased component of rolling stock manufactured at the PU) or from a stores depot (under inter depot transfer/sale issue note) which is not the associate stores depot of the end user:

(i) In such cases it may not be convenient for the end user to return the material to the stores depot (against which the original supply was made by the vendor to railway). Thus in all such cases, the warranty rejected material will be kept in safe custody by the end user and the stores depot (which received the original supply) will be advised by the end user and the stores depot (which received the original supply) will be advised by the end user about the warranty rejection duly indicating the reason(s) of rejection with a confirmation that the rejected material is under end user's custody.

(ii) The stores depot (which received the original supply) will raise warranty claim on the firm. Before lodging the warranty claim, the depot officer will satisfy himself about the correctness of PO and ensure that other details including reason(s) of warranty rejection are available from the end user. The warranty claim will be processed following procedure indicated in sub-para A(i), (ii), (iii) and (iv) of para 1.1A above except for the following changes. The 'rejection advice' mentioned in paras 1.1A(i) will be replaced by the 'warranty rejection advice'. The time which can be taken for the completion of modality of joint inspection as per para 1.1A(iii) will be 45 days (instead of 21 days) from the date of communication of rejection advice to the supplier. More time is being given for joint inspection because this is a case wherein supplies have already been taken into the usage system of Railways. Thus, either the pre-inspection agency or the firm or the railways may like to have a more detailed understanding of the failure.

For imported material the time limit in Cat 1(a) and Cat 1(b) will be 90 days.

II. Warranty quantity replacement : The warranty quantity replacement will be accounted under warranty R-note by the depot officer (which raised the warranty claim as in sub-para B.1(a) above).

Financial recovery (if any made) against the warranty failure will be refunded to the firm. on warranty quantity replacement.

III. Inspection of the replacement supply against warranty rejection:

(A) For cases of replacement supply against warranty failure falling in the category B1(a) above, the replacement supply should normally be inspected by the same inspection agency which inspected and passed original supply. Thus for B.1.(a), any change in inspecting authority for the warranty replacement will necessitate a format amendment in contract.

(B) In case of warranty rejection of item of the category B. 1.(b) above, it may in some cases be difficult to re-use the services of inspecting agency which passed the original supply. Similarly for some items, the end user/ consignee may not have the requisite inspection facility/expertise.

Thus for warranty rejection falling in the category B.1.(b) above:-

(i) The replacement supply can-be inspected by the same inspecting

agency which inspected and passed the original supply. Payment of inspection charges will be borne by supplier.

OR

The replacement supply can be inspected by authorised representative of consignee.

OR

The replacement supply can be made by firms own internal inspection certificate.

(i i) The decision on the above will rest with the depot officer who raised the warranty claim and will be indicated in the warranty claim notice.

(C) However in case the warranty failure is of a component of an assembly supplied, the component can be accepted on firm's own Guarantee Certificate/internal inspection certificate and consignee's final inspection for both the categories {cat B I(a) and cat B I(b)} of warranty failure.

(IV) Place of warranty replacement - For warranty replacement of category B.1.(a), in order to ensure correct accountal of warranty replacement, the place of warranty replacement will be the depot which received the original supply. For warranty replacement of failure falling in category B.1.(b) above, an exemption can be made and the place of replacement supply can be indicated by the depot officer (at his option) in the warranty claim notice to the firm to be the end user's place.

(V) For warranty replacement of the category B.1.(b), due care will be taken by the end user to ensure that accountal of replacement supply etc. are properly taken care of. After settlement of warranty claim the rejected material will be handed over by the end user to the firm's representative. The end user will also inform the depot officer who raised warranty claim about the replacement.

1.2 At the option of the depot officer/end-user, rectification of the material rejected {under category 1.1(A) and 1.1(B)} may be permitted within railway premises by the firm only after the firm has refunded the payment (if already made by Railway) or equivalent amount has been withheld for this purpose. However, from the date of communication of rejection advice, the rectification activity has to be completed within 21/45 days for indigenous/imported material respectively for rejection of the category 1.1(A) and 45/90 days for indigenous/imported material respectively for the rejection of the category 1.1(B). If more time is taken beyond this, applicable ground rent will be levied on the firm.

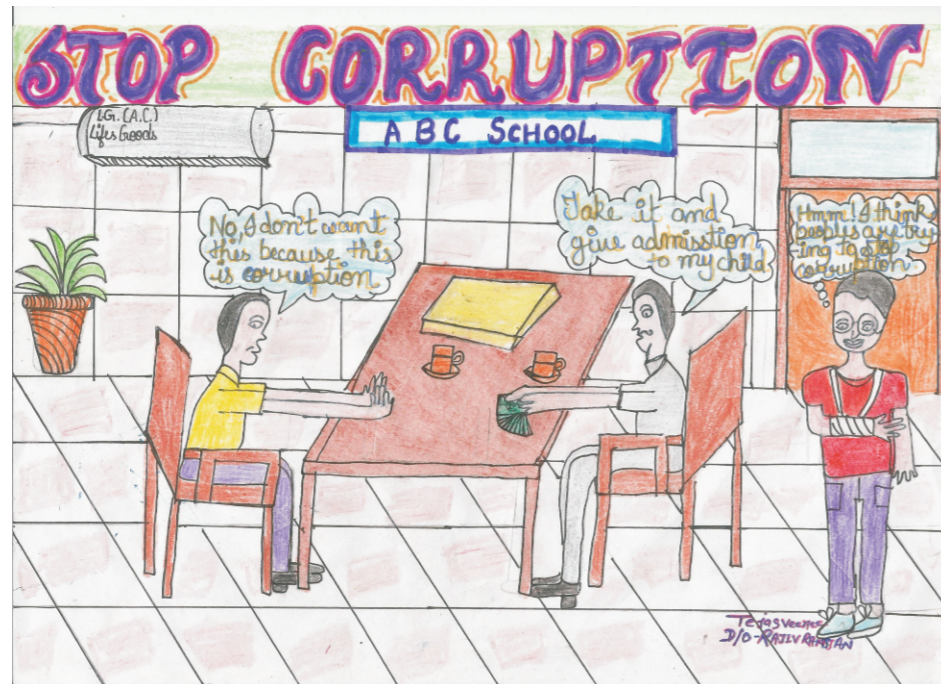
2. In order that quantity shortfall due to warranty failure of Cat. B.1.(a) is made up, the depot officer may prepare an additional demand (equal to the quantity failed in warranty) for procurement, once recovery towards

warranty has been confirmed by Accounts. Any warranty replacement subsequently made will automatically get reflected in stock and thus there will not be any net extra procurement. It will however ensure timely availability of materials.

3. The policy as indicated in para 1.1 to 1.2 above will be incorporated in bid condition by the ZR/PU etc. and referred to in the contract as a part of special conditions of contract. Further to ensure data integrity the system of integrated MMIS will be used to capture the processes as brought out above.

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

(Santosh Mittal)
Dy. Dir. Railway Stores (G)-I
Railway Board



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RBV No 02/ 2009

Government of India
Ministry of Railways
(Railway Board)

No.2008/N-1/CVC/1/4 New Delhi, dated: 18th February, 2009

The General Managers(P),
All Zonal Railways, PUs, CORE & Metro
The DGs, RDSO & RSC,
The CAO/DLMW,

**The Managing
Directors**

All PSUs

The SDGMsICVOs,

All Zonal Railways/PUs & PSUs

Sub: Rotation of officials working in sensitive posts.

1. Attention is invited to Board's letter of even number dated August 11, 2008 (RBV No. 10/2008), vide which, based on the CVC's directives lists of sensitive posts operating in the zonal Railways/Production Units etc. as also in the Railway Board were enclosed, requiring that the officials manning the sensitive posts should be rotated every 2 or 3 years to avoid developing vested interests. Any violation in this regard was required to be intimated to the Adviser (Vigilance) and CVO of the Ministry of the Railways for remedial action by SDGM/CVO of the Railway / Unit concerned.

2. The matter has been reconsidered by the full Board and it has now been decided that the **tenure of officials (both GOs and NGOs) in sensitive posts should continue to be 4 years as per the extant policy in the Railways.**

3. In addition, posts in Railway Board and its subordinate offices, including RDSO, are tenure posts. Such posts have a tenure of 5 years for Selection Grade and Senior Administrative Grade officers. For these posts, tenure policy shall continue to be followed.

(A.K.Madhok)
Deputy Director Vigilance
Railway Board

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भ्रष्टोन्मूलक निवेदन

रेल तंत्र के इस उपवन में प्रगति-प्रसून खिलाना है।
भ्रष्टाचारी खर-पतवारों को शनैः शनैः हटवाना है।।

कुछ लोग देश सेवा की शपथ,
आसानी से ले लेते हैं।

मिलता उन्हें उचित अवसर
तो पल में रंग बदलते है।।

आम आदमी को ऐसों की,
असली पहचान नहीं होती।

धोखे में जनता ऐसों के
मुगल चरण तक धो देती।।

गिरगिट सदृश भ्रष्ट तत्वों की, हमको पहचान कराना है।
भ्रष्टाचारी खर पतवारों को शनैः शनैः हरवाना है।।

सोचो गर सीमा के रक्षक,
स्वयं देश को खा जायें।

भगवान ही मालिक है फिर तो,
शायद ही देश बचा पायें।।

संभल के रहना अपने घर में
इन छिपे हुए गद्दारों से।

अन्तर्मन पीड़ित भारत का
जिनके भ्रष्टाचारों से।।

दीमक सदृश देश ये चाटें इनका अस्तित्व मिटाना है।
भ्रष्टाचारी खर-पतवारों को, शनैः शनैः हटवाना है।।

राजीव कुमार अवस्थी
वरिष्ठ अनुभाग अभियन्ता (विधुत)
कर्म0 सं0 350483

सतर्कता विभाग

रेल के दामन में, न लगे भ्रष्टाचार का दाग।
इसके लिए सदैव तत्पर, अपना सतर्कता विभाग।
विभिन्न विभागों से निश्चित समयावधि के लिए,
सतर्कता विभाग में कर्मचारी आते हैं
सेवायें देते हैं और वापस अपने विभाग चले जाते हैं।
कर्मचारी जिस विभाग से सतर्कता विभाग में आता है
मूल रूपेण उसको उसी विभाग का समझा जाता है।
सतर्कता विभाग की स्थिति राज्य सभा जैसी लगती है।
जिसमें हर दो वर्ष बाद एक तिहाई सदस्यों की नई नुमाइश लगती है।

सतर्कता विभाग में कार्यरत् हर छोटे-बड़े कर्मचारी को,
भली भाँति होता है पता पॉच सालों के बाद एक दिन ऐसा आयेगा

कि वह वापस अपने मूल संवर्ग में चला जायेगा।
वापस जाने पर अपने पूर्व पद के कर्तव्य पालन फलस्वरूप
की भी जो कार्यवाहियों उनका चुकाना पड़ सकता है हिसाब
देना पड़ सकता है अपनों को ही जवाब।

बावजूद इसके व्यक्तिगत सम्बन्धों को रख के ताख पे,
फौलादी मन में देश-सेवा का व्रत लिए फौलादी इरादों से
सतर्कता विभाग में विभिन्न विभागों से कर्मचारी आते हैं।

एक धूमकेतु के समान अपनी चमक बिखेरते हैं।

और फिर अन्तर्ध्यान हो जाते हैं।

न जाने कब से इसी तरह सतर्कता विभाग चल रही है
भ्रष्टाचार के विरुद्ध सतर्कता विभाग का दीपक सतत् रूपेण जल रहा है।

राजीव रंजन
मुख्य सतर्कता निरीक्षक
आधुनिक रेल डिब्बा कारखाना रायबरेली

मेरा लक्ष्य भ्रष्टाचार मुक्त भारत

चिरस्मरणीय अनुपम अद्भुत भारत
निष्पक्ष और पारदर्शी युक्त भारत
मेरा लक्ष्य भ्रष्टाचार मुक्त भारत
भारतवासी असंभव को संभव कहें
लब्ध प्रतिष्ठ, पुज्य कैसे भ्रष्टाचार को सहें
द्रष्टव्य प्रियदर्शी देश, जहां हर मनुष्य यक्षराज रहें
विद्युत्प्रभ, बहुभाषाविद् परमार्थी कैसे भ्रष्टाचार को सहें
अपादमस्तक, विश्वस्त भारत
विवेकानन्द आनन्द युक्त भारत
प्रवर्तक, विशेषज्ञ शाश्वत संयुक्त भारत
मेरा लक्ष्य भ्रष्टाचार मुक्त भारत।

— विवेकानन्द व्यास
मो. 9670036072
Tech-II
Enp No: 350840

‘एक अच्छे चरित्र का निर्माण हजारों
बार ठोकर खाने के बाद ही होता है।’

—स्वामी विवेकानंद



आधुनिक रेल डिब्बा कारखाना, रायबरेली MODERN COACH FACTORY, RAEBARELI

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रिश्वत लेना और देना दोनों है

अपराध

ऐसे लोगों का अवश्य करे।

पर्दाफाश



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

30th October to 04th November, 2017